

PeopleSoft®

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Payroll for Mexico 8.9
PeopleBook

1 of 2

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Disclaimer

The Mexican Payroll system is currently not being sold. Customers should not attempt to use or implement functionality that is associated with the Mexican Payroll. For more information, contact your J.D. Edwards representative.

Payroll Overview

Processing payroll in-house allows your organization to eliminate costly service bureau charges and to gain complete control of your payroll functions. The J.D. Edwards Payroll system offers simple yet complete solutions for your entire payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of your organization, even as your business grows and your requirements change.

Payroll: The Competitive Advantage

Processing and tracking payroll information can be challenging. The following table presents typical problems that are associated with processing payroll information. The table also includes the J.D. Edwards solution for each problem, and the return on investment from using the J.D. Edwards Payroll system.

Submitting paper timecards is time-consuming and prone to error. Ensuring employee compliance with timecard deadlines is difficult.

Employee Self-Service allows employees to complete timecards and submit them electronically. These electronic timecards are held in a temporary workfile, pending review or approval, before they are posted to the payroll system for processing. Employees and supervisors can review previous timecards for reference. The system relieves HR and payroll representatives of the tasks of manually compiling and entering timecards.

Companies often need to provide employees with copies of previous paystubs to verify income.

Employee Self-Service allows you to view previous paystubs online. Employees can then print the paystubs for their own reference or forward copies to their loan processor. Using online paychecks results in cost savings. Time and material costs are saved when employees can view and print the information that they need through Self-Service instead of using HR and payroll representatives to copy and mail the paystub.

When consolidating payroll systems, most companies want to convert payroll to a new system.

When you implement the J.D. Edwards Payroll system, you can import historical payroll information from your legacy system. You can then use the interim payment feature to convert this historical information into the appropriate format for the payroll history tables. You typically need this information to process year-end forms for employees. The Payroll system creates journal entries and merges the journal entry information into payroll history when you complete the next payroll cycle. Because data entry of payroll history is eliminated, the electronic conversion ensures greater accuracy. Cost savings result from eliminating the need for employees to spend valuable time entering this data.

Employees in the current workforce have diverse skill sets and frequently work multiple jobs with different shifts and different types of equipment. These diverse aspects require different rates of pay.

J.D. Edwards time entry programs enable you to pay employees differing pay rates based on the type of equipment that they use during a pay period. You can use shift differentials to assign the appropriate shift and associated pay rate to each employee. Additionally, you can use any of the time entry programs to override the employee's rate with a new rate. You can use this feature if a rate increase was not entered in time or if a rate table is incorrect. The Payroll system increases the accuracy of payroll processing and reduces time and effort spent correcting errors.

Your company provides services to outside clients and needs to account for the difference between the billing rate and the hourly rate of the employee who worked with the outside client.

Service Billing allows you to track each hour that is coded to a specific client or project based on both the hourly rate, which is used to calculate the employee's payroll, and the distribution rate, which is used to invoice the client. The Payroll system saves time and improves the accuracy of the amounts that are paid to third-party providers.

Your company does business with organizations from different countries, and needs to track monetary values for each of the different countries in which it does business.

Using multicurrency time accounting features, you can set up billing and recharge rates that will allow you to accurately and easily account for currency differences between countries.

System Integration

To streamline data entry between Payroll and Human Resources users, you enter much payroll-related information into the Workforce Management Foundation system. This system contains the central database for all of the information that human resources and payroll users typically share. For example, when a human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database accomplishes the following:

- Eliminates redundant data entry
- Maintains current and accurate information across all of your business operations
- Improves communication among departments

You use the Workforce Management Foundation system to track the following:

- Complete employee information
- Job information
- Pay type, deduction, benefit, and accrual (PDBA) information
- Time accounting information

The Payroll system contains the additional functions that you need to process payroll for employees.

Both human resources and payroll users can enter information into the foundation system. However, to prevent unauthorized access to confidential information, you can set up system security so that users can access only the information that they need for their jobs. Typically,

your system administrator sets up system security during system implementation. The system administrator can set up security for an entire form or for specific fields on a form.

The following graphic shows how the Workforce Management Foundation system supports human resources, benefits administration, and payroll:

Workforce Management System Integration

Workforce Management System Integration	Benefits	Human Resources	Payroll
• Quick Hire		X	
• Pay Types, Deductions, Benefits and Accrual Setup	X		X
• Time Entry			X
• Automatic Accounting Instructions			X
• Job Information	X	X	X
• Employee Information	X	X	X
• Employee Self-Service	X	X	X
• Employee History and Turnover Tracking		X	



Benefits

- Benefits Administration
- Benefits Setup
- Employee Self-Service



Human Resources

- Application Information
- Position Control
- Requisitions



Payroll

To simplify your processes and facilitate communication within your organization, the Payroll system also integrates with the following J.D. Edwards systems:

Address Book

The Address Book system stores employee names and addresses.

General Accounting

You can integrate Payroll with the General Accounting system so that the Payroll system automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on your labor accounts and run a summary of your liabilities and cash accounts.

Accounts Payable You can integrate Payroll with the Accounts Payable system so that the Payroll system automatically creates vouchers for payroll taxes, insurance premiums, and other payroll liability amounts that must be paid to third parties. Accounts Payable integration automates the tasks of calculating the payments due to each third party and of generating the associated accounts payable vouchers.

System Features

The Payroll system includes many features that you can adapt to meet the unique payroll needs of your organization. The following table lists some of the features that you can use to meet your payroll processing needs:

Define your payroll environment	<p>You can use your Payroll system to perform the following tasks, which allow you to define your payroll environment:</p> <ul style="list-style-type: none">• Track information for an unlimited number of companies within your organization• Keep your payroll journal entries in balance when employees work in multiple companies• Set up default values for commonly used information and override default values if necessary• Set up master pay cycles that define your organization's pay periods and corresponding payment dates• Define up to 9000 employee and employer payroll deductions, benefits, and accruals• Restrict access to confidential information• Process your payroll in a union environment
Simplify tax calculations	<p>You can use your Payroll system to simplify tax calculations in the following ways:</p> <ul style="list-style-type: none">• Identify all valid federal, state, and local taxing entities.• Use the payroll tax program that integrates with the Payroll system. This program is called Quantum for Payroll Tax and is supplied by Vertex, Inc. Quantum for Payroll Tax calculates federal, state, provincial, and local taxes for employees in the United States and Canada. For employees in Mexico, Australia, and New Zealand, you set up payroll tax calculations in the Payroll system.• Calculate taxes for employees who work in more than one state or province during a single pay period.• Calculate taxes for employees who receive multiple payments during a single pay period.• Calculate taxes for part-time or contract employees with special taxing circumstances.
Provide various payment options to employees	<p>You can set up employees to receive their payments by cash, check, automatic deposit, or a combination of these forms of payment.</p>

Process payroll cycles efficiently

When you process payroll cycles, you can do any of the following tasks:

- Choose the employees to include in a payroll cycle. You can simultaneously process multiple payroll cycles for different groups of employees.
- Create multiple versions of selected payroll processing steps to increase system efficiency and decrease processing time.
- Review employee payroll information and make any necessary changes before you print payments. You can review and, if necessary, rerun the steps in the payroll cycle.
- Manage the sequencing of employee payments to simplify the task of distributing payments.
- Print time entry, pay, summary, and tax reports during a payroll processing cycle.
- Create journal entries automatically each time that you process a payroll cycle. When you integrate J.D. Edwards Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger during the payroll cycle.

Review payroll history

You can review payroll history for pay types, deductions, benefits, accruals, timecards, payments, taxes, and insurance. You can review historical information online or you can print history reports.

Process payments outside of the payroll cycle

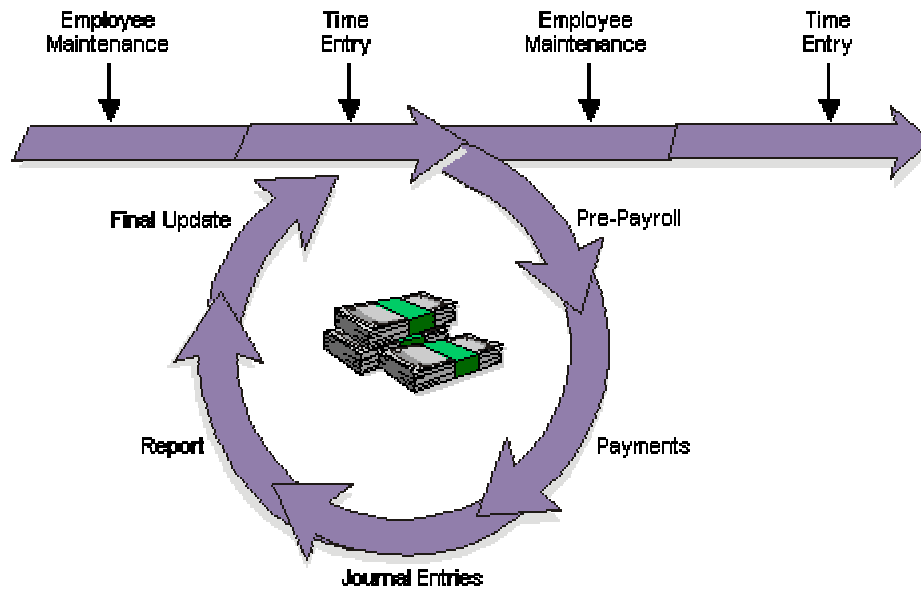
You can use the interim payment feature when you need to process payments outside of the payroll cycle. Use this feature for special circumstances, such as terminations, pay advances, bonuses, gross-up payments, and advance vacation pay.

Payroll System Flow

The payroll cycle is a process that you complete every time that you need to pay your employees. In addition to processing payroll cycles, you need to perform regular maintenance tasks, such as entering and updating employee information and entering timecards.

The following graphic shows the relationship between your regular maintenance tasks and the payroll cycle. The top line indicates the flow of your regular work processes. The circle represents a payroll cycle.

Payroll Cycle



Employee Maintenance

Employee maintenance involves entering and updating employee master information. Employee master information is the standard information that the Payroll system requires before you can pay an employee, such as the employee's tax ID number, pay rate, and tax information. You perform employee maintenance in the Workforce Management Foundation system.

Time Entry

Time entry involves entering and processing timecards. During payroll cycle processing, the system uses time entry records to create payments for employees. For salaried employees, the system automatically generates time entry records for regular pay. You enter time entry records in the Workforce Management Foundation system.

Pre-Payroll

Pre-payroll processing creates the workfiles that the system needs to produce payments and reports. You use pre-payroll processing to do the following:

- Choose the employees to include in a payroll cycle
- Generate timecards for employees whose timecards are not entered manually
- Process timecards that are entered manually for the pay period
- Calculate gross-to-net pay for employees
- Calculate job step progression information

- Print reports that list deductions, benefits, and accruals (DBAs); taxes withheld; and any unique overrides used in the calculations

Payments

Payments are the cash, checks, or advice slips that employees receive in return for their labor. You can print paychecks, automatic-deposit advice slips, and additional attachments.

Journal Entries

During payroll processing, the system creates journal entries that must be posted to your general ledger. If your Payroll system is integrated with the J.D. Edwards General Accounting system, you can automatically post the journal entries to the general ledger.

Reports

To verify that the payroll information is accurate, you can print and review reports after you process pre-payroll, print payments, or process journal entries.

Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables and prepares the system for the next payroll cycle.

System Setup

Before you use J.D. Edwards software, you must set up and define certain information that the system uses during processing. You use this information to customize the system for your business needs.

Setting Up Your System for Localization

You must complete the system setup tasks that are detailed in the *Payroll Guide* and in the *Workforce Management Foundation Guide* as well as country-specific tasks for Mexico.

Setting Up User Display Preferences

Some of J.D. Edwards localized software uses country-server technology to isolate country-specific features from the base software. For example, if during normal transaction processing, you record additional information about a supplier or validate a tax identification number to meet country-specific requirements, you enter the additional information using a localized program; and the tax validation is performed by a localized program instead of by the base software. The country server indicates that this localized program should be included in the process.

To take full advantage of J.D. Edwards localized solutions for your business, you must set up your user display preferences to specify the country in which you are working. The country server uses this information to determine which localized programs should be run for the specified country.

You use localization country codes to specify the country in which you are working. J.D. Edwards supplies localization country codes in user defined code table 00/LC. This table stores both two-digit and three-digit localization country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support that J.D. Edwards provides for that country.

You can also set up user display preferences to use other features in J.D. Edwards software. For example, you can specify how the system displays dates (such as DDMMYY, the typical European format) or specify a language to override the base language.

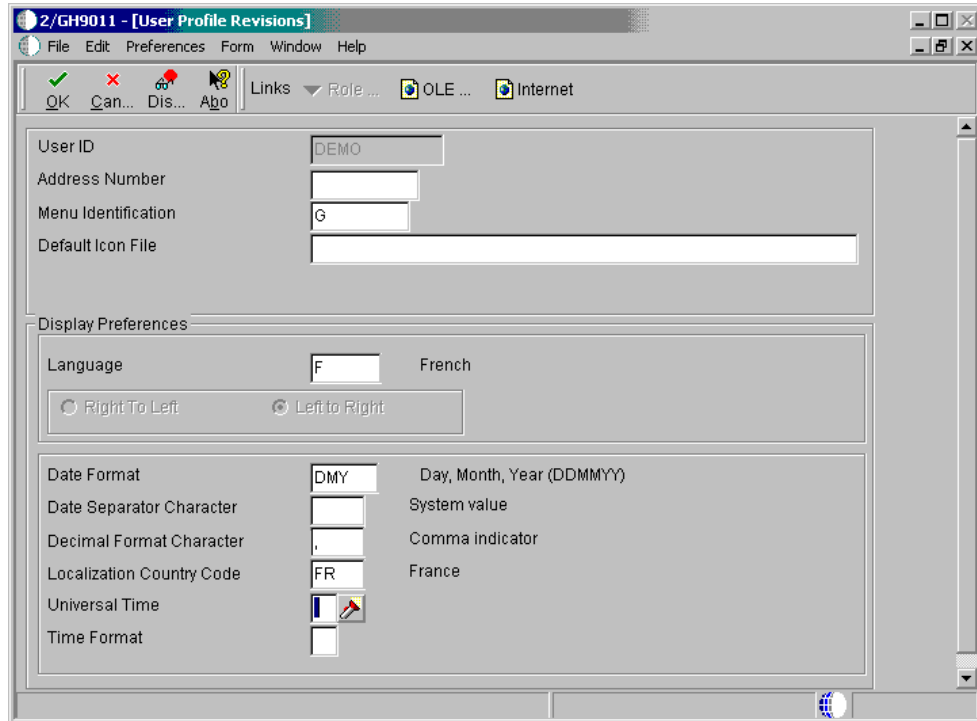
See Also

- ❑ *International Product Handbook* for more information about J.D. Edwards localization tier classifications and policies

► To set up user display preferences

From the System Administration Tools menu (GH9011), choose User Profiles.

1. On Work With User / Role Profiles, click Find to locate a user profile.
You can complete fields on the QBE line to limit your search.
2. Choose a record and click Select.



3. On User Profile Revisions, complete the following field:
 - Localization Country Code
4. Complete the following optional fields:
 - Language
 - Date Format
 - Date Separator Character
 - Decimal Format Character
5. Click OK.

See Also

- *User Profiles* in the *System Administration Guide*

Processing Options for User Profiles (P0092)

A/B Validation

Enter a '1' to enable editing on address book number against the F0101.

Setting Up User Defined Codes

Many fields throughout the J.D. Edwards software accept only user defined codes. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

Caution

User defined codes are central to J.D. Edwards systems. You should be thoroughly familiar with user defined codes before you change them.

User Defined Codes for Payroll

The following user defined code tables are used to track and process information in the payroll system.

Batch Source Type Codes (18/BS)

You use batch source type codes to specify the labor rules component, such as the overtime rule set, retroactive pay rule, or timecard template, used to generate a batch of timecards in the time management module.

Employee Group Select Table Codes (18/ST)

You use employee group select table codes to define the type of timecards that you want to process in the Time Management module. Examples of timecard types that you might set up are current timecards or historical timecards.

Employee Group Type Codes (18/EG)

You use employee group type codes to identify a group of employees to include in time management processing. Examples include Combo Group and Select Group.

Field/Function Usage Codes (18/UC)

You use field/function usage codes to specify where a definition can be used in the time management module. For example, you would not want to use the Home State field when defining a rate formula; however, you might use that field when defining employee groups for time management processing. Therefore, you might use code ESG (Employee Select Groups) to specify that the Home State field can be used when creating employee groups. Using Field/Function Usage codes, you can specify where each field or function can be used in the system.

Field Definition Table Codes (18/FT)

You use field definition table codes to identify the tables from which you can choose fields to include in formulas that you use in the time management module. For example, if you want to use the fields from the Employee Master Information table (F060116) when you create a formula, you can set up a Field Definition Table Code for that table. When creating the formula, you enter that Field Definition Table code to gain access to the fields from that table.

Holiday Codes (06/HC)

You use holiday codes to designate holidays that are observed by your organization.

Insured Basis Table Codes (06/IP)

You use basis table codes to identify a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation.

Master Status Codes (18/MS)

You use master status codes to identify the status of batches of timecards that you are processing through the time management module. Examples of codes that you might use are Approved, Pending Approval, or Canceled.

Pay Cycle Codes (07/PY)

You use pay cycle codes to identify values for master payroll cycles. You must create a new code for each payroll cycle that you want to create. Examples of pay cycle codes are Weekly, Biweekly, and Monthly.

Pay Cycle Group Codes (07/PG)

You use pay cycle group codes to group similar groups of employees for payroll processing. For example, if a group of employees has a certain criteria that is not already being tracked by the system, you could create a pay cycle group and enter that group in the data selection when you process payroll.

Processing Quarter (07/QU)

You use processing quarter codes to identify which quarter of the calendar year you want to include in reports.

User Defined Codes for Mexico

To process payroll in Mexico, set up Mexico-specific user defined codes, in addition to the user defined codes for Payroll.

Apply Limit To Codes (76/FL)

You use apply limit to codes to specify whether a limit should be applied to the basis of a specific calculation or to the result of the calculation.

These codes are hard coded in the system and should not be changed.

Available Reports (76/PE)

You set up special process reports in this UDC to make them available to run as part of the process of generating special process amounts.

Bank Transit Codes (06/BC)

In Mexico, each bank has a different format for auto deposit files. You must create batch programs to create auto deposit files for each of the banks to which you send auto deposits.

You must set up all the banks to which you submit auto deposits on UDC 06/BC. In the Description 02 field, enter the name of the UBE that you use to create the auto deposit file for that bank. In the Special Handling field, enter the version of the UBE.

Country Codes (00/CN)

Country codes identify the country in which an employee resides. Mexican payroll also uses country codes to identify the currency for which you must track denominations. You should set up the following codes on UDC 00/CN:

- MXP - Mexican Pesos
- BD - Food Bonus

Day Worked (06/DW)

You use day worked codes to identify an employee's rest day when you submit vacation requests.

Denomination Codes (06/DN)

You use denomination codes to identify the denominations of Mexican Pesos and food bonus coupons to track cash and food bonus payments.

Disability Types Codes (76M/DT)

You use disability types codes to specify the general reason for the disability. Disability type codes include the following codes:

- ACC - Accident - Company
- ACP - Establishment Accident
- ACT - Accident in Transit
- EG - General Illness
- IPP - Disability after Childbirth
- MAT - Maternity

You should enter either of two codes that you can choose in the Description 2 field to indicate whether the disability type is due to accident or illness. For example, the sample data uses ILL to indicate illness and ACC to indicate accident.

You enter the illness and accident codes that you choose on the process options for the Disability Report (R76M0414).

Eligibility Codes (05A/EC)

You use eligibility codes to specify employee types for the IDSE Movement Interface File (R8976M0420). Set up the values as follows:

Codes	Description 01	Special Handling
Y	Permanente	1
N	Eventual	2
S	Eventual Construccion	3

Exemption Basis Codes (76M/EB)

You can calculate the amount of pay that is exempt from taxes as a percentage of the pay or as a multiple of a specific salary, such as the minimum wage for a certain geographic zone. You use exemption basis codes to specify whether the exemption should be calculated as a

percentage of pay or to specify the salary that should be used to calculate the exemption. Exemption basis codes include the following codes:

- % - Percentage
- G - General Geographic Zone
- Z - Minimum Geographic Wage

These codes are hard coded in the system and should not be changed.

Family Medical Center Codes (76M/MF)

You use Family Medical Center codes to identify the clinic or hospital where an employee receives primary medical care. Specify the hospital number of the clinic or hospital in the Special Handling field. For example:

- 007 – Clinica 7 del IMSS
- 025 – Clinica 25 del IMSS

You specify the employee's medical center when you enter an employee record.

Geographic Zone Codes (76M/SM)

You use geographic zone codes when you set up minimum wage information, union information, and Integrated Daily Salaries (IDS) calculations.

These codes are hard coded in the system and should not be changed.

IDS Type Codes (76M/SD)

You use IDS type codes to identify the different types of IDS that you calculate. IDS type codes include the following codes:

- EG - IDS EG
- FIN - IDS Firing
- INF - IDS INFONAVIT
- IV - IDS IV
- NET - IDS Without Limits
- SAR - IDS SAR
- SMG - IDS General Minimum Salary

Include/Exclude Based On Codes (76/EE)

You can apply Deductions, Benefits, and Accruals (DBAs) to a group of employees, based on information from the Employee Master Information table (F060116). For example, you might set up a certain value in a category code for some employees, and then apply the DBA only to employees with that value in the category code.

You can also apply the DBA to all employees *except* those with a specific value in a specific field in the Employee Master Information table.

You use the Include/Exclude Based On UDC to list any fields from the Employee Master Information table that you want to use as the basis for including or excluding employees. Enter the name of the data item that is associated with the field in the Code field.

Income/Tax Codes (76M/IT)

Income/tax codes correspond to the categories on the Income/Tax Certificate. You use income/tax codes to specify the category in which a Pay Type, Deduction, Benefit, or Accrual (PDBA) should be reported.

These codes are hard coded and should not be changed.

Kind of Calculation Table Codes (76M/CT)

You use kind of calculation table codes to specify the table that is used to calculate attendance bonus, Christmas bonus, vacation bonus, and vacation pay amounts.

Kind of Table (tax) Codes (76M/KT)

You use kind of table (tax) codes to specify the type of tax table when you set up specific tax tables. Valid codes are:

- C - Tax Credit
- I - Tax
- S - Subsidy

These codes are hard coded and should not be changed.

Kind of Worker for IMSS Codes (76M/KW)

You use kind of worker for IMSS (Instituto Mexicano del Seguro Social) codes to indicate the type of contract under which an employee has been hired. These codes are used for IMSS reporting. Valid values are:

- 0 - Fixed Salary
- 1 - Variable Salary
- 2 - Mixed Salary

These codes are hard coded and should not be changed.

Limit Basis Codes (76M/LB)

You use limit basis codes to specify the salary or amount that should be used to calculate the limit for an amount that is being calculated, such as a DBA, a special process amount, or a termination payment. Valid codes are:

- DBA - Existing DBA
- SB - Base Salary
- SDI - SDI IMSS
- SMG - General Minimum Salary
- SMZ - Zone Minimum Salary

These codes are hard coded and should not be changed.

Liquidation Method Codes (76M/LM)

Use liquidation method codes to specify the method for calculating savings fund liquidations. Valid codes are:

- A - Amount

- F - Factor

These codes are hard coded and should not be changed.

Liquidation Type Codes (76M/LC)

You use liquidation type codes to specify the portion of a savings fund or mutual savings fund that is eligible for liquidation. Valid codes are:

- A - Both Contributions
- C - Company Contribution
- E - Employee Contribution
- I - Only Interests
- T - All

These codes are hard coded and should not be changed.

Basis of Calculation Codes (76/BP)

You use basis of calculation codes to set up the basis of calculation for the PDBAs that are used to calculate special processes. For example, the profit sharing bonus requires the following basis lists:

- PN - Normal Income
- DT - Days Worked

These codes are hard coded and should not be changed.

Loan Types Codes (76M/PT)

You use loan types codes to classify the types of loans that the company makes to its employees. For example, you might have separate loan types for car loans, house loans, and so on.

Method of Calculation Codes (06/DM)

You use method of calculation codes to specify the method that should be used to calculate a specific amount. For example, you use method of calculation codes to calculate the new value of a PDBA when you override the value of that PDBA for a group of employees for one pay period only.

Mexican Process Codes (76M/PM)

You use Mexican process codes to identify special payments that can be calculated outside of the normal payroll cycle. Valid codes include the following:

- ABS - Attendance Bonus
- AG - Christmas Bonus
- BD - Food Bonus
- CA - Mutual Savings Fund
- FA - Savings Fund
- PBS - Production Bonus
- PTU - Profit Sharing

- PV - Vacation Bonus
- VAC - Vacations

For the Production Bonus, the Description 02 field contains the code that identifies the list that was used for the basis of calculation.

These codes are hard coded and should not be changed. However, you can add codes to set up other special processes.

Mexican Tax Tables Codes (76M/MT)

You use Mexican tax tables codes to identify the tables that are used to calculate taxes. The payroll system uses the following Mexican tax table codes:

- M91 - Method 1991
- T80 - Article 80
- 141 - Article 141

Payment Type Codes (76M/PA)

Mexican companies can pay IMSS disability payments to employees, supplement IMSS disability payments, pay IMSS payments and supplements, or have no involvement with disability payments. You use payment type codes to specify the company's involvement with disability payments. Valid codes are:

- C - Complete
- I - IMSS
- N - Nothing
- S - Subsidy

These codes are hard coded and should not be changed.

Percentage Types Codes (76M/TP)

You use percentage type codes to indicate the type of percentage rate to apply to loans. You associate a specific percentage rate with each percentage type. Valid codes are:

- CPP1 - CPP Bank Rate Percentage
- PTFJ - Fixed Rate Percentage
- PTVR - Variable Rate Percentage

These codes are hard coded and should not be changed.

Reduced Shift Codes (76M/JR)

You use reduced shift codes to indicate what part of the week that an employee works. Reduced shift information is important for IMSS reporting.

Retirement Fund Bank Codes (76M/BA)

You use retirement fund bank codes to specify the financial institution that administers employee retirement funds.

Salaries for Calculation Codes (76M/SC)

You use salaries for calculation codes to specify the type of salary to use in calculating various special process amounts. Valid codes are:

- SDI - IDS IMSS EG
- SMF - Frequently Used Salary
- SMG - General Minimum Salary
- SMZ - Zone Minimum Salary
- SN - Regular Salary
- SP - Average Salary

These codes are hard coded and should not be changed.

Savings Fund Process Codes (76M/SF)

You use savings fund process codes to specify the type of savings fund process to run. Valid codes are:

- F - Final Liquidation
- P - Loan
- R - Withdrawal
- V - Voluntary Contribution

Special Calculation Method Codes (76M/MC)

You use special calculation method codes with special process codes to specify the method that is used for Mexico-specific PDBA calculations. Valid codes are:

- CA - Mutual Savings Fund
- DIV - Division
- DT - Days Worked
- EXCDF - Excess Difference
- EXEM - Exemptions
- FA - Savings Fund
- IMPTO - Tax Calculations
- IMSS - IMSS Insurance
- INF - INF Credit
- LOAN - Special Loans
- MULT - Multiplication
- NETO - Adjuste Neto
- SALCA - Salary Calculation

These codes are hard coded and should not be changed unless you create a new calculation method.

Special Process Codes (76M/SP)

You use special process codes with special calculation method codes to specify the method that is used for Mexico-specific PDBA calculations. Valid codes are:

- 141 - Tax Article 141
- AJANT - Adjuste Neto Ant.
- ANETO - Adjuste Neto
- ART80 - Tax Article 80
- ART86 - Tax Article 86
- CA - Additional Quota Insurance
- CCA - Contribution to Mutual Savings Fund
- CF - Fixed Quota Insurance
- CFA - Contribution to Savings Fund
- CINF - INF Credits
- CS - Tax Salary Credit
- CV - Unemployment and Advanced Age
- EG - General Illness Insurance
- EST - State Tax
- GRD - Child Care Insurance
- I% - Tax Percentage
- INF - INFONAVIT Insurance
- INT - Interest
- IV - Invalidity and Life Insurance
- PD - Money Insurance
- REP - Retirement Fund Special
- RT - Work Risk Insurance
- SAR - Retirement Fund Insurance
- SB - Tax Subsidy
- TP - Tax Percentage

These codes are hard coded and should not be changed unless you create a new calculation method.

SS Insurance Codes (76M/SS)

You use SS insurance codes to identify the types of social security insurance that apply to the company and employee quotas. Valid codes are:

- EG – General Illness Insurance
- IV – Invalidity and Life Insurance
- PD – Money Insurance
- CF – Fixed Quota Insurance

- CA – Additional Quota Insurance
- REP – Retirement Fund Sp. Provision
- GRD – Child Care Insurance
- CV – Unemployment and Old Age Ins.
- SAR – Retirement Insurance Fund
- INF – INFONAVIT Insurance

Tax Adjustment Codes (76M/TA)

Tax adjustment codes correspond to the categories that are used for annual tax reporting. You use tax adjustment codes to specify in which category a PDBA should be reported.

These codes are hard coded and should not be changed.

Tax Type Codes (76M/TX)

Use tax type codes to specify the type of tax that should be applied to various payments.

To set up a tax type with a fixed percentage, enter that percentage as a whole number in the Description 02 field.

Caution

Any value that you place in the Description 02 field overrides any other calculation for the tax type. You should not enter a value in the Description 02 field for tax types that are calculated based on tax tables.

Termination/Change Reasons Codes (06/T)

You use termination/change reasons codes to specify the reason for a change to an employee record. For example, when you create an employee record for a newly hired employee, you specify "new hire" as the reason. If you change an employee's salary, you might specify "promotion" as the reason by creating a termination/change reason code for "promotion."

To calculate integrated daily salaries (IDS) and generate IMSS reports, you must classify the termination/change reason codes by setting up one of the following values in the Description 02 field for each termination/change reason code:

- A - Hire
- R - Rehire
- C - Changes
- B - Terminations

To generate the IDSE report, you must classify the reasons for terminations by setting up a single-digit numeric value in the Special Handling field for each termination code. For example:

- 2 – Resignation
- 3 – Invalidity
- 4 – Death

Termination Payments Codes (76M/TE)

You use termination payments codes to identify the types of special pay that you give to terminated employees. Termination payment codes include the following:

- GA - Gratification by Service Year
- PA - Seniority Bonus
- PF - Indemnification Fixed Part
- PX - Indemnification Exempt
- 99 - Indemnification Tax

Caution

Do not change the Indemnification Tax code (99).

Termination Transaction Status Codes (76M/TS)

You use termination transaction status codes to specify whether a record should be included in the termination calculation, as well as whether it has been changed (overridden by the user) since its calculation. Valid codes are:

- Blank - Include the record in the termination calculation.
- C - Cancelled. Do not include the record in the termination calculation.
- O - Overridden. The record has been changed since its initial calculation.

These codes are hard coded and should not be changed.

Triple Time Integration Codes (76M/TT)

Hourly workers who work more than nine hours overtime in a week are eligible for triple-time pay for the overtime that they work beyond nine hours. If the overtime consists of time worked for more than one pay type, you use triple time integration codes to indicate the order in which pay types should be deducted from the nine hours that are paid as double-time.

These codes are hard coded and should not be changed.

Vacation Bonus Payment Codes (76M/VP)

You use vacation bonus payment codes to specify the method for calculating partial vacation bonus payments. Valid codes are:

- D - Based on Days
- F - Factor

These codes are hard coded and should not be changed.

Variability - Integration Period Codes (76M/VI)

You use variability - integration period codes to specify the period that the system uses as the basis for calculating the salary that is used in calculating the special process amount. Valid codes are:

- A - Annual
- D - Daily

- M - Monthly

These codes are hard coded and should not be changed.

Variability Codes (76M/VA)

You use variability codes to specify the type of variability that is used in IDS calculations.

Valid codes are:

- IMSS - Variability IMSS
- INF - Variability INFONAVIT

These codes are hard coded and should not be changed.

Variability Limit - Basis Codes (76M/VB)

If the portion of a PDBA that is exempt from variability calculations is a percentage of a specific salary, you use variability limit - basis codes to specify the salary to use in determining the exempt amount. Examples of valid codes are:

- SDI - IDS EG
- SMA - Minimum Wage Geo Zone A
- SMR - Minimum Wage Local Geo Zone

Variability Limit Based On Codes (76M/LV)

You use variability limit based on codes to specify whether the portion of a PDBA that is exempt from variability calculations is calculated as a percentage of the extra pay or of a specific salary (such as the minimum wage), or whether the exempt amount is calculated as a portion of the hours that are associated with the extra pay.

These codes are hard coded and should not be changed.

Wage and Salary Report Code (76M/WA)

Wage and salary report codes correspond to the categories on the Wages and Salaries Stratified report. You use wage and salary report codes to specify in which category a PDBA should be reported.

These codes are hard coded and should not be changed.

See Also

- ❑ *Customizing User Defined Codes* in the *Foundation Guide* for complete instructions on setting up user defined codes
- ❑ *Understanding User Defined Codes for Workforce Management Systems* in the *Workforce Management Foundation Guide* for a list of additional user defined codes that apply to human resources.

Setting Up Company Information

Before you can use any features of the Payroll system, you need to define company information.

Setting Up System Options

To define default information that applies to your entire system, you set up system options. These options control the types of information that you track and the rules that the system uses to perform certain calculations. For example, you use system options to specify the date that the system will use for tracking changes.

You use system options to control the following types of information:

Pay information	To ensure that you enter acceptable pay rates for employees, set up the system to verify appropriate pay types for employee pay grades or pay-grade steps.
Employee history and turnover	To define whether you want to keep historical records of employee information, set up employee history and turnover options. These options are crucial to successful history and turnover tracking.
Recruitment	To automate the process of creating and maintaining requisitions, set up requisition information.
Position control information	To create, monitor, and control position budgets, set up position information.

Before You Begin

- ❑ Choose data for history tracking.
- ❑ Research whether you should add employee records to the database before or after setting up employee history and turnover tracking options. See [Setting Up Employee History and Turnover Tracking](#) in the *Workforce Management Foundation Guide*.

► To set up general options

From the HRM Setup menu (G05B4), choose System Options.

1. On Work with HRM Foundation System Options, click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

HRM Foundation System Options

OK Cancel Form Tools

Data File Library HR Subsystem Name HRSBS

Tracking Information

Employee History

Position Control

Employee Turnover

Track by Effective Date

Employee Assignment Window

Display Salary (Annual/Effective)

Requisition Criteria

Automatically Add Requisition 1 Yes

Pay Rate Edit

Pay Range/Step Edit No edit

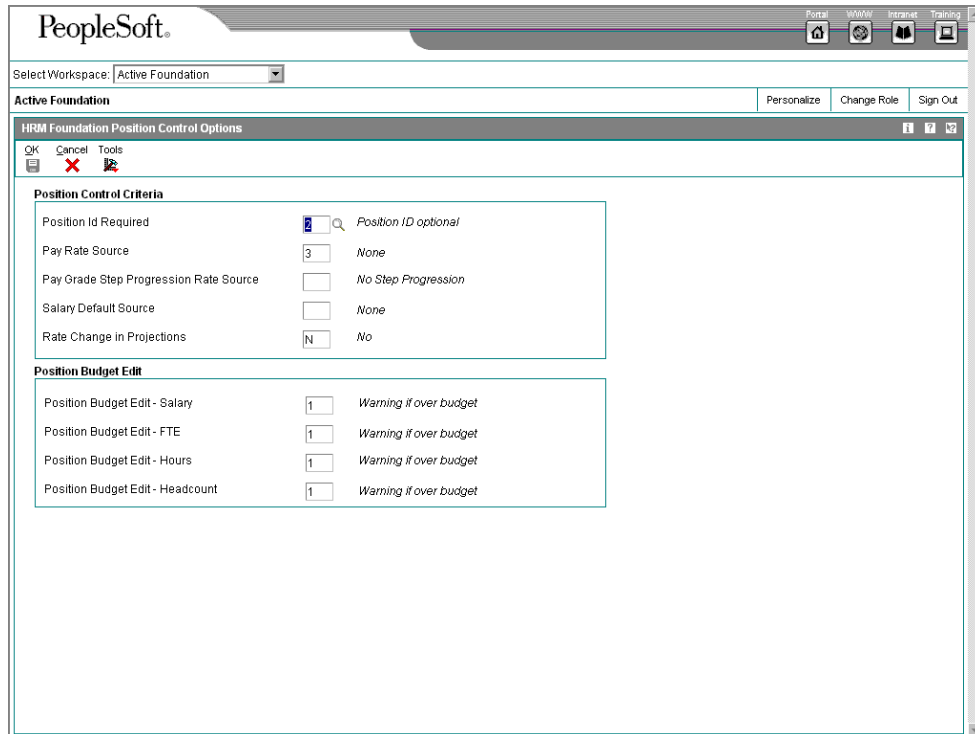
2. On HRM Foundation System Options, click any of the following options that you want for the default system:
 - Employee History
 - Position Control
 - Employee Turnover
 - Track by Effective Date
 - Employee Assignment Window
 - Display Salary (Annual/Effective)
3. Complete the following fields:
 - Automatically Add Requisition
 - Pay Range/Step Edit
4. If you chose the Position Control option, choose Position Control from the Form menu and complete the steps to set up position control options.

► **To set up position control options**

From the HRM Setup menu (G05B4), choose System Options.

Set up position control options if you clicked the Position Control option when you set up general system options.

1. On Work with HRM Foundation System Options, choose Position Control from the Row menu.



The screenshot shows the PeopleSoft HRM Foundation Position Control Options dialog box. The dialog has a title bar with 'PeopleSoft' and navigation icons. Below the title bar, there is a 'Select Workspace' dropdown menu set to 'Active Foundation'. The main content area is divided into two sections: 'Position Control Criteria' and 'Position Budget Edit'. The 'Position Control Criteria' section contains five rows of options, each with a dropdown menu and a label: 'Position Id Required' (set to 2, label 'Position ID optional'), 'Pay Rate Source' (set to 3, label 'None'), 'Pay Grade Step Progression Rate Source' (checkbox, label 'No Step Progression'), 'Salary Default Source' (checkbox, label 'None'), and 'Rate Change in Projections' (set to N, label 'No'). The 'Position Budget Edit' section contains four rows of options, each with a dropdown menu and a label: 'Position Budget Edit - Salary' (set to 1, label 'Warning if over budget'), 'Position Budget Edit - FTE' (set to 1, label 'Warning if over budget'), 'Position Budget Edit - Hours' (set to 1, label 'Warning if over budget'), and 'Position Budget Edit - Headcount' (set to 1, label 'Warning if over budget').

2. On HRM Foundation Position Control Options, complete the following fields and click OK:

- Position Id Required
- Pay Rate Source
- Pay Grade Step Progression Rate Source
- Salary Default Source
- Rate Change in Projections
- Position Budget Edit - Salary
- Position Budget Edit - FTE
- Position Budget Edit - Hours
- Position Budget Edit - Headcount

Setting Up Company Options

You set up company options to define default information that applies to all of the companies within your organization, and to define additional information that is specific to individual companies within your organization.

Typically, you first set up options for the default company, Company 0 (zero). You can also set up company options for each company within your organization. If you do not set up company options for a company within your organization, the system uses the default company options when processing information for that company.

If you set up company options for each company within your organization, you can override some of the default company options. For example, you can enter standard hours per year for a particular company that vary from the standard hours per year that you entered for the default company.

Some of the default company options apply to all of the companies within your organization, and cannot be overridden at the individual company level. For example, if you signify that you are not using accounts payable integration or step progression processing at the default company level, none of the companies within your organization can use these options. However, if the default company options are set to activate these options, it is not necessary for all companies in your organization to use them. For example, if you have only one company within your organization that processes step progression information, you must set the default company options to allow step progression processing.

You also set up company options to control payroll processing for the employees of each company. For example, you define the following information at the default company level:

- How the system retrieves PDDBA history
- Whether the system overrides home company information on timecards
- Whether each company and business unit use the same debit account for automatic deposit processing
- How the system determines payment dates during payroll processing

You must set up company options for the default company before you can process a payroll or account for labor.

Note

If you use the J.D. Edwards General Accounting system, you must set up separate company options for that system.

Before You Begin

- Verify that the companies within your organization have been set up in the General Accounting system. Typically, the Accounting Department is responsible for setting up companies. See *Organization Setup* in the *General Accounting Guide* for instructions.

► To set up company options

From the HRM Setup menu (G05B4), choose Company Options.

1. On Work With Company Option, click Add.

2. On Company Options, complete the following field:
 - Company
3. To define standard working times, on the Options tab, complete any of the following fields:
 - Hrs/Day
 - Days/Wk
 - Wks/Yr
 - Hrs/Yr
4. To define a country code for the default company, or to use a country code for this company that varies from the country code at the default company level, complete the following field:
 - Country Code
5. To define payroll information, complete the following fields:
 - SUI Calculation Switch
 - 125 Cash Option
 - Fiscal Year(Beginning Month)
 - Annual Leave Hours
6. Click the Address tab and complete the following fields that are not already provided by default information:
 - Mailing Name
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - State
 - Postal Code
 - County
 - Search Type
7. If you are setting up company options for the default company, click the Additional Options tab and complete the following fields:

- Pay Cycle Control
- Spending Account Control
- P/R Register Edit
- Employee Number Display Mode
- Enable Multi-currency Functionality
- Retrieve PDDBA History System Flag
- Payment Check Date Flag
- G/L Integration
- A/P Integration
- Step Progression Automation
- Step Progression Process
- Maximum Deferral Rate
- Timecard Home Company Flag
- Process Employees by Business Unit
- Bypass Voids with Special Taxes

The screenshot shows the 'Company Options - Company Options' dialog box in J.D. Edwards. The 'Company' field is set to '00000' and 'J.D. Edwards & Company'. The 'Additional Options' tab is active, showing two columns of parameters: 'Control Parameters' and 'Other Parameters'. Each parameter has a corresponding input field with a value.

Control Parameters	Other Parameters
Pay Cycle Control	GL Integration
Spending Account Control	A/P Integration
P/R Register Edit	Step Progression Automation
Employee Number Display Mode	Step Progression Process
Enable Multi-currency Functionality	Maximum Deferral Rate
Retrieve PDBA History System Flag	Timecard Home Company Flag
Payment Check Date Flag	Process Employees by Business Unit
	Bypass Voids with Special Taxes

8. Click OK.

See Also

- *Accounts Payable Integration* in the *Payroll Guide* for more information about creating vouchers for payroll taxes and liabilities
- *Setting Up Debit Account Information for Automatic Deposits* in the *Payroll Guide* for more information about creating automatic deposit bank files

Setting Up Country-Specific Company Options

When you set up a Mexican company for Payroll, you must set up country-specific information to use in tax calculations and government reporting. This information is stored in the Specific Company Information for Mexico table (F76M0001).

Before You Begin

- ❑ Set up company options. See *Setting Up Company Options* in the *Workforce Management Foundation Guide*.

► **To set up country-specific company options**

From the HRM Setup menu (G05B4), choose Company Options.

1. On Work With Company Options, choose a company and click Select.

The screenshot shows the PeopleSoft interface for the 'Company Options' form. The 'Active Foundation' workspace is selected. The form title is 'Company Options' and the company is 'Mexican Company' (ID: 00801). The 'Options' tab is active, showing the following fields:

Field	Value	Field	Value
Hrs/Day	8.00	SUI Calculation Switch	0
Days/Wk	7	125 Cash Option	0
Wks/Yr	52.00	Fiscal Year(Beginning Month)	1
Hrs/Yr	2920.00	Annual Leave Hours	
Country Code	MX		

2. On Company Options, verify the value in the following field:

- Hrs/Yr

The number of hours per year is used in many Mexican payroll calculations. Therefore, the accuracy of this value is very important. If you change the hours/year value in Company Options after you have entered employee records in the Employee Master Information table (F060116), you must make corresponding changes in the Std Hrs/Year Hourly Rate fields on the Basic Compensation form.

3. Choose Regional Info from the Form menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Nafinal/Fiscal Data - Regional Information - Mexico

OK Cancel Form Tools

Company 00801 Mexican Company

Company Tax ID

INFONAVIT ID 980200001

Tax Subsidy 50.0000 Effective on 01/01/00

Legal Representative 106200 Lopez Pérez, José Luis

Tax ID 19846310209

4. On National/Fiscal Data - Regional Information - Mexico, complete the following fields and click OK:
- INFONAVIT ID
 - Tax Subsidy
 - Effective on
 - Legal Representative

Setting Up Social Security Information

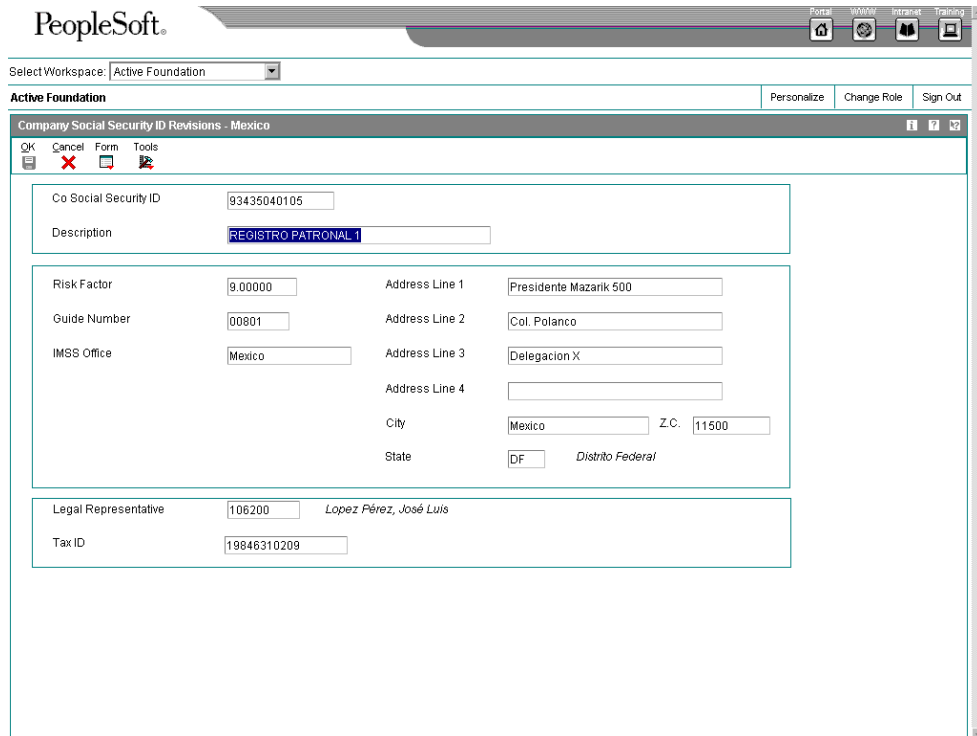
You must set up social security information to report to IMSS for your company. For example, you must enter the company social security ID and company name to produce electronic submissions for IMSS. You must also enter the address book number of the person at your company whom IMSS should contact with questions regarding your social security reporting.

You must enter social security information for each social security entity within your organization.

► **To set up social security information**

From the Mexican Payroll System Setup menu (G07BMXP4), choose Social Security Information.

1. On Work With Company Social Security ID - Mexico, click Add.



The screenshot shows the PeopleSoft interface for 'Company Social Security ID Revisions - Mexico'. The form is titled 'Company Social Security ID Revisions - Mexico' and includes a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons. The form fields are as follows:

Co Social Security ID	93435040105		
Description	REGISTRO PATRONAL 1		
Risk Factor	9.00000	Address Line 1	Presidente Mazarik 500
Guide Number	00801	Address Line 2	Col. Polanco
IMSS Office	Mexico	Address Line 3	Delegacion X
		Address Line 4	
		City	Mexico Z.C. 11500
		State	DF Distrito Federal
Legal Representative	106200 Lopez Pérez, José Luis		
Tax ID	19846310209		

2. On Company Social Security ID Revisions - Mexico, complete the following fields:
 - Co Social Security ID
 - Description
 - Risk Factor
 - Guide Number
 - IMSS Office
 - Legal Representative
3. Use the following fields to enter the address of the Social Security entity who reports to IMSS:
 - Address Line 1
 - Address Line 2
 - Address Line 3

- Address Line 4
 - City
 - Z.C.
 - State
4. Click OK.

Setting Up Business Establishment Information

You must enter the address of each physical location where your organization conducts business or performs services. This address is used when you report an accident or illness to IMSS.

Before You Begin

- Set up an address book record for each location from which you do business. See *Address Book Maintenance* in the *Address Book Guide*.

► To set up business establishment information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Establishments of Business.

1. On Work With Establishments of Business - Mexico, click Add.
2. On Establishments of Business Revisions - Mexico, enter the address book number and name of the business location in the following fields:
 - Establishment of Business
 - Description
3. Complete the following fields and click OK:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - Postal Code
 - State

Setting Up Union Information

Union information is used for several payroll processes, as well as governmental and other reporting. Setting up union information provides information for payroll calculations and creates a cross-reference between the union, the company, the company social security ID, and the location of the business establishment. You must set up union information for each union within each company and location.

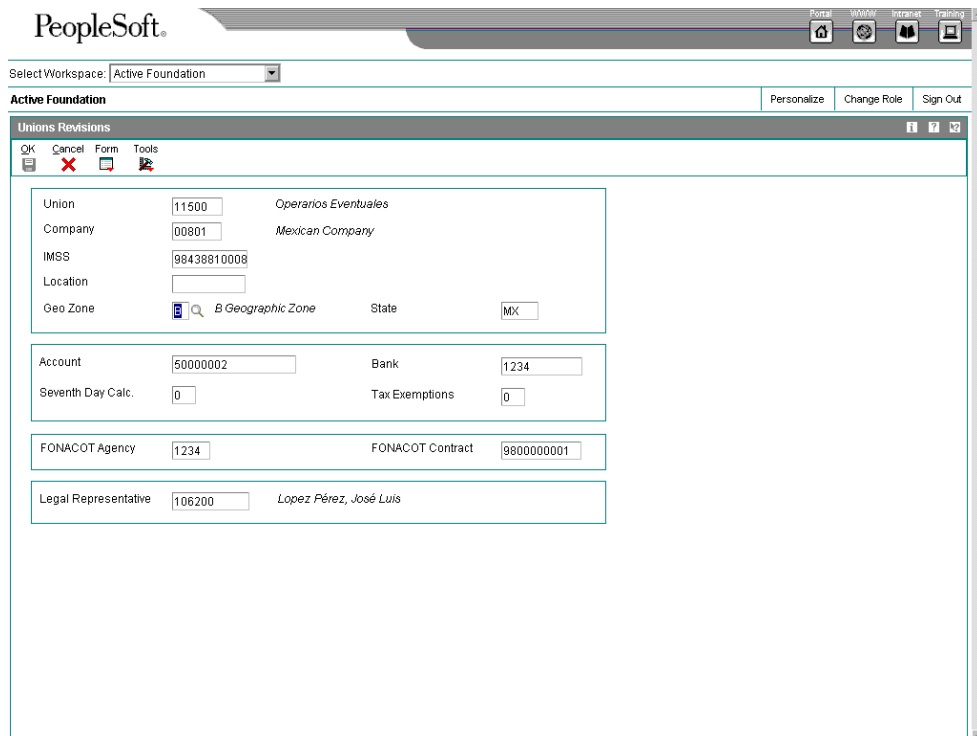
Before You Begin

- ❑ Set up social security information for the company. See *Setting Up Social Security Information* in the *Payroll for Mexico Guide*.
- ❑ Set up address book records and addresses for each location where you conduct business. See *Setting Up Business Establishment Information* in the *Payroll for Mexico Guide*.
- ❑ Set up address book records for each union. See *Address Book Maintenance* in the *Address Book Guide*.
- ❑ Set up UDC 76M/SM to identify each geographical region in which you do business. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up union information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Union Information.

1. On Work With Union Information - Mexico, click Add.



PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Unions Revisions

OK Cancel Form Tools

Union	11500	Operarios Eventuales
Company	00801	Mexican Company
IMSS	98438810008	
Location		
Geo Zone	B Geographic Zone	State MX
Account	50000002	Bank 1234
Seventh Day Calc.	0	Tax Exemptions 0
FONACOT Agency	1234	FONACOT Contract 9800000001
Legal Representative	106200	Lopez Pérez, José Luis

2. On Union Revisions, complete the following fields:

- Union
 - Company
 - IMSS
 - Location
 - Geo Zone
 - State
3. To identify the bank account from which you pay members of the union, complete the following fields:
 - Account
 - Bank
 4. Complete the following fields:
 - Seventh Day Calc.
 - Tax Exemptions
 5. To identify the union to the FONACOT agency, complete the following fields:
 - FONACOT Agency
 - FONACOT Contract
 6. Enter the address book number of the contact person for the union in the following field and click OK:
 - Legal Representative

Setting Up Geographic Zone Information

Mexico is divided into three geographic zones: A, B, and C. Each geographic zone has a minimum daily salary, which defines the minimum daily income for workers in that region. Minimum daily salaries are set by the government. You set up geographic zone information to record the minimum daily salary for each geographic zone. You should update this information whenever the minimum daily salary changes.

Before You Begin

- ❑ Set up UDC 76M/SM to identify each geographical region where you do business. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up geographic zone information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Geographic Zone Information.

1. On Work With Geographic Zones - Mexico, click Add.

2. On Geographic Zone Revisions - Mexico, complete the following fields and click OK:
 - Geographic Zone
 - Beginning Date
 - Amount

Setting Up Social Security Factors

The Mexican Social Security Institute (IMSS) collects the following insurance fees for each employee working in a company:

- Additional Quota Insurance
- Fixed Quota Insurance
- Unemployment and Old Age Insurance
- General Illness Insurance
- Childcare Insurance
- INFONAVIT Insurance
- Life and Disability Insurance
- Money Insurance
- Retirement Fund Special Provision
- Work Risk Insurance
- Retirement Fund Insurance

Some of these fees are paid by the company, and others are deducted from employees' pay.

For each type of social security insurance, IMSS has defined factors that determine how much the employer and employee each contribute. You set up these factors so that the system can deduct an employee's social security contribution from the employee's pay. The factor is expressed as a percentage of the employee's integrated daily salary (IDS) multiplied by the number of days worked.

You also indicate which IDS type is used for social security calculations.

IMSS modifies social security factors at least once a year. You must update the factors in the system whenever the factors change.

The social security factors that are defined by IMSS apply to all of the companies and industries in Mexico. However, you can set up different factors for different unions or social security IDS if contract negotiations require the company to pay the employee contribution.

Before You Begin

- Set up UDC 76M/SM to identify each geographical region where you do business.
- Set up UDC 76M/SS to identify social security insurance codes.
- Set up UDC 76M/SD to identify IDS types.

See *User Defined Codes for Mexico* in the *Payroll for Mexico Guide* for information about these UDCs.

► **To set up social security factors**

From the Mexican Payroll System Setup menu (G07BMXP4), choose Social Security Factors.

1. On Work With Social Security Factors - Mexico, click Add.

The screenshot shows the PeopleSoft interface for 'Social Security Factors Revisions - Mexico'. The form is titled 'Social Security Factors Revisions - Mexico' and includes a 'Personalize' button, a 'Change Role' button, and a 'Sign Out' button. The form contains two main sections of input fields:

Company	<input type="text" value="00801"/>	Mexican Company
Union	<input type="text" value="10500"/>	Empleados
IMSS Identifier	<input type="text" value="93435040105"/>	
SS Insurance	<input type="text" value="CA"/>	Additional Quota Insurance

Beginning Date	<input type="text" value="01/01/07"/>	
IDS Type	<input type="text" value="EG"/>	IDS EG
Company Factor	<input type="text" value="1.100000"/>	
Employee Factor	<input type="text" value="0.400000"/>	

2. On Social Security Factors Revisions - Mexico, complete the following fields to identify the company, union, and social security insurance type:
 - Company
 - Union
 - IMSS Identifier
 - SS Insurance
3. To enter information that is used in social security calculations, complete the following fields and click OK:
 - Beginning Date
 - IDS Type
 - Company Factor
 - Employee Factor

Setting Up IDS Information

Integrated Daily Salaries (IDS) are the basis for IMSS calculations and reporting. The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. To calculate IDS, you must set up certain IDS information at the system level.

The IDS setup determines how each IDS is calculated. For example, you determine whether the system adds variability into IDS calculations and which type of variability to use. You can also set upper limits that are applied to the IDS, based on the geographic zone and a multiple of the minimum salary for that geographic zone.

IDS setup also includes information about how a specific IDS type should be used for monthly reporting. For example, you can determine whether days away from work due to disabilities or absences should be included in the monthly IMSS liquidation report.

Because IMSS requires different IDS calculations for different reporting purposes, you must set up IDS information for each IDS type that you calculate.

Before You Begin

- ❑ Set up UDC 76M/SD to identify IDS types.
- ❑ Set up UDC 76M/SM to identify each geographical region where you do business.
- ❑ Set up UDC 76M/VA to identify types of variability.

See *User Defined Codes for Mexico* in the *Payroll for Mexico Guide* for information about these UDCs.

► To set up IDS information

From the Mexican Payroll System Setup menu (G07BMXP4), choose IDS Information Setup.

1. On Work With IDS Constants - Mexico, click Add.

The screenshot shows a PeopleSoft web interface. At the top, the 'PeopleSoft' logo is visible. Below it, there's a navigation bar with 'Portal', 'WWW', 'Intranet', and 'Training' links. A 'Select Workspace' dropdown is set to 'Active Foundation'. Below this, there are buttons for 'Personalize', 'Change Role', and 'Sign Out'. The main content area is a dialog box titled 'IDS Constants Revisions - Mexico'. The dialog has a title bar with 'OK', 'Cancel', and 'Tools' buttons. The dialog contains several input fields: 'IDS Code' with the value 'INF' and a label 'IDS INFOFONAVIT'; 'Beginning Date' with the value '01/01/00'; 'Geographic Zone' with a dropdown menu showing 'A Geographic Zone'; 'Limit' with the value '17'; 'Variability' with the value 'INF' and a label 'Variability INOFOFONAVIT'; 'Disability Effect' with the value '1'; and 'Absence Effect' with the value '1'.

2. On IDS Constants Revisions - Mexico, complete the following field to identify the IDS type that you are setting up:
 - IDS Code
3. To define calculation information for the IDS type, complete the following fields:
 - Beginning Date
 - Geographic Zone
 - Limit
 - Variability

The Geographic Zone and Limit work together to set the maximum value that an IDS can have. For example, if an employee makes \$1,040 as his daily salary, but the limit is set to 10 times the value of the minimum salary for Zone A, which is \$90 per day, the maximum IDS for this employee is \$900.

4. To indicate the effect that days absent from work due to either disability or absence have on the monthly IMSS liquidation report, complete the following fields:
 - Disability Effect
 - Absence Effect

A 1 in either field indicates that the days absent from work should be excluded.

5. Click OK.

Setting Up Calculation Tables for Vacations and Christmas Bonuses

To calculate vacation and Christmas bonuses, you set up calculation tables that define the bonus amounts that employees receive, based on specific limits, such as the length of their employment. You should set up the following calculation tables:

- Non-absence premium (AB)
- Christmas bonus absence (AD)
- Christmas bonus (AG)
- Productivity bonus (PT)
- Vacations (VC)

The two-letter code in parenthesis is the hard-coded name of the calculation table.

For the AB calculation table (non-absence premium), the limits are measured in number of days absent from work. For all other tables, the limits are measured in years of employment.

To use the same calculation table for all companies and all unions, leave the Company and Union Code fields blank. To use the setup information for all unions within a certain company, leave the Union Code field blank. To use different setup information for different unions, complete both the Company and Union Code fields.

Caution

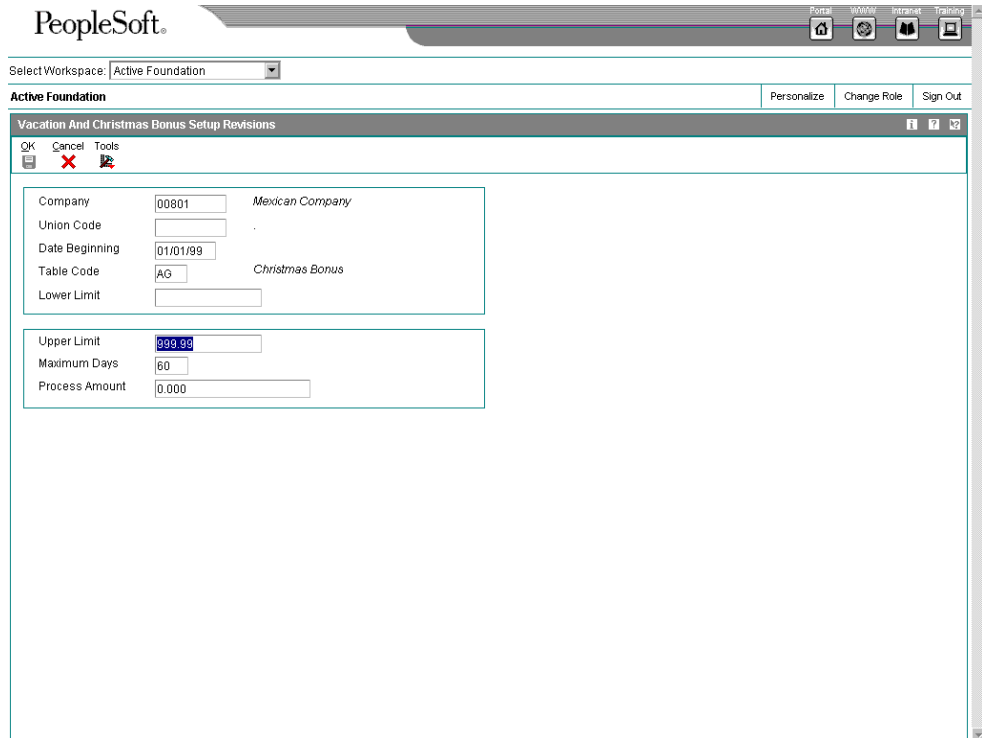
If you complete the Union Code field, you must also complete the Company field, even if the same union and setup information applies to different companies. If the same setup information applies to the same union in two different companies, you must set up the same vacation and Christmas bonus values for that union in both companies.

Calculation tables for vacation and Christmas bonuses are stored in the Vacation and Christmas Bonus Tables (Setup) table (F76M0008).

► To set up calculation tables for vacation and Christmas bonuses

From the Mexican Payroll System Setup menu (G07BMXP4), choose Vacation and Christmas Bonus.

1. On Work With Vacation and Christmas Bonus Setup, click Add.



2. On Vacation and Christmas Bonus Setup Revisions, complete the following fields:
 - Company
 - Date Beginning
 - Table Code
3. To set up the current table for a specific union only, complete the following field:
 - Union Code
4. If you are setting up the first record in the table, leave the following field blank to indicate that the range begins with 0:
 - Lower Limit
5. Complete the following fields and click OK:
 - Upper Limit
 - Maximum Days
 - Process Amount
6. To set up an additional record for the same table, click Add and complete the following fields exactly as you did for the preceding record:
 - Company

- Date Beginning
 - Table Code
 - Union Code
7. Enter a number slightly higher than the upper limit of the preceding record in the following field:
- Lower Limit
- For example, if the upper limit of the preceding record was 1, you might enter 1.01 in the Lower Limit field.
8. Complete the following fields and click OK:
- Upper Limit
 - Maximum Days
 - Process Amount
9. Complete steps 6 through 8 for each record in the table.

Setting Up Disability Information

You set up disability information to define how you will handle disability payments. Disability information is set up by company and union code so that disabilities can be handled differently for different unions within a company, if necessary.

See Also

- *Working with Disabilities* in the *Payroll for Mexico Guide* for an explanation of disability payments

Before You Begin

- If you are providing disability payments to your employees rather than requiring the employee to collect disability payments from IMSS, set up the PDBAs for disabilities. See *Setting Up Pay Type Information* and *Setting Up Deductions, Benefits, and Accruals* in the *Payroll for Mexico Guide*.

► To set up disability information

From the Mexican Payroll System Setup menu (G07BMXP4), choose Disabilities Setup.

1. On Work With Disability Setup, click Add.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Disability Setup Revisions

OK Cancel Tools

Home Company	00801	Mexican Company
Union Code	10500	Empleados
Disability Type	EG	General Illness

Days Unpaid	6	
Disability Pay	C	Complete
IMSS Payment Factor	20.00	
Type of Salary	SN	Regular Salary

PDBA's for Days and Payments

PDBA Days Unpaid	610	Inc EG <3D
PDBA for IMSS payment	615	Inc EG >3D
DBA Subsidy Payment	3580	Subs IMSS EG
PDBA Extern. Days Unpaid	615	Inc EG >3D
DBA Extemporary Pay	625	Inc EG Emp.

2. On Disability Setup Revisions, complete the following field:
 - Disability Type
3. If you want the disability type that you selected to be handled differently for different companies or unions, complete either or both of the following fields:
 - Home Company
 - Union Code
4. Complete the following fields to define the IMSS payment for the disability:
 - Days Unpaid
 - IMSS Payment Factor
 - Type of Salary
5. Complete the following field to define the employer's involvement with disability pay:
 - Disability Pay
6. If you selected any value other than N in the Disability Pay field, which indicates no employer involvement in disability pay, complete the following fields:
 - PDBA Days Unpaid
 - PDBA for IMSS payment

- DBA Subsidy Payment
- PDBA Extem. Days Unpaid
- DBA Extemporary Pay

7. Click OK.

Setting Up Pay Type Information

You set up pay types to categorize various employee earnings so that labor costs are directed to different accounts in the general ledger.

See Also

- ❑ *Working with Overtime Rule Sets* in the *Payroll Guide* for information about setting up rules to control the distribution of double-time and triple-time hours
- ❑ *Setting Up Variability Information* in the *Payroll for Mexico Guide* for information about determining how variability is calculated for DBAs
- ❑ *Setting Up Tax Information for PDBAs* in the *Payroll for Mexico Guide* for information about determining how taxes are calculated for PDBAs

Setting Up Pay Types

You set up pay types to categorize various employee earnings to direct labor to different accounts in the general ledger. You can define up to 999 different pay types, using the range of numbers 001 to 999. For example, most companies need to set up different pay types for holiday, sick, and vacation or personal leave pay.

Setting up pay types also allows you to do the following:

- Define how different pay types are used when you compute employee pay.
- Assign automatic pay methods for autopay employees.
- Enable leave tracking.
- Define a pay type to be tax exempt.
- Define information to be printed on 1099 and W-2 forms for the associated pay type for U.S. payroll.
- Define whether hours and dollar amounts should be passed to the general ledger.
- Define how the system retrieves employee PDBA history for each pay type.

You can also attach a media object to a pay type for explanatory notes or other information. If you attach a text media object to the pay type, the first two lines of text that you enter appear on reports that include the pay type description.

When you set up a basic pay type, you define the minimum amount of information that the system needs to perform the calculation.

Before You Begin

- ❑ Set up user defined codes (07/FS).

► **To set up a pay type**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click the Pay Type option in the PDBA Type area and click Add.
2. On Pay Type Revisions, click the visual assist button in the following field to review a pay type before setting one up:
 - Pay Type
3. On PDBA Search & Select, choose a pay type and then choose PDBA Recap from the Row menu.
4. On Pay Type Recap, review the pay type information, and then click Cancel.
The PDBA Search & Select form appears.
5. Click Close.
The system displays the Pay Type Revisions form again.
6. On Pay Type Revisions, complete the following fields:
 - Pay Type
 - Paystub Text
 - Pay Type Category
 - Effect on GL
7. To define how you want to calculate the pay type, complete the following fields:
 - Pay Source
 - Pay Type Multiplier
 - Shift Differential
 - Shift Differential Method
 - Auto Pay Methods

Note

If you are setting up pay types for piece rate processing, you must enter B in the Pay Source field.

8. To override the hourly rate, complete the following field:
 - Amount or Rate
9. To define how the pay type affects an employee's pay, complete the following fields:
 - Effect on Gross Pay

- Effect on Net Pay
- To define how to retrieve history information, complete the following field:
 - History Retrieval Flag
 - To enable leave tracking, complete the following field:
 - Enable Leave Tracking
 - For tax exempt pay types, choose Tax Exemptions from the Form menu.
 - On Tax Exemptions, enter an asterisk in the following field, and click OK:
 - Tax Type 01
 - On Pay Type Revisions, to assign a category code to a pay type, choose Category Codes from the Form menu.
 - On Category Codes Revisions, assign as many category codes as needed and then click OK.

The screenshot shows the 'Pay Type Revisions' form in the PeopleSoft system. The workspace is 'Active Foundation'. The form is divided into several sections:

- Pay Type Section:**
 - Pay Type: 825
 - Print Method: Y
 - Pay Type Category:
 - Paystub Text: PTO
 - French CDN. Paystub Text:
- Calculation Section:**
 - Pay Source: H
 - Shift Differential Method: 1
 - Auto Pay Methods: Y
 - Pay Type Multiplier: 1.00
 - Shift Differential:
 - Amount or Rate:
- Effect on Gross Pay Section:**
 - Effect on Gross Pay: +
 - Effect on GL:
 - History Retrieval Flag: 1
- Effect on Net Pay Section:**
 - Effect on Net Pay: +
 - Flex Spending Account Type:
 - Enable Leave Tracking: 1

- On Pay Type Revisions, click OK.

Setting Up Additional Pay Type Information

You set up additional pay type information to provide all of the information that is needed to process pay types and perform special pay calculations such as seventh day pay, overtime pay, and additional pay for special jobs.

The additional pay type options described in the following section are designed to manage the pay of hourly workers. You should set up these options for hourly pay types.

Seventh-Day Pay

Hourly workers who work for 48 hours (six days) in a week get paid for seven days of work. If an hourly worker works fewer than 48 hours in a week, the employer can choose whether to pay a proportional amount of the seventh day or to withhold seventh-day pay. You determine how to treat seventh-day pay for workers who work fewer than 48 hours per week at the union level.

If you want to track seventh-day pay independently from regular pay, you must set up a special pay type or benefit for the seventh-day pay. You then use the additional pay type options on the pay types for hours worked to indicate the pay type or benefit for seventh-day pay.

If you do not want to track seventh-day pay independently, set up a shift differential on the regular pay types to calculate seventh-day pay.

See Also

- ❑ *Setting Up Union Information* in the *Payroll for Mexico Guide* for information about setting up seventh-day pay at the union level

Triple Time

Hourly workers who work more than nine hours overtime in a week are eligible for triple-time pay for the overtime that they work beyond nine hours. For the first nine hours of overtime, the worker is paid double time.

You must indicate the order in which pay types should be considered for triple-time calculations in the additional pay type options. For example, suppose an employee worked 12 hours of overtime during a week as follows:

- Pay type 100 - six overtime hours
- Pay type 105 - two overtime hours
- Pay type 110 - four overtime hours

Suppose you set up these pay types with the following triple-time indicators:

- Pay type 100 - 1
- Pay type 105 - 2
- Pay type 110 - 3

To determine which nine hours of overtime should be calculated as double-time, the system first subtracts the six overtime hours that were worked under pay type 100, then the two hours that were worked under pay type 105, and then one of the hours that was worked under pay type 110. The remaining three hours that were worked under pay type 110 are paid as triple-time.

Use the labor rules module to set up specific rules about how the nine double-time hours are distributed.

Different Job Codes

If an employee who normally works in a certain job temporarily works in another job that pays more, the extra pay that the worker earns in the second job is considered variable pay for the purpose of IDS calculations. You track the base and variable pay in this situation by setting up a pay type for the variable pay and specifying that pay type in the additional pay options on the pay type for base pay.

In time entry, you enter the hours that were worked under the base pay type. The system splits the pay between the base pay type and the pay type for variable pay, and prints the actual pay types that are used on the pay slip.

For example, suppose a worker normally works in job X1, which pays \$10 per hour. For 10 hours, the worker works in job X2, which pays \$15 per hour; so the worker earns \$150 instead of the \$100 that the worker would normally earn. When you enter time for this employee, you enter 10 hours for job X2. The system splits the payment so that the first \$100 is recorded under the base pay type and the other \$50 is recorded under the pay type for variable pay.

Before You Begin

- ❑ If you are using PDBAs to track seventh-day pay, set up a pay type or benefit for seventh-day pay.
- ❑ Set up a pay type to track the variable pay that results when a worker temporarily works in a special job.
*See [Setting Up Pay Types](#) in the *Workforce Management Foundation Guide*.*
- ❑ Set up a DBA to track double-time pay for IMSS reporting. *See [Setting Up Deductions, Benefits, and Accruals](#) in the *Workforce Management Foundation Guide*.*

► To set up additional pay type information

From the [Pay/Deductions/Benefits Setup](#) menu (G05BD4), choose [PDBA Setup](#).

1. On [Work with PDBAs](#), click the [Pay Type](#) option in the [PDBA Type](#) area, and then click [Find](#).
2. Choose the row containing the pay type that you are setting up, and then click [Select](#).
3. On [Pay Type Revisions](#), choose [Mexico Leg/Reg](#) from the [Form](#) menu.

The screenshot shows the 'Pay Type Additional Information Revision' dialog box in PeopleSoft. The dialog has a title bar with 'Pay Type Additional Information Revision' and standard window controls. Below the title bar are buttons for 'OK', 'Cancel', 'Form', and 'Tools'. The main area contains several input fields:

- PDBA Code: 550
- Hrs. Normale: (empty)
- Seventh Day Indicator
- Seventh Day DBA: 3510
- Séptimo Día: (empty)
- Triple Time Indicator: 0
- Do not Consider: (empty)
- Diff. Job code DBA: 570
- Dif. Cat.: (empty)
- Double time IMSS ind: 1
- Regular: (empty)

4. On Pay Type Additional Information Revision, choose the following option if the pay type is being used to calculate seventh-day pay:
 - Seventh Day Indicator
5. Complete the following field if the pay type is being used to calculate seventh-day pay:
 - Seventh Day DBA
6. Complete the following fields and click OK:
 - Triple Time Indicator
 - Diff. Job code DBA
 - Double time IMSS ind

Setting Up Pay Type Union Overrides

You might need to override either the description of a pay type or the pay type multiplier because of union requirements. Rather than creating a pay type that is a duplicate of another pay type except for the description or pay type multiplier, you can override those elements of the pay type for a specific union or a specific shift within a union.

► To set up pay type union overrides

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, locate the pay type that you need to override and click Select.
2. On Pay Type Revisions, choose Union/CO Overrides from the Form menu.
3. On Work With Pay Type Overrides, click Add.
4. On Pay Type Overrides Revision, complete the following required fields:
 - Company
 - Pay Type
5. To override pay type information for a specific union only, complete the following field:
 - Union

You can override pay type information for all of the unions within the company by leaving the Union field blank.
6. To override pay type information for a specific shift, complete the following field:
 - Shift
7. To override pay type information, complete either or both of the following fields, and then click OK:
 - Description
 - Pay Type Multiplier

Deductions, Benefits, and Accruals (DBAs)

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting money from an employee's paycheck, calculating employee benefits, and tracking accruals when you run a payroll cycle.

Deductions

Deductions represent monetary amounts, excluding taxes, withheld from an employee's earnings.

You set up deductions to automate the process of subtracting monies when you run a payroll cycle.

Benefits

Benefits represent amounts that the company funds for additional employee compensation. A benefit can be cash or non-cash, either taxable or nontaxable. Benefit information can be passed to the general ledger to track burden.

You set up benefit DBAs to automate the process of calculating benefits when you run a payroll cycle.

Accruals

Accruals represent a number of paid hours that the company funds as additional employee compensation. Usually, an employee accrues a certain number of hours per pay period.

The system can carry over from year to year any accrued remaining balances, such as available vacation and sick time.

A Comparison of Benefits and Accruals

To determine whether a DBA should be set up as a benefit or an accrual, consider the following:

- Benefits might or might not affect gross or net pay.
- Accruals have no effect on an employee's gross or net pay.

Determining How to Set Up DBAs

Before you set up deductions, benefits, and accruals for your company, consider the functions that you want the DBA to perform:

- Which method should the system use to calculate the DBA?
- When will the system calculate the DBA?
- What are the effective dates for the DBA?
- Should the system pass the information to the general ledger?
- Do you want to base the calculation for the DBA on another DBA or on a pay type?
- Should the deduction arrear in a negative pay situation?
- Should an accrual balance roll over into the next year?
- Should taxes be calculated for this DBA?
- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

Assigning DBA Codes

When you set up DBAs, you assign each DBA a numeric transaction code. Because the numeric transaction codes 001-999 are reserved for pay types, use the numeric transaction codes 1000-9999 to define up to 9000 DBAs.

J.D. Edwards recommends that you group similar DBAs by function. For example, you might group all long-term disability deductions and assign numbers within a range, leaving some numbers available for later additions, as follows:

- 1220 - Long-term disability insurance coverage at 66 2/3 percent
- 1222 - Long-term disability insurance coverage at 50 percent

DBAs are not specific to one company. You can use DBAs across different companies.

Assigning DBAs to Employees

To assign DBAs to employees, you can do any of the following:

- You can set up a DBA for all employees.
- You can enroll an employee in benefit plans, and the system automatically assigns the employee DBAs associated with those benefit plans.
- You can assign specific DBAs to a single employee.

- For one time only, you can enter a DBA in time entry for the current payroll.

The system does not limit the number of DBAs that you can assign to each employee.

You can define the amount of a DBA as follows:

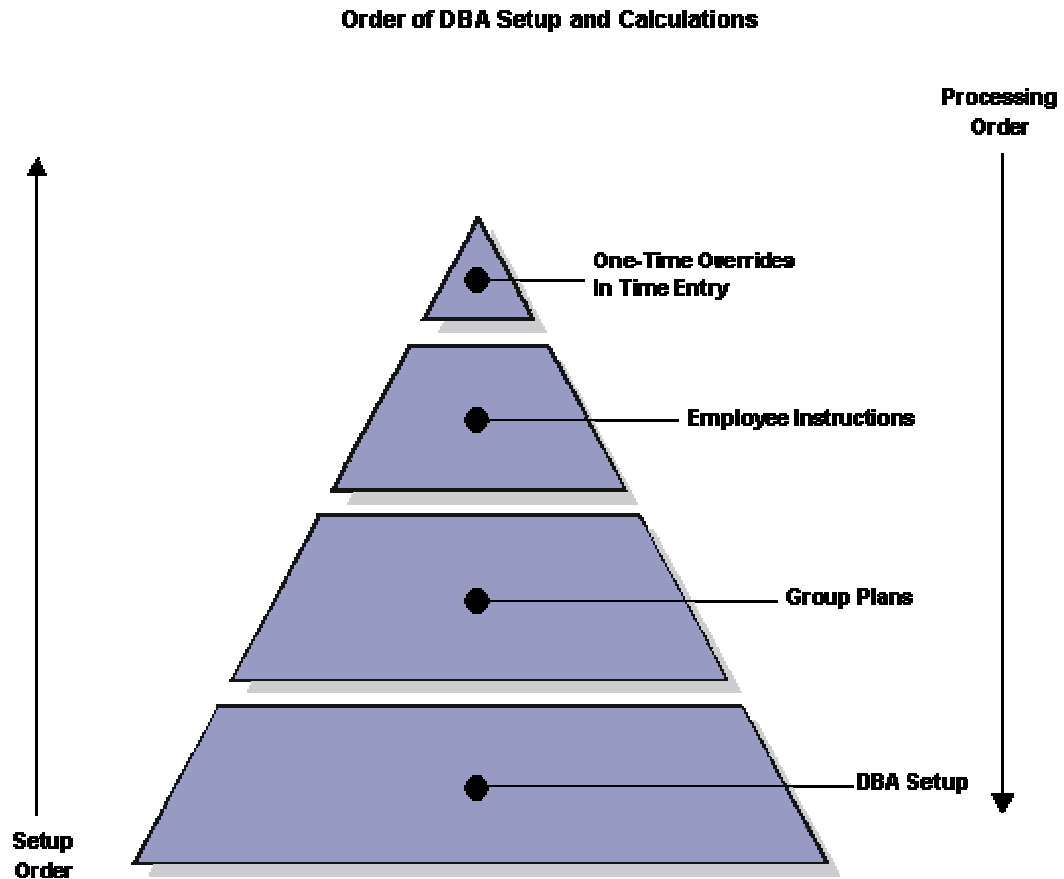
- When you set up the DBA
- At the group level
- At the employee level
- During time entry

You can override the amount at any level in time entry for any given payroll. The amount at the employee level overrides the DBA setup.

Example: DBA Amounts as a One-Time Override

An employee has a health insurance deduction included in the assigned benefit plan. If the employee is hired in the middle of the pay period, you can enter a prorated amount in time entry for the first pay period. The system deducts the regular amount for health insurance in subsequent pay periods.

The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs:



When processing payroll, the system first calculates DBAs that have been entered as one-time overrides in time entry. For example, if you entered a DBA in any employee's DBA instructions for three pay periods, the system would calculate the DBA in the DBA instructions and not the amount for the same DBA as entered in DBA setup.

See Also

- ❑ *Entering Employee Instructions* in the *Workforce Management Foundation Guide*
- ❑ *Example: DBA Amounts as a One-Time Override* in the *Workforce Management Foundation Guide*

Calculating DBAs

The system can use different methods to calculate DBAs. The methods used to calculate DBAs include the following:

- Flat monetary amounts
- Percentages of gross pay
- Calculation tables with criteria that vary from employee to employee

Unlike the DBAs that the system calculates by flat monetary amounts and percentages, you can override a DBA at the employee level that is based on a calculation table, although this action is not recommended. A DBA based on a calculation table has a table-method code attached to the DBA that tells the system how to calculate the DBA. The system does not recognize another method to calculate a DBA when a table-method code is attached to the DBA.

Example: DBA Calculations

DBA calculations can be based on values, such as gross pay, hours, pieces, salary, month-to-date, or year-to-date earnings. You might set up the following:

- Flat monetary amount for health insurance with a deduction of 12.50 per pay period
- Percentage deduction of 4 percent per pay period to be used for a retirement savings plan
- Calculation table using the following variables to determine an employee's annual vacation accrual:
 - 40 hours if employed 1-2 years
 - 80 hours if employed 3-5 years
 - 120 hours if employed 6-99 years

See Also

- ❑ *Setting Up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide*
- ❑ *Setting Up Group Plan DBAs* in the *Workforce Management Foundation Guide*

Understanding Arrearage Methods

An arrearage occurs when the payroll system could not deduct an amount from the employee's pay because the employee did not earn enough to pay for the deduction.

The system manages DBA arrearages in the following ways:

- The first time an employee is paid during the pay period the system attempts to collect DBA amounts. If a remainder still exists when the new pay period begins, that remaining amount is arrearaged into the new period for collection.
- Each time an employee is paid during the pay period the system attempts to collect any remaining DBA amounts. If a remainder still exists when the new pay period begins, that remaining amount is arrearaged into the pay cycle for collection.
- Each time an employee is paid during the pay cycle the system attempts to collect any remaining DBA amounts. If a remainder still exists when the new pay period begins, that remaining amount is not arrearaged into the new pay period for collection. This arrearage method is used for DBAs such as United Way contributions.

The system can also track DBA balances and limits across multiple companies (indicated by Tax ID). If you have an employee that works for multiple companies during the course of a single pay period, the system tries to collect all appropriate DBAs plus any arrearages or balances each time the employee is paid, regardless of the company the employee worked for when the arrearage or balance was created.

The system adjusts negative pay in different ways depending on the arrearage method that you use.

See Also

- ❑ *Setting Up Company Options* in the *Workforce Management Foundation Guide* for more information about multiple companies
- ❑ *Setting Up a Deduction DBA to Adjust Negative Pay* in the *Workforce Management Foundation Guide* for more information about using arrearage methods

Example 1

An employee is paid on the first day of a weekly pay period and has a \$30 deduction that is set to calculate once per pay period. Using arrearage method S, a partial or full deduction as needed, the remaining amount is placed in arrears for the current pay period only, and the arrearage balance is not written to history.

The employee's gross pay for the first paycheck of the pay period is \$35. After taxes, the amount calculated for the deduction is only \$17.50, leaving an arrearage balance of \$12.50.

On the third day of the pay period, the employee receives gross pay of \$180. The remaining arrearage balance of \$12.50 is deducted from this paycheck. The arrearage balance is 0, and the record is not written to history.

Example 2

An employee is paid on the first day of a weekly pay period and has a \$30 deduction that is calculated once per pay period. Using arrearage method S, a partial or full deduction as needed, the remaining amount is placed in arrears for the current pay period only, and the arrearage balance is not written to history.

The employee's gross pay for the first paycheck of the pay period is \$35. After taxes, the amount calculated for the deduction is only \$17.50, leaving an arrearage balance of \$12.50.

On the third day of the pay period, the employee receives gross pay of \$15. After taxes, the amount calculated for the deduction is only \$6, leaving an arrearage balance of \$6.50. The employee receives no additional paychecks during this pay period. The arrearage balance of \$6.50 is not carried forward into the following pay period, and the record is not written into history.

Example 3

An employee is paid on the first day of a weekly pay period and has a \$30 deduction that is calculated once per pay period. Using arrearage method Q, a partial or full deduction as needed, the amount is placed in arrears and limits are not applied when collecting the arrearage.

The employee's gross pay for the first paycheck of the pay period is \$35. After taxes, the amount calculated for the deduction is only \$17.50, leaving an arrearage balance of \$12.50.

On the third day of the pay period, the employee receives gross pay of \$15. After taxes, the amount calculated for the deduction is only \$6, leaving an arrearage balance of \$6.50. This arrearage amount is written to history, and the system makes the deduction in the next pay period.

Setting Up Calculation-Table Information

You can set up table-method DBAs to calculate DBAs based on various table calculations. A table-method DBA is a calculation table that has a table-method code attached to it to tell the system how to calculate the DBA.

You set up calculation tables to define the parameters that the system uses to calculate DBAs. After setting up your calculation tables, you attach tables to a DBA by defining the appropriate table method when you set up a DBA.

Setting Up Calculation Tables

You set up calculation tables to define the parameters for calculating DBAs that are based on variable values. You define valid ranges and amounts that are a function of certain table method codes.

Calculation tables contain user-defined information to help define your standard DBA methods of calculation. Calculation tables provide calculations based on values that vary from employee to employee.

When you define a calculation table, you must first determine what the calculation is based on, such as any of the following factors:

- Age
- Annual salary
- Months of service
- Hours worked in a pay period

After you have defined the calculation table, you must determine the appropriate method of calculation. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The methods of calculation are attached to the following numeric codes defined in user defined code list 06/DM:

- 0 - Withholding periods
- 1 - Salary range
- 2 - Date range
- 3 - Age range (calculated by date of birth)
- 4 - Hours worked
- 5 - Pieces produced
- 6 - Variable months
- 7 - Workers Comp. Insurance
- 8 - Gross pay
- 9 - Age (calculated as of the date that you enter in the Employee Age field on the Personal form)

For example, to base a DBA on employee age, you can use code 3 or code 9 for the method of calculation.

Before You Begin

- Choose a table method from user defined code list 06/DM that is appropriate as a method of calculation. Read the descriptions to find a method that describes how you want the system to perform the calculation.

► To set up calculation tables

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Calculation Tables.

1. On Work With Calculation Tables, click Add.
2. On Calculation Table, complete the following fields:
 - Table Code
 - Table Type
 - Table Method
3. To define the parameters of the calculation table, complete the following fields:
 - Lower Limit
 - Upper Limit
 - Amt./Rate
4. Complete the following optional fields and click OK:

- Excess Rate
- S M
- Sec Table
- Limit Amt.
- Amt./Rate 2
- Additional Rate

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Calculation Table

OK Find Delete Cancel Form Tools

Table Code: 03000 Life Insurance Premium Table Type: D

Table Method: AS Multiplier/Basis=Salary(Trunc)

	Lower Limit	Upper Limit	Amt./Rate	Excess Rate	S M	Sec Table	Description	Limit Amt.	Amt./Rate 2	Additional Rate
<input checked="" type="checkbox"/>		29.99	0.0900							
<input checked="" type="checkbox"/>	30.00	34.99	0.1000							
<input checked="" type="checkbox"/>	35.00	39.99	0.1300							
<input checked="" type="checkbox"/>	40.00	44.99	0.1700							
<input checked="" type="checkbox"/>	45.00	49.99	0.2700							
<input checked="" type="checkbox"/>	50.00	54.99	0.4400							
<input checked="" type="checkbox"/>	55.00	59.99	0.7000							
<input checked="" type="checkbox"/>	60.00	64.99	1.0000							
<input checked="" type="checkbox"/>	65.00	69.99	1.5000							

- Repeat steps 2-4 to define all the parameters that are needed for the calculation table.

Note

You do not need to include a line in the calculation table for zero amounts. For example, if vacation time is not earned in the first year of employment, you do not need to include that year on the first line of the calculation table. The first line could start with 2.00 as the lower limit.

See Also

- *Setting Up Rollover Information for DBAs in the Workforce Management Foundation Guide*

- ❑ *DBA Table Methods Quick Reference in the Workforce Management Foundation Guide*

Attaching Calculation Tables to DBAs

After you set up your calculation tables, attach a calculation table to the DBA by entering the table code on DBA Setup.

Although you can attach the same calculation table to more than one DBA, if you are attaching only one calculation table to one DBA, J.D. Edwards recommends that you make the table code the same as the DBA code for convenience.

► To attach calculation tables to DBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.
2. On Basic DBA Information, complete the following fields:
 - Method of Calculation
 - Table Code
3. Complete the remaining steps for setting up a DBA.

See Also

- ❑ *Setting Up Essential DBA Information in the Workforce Management Foundation Guide*

Setting Up Deductions, Benefits, and Accruals

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run a payroll cycle. You must set up DBAs before you can assign them to employees or to special processes.

Setting Up Essential DBA Information

When setting up essential DBA information, you define the minimum amount of information that the system needs to perform the calculation. Typically, you will want to calculate essential DBA information in one of three ways:

Monetary amount	<p>You set up a monetary amount to subtract a specific amount of money from the pay for the designated pay periods.</p> <p>For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 USD each pay period. You might also set up a deduction for union dues.</p>
Percentage rate	<p>You set up a percentage rate DBA to calculate a percentage of gross pay.</p> <p>For example, the DBA might designate that 1 percent of gross pay should be deducted for United Way or another charitable fund.</p>
Calculation tables	<p>You set up calculation tables for DBAs that are calculated by a formula. The calculation table defines the parameters that the system uses to calculate the DBAs.</p>

When setting up essential DBA information, you can do one of the following:

- Define the actual amount or rate to calculate.
- Omit the actual amount or rate to calculate.

If you omit the actual monetary amount or the percentage rate information during setup, you can enter it when you assign the DBA at the employee or timecard level.

After setting up a DBA for which you have entered an amount or rate, you periodically might need to update that amount or rate. For example, when you set up a DBA for a medical deduction, you can enter the premium amount. A year later, when the medical plan carrier raises its premiums, you must update the premium amount for the DBA.

Determining the Basis of Calculation for a DBA

The system must have a value on which to base the calculation for each DBA. This value is called the basis of calculation.

You set up a basis of calculation for a DBA to define the base value that the system uses to calculate the DBA during payroll processing. A DBA can be based on pay types, on another DBA, or on a combination of both pay types and DBAs (PDBAs). To define the base value, you must list one or more PDBA for each DBA that you create.

To determine which PDBA codes to assign to the DBAs that you set up, consider the following:

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).
- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.
- If you base the DBA on a selected group of pay types, include only those pay types in the From PDBA Type and Thru PDBA Type fields. For example, if you base a DBA on all pay types except 801, enter 1 in the From PDBA Type field and 800 in the Thru PDBA Type field on the first line. On the second line, enter 802 in the From PDBA Type field and 999 in the Thru PDBA Type field.

► **To set up basic DBA information**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click an option in the PDBA Type area to designate whether you are adding a deduction, benefit, or accrual and click Add.
2. On Basic DBA Information, click the Search button in the following field to review a deduction, benefit, or accrual before setting one up:
 - DBA Code
3. On PDBA Search & Select, choose a DBA; and then choose PDBA Recap from the Row menu.
4. On DBA Recap, review the DBA information; and then click Cancel.
5. On PDBA Search & Select, click Close.
The system displays the Basic DBA Information form again.
6. To define paystub text and whether DBA information prints on paystubs, complete the following fields:
 - Paystub Text
 - French CDN. Paystub Text
 - Print Method
 - Print Method Category
7. To define calculation rules and limits, complete the following fields:
 - Source of Calculation
 - Method of Calculation
8. Choose the following option, if applicable:
 - Calculate Even If No Gross
9. To designate the effect of a benefit on the employee's income, complete the following field:
 - Effect on Gross/Net Pay
10. To designate the effect of a deduction on the employee's disposable wages, complete the following field:
 - Effect on Disposable Wage
11. To apply the same amount or rate to all employees who are assigned the DBA, complete the following field:
 - Amount Rate 1
12. To assign a maximum amount to withhold or accrue in a year, complete the following field:

- Annual Limit 1
13. To apply a secondary rate and limit after the first annual limit has been reached, complete the following fields:
- Amount Rate 2
 - Annual Limit 2
14. To specify how the system retrieves PDBA history, complete the following field:
- History Retrieval Flag
15. To schedule the DBA calculation, complete one or more of the following fields and options, and then click OK:
- Pay Period of the Month:
 - Calculate Only During 1st Period Worked of Month
 - Calculate Only Once Per Pay Period
 - Beginning Effective Date
 - Ending Effective Date

The screenshot shows the PeopleSoft interface for configuring DBA information. The form is titled "Basic DBA Information" and includes the following sections and fields:

- Basic DBA Information:** DBA Code (1027), DBA Type (D).
- Paystub Information:** Paystub Text (Uniform), Print Method (I), Print Method Category.
- Calculation Rules Limits:** Source of Calculation (G), Method of Calculation (\$), Table Code, Calculate During Pre-Payroll (checkbox), Effect on Gross/Net Pay (checkbox), Effect on Disposable Wage (1), Calculate Even If No Gross (checkbox), Amount Rate 1 (10.0000), Annual Limit 1, Amount Rate 2, Annual Limit 2, History Retrieval Flag (1).
- Scheduling the Calculation:** Pay Period of the Month: (1) Y, (2) Y, (3) Y, (4) Y, (5) Y; Calculate Only During 1st Period Worked of Month (checkbox); Calculate Only Once Per Pay Period (checkbox); Beginning Effective Date; Ending Effective Date.

After you complete these steps, complete the steps to set up general accounting and arrearage information.

► **To set up general accounting and arrearage information**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

After you complete the steps to set up basic DBA information, you must set up general accounting and arrearage information.

1. On Work With PDBAs, locate the record for which you want to set up general accounting and arrearage information; and then click Select.
2. On Basic DBA Information, choose GA/Arrearage Info. from the Form menu.
3. On General Accounting/Arrearage Information, complete the following field:
 - Effect on GL
4. To enter arrearage information for deductions, complete the following fields:
 - Arrearage Method
 - When To Adjust Ded
 - Order To Adjust Ded
5. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this DBA, choose the following option:
 - Generate A/P Voucher
6. To specify a payee for the voucher, complete the following field:
 - Payee

When you specify a payee, you should also select Generate A/P Voucher. If Generate A/P Voucher is not selected, the system might create an invalid journal entry.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

General Accounting/Arrearage Information

OK Cancel Form Tools

DBA Code 1027 Uniform

General Accounting Information

Effect on GL N

Generate A/P Voucher

Payee

Arrearage Information

Arrearage Method P

When To Adjust Ded 0

Order To Adjust Ded

7. Click OK.

After you complete the steps to set up general accounting and arrearage information, you must set up the basis of calculation.

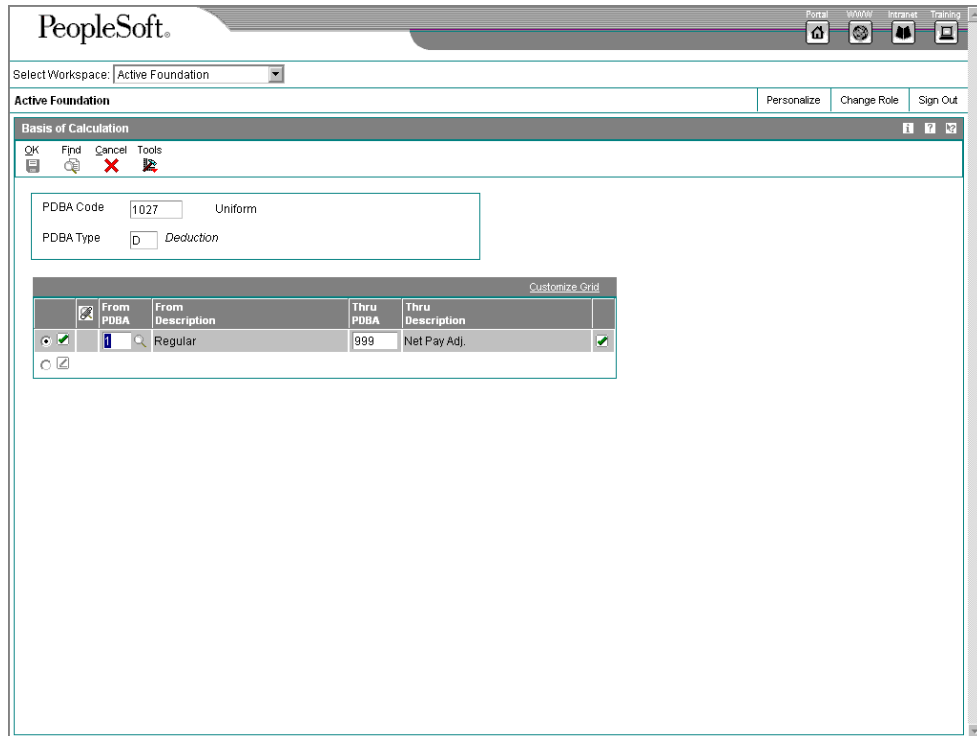
► **To set up the basis of calculation**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

You set up a basis of calculation for a DBA to define the base value that the system uses to calculate the DBA during payroll processing. A DBA can be based on pay types, on another DBA, or on a combination of both pay types and DBAs (PDBAs). To define the base value, you must list one or more PDBAs for each DBA that you create.

1. On Work With PDBAs, locate the record for which you want to set up a basis of calculation ;and then choose Basis of Calc. from the Row menu.
2. On Basis of Calculation, complete the following fields with the range of pay types that you want included in the calculation:
 - From PDBA
 - Thru PDBA

To include all pay types, enter 1 in the From PDBA field and 999 in the Thru PDBA field.



3. Click OK.

If the Basis of Calculation form contains only one row of values, you cannot delete that row. Every DBA must have a basis of calculation.

► To add text to a DBA

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, choose the DBA.
2. From the Row menu, choose Attachments.
3. On Media Object Viewer, click Text.
4. Enter the text and then click Save.

See Also

- *Media Object Attachments in the Foundation Guide*

Setting Up Additional DBA Information

You use additional DBA information to set up the following:

- Calculation methods beyond those that are available using the Basis of Calculation form
- The limits that apply to the DBA
- The employees to whom the DBA applies

- The information that should print on pay slips

You must use additional DBA information to set up DBAs that calculate taxes, loans, savings fund contributions, IMSS insurance, and other special processes. Some other DBAs do not require additional DBA information.

See Also

See the following topics in the *Payroll for Mexico Guide*:

- ❑ *Setting Up Variability Information* for information on determining how variability is calculated for DBAs
- ❑ *Setting Up Tax Information for PDBAs* for information on determining how taxes are calculated for PDBAs
- ❑ *Setting Up the DBA Calculation Control Table* for information on customizing a DBA calculation by using an event rule or business function

Calculation Methods

You can use additional DBA information to calculate the value of a DBA in the following ways:

- Use an event rule or business function that has been set up to perform a specific calculation, such as a tax calculation.
- Divide the value that is generated by the basis of calculation by the value of another DBA.
- Use a specific salary, such as the employee's average salary or most frequent salary over the period of employment, as the basis of calculation.
- Use a percentage of another DBA.

Depending on which calculation method that you are using, you complete different fields on the DBA Legislative / Regulatory Revisions form. The following table lists the fields that are required for each method:

Specific Calculation	<ul style="list-style-type: none"> • Class of Calculation • Calculation Method
Division	<ul style="list-style-type: none"> • DBA Division
Specific Salary	<ul style="list-style-type: none"> • Calculation Salary
Percentage of a DBA	<ul style="list-style-type: none"> • Difference basis • Difference percent

Calculation Limits

You can apply flexible limits to the DBA, based on a percentage of some value, such as the minimum salary for a geographic zone. You can apply the limit to either the final result of the DBA calculation or to the initial basis of calculation that is used by the DBA.

For example, you might indicate that an employee's contribution to the savings fund cannot be more than 13 percent of the employee's base salary.

Employee Exceptions

You can apply the DBA to a group of employees, based on information from the Employee Master Information table (F060116). For example, you might set up a certain value in a category code for some employees and then apply the DBA only to employees with that value in the category code.

You can also apply the DBA to all employees *except* those with a specific value in a specific field in the Employee Master table.

Before You Begin

- ❑ Set up UDC table 76/EE to specify which field from the Employee Master table that you are using to select employees to whom the DBA should be applied. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up additional DBA information

From the *Pay/Deductions/Benefits Setup* menu (G05BD4), choose *PDBA Setup*.

1. On Work with PDBAs, click Find.
2. Locate the DBA for which you are setting up additional information and click Select.
3. On Basic DBA Information, choose Mexico Leg/Reg from the Form menu.

The screenshot shows the PeopleSoft interface for the 'DBA Legislative / Regulatory Revisions' form. The form is titled 'Active Foundation' and includes a 'Personalize' button and a 'Sign Out' link. The form is divided into several sections:

- PDBA Code:** 3600, ISPT 80
- Class of Calculation:** IMPTC, Tax Calculations
- Calculation Method:** ART80
- DBA Division:** (empty)
- Days Worked DBA:** (empty)
- Calculation Salary:** (empty)
- Difference basis:** (empty)
- Difference %:** 0.0000
- Calculation Limits:**
 - Apply Limit To: (empty)
 - Max Percentage: 0.0000
 - Limit Basis: (empty)
 - Limit period: (empty)
 - Limit DBA: (empty)
- Calculation Exceptions:**
 - Include
 - Exclude
 - Based on Field: (empty)
 - Value: (empty)
- Print Information:**
 - Amount Due
 - Annual Accrual / Balances

On DBA Legislative / Regulatory Revisions, complete step 4, step 5, step 6, or step 7; but do not complete more than one of these steps.

4. To calculate the DBA using a predefined event rule or business function, complete the following fields:

- Class of Calculation
- Calculation Method

J.D. Edwards supplies a variety of predefined DBA calculations.

To use the Class of Calculation and Calculation Method fields to calculate the DBA, you must enter % or \$ in the Method of Calculation field on the Basic DBA Information form.

- To calculate the DBA by dividing the basis of calculation by the value of another DBA, complete the following field:
 - DBA Division
- To use a specific salary as the basis of calculation, complete the following field:
 - Calculation Salary

If you use a specific salary as the basis of calculation for a DBA, the Basis of Calculation form has no effect on that DBA.
- To calculate the DBA as a percentage of another DBA, complete the following fields:
 - Difference basis
 - Difference %
- If the DBA calculation that you are using requires that the number of days worked be part of the calculation, complete the following field:
 - Days Worked DBA
- To apply flexible limits to the DBA, complete the following fields:
 - Apply Limit To
 - Max Percentage
 - Limit Basis
 - Limit period
 - Limit DBA
- To determine which employees to apply the DBA to, click either the Include or Exclude option, and then complete the following fields:
 - Based on Field
 - Value
- If you are setting up a deduction or benefit that tracks an amount due or the number of periods, such as a DBA for a loan, select the following option to print the amount that is due on the pay slip:
 - Amount Due

12. If you are setting up a benefit or accrual that carries a balance, such as a savings fund accrual, select the following option if you want the available balance to print on the pay slip:

- Annual Accrual / Balances

13. Click OK.

Setting Up Group Plan DBAs

You set up group plan DBAs to designate that deductions, benefits, or accruals apply to groups of employees. You identify each group plan by a user-defined DBA code, such as a union code. You can further define group plans with additional qualifying criteria, such as any of the following:

Business unit The plan applies only for work performed at a particular business unit or job location.

Job type The plan applies only to employees working in a certain job type.

Job step The plan applies only to employees in a certain job step within a job type.

Date range The plan applies if the pay period dates fall within the date range that you define. For example, you could use this criterion to establish plans with built-in rate increases that you base on effective dates.

Before You Begin

- ❑ Set your processing option to specify whether you are setting up single or multiple group plans. Depending on the value that you enter, the system displays either the Revision Multiple Group Plan DBA Setup form or the Revise Single Group Plan DBA Setup form.

► To set up group plan DBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work With Group Plan DBA Setup, click Add.
2. On Revise Single Group Plan DBA Setup, complete the following fields:
 - Union Code
 - Beginning Effective Date
 - Ending Effective Date
 - PDBA Code
3. Complete the following optional fields:
 - Job Typ
 - Job Step

- Business Unit
 - M C
 - Explanation Alpha Name
4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this group plan, complete the following field:
 - Gen Vch
 5. To specify a payee for the voucher, complete the following field:
 - Provider Trustee
 6. Click OK.

Processing Options for Group Plan DBA Setup (P059101)

Default Tab

Use this processing option to specify whether you want the system to access the Revise Single Group Plan DBA Setup form or the Revision Multiple Group Plan DBA Setup form. The default value (1) is the multiple revisions form.

1. Choose Revisions Form

Blank = Default to Single Revisions form

1 = Default to Multiple Revisions form

Use this processing option to specify whether the system should display the Single Revisions form or the Multiple Revisions form. Valid values are:

Blank Single Revisions form

1 Multiple Revisions form

Setting Up DBA Union Overrides

You can set up DBA union overrides to vary certain elements of a DBA's setup to meet union requirements. DBA union overrides allow you to use the same DBAs, with variations, in more than one union rather than creating multiple DBAs that are nearly duplicates.

You can use DBA union overrides to modify the following elements of a DBA:

- The description that prints on the pay slip
- The calculation method
- Calculation limits

You can set up DBA union overrides by union, by business unit, by job type/step, or by a combination of those elements. For example, you could set up DBA union overrides for a specific job type/step within a union, or for all jobs within the union.

See Also

See the following topics in the *Payroll for Mexico Guide*:

- ❑ *Setting Up Additional DBA Information* for information about setting up calculation methods and limits
- ❑ *Setting Up Group Plan DBAs*

► To set up DBA Union Overrides

From the *Pay/Deductions/Benefits Setup menu (G05BD4)*, choose *Group Plan DBA Setup*.

1. On *Work With Group Plan DBA Setup*, complete the steps to set up a group plan DBA.
2. On *Revise Single Group Plan DBA Setup* or *Revision Multiple Group Plan DBA Setup*, choose *Add'l Overrides* from the *Form* menu.

The screenshot shows the 'Additional DBA Union Overrides Revision' form in the PeopleSoft system. The form is titled 'Additional DBA Union Overrides Revision' and is part of the 'Active Foundation' workspace. It contains several sections:

- Union Code:** 12500
- Beginning Effective Date:** 01/01/99
- Business Unit:** (empty)
- Ending Effective Date:** (empty)
- Job Type / Step:** (empty) / (empty)
- PDBA Code / Type:** 3510
- Description:** (empty)
- Calculation Salary:** (empty)
- Difference basis:** (empty)
- Calculation Method:** (empty)
- Days Worked DBA:** (empty)
- Difference %:** (empty)
- Calculation Limits:**
 - Apply Limits To:** (empty)
 - Limit DBA:** (empty)
 - Max Percentage:** (empty)
 - Limit period:** (empty)
 - Limit Basis:** (empty)

3. On *Additional DBA Union Overrides Revision*, complete the following field to change the description of the DBA that prints on pay slips:

- Description
4. Complete any of the following fields to modify the calculation method for the DBA:
 - Calculation Salary
 - Difference basis
 - Days Worked DBA
 - Calculation Method
 - Difference %
 5. To modify the calculation limits for the DBA, complete the following fields:
 - Apply Limits To
 - Max Percentage
 - Limit Basis
 - Limit DBA
 - Limit period
 6. Click OK.

Setting Up Category Codes for DBAs

You set up category codes for DBAs as a way to group DBAs for reporting purposes that might be necessary for your organization. You use category codes to track and store information about DBAs that is not tracked and stored by other fields in the DBA setup. You can use category codes 1 through 10 for these purposes.

See Also

- ❑ *Defining Category Codes* in the *Workforce Management Foundation Guide*
- ❑ *To set up basic DBA information* in the *Workforce Management Foundation Guide* for instructions for setting up essential DBA information

► To set up category codes for DBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding PDBA type and click Add.
2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.
3. Choose Category Codes from the Form menu.
On Category Codes Revisions, you can enter up to ten different category codes.
4. Complete one or more of the Category Code fields and click OK.

Setting Up a DBA Based on Another DBA

You set up a DBA based on another DBA to use a value that has already been calculated (from the based-on DBA) to calculate the DBA that you are setting up. For example, you set up an employer match benefit for a retirement plan that is based on a retirement plan deduction that has already been set up to deduct a certain amount from an employee's pay.

If DBAs are based on other DBAs, you must assign numbers to those transactions accordingly. The system calculates DBAs in numeric order, from low to high. For example, if your company matches an employee's contribution to a retirement plan based on payroll deductions, the DBA code for the employee's payroll deduction must be the lower number of the two so that the system calculates it before calculating the matching DBA.

► To set up a DBA based on another DBA

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding PDBA type and click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
3. Choose Basis of Calc. from the Form menu.
4. On Basis of Calculation, complete the following fields with the DBA code that the DBA is based on:
 - From PDBA
 - Thru PDBA
5. Click OK.

Setting Up Variability Information

You must set up variability information for all PDBAs that generate extra pay, such as overtime pay or food bonuses. Variability setup determines whether the PDBA should be considered during variability calculations, as well as the rules for its inclusion, including exemptions and the basis of integration.

You can determine the amount of pay that is exempt from variability as a percentage of the extra pay; as a percentage of a specific salary, such as the minimum wage; or as a portion of the hours that are associated with the extra pay.

Because IMSS and INFONAVIT IDS are calculated differently, you set up variability information separately for IMSS and INFONAVIT for each special PDBA.

Exemption Based on Hours

To determine the exemption amount based on hours, enter H in the Integration Base Salary field, and enter the number of hours to be exempt for each period of time that is indicated in the Integration Limit field. Enter the period of the exemption in the Integration Period field. For example, if the first 50 hours of overtime pay that is earned each year are exempt from IDS, complete the fields as follows:

- Integration Base Salary - H
- Integration Limit - 50
- Integration Period - A (Annual)

Exemption as a Percentage of Extra Pay

To determine the exemption amount as a percentage of the extra pay, enter % in the Integration Base Salary field, and enter the percentage to be exempted in the Integration Limit Field. Leave both the Integration Basis and Integration Period fields blank.

For example, if 50 percent of overtime pay is exempt from IDS calculations, complete the fields as follows:

- Integration Base Salary - %
- Integration Limit - 50

Exemption as a Percentage of a Specific Salary

If the exemption is a percentage of a specific salary, enter % in the Integration Base Salary field and enter the percentage to be exempt in the Integration Limit field. Indicate the source of the specific salary in the Integration Basis field and the period of the exemption in the Integration Period field.

For example, if the exempt portion of Christmas bonus payments for one year is calculated as 40 percent of the minimum monthly salary for geographic zone A, complete the fields as follows:

- Integration Base Salary - %
- Integration Limit - 40
- Integration Basis - SMA (Minimum wage for geographic zone A)
- Integration Period - A (Annual)

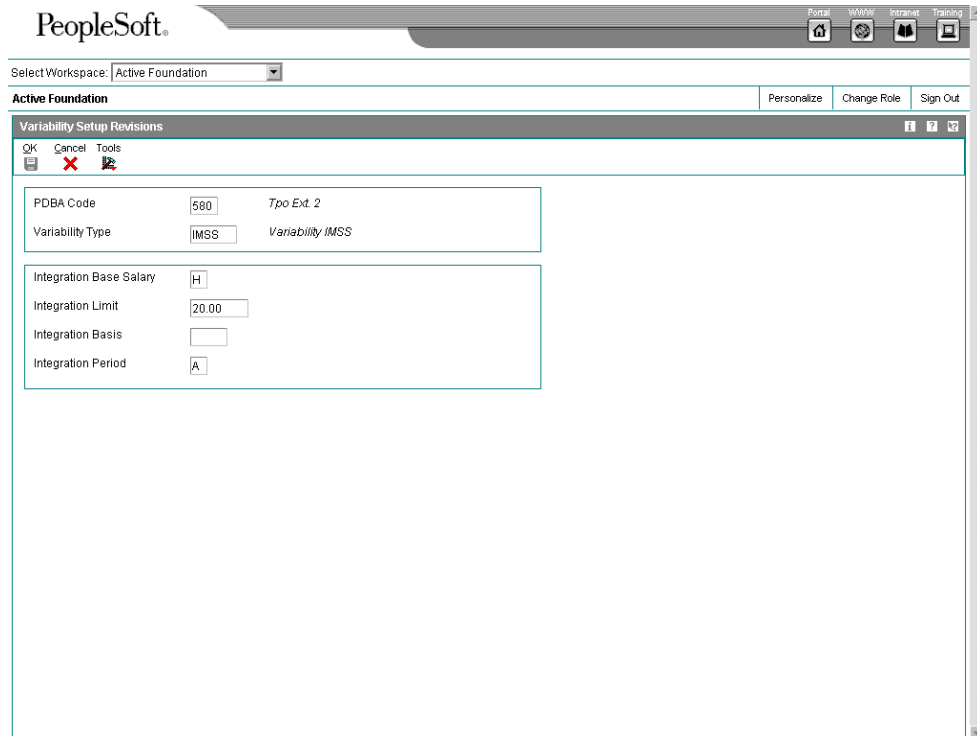
► To set up variability information

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, click Find, and then select the PDBA for which you are setting up variability information.
2. On Pay Type Revisions or on Basic DBA Information, choose Mexico Leg/Reg from the Form menu.

You might not have to complete the Pay Type Additional Information Revision form for pay types that are used to calculate variability.

3. On Pay Type Additional Information Revision or on DBA Legislative / Regulatory Revisions, choose Variability IMSS or Variability INF from the Form menu.



4. On Variability Setup Revisions, complete the following fields to set up an exemption based on hours:
 - Integration Base Salary
 - Integration Limit
 - Integration Period
5. To set up an exemption that is based on a percentage of extra pay, complete the following fields:
 - Integration Base Salary
 - Integration Limit
6. To set up an exemption that is based on a percentage of a specific salary, complete the following fields:
 - Integration Base Salary
 - Integration Limit
 - Integration Basis
 - Integration Period
7. Click OK.

Setting Up Tax Information for PDBAs

You set up tax information for PDBAs so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the pay that is classified under that PDBA. You provide the following types of tax information:

- The kind of tax that is applied to the PDBA, usually Article 80 or Article 86
- Information that is used to calculate the portion of the PDBA which is exempt from taxes
- Information about how the PDBA is categorized during annual tax processing and reporting

Note

For deductions, you set up annual tax information only.

Exemptions

You can calculate the amount of pay that is exempt from taxes as a percentage of the pay or as a multiple of a specific salary, such as the minimum wage for a certain geographic zone.

You specify the period of time over which the exemption applies. For example, you might specify that 50 percent of overtime pay is exempt each pay period or that a certain portion of Christmas bonus pay is exempted annually. Any Christmas bonus pay that an employee receives beyond the exemption amount within the year is taxable income.

You also specify the DBA for the exempt portion of the payment. This DBA is for reporting purposes only and should be set up as a benefit with no effect on gross pay.

Before You Begin

- ❑ Set up a DBA to track the tax-exempt portion of payments. See *Setting Up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide*.
- ❑ If you want to tax the pay type by using a straight percentage rather than using a tax table, set up that percentage in UDC table 76M/TX. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up tax information for PDBAs

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work with PDBAs, locate the PDBA for which you need to set up tax information and click Select.
2. On Pay Type Revisions or on Basic DBA Information, choose Tax Exemptions from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Tax Information Revision

OK Cancel Form Tools

PDBA Code 580 Tpo Ext. 2

Tax Information

Tax to Apply T80 Tax art. 80

Exemption % 50.00

Exemption base % Percentage

Period G No of Times 1.0000

DBA for Exemption 3553 Income Type 1

Annual Tax Information

Tax Calculation Cat 000001 Paid Incomes

Wage and Salary report 000002 Overtime

IncomeTax Certificate 000001 Regular Incomes

3. On Tax Information Revision, complete the following field to specify the type of tax that applies to the PDBA:
 - Tax to Apply

You can apply the tax rates for a specific tax article, such as Article 80 or Article 86; or you can tax the pay type using a straight percentage. To do this calculation, set up a code for the percentage in UDC table 76M/TX and specify the percentage in the Description 2 field.
4. To specify the method for calculating the exempt amount, complete the following fields:
 - Exemption %
 - Exemption base
5. To specify the period of time for which the exemption applies, complete the following fields:
 - Period
 - No of Times
6. Complete the following field:
 - DBA for Exemption
7. To classify the pay type properly for IDS calculations, complete the following field:
 - Income Type

8. To classify the pay type for annual tax calculations and reporting, complete the following fields:
 - Tax Calculation Cat
 - Wage and Salary report
 - Income/Tax Certificate
9. Click OK.

Setting Up Advanced DBAs

You can set up many different types of DBAs. The following tasks are examples of some advanced DBAs that you might set up for your company. These tasks do not include every possible scenario, but represent some typical situations in which you need a DBA to perform a specialized function.

Some organizations grant employees loans, or cash advances, from their future earnings. For example, on the 10th of the month, an employee might request a 100.00 advance. If you grant the employee the advance, you need to deduct 100.00 from the payment that the employee receives on the 15th of the month. You can set up an advance deduction to deduct the cash advance from the employee's payment.

You can set up several types of DBAs to manage situations in which an employee's net pay is less than zero. The Payroll system does not print payments for amounts that are less than zero. For example, some employees, such as commissioned sales people, might have a pay period in which they have no gross earnings, or they do not have enough gross earnings to pay for all of their deductions. To track employees' pay and deductions in these instances, you can set up a deduction that adjusts negative net pay, or you can set up an overpayment deduction that allows you to take the missed deductions in future pay periods, when the employee has enough earnings to pay for them. You can also set up a DBA to calculate even in pay periods when an employee has no gross earnings.

Setting Up an Advance Deduction

You set up an advance deduction for an employee to pay back a dollar amount advanced by the employer against an employee's earnings. An advance deduction DBA allows you to set up a declining balance that is active until the amount due equals zero.

► To set up an advance deduction

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
3. From the Form menu, choose Advanced DBA Info.
4. On Advanced DBA Information, complete the following field:
 - Amount Due

5. To continue this deduction until the value in the Amount Due field equals zero, click the following option:
 - Declining Balance
6. To define the number of pay periods for which the deduction will be taken, choose the option and complete the field:
 - Number of Periods
 - No. of Deductions
7. If applicable, choose the following option:
 - Calculate for all Emp
8. Click OK.

Setting Up a Deduction DBA to Adjust Negative Pay

If an employee's gross pay does not cover the amounts to be deducted, the system adjusts deduction amounts to increase the net pay to zero. The system does not allow negative net pay situations. You can set up deductions to control this adjustment process. Depending on the deduction's arrearage rule, one of the following occurs:

- The system adjusts the deduction either partially or for the full amount.
- The system puts the adjusted amount in arrears and makes the adjustment the next time that the employee is paid.
- The system puts the adjusted amount in arrears and makes the adjustment each time the employee is paid within the same pay period but does not carry any remaining balance forward into the next pay period.

The system adjusts negative pay in different ways, depending on the arrearage method that you use:

P, blank, F When all or part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Attempts to collect the amount each time the employee is paid during the current pay period.
- Attempts to collect the amounts in a future pay period. That is, the DBA is placed in arrears.

Amounts not taken appear on the Deductions Not Taken report, which the system generates during pre-payroll processing.

Q, R, G, H When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Attempts to collect the amount each time the employee is paid during the current pay period.
- Attempts to collect the amounts in a future pay period. That is, the DBA is placed in arrears.

Amounts not taken appear on the Deduction Arrearage report, which the system generates during pre-payroll processing.

S, T, I, J When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:

- Reduces the deduction.
- Attempts to collect the amount each time the employee is paid during the current pay period.
- Does *not* hold the amounts over to collect them in a future pay period. That is, the DBA is placed in arrears for the current pay period only.

Amounts not taken appear on the Deduction Arrearage report, which the system generates during pre-payroll processing.

Note

The system does not create journal entries for adjusted amounts and arrearages until the deduction is actually withheld. The system posts only the actual amounts deducted as journal entries.

Example: Payroll Calculations to Adjust Negative Pay

The When to Adjust Deductions field and the Order to Adjust Deductions field allow you to determine the sequence that the system uses to deduct the DBAs:

Gross Deductions	DBA Code
Union	#3000
Health	#1000
Savings	#2000
401(k)	#7000
Advance	#9000
Taxes	
Negative Net Pay	

Gross Deductions	DBA Code
Union	#3000
Health	#1000
Savings	#2000
401(k)	#7000
Advance	#9000
Taxes	
Negative Net Pay	

Gross Deductions	DBA Code
Union	#3000
Health	#1000
Savings	#2000
401(k)	#7000
Advance	#9000
Taxes	
Negative Net Pay	

Gross Deductions	DBA Code
Union	#3000
Health	#1000
Savings	#2000
RRSP	#7700
Advance	#9000
Taxes	
Negative Net Pay	

The system adjusts the DBAs in the following order if the When to Adjust Deductions field is 0 (default) and the Order to Adjust Deductions field is blank:

1 st	#9000	Advance
2 nd	#7000	401(k)
3 rd	#3000	Union

4 th	#2000	Savings
5 th	#1000	Health
Last	Taxes	

1 st	#9000	Advance
2 nd	#7700	RRSP
3 rd	#3000	Union
4 th	#2000	Savings
5 th	#1000	Health
Last	Taxes	

When net pay goes below zero or minimum pay, the system adjusts deductions in a high to low order, from DBA code 9999 to DBA code 1000. For example, DBA #8611 would be adjusted before #5322. You can override the order by using the When to Adjust Deductions and Order to Adjust Deductions fields.

These two fields allow you to control how the deductions are adjusted. You can group deductions into three groups so that one group is adjusted before the other two. You can also assign priority numbers within each group.

In this example, you want the Savings and 401(k) or RRSP adjusted (not deducted) before the Advance, Union dues, and Health. Therefore, assign Savings and 401(k) or RRSP a value of 0 in the When to Adjust Deductions field. Assign Advance, Union dues, and Health a value of 1.

The following example illustrates the sequence of adjustments that the system will use to bring the payment balance to zero:

Gross Deductions	DBA Code	When to Adjust Deductions
Union	#3000	1
Health	#1000	1
Savings	#2000	0
401 (k)	#7000	0
Advance	#9000	1
Taxes		
Negative Net Pay		
1 st	#7000 (0)	401 (k)
2 nd	#2000 (0)	Savings

3 rd	#9000 (1)	Advance
4 th	#3000 (1)	Union
5 th	#1000 (1)	Health
6 th		Taxes

Gross Deduction	DBA Code	When to Adjust Deductions
Union	#3000	1
Health	#1000	1
Savings	#2000	0
RRSP	#7000	0
Advance	#9000	1
Taxes		

Negative Net Pay

1 st	#7000 (0)	RRSP
2 nd	#2000 (0)	Savings
3 rd	#9000 (1)	Advance
4 th	#3000 (1)	Union
5 th	#1000 (1)	Health
6 th		Taxes

Company policy might be to deduct the advance from the employee's pay before taxes are deducted. The government will make up any tax inequity with this employee at year-end, but the company might not be able to retrieve the advance amount if the company no longer employs the individual. Enter 2 in the When to Adjust Deductions field for the Advance. The sequence of adjustments follows:

1 st	#7000 (0)	401(k)
2 nd	#2000 (0)	Savings
3 rd	#3000 (1)	Union
4 th	#1000 (1)	Health
5 th		Taxes
6 th	#9000 (2)	Advance

1 st	#7700 (0)	RRSP
2 nd	#2000 (0)	Savings
3 rd	#3000 (1)	Union
4 th	#1000 (1)	Health
5 th		Taxes
6 th	#9000 (2)	Advance

This example illustrates how the codes in the When To Adjust and Order to Adjust fields would work for one employee. When you set up your DBAs, you must consider how these codes impact all employees using these deductions.

► **To set up a deduction DBA to adjust negative pay**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
3. From the Form menu, choose GA/Arrearage Info.
4. On General Accounting/Arrearage Information, complete the following fields and click OK:
 - Arrearage Method
 - When To Adjust Ded
 - Order To Adjust Ded
5. On Basic DBA Information, choose Basis of Calc. from the Form menu.
6. On Basis of Calculation, complete the following fields and click OK:
 - From PDBA
 - Thru PDBA

Setting Up a Deduction DBA for Overpayment

The system cannot write a payment for a negative amount. Therefore, when an employee's net pay drops below zero and stays below zero, even after all adjustments have been made, the system creates an overpayment. The overpayment amount is the amount needed to bring net pay back to zero. The system treats this amount like an advance to the employee and subtracts the amount from the employee's future pay until the overpayment is repaid.

The system uses a DBA to collect the overpayment. Whenever the system creates an overpayment for an employee, it assigns the DBA to the employee's DBA instructions and

displays the amount on the payroll register. J.D. Edwards ships the Payroll system with DBA 9997 as the DBA for overpayments. You can set up a different DBA number for overpayments if you want to use 9997 for other purposes.

Before You Begin

- ❑ Verify that the overpayment processing option on the payroll workbench is set to DBA 9997.
- ❑ Assign an account number for DBA 9997 (or the DBA that you want to use for overpayments) in the credit liabilities table in your AAls to avoid accounting errors. If you use a DBA code other than 9997, you need to set the overpayment processing option on the payroll workbench to the DBA code that you are using.

► To set up a deduction DBA for overpayment

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, enter 9997 in the following field:
 - DBA Code
3. Enter Overpayment in the following field:
 - Paystub Text
4. Complete the steps for setting up an advanced deduction.

Setting Up a DBA to Calculate If No Gross Pay

You can set up the system to calculate a DBA to calculate even if no gross pay exists. For example, you can set up a DBA to calculate a benefit when an employee is on a leave of absence.

You might also set up the system to calculate a deduction and place the amount in arrears to be withheld the next payroll cycle. The deduction is included on the Deduction Arrearage report during pre-payroll processing.

► To set up a DBA to calculate if no gross pay

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction or Benefit; and then click Add.
2. On Basic DBA Information, click Calculate Even If No Gross to calculate the DBA even if the employee has no gross pay.
3. Enter \$ in the following field:
 - Method of Calculation
4. Complete the steps for setting up essential DBA information.
5. For a deduction, enter one of the arrearage values in the following field on General Accounting/Arrearage Information (by choosing GA/Arrearage Info. from the Form menu) and click OK:
 - Arrearage Method

Setting Up Deductions for Wage Attachments

You can use garnishments to collect repayment amounts for FONACOT loans. You can use wage assignments to collect on child support loans.

Setting Up a Garnishment Deduction

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already overdue. Because each deduction must match the court orders, you might need to set up separate deductions for different employees.

Before You Begin

- ❑ Set up the tables that the system uses to calculate garnishments. See [Setting Up Garnishment Tables](#) in the *Payroll Guide*.

► To set up a garnishment deduction

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction; and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:
 - Source of Calculation
3. Enter G in the following field:
 - Method of Calculation
4. Enter the attachment table number for your garnishment tables in the following field:
 - Table Code
5. Complete the steps for setting up essential DBA information.

Setting Up a Wage Assignment Deduction

You set up a wage assignment deduction to deduct ongoing debts, including child support and maintenance, from employees' earnings.

The courts typically rule that child support has priority over other types of wage attachments. This situation means that if an employee did not earn enough in a pay period to pay for all deductions, the child support deduction should be the last deduction to be adjusted.

To give the child support deduction first priority, assign it a lower DBA number than the numbers that you enter for other deductions. During payroll-cycle processing, the system adjusts (backs out) deductions in numerical order, beginning with the highest-numbered deduction. For example, deduction 1001 would be adjusted (backed out) before 1000.

You set up a wage assignment deduction in the same way that you set up any other type of deduction.

► **To set up a wage assignment deduction**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, click Deduction; and then click Add.
2. On Basic DBA Information, enter a numeric code from 1 to 8 in the following field:
 - Source of Calculation
3. Enter C in the following field:
 - Method of Calculation
4. Complete the steps for setting up essential DBA information.

Reviewing the Basis of Calculation Hierarchy

You must enter a basis of calculation for any DBA that you set up. You can enter a pay type, another DBA, or a combination of PDBAs as the basis of calculation for a DBA. You can set up based-on relationships that are relatively complex, thus making it difficult to remember how specific DBAs are used.

To easily review the bases of calculation for multiple DBAs, review the basis of calculation hierarchy. This hierarchy graphically depicts the reporting relationships between PDBAs, even those DBAs that are based on multiple DBAs. For example, a typical hierarchy for 401(k) DBAs shows the following:

- The employer match DBA is based on the employee contribution DBA.
- The employee contribution DBA is based on pay types 1 through 999.

► **To review the basis of calculation hierarchy**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Basis of Calculations Hierarchy.

1. On Basis of Calculation Hierarchy, complete the following field; and then click Find:
 - DBA Code
2. Review the information that appears, and then click Close.

Setting Up Payroll Tax Information

Every three months, the SHCP (Secretaría de Hacienda y Crédito Público) publishes tax tables for annual tax calculations (Article 141) and tax tables for monthly tax calculations (Article 80) in the Official Federation newspaper. You must set up these tax tables in the Payroll system and identify which tax tables to use with specific companies and unions.

You determine how state taxes are calculated for each employee by setting up state tax factors and a state tax basis of calculation. State tax amounts are usually calculated by multiplying the state tax factor by the basis of calculation.

Setting Up Tax Tables

Mexican payroll taxes are governed by LISR (Ley del Impuesto Sobre la Renta), which determines tax rates and exemptions. The LISR includes the following types of taxes:

- Article 80** This tax applies to all taxable incomes, except those considered under Article 86. This tax must be calculated at least monthly.
- Article 86** This tax applies to incomes that are earned on an annual basis, such as vacation and Christmas bonuses. Even though these incomes are paid just once a year, the tax is calculated on a monthly proportion of the income.
- Article 141** This tax is an annual tax calculation that is used primarily for year-end adjustments.

Every three months, the SHCP (Secretaría de Hacienda y Crédito Público) publishes tax tables for annual tax calculations (Article 141) and tax tables for monthly tax calculations (Article 80) in the Official Federation newspaper. Each table consists of the following subtables:

- Tax** The tax amount
- Subsidy** The amount that the company contributes towards employees' taxes
- Tax Credit** A credit amount that is deducted from the tax amount

The tax, subsidy, and tax credit amounts are all based on ranges of taxable income.

Note

To calculate taxes during pre-payroll, you must set up and maintain each of the three subtables for Article 80 and Article 141 in the J.D. Edwards system.

Before You Begin

- ❑ Set up UDC 76M/MT to identify the tax tables. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up tax tables

From the Mexican Payroll System Setup menu (G07BMXP4), choose Tax Tables.

1. On Work With Tax Tables, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Tables Revisions

OK Cancel Tools

Table Type: S Subsidy
 Table Code: T80 Article 80
 Effective Date: 01/01/00

Records 1 - 10	Lower Limit	Upper Limit	Excess Rate	Fixed Quota	Additional Excess Rate	Additional Amount
<input checked="" type="checkbox"/> 0.01	388.76	50.0000	0.00	0	0.000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	388.77	3299.60	50.0000	5.83	0	0.000
<input type="checkbox"/>	3299.61	5798.76	50.0000	151.38	0	0.000
<input type="checkbox"/>	5798.77	6740.82	50.0000	383.79	0	0.000
<input type="checkbox"/>	6740.83	8070.58	50.0000	481.56	0	0.000
<input type="checkbox"/>	8070.59	16277.22	40.0000	694.32	0	0.000
<input type="checkbox"/>	16277.23	25655.14	30.0000	1777.60	0	0.000
<input type="checkbox"/>	25655.15	32554.43	20.0000	2734.15	0	0.000
<input type="checkbox"/>	32554.44	39065.26	10.0000	3203.30	0	0.000
<input type="checkbox"/>	39065.27	999999999999999		3424.66	0	0.000

2. On Tax Tables Revisions, complete the following fields to identify the tax table:
 - Table Type
 - Table Code
 - Effective Date
3. Complete the following fields in the detail area for each taxable income range in the tax tables:
 - Lower Limit
 - Upper Limit
 - Excess Rate
 - Fixed Quota
4. Complete the following optional fields in the detail area, if necessary:
 - Additional Excess Rate
 - Additional Amount

Depending on the tax type and range, some of the preceding fields might not be required.

5. Click OK.

Setting Up Tax Table Relations

To calculate taxes, you must indicate which tax table you are using.

Sometimes the tax table used for tax calculations varies from one company and union to another. In this situation, you can identify which tax tables to use with specific companies and unions.

Before You Begin

- Set up tax tables. See *Setting Up Tax Tables* in the *Payroll for Mexico Guide*.
- Set up UDC 06/UN to identify unions.
- Set up UDC 76M/TX to identify tax types.

See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up tax table relations

From the Mexican Payroll System Setup menu (G07BMXP4), choose *Tax Table Relations*.

1. On Work With Tax Tables Relations, click Add.
2. On Tax Tables Relations Revisions, complete the following fields and click OK:
 - Company
 - Union
 - Tax to Apply
 - Tax Table

Setting Up State Tax Factors

State taxes can be calculated in the following ways:

- As a simple factor multiplied by a basis of calculation
- As a simple factor multiplied by a basis of calculation plus an additional factor

When you set up state tax factors, you enter the simple tax factor and the additional factor, if applicable, for each state.

Before You Begin

- Set up UDC 00/S to identify the states. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up state tax factors

From the Mexican Payroll System Setup menu (G07BMXP4), choose *State Tax Factors Maintenance*.

1. On Work with State Tax Factors, click Add.
2. On State Tax Factors Revisions, complete the following fields to specify the simple and additional factors for a state, and then click OK:
 - State
 - State Tax
 - Additional Tax Factor
 - Effective Date

Setting Up the State Tax Basis of Calculation

State taxes represent a company obligation. However, state taxes can usually be calculated as a percentage of employees' income.

You determine how state taxes are calculated by setting up state tax factors and a state tax basis of calculation. State tax amounts are usually calculated by multiplying the state tax factor by the basis of calculation.

The basis of calculation determines what income is used to determine the state tax amount. The basis of calculation is also used to calculate exemptions. For example, you might set up the basis of calculation to specify that 40 percent of the minimum wage salary for geographic zone A is exempt from state taxes. In this situation, an employee pays state taxes only on the portion of his or her income that exceeds 40 percent of the minimum wage salary.

The state tax basis of calculation that you set up for a specific state works with the state tax factors that you set up for that same state. State taxes can be calculated differently for each state.

Before You Begin

- Set up a benefit with no effect on gross or net pay to store the tax amount. See *Setting Up Pay Type Information* in the *Payroll for Mexico Guide*.

► To set up the state tax basis of calculation

From the Mexican Payroll System Setup menu (G07BMXP4), choose State Tax Basis of Calculation.

1. On Work with State Tax Basis, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

State Tax Basis Revisions

OK Cancel Tools

State Distrito Federal

DBA Pay Type

Exemption Amount/Rate

Base On Percentage

No. of Times

Exemption Period Monthly

2. On State Tax Basis Revisions, complete the following required field:
 - State
3. Complete the following fields to define the basis of calculation for the state tax, and then click OK:
 - DBA Pay Type
 - Exemption Amount/Rate
 - Base On
 - No. of Times
 - Exemption Period

If income is 100 percent taxable, Exemption Amount/Rate is 0.

Setting Up the Payroll Cycle

Before you can use any features of the Payroll system, you must define critical information that the system uses for processing.

Setting Up Master Pay Cycles

You set up master pay cycles to define the dates for each payroll cycle of the year. When you process pre-payroll, you can retrieve the dates that you entered in the master pay cycle. Setting up master pay cycles minimizes the risk of data entry errors during pre-payroll because certain values have already been entered. Within a master pay cycle, you define the length of the pay periods as well as the corresponding payment dates.

Master pay cycles allow you to define the following information:

- Pay period ending dates
- Identifiers for the pay period
- Payment dates for each pay period
- Withholding period indicators to determine the calculation of DBAs
- Integrity period numbers for storing payroll history
- Standard hours per pay period for autopay

You set up a master pay cycle for the current year to run payroll cycles for the current year. You must set up a new master pay cycle each year. If you already have a master pay cycle for the current year, you can set up a master pay cycle for the next year.

To simplify the setup process, you set up a master pay cycle for the next year that is similar to the current year's master pay cycle. You can duplicate a current master pay cycle, indicating whether you want to increment the pay period ending dates for the new year. For example, if your company's payment dates are the 15th and last day of each month, you do not want to increment, or align, dates. If your company always pays on a biweekly basis, you do want to increment dates to account for the changed date in the new year.

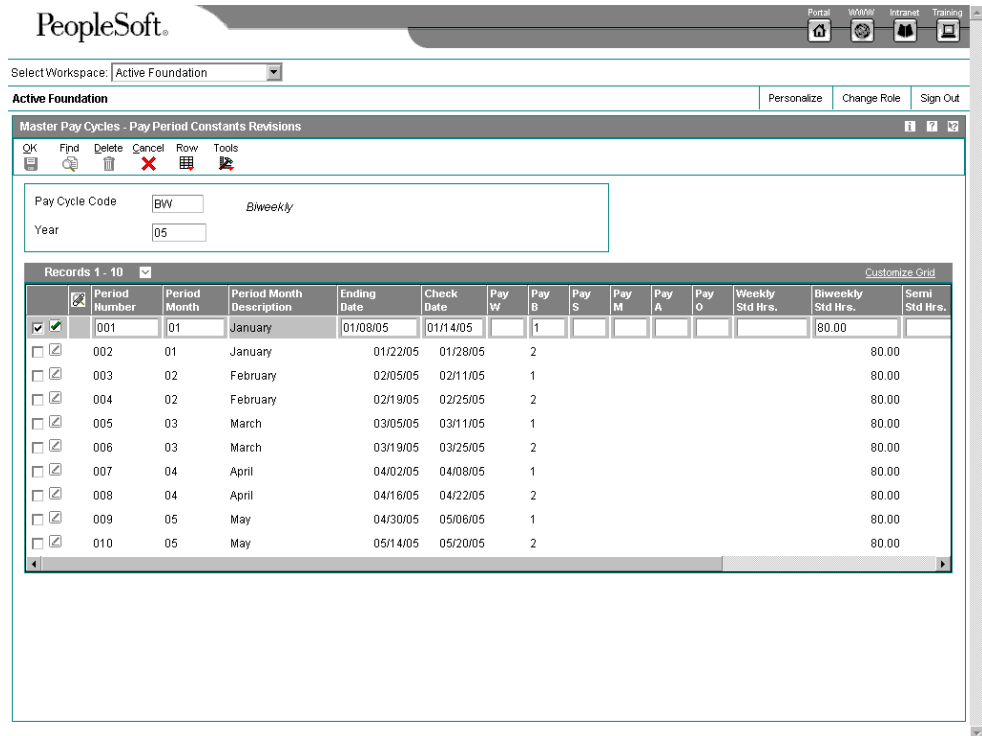
Before You Begin

- ❑ Set up UDC 06/PY to define the names of the pay cycles.

► **To set up a master pay cycle for the current year**

From the System Setup menu (G07BUSP4), choose Master Pay Cycles.

1. On Work With Pay Period Constants Revisions, click Add.



2. On Pay Period Constants Revisions, complete the following fields to set up a pay period:
 - Pay Cycle Code
 - Year
 - Period Number
 - Period Month
 - Ending Date
 - Check Date

3. Complete one of the following fields:
 - Pay W
 - Pay B
 - Pay S
 - Pay M
 - Pay A
 - Pay O

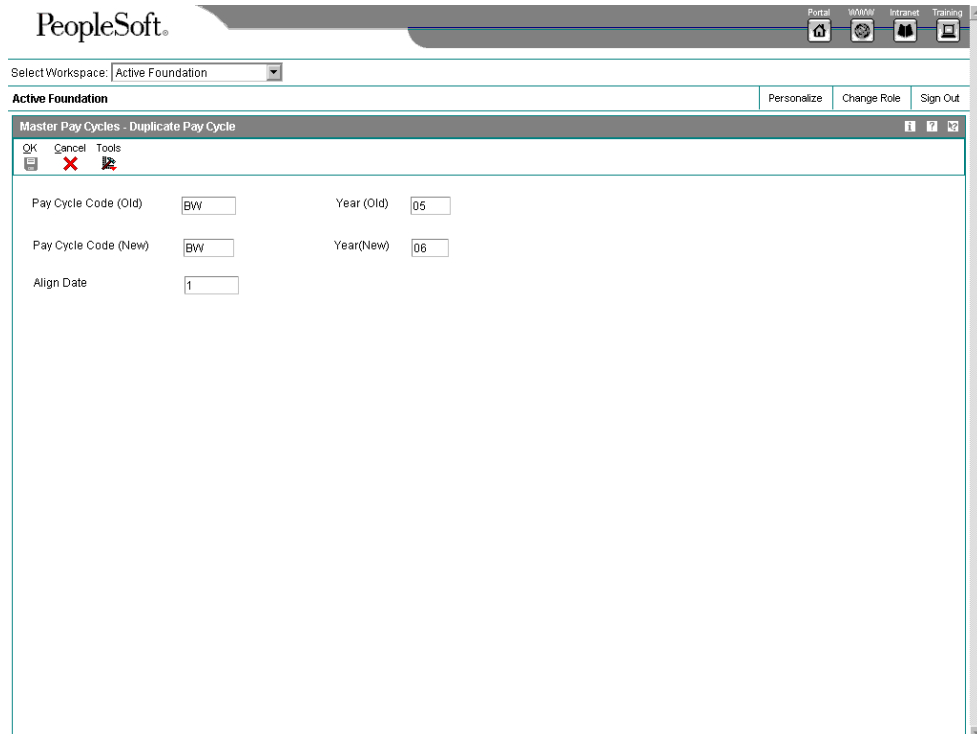
4. To set up standard hours for autopay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:
 - Weekly Std Hrs.
 - Biweekly Std Hrs.
 - Semi Std Hrs.
 - Monthly Std Hrs.
 - Annual Std Hrs.
 - Other Std Hrs.
5. Repeat steps 2 through 4 for as many pay periods as you need to set up, and then click OK.

If an ending date or check date for one period overlaps the ending date or check date for another pay period, the system displays an error message when you click OK. You can either change the information so that no dates overlap, or override the error.
6. To override a conflicting date error, choose the row that is in error, and then choose Clear Date Edit from the Row menu.
7. Click OK.

► **To set up a master pay cycle for the next year**

From the System Setup menu (G07BUSP4), choose Master Pay Cycles.

1. On Work With Pay Period Constants Revisions, to locate a pay cycle for the current year that you want to duplicate for next year, complete the following field and click Find:
 - Pay Cycle Code
2. Choose a record in the detail area and click Copy.
3. On Duplicate Pay Cycle, complete the following fields:
 - Pay Cycle Code (New)
 - Year(New)
 - Align Date



4. Click OK.
5. On Pay Period Constants Revisions, review the information, and then click OK.

Setting Up Payroll Cycle Control Parameters

The payroll system includes payroll cycle control parameters that you can use to prevent unauthorized users from processing specific steps in a payroll cycle and from resetting steps. Typically, your system administrator sets up payroll cycle control parameters before anyone in your organization begins processing payroll cycles. Payroll cycle control parameters define which users have authority to process each step in the cycle and which users have authority to perform each type of reset.

If no payroll cycle control parameters are set up, the person who initiates a payroll cycle has authority to process and reset each step. No other users have this authority.

Payroll cycle control parameters are specific to a payroll ID. Therefore, users who have authority to process payroll cycles for a particular group of employees can be prohibited from processing payroll cycles for other groups. For example, your organization might limit certain payroll clerks from processing the payroll ID that includes the organization's executives.

► To set up payroll cycle control parameters

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID

- Choose a record in the detail area, and then choose Execution Control from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Cycle Workbench - PayCycle Control Parameters

OK Cancel Tools

Payroll ID: BI-WEEKLY

Payroll Cycle Steps:

Pre Payroll	MM5564083	*USER			
Print Payments	MM5564083	*USER	CR5993945		
Create J.E. 's	MM5564083	*USER			
Reports Only	MM5564083	*USER	CR5993945		
Final Update	MM5564083	*USER			

Reset Options:

Payroll ID	MM5564083	*USER			
Payroll Parameters	MM5564083	*USER			
Payment	MM5564083	*USER			

- On PayCycle Control Parameters, complete the following field for each user whom you want to grant authority to process pre-payroll:
 - Pre Payroll
- Complete the following field for each user whom you want to grant authority to print payments:
 - Print Payments
- Complete the following field for each user whom you want to grant authority to process payroll journal entries:
 - Create J.E. 's
- Complete the following field for each user whom you want to grant authority to print payroll cycle reports:
 - Reports Only
- Complete the following field for each user whom you want to grant authority to process final update:
 - Final Update
- Complete any of the following fields for each user whom you want to grant authority to perform a reset for a step that was initiated by another user:

- Payroll ID
 - Payroll Parameters
 - Payment
9. Click OK.

Setting Up Payroll Cycle Reports

Before you process a payroll for the first time, you set up the reports that you want to review during the payroll cycle. When you set up reports, you also designate when in the cycle you want the system to generate each report. For example, you might designate that the system to generate the payroll register during pre-payroll processing. You can choose from the reports that are included with the system, as well as any custom reports that you have created.

After you create a payroll ID, you can define the reports that are to be generated during the various steps of the payroll cycle. Although the payroll cycle includes a Reports step, the production of reports is not limited to this step. Each report can be generated at any step in the payroll cycle and can be generated at more than one step. For example, the Payroll Register report, which provides a breakdown of the gross-to-net pay calculations, can be generated after the Pre-Payroll step of the cycle as well as during the Reports step of the cycle.

During the payroll cycle, the generated reports include all of the employee records that are included in the data selection for the payroll ID. When you set up the reports, you can create your own version of each report so that you can specify the processing options, data selection, and data sequence.

The demonstration data for the Payroll system includes a model report setup. You can use this model to help you determine the step during which you might want to generate each report.

Before You Begin

- ❑ Create the payroll ID for which you are setting up reports. See [Creating a New Payroll ID](#) in the *Payroll Guide*.
- ❑ Create a version of each report that you intend to set up. See [Creating a Batch Version](#) in the *Foundation Guide*.

► To set up payroll cycle reports

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Reports Setup from the Row menu.
3. On Reports Setup, complete the following fields and then click OK:
 - Step Code

- Report ID
 - Report Version
4. To choose reports from a reports model, complete steps 5 through 7.
 5. Choose a blank row in the detail area.
 6. Choose Reports Model from the Form menu.
 7. On Reports Model, choose a report in the detail area and then click Select.

The system displays the Reports Setup form. The report that you chose appears in the detail area.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Cycle Workbench - Reports Setup

Payroll ID: BI-WEEKLY

Step Code	Step Description	Report ID	Report Version	Report Description
<input type="checkbox"/> 1	Pre-Payroll	R073012	XJDE0001	Payroll Register
<input type="checkbox"/> 2	Print Payment	R07238	XJDE0001	Payroll Check Register
<input checked="" type="checkbox"/> 3	Journals	R05229	ZJDE0001	Payroll Proof/Edit Report
<input type="checkbox"/> 4	Reports Only	R073053	XJDE0001	Detailed D/B/A Transaction Aud
<input type="checkbox"/> 4	Reports Only	R073062	XJDE0001	D/B/A Register Report
<input type="checkbox"/> 4	Reports Only	R77323	XJDE0001	Employee Pay & Tax Register
<input type="checkbox"/> 5	Final Update	R07493	XJDE0001	Payroll Voucher Journal Detail

8. To save your report setup, click OK.

See Also

- *Reviewing Payroll Cycle Reports* in the *Payroll Guide* for information about the reports that you can set up to run during the payroll cycle

Setting Up Bank Accounts for Payments

You must set up bank account information for all of the banks from which you print payroll checks.

When you set up bank account information, you specify the company, union, and business unit that use that bank account. However, you can leave any of these fields blank. For example, if all unions within a company use the same bank, you complete the Company field but leave the Union field blank.

See Also

- ❑ *Setting Up Check Numbers for Payments* in the *Payroll for Mexico Guide* for information on setting up check numbering for different bank accounts

Before You Begin

- ❑ In the chart of accounts, set up all the bank accounts that you use to print payroll checks. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

► To set up bank accounts for payments

From the Mexican Payroll System Setup menu (G07BMXP4), choose Bank Account.

1. On Work With Bank Account Setup, click Add.
2. On Bank Account Setup Revisions, complete the following fields and click OK:
 - Company
 - Union Code
 - Business Unit
 - Bank Account

Setting Up Check Numbers for Payments

You should set up beginning check numbers for all of the bank accounts that you use to print payroll checks.

The beginning check number that you enter is stored in the Checks Setup table (F76M0020). When you print payroll checks, the system begins numbering checks with the number that you enter and updates table F76M0020 with the next unused check number.

When you process payments during a payroll cycle, the system updates table F76M0020 with information about the checks that are issued on the bank account. You can view this information on the Checks Setup Revisions form.

Before You Begin

- ❑ Set up bank account numbers for the banks that you use to print payroll checks. See *Setting Up Bank Accounts for Payments* in the *Payroll for Mexico Guide*.

► To set up check numbers for payments

From the Mexican Payroll System Setup menu (G07BMXP4), choose Bank Account.

1. On Work With Bank Account Setup, complete any of the following fields to narrow your search, and then click Find:
 - Company
 - Union Code
 - Business Unit

2. Choose the bank account for which you are setting up check numbers, and then choose Checks Setup from the Row menu.
3. On Checks Setup Revisions, complete the following field and click OK:
 - Next Check Number

Setting Up the Denomination Table

If you pay some of your employees in cash, you must keep track of the denominations of the bills that you use. You must set up the denomination table to track these cash payments.

You also use the denomination table to track the various denominations of food bonus coupons.

Before You Begin

- Set up the following codes in UDC 00/CN:
 - MXP - Mexican Pesos
 - BD - Food Bonus
- Set up codes for the cash and food bonus denominations that you are using in UDC 06/DN.

See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up the denomination table

From the Mexican Payroll System Setup menu (G07BMXP4), choose Denomination Table.

1. On Work With Denomination Table, click Add.
2. On Denomination Table Revisions, enter MXP for pesos or BD for food bonuses in the following field:
 - Country Code
3. Complete the following fields and click OK:
 - Denomination Code
 - Denomination Value

Setting Up Payment Types

Before you print payments for the first time, you must indicate which programs and versions the system uses to create each type of payment. You can use the standard programs and versions that are included with the system or any custom programs that you have created.

You use the Payment Setup form to set up payment types only. You cannot print payments from this form.

Before You Begin

- Create the payroll ID for which you are setting up payment types. See [Creating a New Payroll ID](#) in the *Payroll Guide*.

- ❑ Create a version of each program that you intend to use to print payments. See [Creating a Batch Version](#) in the *Foundation Guide*.

► **To set up payment types**

From the Payroll Workbench menu (G07BUSP11), choose *Pay Cycle Workbench*.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and choose Print Setup from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Cycle Workbench - Print Payment Setup

OK Cancel Form Tools

Payroll ID BI-WEEKLY

Checks

Print Program R07231 Version XJDE0001

Stub Lines 12

Attachment Program R07332 Version XJDE0001

Auto Deposits

Advice Program R07233 Version XJDE0001

Stub Lines 12

Attachment Program R07234 Version XJDE0001

Bank File Program R07235 Version XJDE0001

3. On Print Payment Setup, complete the following fields in the Checks area of the form:
 - Print Program
 - Version
 - Stub Lines
4. Complete the following optional fields for checks:
 - Attachment Program
 - Version
5. If your organization offers automatic deposits to employees, complete the following fields in the Auto Deposits area of the form:

- Advice Program
 - Version
 - Stub Lines
 - Bank File Program
 - Version
6. Complete the following optional fields for automatic deposits, and click OK:
- Attachment Program
 - Version

Using Mexican Payment Types

J.D. Edwards supplies the following Mexico-specific payment programs:

- R76M0301 - Print Checks - Mexico
- R76M0302 - Print Auto Deposit Advice - Mexico
- R76M0303 - Print Pay Stubs - Mexico
- R76M0304 - All Banks Auto Deposit - Mexico

To use these payment programs, enter the program number on the Print Payment Setup form, which is accessible from the Pay Cycle Workbench (P07210).

The Payroll system uses table conversions to create auto deposit files. Because each bank in Mexico has a different format for auto deposits, you must use separate table conversion UBEs for each bank. J.D. Edwards supplies the following UBEs:

- R8976M0310 - Bancomer
- R8976M0311 - Banamex
- R8976M0312 - Bital

You must create custom UBEs for any additional banks that you use.

Set up a record in UDC 06/BC for each bank that you use for automatic deposits. Enter the table conversion UBE for this bank in the Description 02 field and the version of the UBE in the Special Handling field.

See Also

- *Setting Up a Table Conversion* in the *Table Conversion Guide* for information on creating UBEs for auto deposit files

Setting Up Debit Account Information for Automatic Deposits

When you pay employees using automatic deposit, you must set up bank account information about the account from which the payroll payments are made. The accounts from which the payments are made are known as debit accounts. Many organizations pay all of their payroll payments from one debit account. Other organizations use different debit accounts for each company or business unit.

You must enter information into the system for each debit account that your organization uses for payroll payments. This information is included in the bank files that are created for pre-note transactions, which banks use to verify account information before actual automatic deposits are made, and for automatic deposit payments.

If your organization uses a single debit account for all payroll payments, you can enter the information for that bank account as the default account. To do so, set up default debit account information for home company 00000 only, without specifying a Home Business Unit. This ensures that all pre-note and automatic deposit transaction files are created using the same debit account information.

If your organization uses a separate debit account for each company, you must set up debit account information for each home company, without specifying a home business unit. If only certain companies use a separate debit account, you can set up default account information for home company 00000, and then enter account information only for the companies that have separate accounts. If no information is set up for a specified company, the system uses the account information that you set up for Company 00000.

Similarly, if your organization uses separate debit accounts for individual business units, you must set up each of these accounts. To do so, you must set up debit account information for each home company and home business unit combination that uses a separate account. If only certain business units use separate debit accounts, you can set up default account information using Company 0, and then enter account information only for the business units that have a separate account. If there is no information set up for a specified business unit, the system uses the account information that you set up for Company 0.

Note

The system determines which debit account information to use based on the employee's Home Company and Business Unit. When creating the bank file that contains pre-note transactions, the system uses the Home Company and Business Unit information that is stored in the Employee Master Information table (F060116). When creating the bank file that contains actual automatic deposit payments, the system uses the Home Company and Business Unit from the employee's timecard records.

► **To set up debit account information for automatic deposits**

From the Auto Deposit Information menu (G05AD), choose Auto Deposit Instructions for Company.

1. On Work With Account Setup Instructions, click Add.
2. On Account Setup Instructions, complete the following fields to identify the company or the business unit, or both, for which you are entering information:
 - Home Company
 - Home Business Unit

Note

To set up default debit account information that the system uses for all companies and business units for which debit account information is not set up, enter 0 in the Company - Home field and leave the Home Business Unit field blank.

3. Complete the following fields and then click OK:

- Bank Transit Number
- Bank Account Number
- Auto Deposit Company Identification
- Company Name
- Immediate Destination for AutoDeposit
- Immediate Origin for AutoDeposit
- Batch Number
- SCC
- Discretionary Data
- File ID Modifier
- Header Record for Auto Deposits
- Trailer Record for Auto Deposits

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Auto Deposit Instructions for Company - [Auto Deposit Instructions for Company - [Account Setup Instructions]]

OK Cancel Tools

Company - Home 00000 Home Business Unit

Account Information

Bank Transit Number	951951951	Bank Account Number	11345543
Auto Deposit Company Identification	1003654786	Company Name	J.D. Edwards & Company
Immediate Destination for AutoDeposit	455675586	Immediate Origin for AutoDeposit	665879452

Miscellaneous

Batch Number	110	SCC	200
Discretionary Data		File ID Modifier	J

Header/Trailer Information

Header Record for Auto Deposits	J.D. Edwards & Company ***** BEGIN*****
Trailer Record for Auto Deposits	J.D. Edwards & Company ***** END *****

Setting Up Multiple Version Processing

Before you can process multiple versions of pay cycle steps, you must set up information about the multiple versions. To do so, you must first create multiple versions of each of the pay cycle steps for which you want to use multiple version processing. After you create the versions that you want to process during a payroll cycle, you must assign those versions to a payroll ID. After you assign the versions to the payroll ID, you can review the information to ensure that you have set up the right versions for each step of the payroll cycle.

You can assign multiple version information for each step of the payroll cycle at once, or you can assign multiple versions of pay cycle steps to each step individually.

Before you can assign multiple versions to a payroll ID, you must create versions of pay cycle programs. The following table identifies the programs for which you need to create versions in order to use multiple version processing for each pay cycle step:

Pay Cycle Step	Program
Pre-Payroll	Pre-Payroll Driver UBE (R07200)
Interims Only	Interims Only Driver UBE (R07200I)
Changes Only	Pre-Payroll Changes Only (R07200C)
Journal Entries	Generate Payroll Journal Entries (R072902) (This program is used to submit and revise payroll journal entries)
Final Update	Final Update Driver UBE (R07250)

Note

If you assign all versions to the payroll ID using Reports Setup, you must manually enter program names and pay cycle steps on the Reports Setup form. If you use the Setup Mult Versions options, the system automatically enters that information. To reduce data entry errors, J.D. Edwards recommends that you use the Setup Mult Versions options to assign multiple versions to a payroll ID.

Before You Begin

- ❑ Create versions for each of the pay cycle programs for which you want to use multiple version processing. See *Working with Batch Versions* in the *Foundation Guide*.

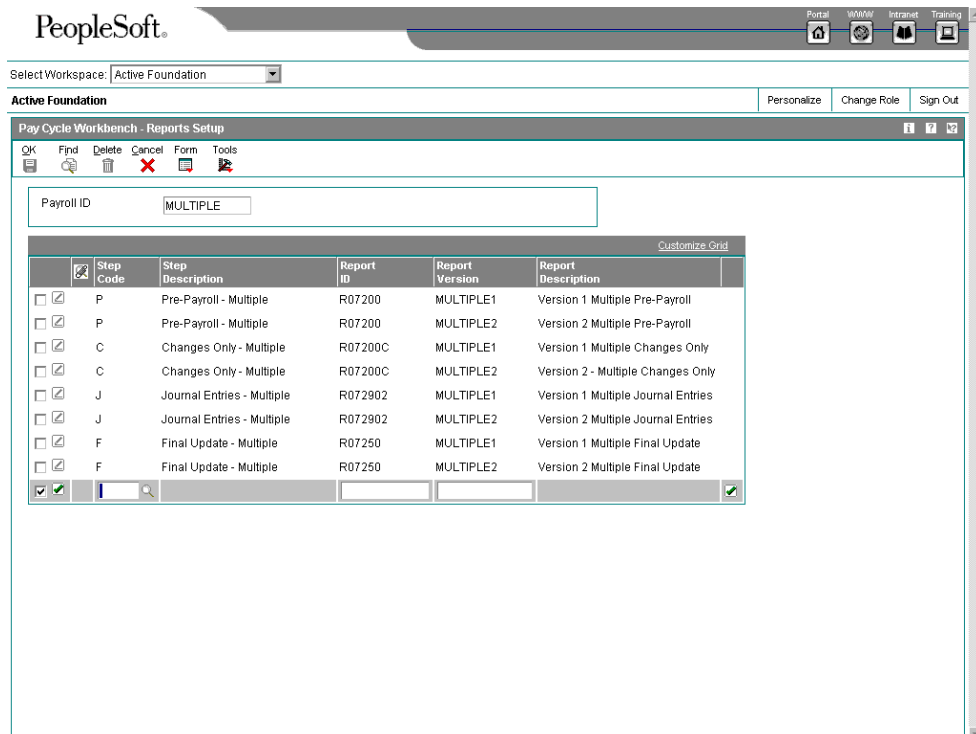
► To assign all multiple version information to a payroll ID

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with the payroll ID that you want to use for multiple version processing, and then click Find:
 - Payroll ID
2. Choose a record, and then choose Reports Setup from the Row menu.
3. On Reports Setup, choose a record in the detail area.

4. To assign a version of pre-payroll to the payroll ID, type P in the following field:
 - Step Code
5. Type R07200 in the following field:
 - Report ID
6. Enter the name of the version that you created for pre-payroll processing in the following field:
 - Report Version
7. Click an empty row in the detail area.
8. Complete steps 4 through 7 until you have entered all versions for the pre-payroll step of the pay cycle.
9. To assign a version of changes only to the payroll ID, type C in the following field:
 - Step Code
10. Type R07200C in the following field:
 - Report ID
11. Enter the name of the version that you created for changes only processing in the following field:
 - Report Version
12. Click an empty row in the detail area.
13. Complete steps 9 through 12 until you have entered all versions for the changes only step of the payroll cycle.
14. To assign a version of interims only to the payroll ID, type M in the following field:
 - Step Code
15. Type R07200I in the following field:
 - Report ID
16. Enter the name of the version that you created for interim only processing in the following field:
 - Report Version
17. Click an empty row in the detail area.
18. Complete steps 14 through 17 until you have entered all versions for the interims only step of the pay cycle.
19. To assign a version of journal entries to the payroll ID, type J in the following field:
 - Step Code
20. Type R072902 in the following field:
 - Report ID

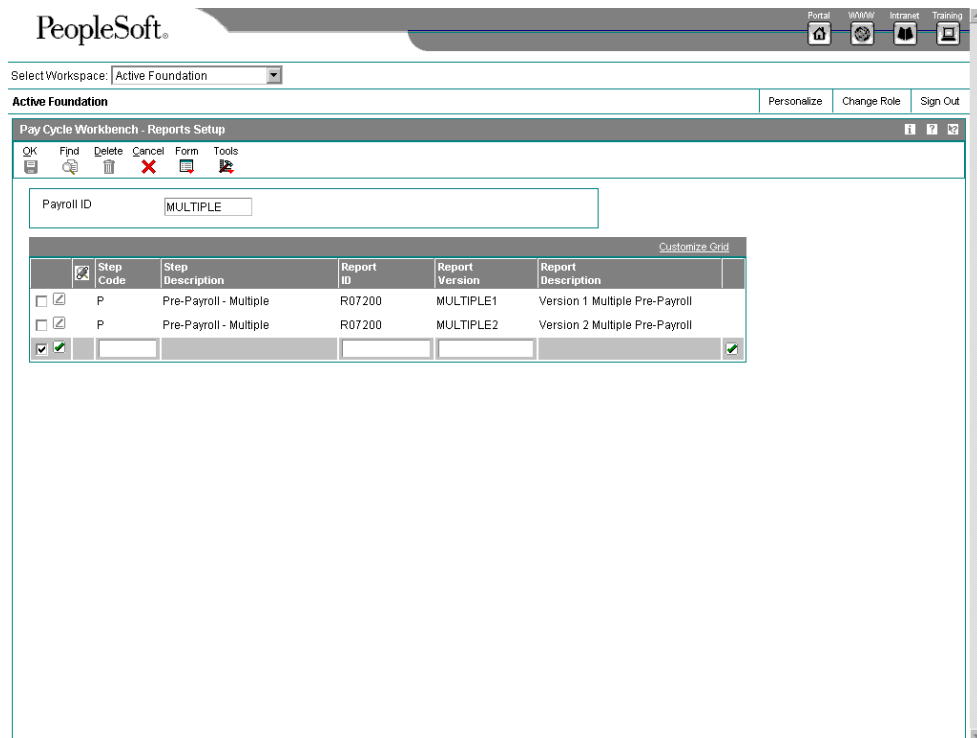
21. Enter the name of the version that you created for journal entries in the following field:
 - Report Version
22. Click an empty row in the detail area.
23. Complete steps 19 through 22 until you have entered all versions for the journal entries step of the pay cycle.
24. To assign a version of final update to the payroll ID, type F in the following field:
 - Step Code
25. Type R07250 in the following field:
 - Report ID
26. Enter the name of the version that you created for final update in the following field:
 - Report Version
27. Click an empty row in the detail area.
28. Complete steps 24 through 27 until you have entered all versions for the final update step of the pay cycle.
29. Review the information in the detail area, and then click OK.



► **To assign multiple versions of pre-payroll to a payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Pre-Payroll from the Row menu.



3. On Reports Setup, complete the following field in the detail area for each version of pre-payroll processing that you created:
 - Report Version
4. Click OK.

► **To assign multiple versions of interims only pre-payroll to a payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with an interims only payroll ID and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Interims Only from the Row menu.

3. On Reports Setup, complete the following field in the detail area for each version of interims only processing that you created:
 - Report Version
4. Click OK.

► **To assign multiple versions of changes only to a payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Changes Only from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of changes only processing that you created:
 - Report Version
4. Click OK.

► **To assign multiple versions of journal entries to a payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Journal Entries from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of journal entries that you created:
 - Report Version
4. Click OK.

► **To assign multiple versions of final update to a payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Setup Mult Versions, Final Update from the Row menu.
3. On Reports Setup, complete the following field in the detail area for each version of final update that you created:
 - Report Version
4. Click OK.

► **To verify multiple version information**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with the payroll ID that you want to use for multiple version processing, and then click Find:

- Payroll ID
- 2. Choose a record in the detail area, and then choose Reports Setup from the Row menu.
- 3. On Reports Setup, review the information in the following fields, and then click OK:
 - Step Code
 - Step Description
 - Report ID
 - Report Version
 - Report Description

Setting Up Loan Information

Mexican employers can offer their employees monetary loans as a benefit of employment. The loans carry interest, which the employee must repay. The employee must also pay taxes on the interest amount. Interest and taxes for a loan are calculated on how the loan is set up.

Employees repay the loans by having a certain amount withheld for their pay each pay period. Although an employee can have more than one loan simultaneously, the net amount that the employee has to repay each pay period cannot meet or exceed the employee's earnings for the pay period.

If the employee cannot meet the loan deductions during a pay period, the interest and taxes for the loan are added to the principal amount of the loan for the next pay period.

The interest and tax deductions for each loan are deducted from the employee's pay before the loan repayment amount.

During special process payments, as opposed to regular payroll payments, interest and taxes are not deducted. The repayment amount that is deducted during a special process payment is determined by the setup for the special process, not by the loan setup. The special process payment can be a percentage of the income that results from the special process.

See Also

- *Setting Up Special Process Parameters in the Payroll for Mexico Guide*

Setting Up Interest Percentage Rates

You set up interest percentage rates for the loans that the employer makes to the employee. These rates are used, along with other loan parameters, during the calculation of interest to apply to the loan.

Loan interest amounts are calculated during the pre-payroll step of the payroll cycle.

► **To set up interest percentage rates**

From the Mexican Payroll System Setup menu (G07BMXP4), choose Interest Percentage Rates.

1. On Work With Percentage Rates, click Add.
2. On Percentage Rates Revision, complete the following fields and click OK:
 - Percentage Type
 - Effective Date
 - Percentage Rate

Setting Up Loan Parameters

You set up loan parameters to determine how the loan, interest, and taxes are calculated during the pre-payroll process.

You set up loan parameters by company, union code, and DBA code. The DBA code is a deduction that is used to deduct repayment amounts from an employee's pay.

Typically, interest and tax amounts are deducted from an employee's pay during regular payroll cycles. However, if the employee's earnings are too low to allow the interest or tax to be deducted, the interest and tax amounts are rolled into the principal of the loan. You can track this accumulated interest or tax using DBAs.

Before You Begin

- ❑ Set up UDC 76M/PT to identify the type of loan. For example, you might have separate loan types for car loans, house loans, and so on. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.
- ❑ Set up garnishment deductions with a source of calculation of 2 (Gross - (Taxes + Mandatory Deductions)) for the following amount:
 - Loan
- ❑ Set up deductions for the following amounts:
 - Loan interest
 - Loan interest tax
- ❑ Set up benefits with no effect on gross or net pay for the following amounts:
 - Loan accumulated interest
 - Loan accumulated interest tax

See Setting Up Deductions, Benefits, and Accruals in the Payroll for Mexico Guide.

► **To set up loan parameters**

From the Mexican Payroll System Setup menu (G07BMXP4), choose Loan Updates.

1. On Work With Loans Setup, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Loans Setup Revision

OK Cancel Tools

Company: 00801 Mexican Company
 Union Code: 10500 Empleados
 Loan DBA: 3680 Prestamo 6%

Loans Parameters

Loan Type: 0001 Loan 01
 Percentage Type: CPP1 CPP Bank Rate Percentage
 Limit Loan Percentage: 30.00
 Interests DBA: 3682 Interes Ptmo
 Interest Percentage: 6.0000
 Interests Tax DBA: 3683 IVA s/int.
 Interest Tax Percentage: 15.0000
 Accumulate Interests ? Accumulate Tax Interests ?
 Accumulated Interests DBA:
 Accumulated Int Tax DBA:

2. On Loans Setup Revision, complete the following fields to identify the loan:

- Company
- Union Code
- Loan DBA

The Loan DBA should be a deduction.

3. Complete the following fields:

- Loan Type
- Percentage Type
- Limit Loan Percentage
- Interests DBA
- Interest Percentage
- Interests Tax DBA
- Interest Tax Percentage

The Interests DBA and Interests Tax DBA are deductions.

The Interest Percentage that you specify is calculated in addition to the interest rate that is specified for the Percentage Type in the Interest Percentage Rates program (P76M0021).

4. To include interest amounts that are not deducted during the payroll process in the principal of the loan, click the Accumulate Interests ? option, and then complete the following field:

- Accumulated Interests DBA

The system displays the Accumulated Interests DBA field only when the Accumulate Interests ? option is selected.

5. To include tax amounts that are not deducted during the payroll process in the principal of the loan, click the Accumulate Tax Interests ? option and then complete the following field:

- Accumulated Int Tax DBA

The system displays the Accumulated Int Tax DBA field only when the Accumulate Tax Interests ? option is selected.

The Accumulated Interests DBA and Accumulated Int Tax DBA are benefits.

6. Click OK.

Setting Up the DBA Calculation Control Table

J.D. Edwards has predefined several common calculation methods for DBAs. You can use these calculation methods to set up DBAs to calculate many taxes and social security amounts. You use these predefined methods by completing the Class of Calculation and Calculation Method fields on the DBA Legislative / Regulatory Revisions form.

If you need to use additional calculation methods besides those defined by J.D. Edwards, you can create a customized event rule or business function to perform the calculation.

This section describes how to set up the event rule or business function so that it can be used by a DBA. It does not describe how to create the event rule or business function.

Note

You do not need to modify the DBA calculation control table to use one of J.D. Edwards predefined calculation methods.

Caution

Do not delete any J.D. Edwards-supplied records from the DBA Calculation Control table. Deletion of these records causes payroll calculations to fail.

Before You Begin

- Set up a code for your new class of calculation on UDC 76M/MC.
- Set up a code for your new calculation method on UDC 76M/SP.

See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► **To set up the DBA calculation control table**

On the Mexican Payroll System Setup menu (G07BMXP4), choose DBA Calculation Control Tables.

1. On Work With DBA Calculation Control File - Mexico, click Add.

The screenshot shows the PeopleSoft interface for setting up DBA Calculation Control Tables. The window title is "DBA Calculation Control File Revisions - Mexico". The form contains the following fields and sections:

- Special Calculation Method:** IMPTO
- Calculation:** ART86
- Source Language:** C
- Named Event Rule:** TaxCalculationArticle86
- NER Description:** (empty field)
- Input Variables:** A table with 10 rows and 3 columns (ID, Name, Value). Row 01 has ANB, row 02 has PDBA, row 03 has UN, row 04 has HMCO, row 05 has PAYD, row 06 has PSDT, row 07 has PPED, and rows 08-10 are empty.
- Output Results:** A table with 10 rows and 3 columns (ID, Name, Value). Row 01 has GPA, and rows 02-10 are empty.
- Cache Information:** Checkboxes for Time Card (checked), DBA (checked), DBA Alias (unchecked), and Additional DBA (unchecked).

2. On DBA Calculation Control File Revisions - Mexico, complete the following fields:

- Special Calculation Method
- Calculation
- Source Language
- Named Event Rule

3. To supply values that are needed for the calculation, enter the names of the data items that contain the values in the Input Variables fields.

4. Enter the names of the data items that contain the values which are produced by the calculation in the Output Results fields.

Valid values for the Input Variables and Output Results fields are stored in UDC 07/VN (general payroll variables) and UDC 76M/VN (Mexico-specific variables).

5. Click OK.

Employee Information

Before you can pay employees, you must create a record for each employee. This record contains personal, company, job, and pay information about the employee.

When you add an employee record, the system updates the following tables:

- Employee Master Information (F060116)
- Employee Master Additional Information File (F060120)
- Employee Master – International Data (F060117)
- Employee Jobs (F060118)

See Also

- *Adding Employee Records Using Employee Quick Hire in the Workforce Management Foundation Guide*

Hiring Employees

When you hire an employee, you must add an employee record to the Employee Master Information table (F060116) that contains personal, company, job, and pay information for the employee. The information in the employee record can be used to analyze and report on your employees and to meet government reporting requirements. You can add employee records to the database using either of two methods:

- Adding employee records one at a time
- Adding multiple employee records

The following table describes the similarities and differences between the methods:

Adding employee records one at a time	This method displays a series of forms that you need to complete to hire an employee. This method is preferable if you hire individuals with very diverse employee information so that hiring in groups is not applicable. You can add new employee and terminated employee (rehire) records to table F060116.
Adding multiple employee records	This method uses the Employee Quick Hire program (P060116Q). It saves data entry time because you add records in groups based on similar job information. You can add new employee, terminated employee (rehire), and applicant records to table F060116.

Adding Employee Records One at a Time

You add an employee record to the database when you hire an employee who is new to the organization. When you add an employee record, the system stores information in the following tables:

- Employee Master Information (F060116)
- Employee Master Additional Information File (F060120)
- Employee Master - International Data (F060117)
- Employee Jobs (F060118)
- Address Book Master (F0101)

Note

When you add a new employee record to the database, you complete a series of forms. As you complete each form, the next form appears. You can use the Back button to return to a previous form, where you can review or change information before saving the employee's record. The system saves the new record only after you complete the entire sequence of forms.

When you add a new employee record to the database, the record is immediately available for reporting and payroll processing.

Before You Begin

- ❑ Review the processing options to define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table (F08001) supplies default job information when you add or change employee information.
- ❑ Review the processing options for the Address Book Revisions program (P01012) to ensure that the tax ID is not suppressed.

Entering Basic Employee Information

Basic employee information includes general identification information about the employee. You need this information to include the employee in payroll processing.

► To enter basic employee information

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Work With Employee Information, click Add.
2. On Employee, complete any of the following employee identification fields that are not already supplied by the system:
 - Security Business Unit
 - Home Company

- Pay Frequency
 - Pay Status
 - Original Hire Date
 - Date Started
 - Country
3. To enter benefits information, complete any of the following fields that are not already supplied by the system:
 - Employee Benefit Status
 - Benefit Group
 - Participation Date
 4. To include additional employee identification information, complete the following optional fields:
 - Alternate Employee No
 - Check Route Code
 5. Complete the following fields if the system displays them for your country of preference:
 - Data Protection Code
 - Data Protection Date

These fields might not appear, depending on the employee's country code.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Employee

Cancel Con't Form Tools

Employee Number: 12346

Employee Tax ID: []

Alternate Employee No: []

Security Business Unit: 1 Financia#Distribution Company

Home Company: 00001 Financia#Distribution Company

Check Route Code: []

Pay Frequency: S Semi-Monthly

Pay Status: 0 Active

Employee Benefit Status: A Active

Benefit Group: SALARY Salary Employee Benefit Participation Date: []

Original Hire Date: 01/03/05 Date Started: []

Leave Begin Date: [] Leave End Date: []

Expected Recall Date: [] Termination Date: []

Date Pay Starts: [] Date Pay Stops: []

Data Protection Standards

Data Protection Code: []

Data Protection Date: []

Upon Termination

Move to Applicant Pool

Country of Employment

Country: [] USA

6. Click Con't (Continue).

The Address Book Revision form appears.

After you enter basic employee information, you must enter address book information.

Entering Address Book Information

After you complete the preceding form, you must enter address book information. The system automatically displays the Address Book Revision form.

Address book information includes information such as the employee's name, address, tax identification number, and phone number. Entering address book information creates a record for the employee in the Address Book Master table (F0101). After you enter address book information for an employee, you can use that information to locate the employee in the database when you do not know the employee number.

To successfully enter a new applicant as an employee, you need to change the Search Type field to either an E (employee) or an S (subcontractor).

Note

If an Address Book record exists for this employee, the system automatically supplies the existing Address Book information.

After you enter address book information, continue the current process by completing the next form. If you need to return to Address Book Revision, click Back.

See Also

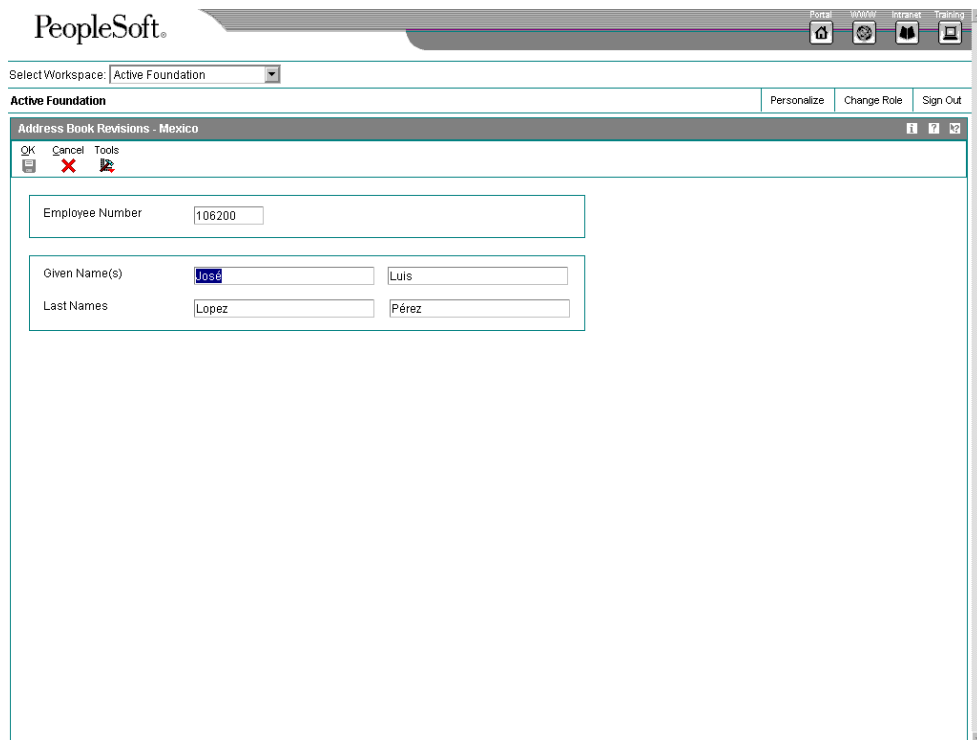
- ❑ *Entering Address Book and Mailing Information* in the *Address Book Guide* for instructions for completing the Address Book Revision form

Entering Employee Names in Mexican Format

You can enter up to four names for a Mexican employee: the employee's first and middle names, the employee's father's last name, and the employee's mother's maiden name. This name format allows the generation of Mexican governmental reports.

► To enter employee names in Mexican format

After you enter address book information, you must enter employee names on the Address Book Revisions - Mexico form.



The screenshot shows the PeopleSoft interface for the 'Address Book Revisions - Mexico' form. The form is displayed within a window titled 'Address Book Revisions - Mexico'. The workspace is 'Active Foundation'. The form contains the following fields:

- Employee Number: 106200
- Given Name(s): Jose, Luis
- Last Names: Lopez, Pérez

On Address Book Revisions - Mexico, complete the following fields and click OK:

- Given Name(s)
- Last Names

The first Last Name field should contain the employee's father's last name, and the second Last Name field should contain the employee's mother's last name.

Continue the current process by completing the next form.

Entering Employee Personal Information

After you complete the preceding form, you must enter employee personal information.

Personal information includes items such as marital status, gender, and birth date. Use this information to track employee-specific information for reporting and analysis.

► To enter employee personal information

After you enter basic employee information, you must enter personal information.

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Personal, complete the following fields:

- Ethnic Code

Note

The system does not display the Ethnic Code field for Canadian employees.

- Gender
- Date of Birth

2. Complete any of the following optional fields:

- Preferred Name
- Birth Name
- Name - Employee
- Additional Name
- Salutation
- Suffix
- Marital Status
- Life Ins. (Annual Salary 1)
- Life Ins. (Annual Salary 2)

3. Complete the following fields if the system displays them for your country of preference (these fields might not appear, depending on the employee's country code):

- Country Of Birth
- Alien Reg. No
- Currency Code

- Employee Age (As of Jan 1st)
- Language
- 1st Nationality-Citizenship
- 2nd Nationality
- 3rd Nationality

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Personal

Cancel Back Cont Form Tools

Employee No. 12346 Broun, Susan

Preferred Name

Birth Name

Name - Employee

Additional Name

Salutation Suffix

Ethnic Code 03 Gender F

Marital Status M Country Of Birth

Date of Birth 3/12/56 Life Ins. (Annual Salary 1)

Alien Reg. No. Life Ins. (Annual Salary 2)

Currency Code Employee Age (As of Jan 1st)

Language

1st Nationality-Citizenship

2nd Nationality

3rd Nationality

4. Click Continue.

Continue the current process by completing the next form. If you need to return to employee personal information, click Back.

Entering Organizational Assignment Information

After you complete the preceding form, you must enter organizational assignment information.

Organizational assignment information includes detailed information about the employee's work assignment, such as job type, job step, and home business unit.

► **To enter organizational assignment information**

After you enter employee personal information, you must enter organizational assignment information.

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Organizational Assignment, complete any of the following fields that are not already supplied by the system:
 - Supervisor
 - Home Business Unit
 - Mentor
 - Team
 - Position ID
 - Job Type/Step
 - Locality
 - EEO Job Category
 - Employment Status
 - Date Pay Starts
2. To enter job competency information, complete the following fields:
 - Organizational Business Unit
 - % Competency Achieved
 - Last Competency Review Date
3. To enter performance appraisal control information, complete the following fields:
 - Perf. Appraisal Level
 - Last Review Type
 - Last Review Date
 - Next Review Type
 - Next Review Date
4. Complete the following optional fields:
 - Job Title
 - Union Code

- Shift Code
- Date Pay Stops

5. If you want to assign competencies to the employee, choose Competency Info from the Form menu.

The Competency Info option is available only if competency management software is enabled in your system.

6. If you want to compare the employee's competencies with the competencies that are required for a particular job, on Organizational Assignment, choose Gap Analysis from the Form menu.

The Gap Analysis option is available only if competency management software is enabled in your system.

7. If you want to review job history information, click in the following field and then choose Job Hist. Tracking from the Form menu:

- Job Type/Step

Choosing the Job Hist. Tracking option displays the Job History Window form. Job History Window uses information from the Employee Master Information table (F060116) and the Employee Jobs History File table (F060119).

8. If you want to review HR history information, click in any field except Job Type/Step and then choose History Tracking from the Form menu.

Choosing the History Tracking option displays the History Window form. History Window uses information from Employee Master Information table (F060116) and the

HR History table (F08042). The data that the system displays, which is based on the menu choices of Job Hist. Tracking and History Tracking, might be different, depending on whether the system option for history tracking is enabled.

9. Click Continue.

If you set the processing options for Employee Organizational Assignment (P0801ORG) to use default job information from the Job Master, the system displays Job Default Window.

10. If the Job Default Window appears, review the information on this form, make any necessary changes, and then click OK.

Continue the current process by completing the next form. If you need to return to Organizational Assignment, click the Back arrow.

See Also

See the following topics in the *Human Resources Guide*:

- Assigning Competencies to Employees*
- Reviewing Gap Analysis Online*

Processing Options for Organizational Assignment (P0801ORG)

Defaults Tab

Use these processing options to determine what default job-related information the system uses to fill in the employee master information record when you add or change the job type for an employee.

The program uses default information from the Job Information table (F08001) and the Business Unit / Job ID. X-Ref table (F08005), depending on which combination of processing options is set.

The Job Information Add and Job Type Change processing options use data in the F08001 table unless the Business Unit/Job ID Information processing options are set to 1 (default). When the Business Unit/Job ID Information Add and Business Unit/Job ID Information Change processing options are set to 1 and there is a matching business unit / job type record in the F08005 table, the union code, benefit group, and workers compensation information comes from the F08005 table. All other data comes from the F08001 table. If there is no matching business unit/job type record in the F08005 table, all data comes from the F08001 table.

The Job Category Add and Job Category Change processing options use data in the F08001 table if a matching job type/step record exists in that table. If no matching record exists, no data is used and no data is retrieved for the Job Information Add and Job Type Change processing options.

The Job Default Window processing options specify the setting that the system uses to automatically provide information from the F08001 table for the Job Default Window (P08JD). The system displays the Job Default Window only when you are entering a new employee into the system.

The Business Unit/Job ID Information Add and Business Unit/Job ID Information Change processing options use data in the F08005 table. If the Job Information Add and Job Type Change processing options are set to 1 and a matching record does not exist in the F08005 table, the system uses data from the F08001 table.

1. Job Information Add

0 = Do not use default data.

1 = Use default data.

Use this processing option to determine whether the system enters default job information into the employee record when you specify a job type for a new employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and subclass. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

0 Do not use default data.

1 Use default data.

2. Job Information Change

0 = Do not use default data.

1 = Use default data.

Use this processing option to determine whether job information defaults into the employee record when you change a job type for an existing employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and sub class. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

0 Do not use default data.

1 Use default data.

3. Job Default Window

0 = Always Use Default Job Information

1 = Only Use Defaults to Overwrite Blanks

Use this processing option to specify which of the radio buttons, in the job Default Window, will be selected when first entering the window. Valid values are:

0 To specify the button "Always use default job information"

1 To specify the button "Only use defaults to overwrite blank values"

4. Job Category Add

0 = Do not use default data.

1 = Use default data.

Use this processing option to determine whether job category codes default into the employee record when you specify a job type for a new employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

0 Do not use default data.

1 Use default data.

5. Job Category Change

0 = Do not use default data.

1 = Use default data.

Use this processing option to determine whether job category codes default into the employee record when you change a job type for an existing employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

0 Do not use default data.

1 Use default data.

6. Business Unit/Job ID Information

Add

0 = Do not use default data.

1 = Use default data.

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you specify a job type for a new employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

0 Do not use default data.

1 Use default data.

7. Business Unit/Job ID Information

Change

0 = Do not use default data.

1 = Use default data.

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you change a job type for an existing employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

0 Do not use default data.

1 Use default data.

Versions Tab

Use these processing options to specify the program version that the system uses for Resource Competency Information (P05100), Competencies Gap Analysis (P08008), and Employee Performance Appraisals (P087712). If a custom version does not exist and you do not enter the version number, the system uses the default version of each program.

1. Resource Competency Information Version

Blank = ZJDE0002

A valid version

Use this processing option to specify the version of the Resource Competency Information program (P05100) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the

Resource Competency Information program, you can use a processing option to specify the Competency Update Event Code.

2. Gap Analysis Version

Blank = ZJDE0003

A valid version

Use this processing option to specify the version of the Competencies Gap Analysis program (P08008) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0003.

A program version is a set of user-defined specifications. When you define a version of the Competencies Gap Analysis program, you can set processing options to specify the audience and a default version of the Job Competencies In An Organization program (P08006).

3. Performance Appraisal Version

Blank = ZJDE0006

A valid version

Use this processing option to specify the version of the Employee Performance Appraisals program (P087712) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0006.

A program version is a set of user-defined specifications. When you define a program version of the Employee Performance Appraisals program, you can set processing options that control various aspects of the program.

Entering Basic Compensation Information

After you complete the preceding form, you must enter compensation information.

Basic compensation information includes pay information, such as salary, hourly rate, pay class, and pay grade.

► **To enter basic compensation information**

After you enter organizational assignment information, you must enter compensation information.

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Basic Compensation, if the employee is in the salaried pay class, complete the following field:
 - Salary
2. If the employee is in the hourly pay class, complete the following field:
 - Hourly Rate
3. Complete the following fields:
 - Std Hrs/Day
 - Pay on Std Hours
 - Std Hrs/Year
 - Std Days/Year
 - Default Auto Pay Type
 - FTE
4. Complete the following fields if your processing options are not set up to use the default job information:
 - Pay Class
 - Pay Grade/Step
 - Overtime Exempt
5. If you want to review pay history information, click in one of the following fields and then choose Pay Hist. Tracking from the Form menu:
 - Pay Grade
 - Grad Step

The screenshot shows the 'Basic Compensation' form in the PeopleSoft system. The form is organized into several sections:

- Employee Information:** Employee No. 12346, Home Business Unit g (Corporate Administration), Job Type/Step 1M-1 (MIS Manager), Pay Frequency S (Semi-Monthly), Union, Position ID, Locality.
- Pay Class:** S, Pay Grade/Step, Salary 50000, Hourly Rate, Pay Rate Source 3 (None), Pay Period Salary, Compa-Ratio.
- Hours and FTE:** Std Hrs/Day 8.00, Std Hrs/Year 2080.00, Std Days/Year 260.00, Pay on Std Hours, Overtime Exempt Y, FTE 1.00, Default Auto Pay Type.
- Compensation Review:** Review Type, Last Comp Review Date, Next Comp Review Date, Tier/Ranking 0, Last Tier/Ranking Review Date.

Choosing the Pay Hist. Tracking option displays the Pay History Window form. Pay History Window uses information from the Employee Master Information table (F060116) and the Employee Jobs History File table (F060119).

6. If you want to review HR history information, click in any field except Job Type/Step and then choose History Tracking from the Form menu.

Choosing the History Tracking options displays the History Window form. History Window uses information from Employee Master Information table (F060116) and the HR History table (F08042). The data that the system displays, which is based on the menu choices of Job Hist. Tracking and History Tracking, might be different, depending on whether the system option for history tracking is enabled.

7. Click Continue.

The system uses the value that you entered in the Country field on the Employee form to determine if a country-specific form appears next.

Continue the current process by completing the next form. If you need to return to Basic Compensation, click Back.

Processing Options for Basic Compensation (P0801CMP)

Process Tab

Use these processing options to specify whether the system sends a Workflow message when a salary change exceeds the specified amount or percentage. When the threshold is exceeded, the system activates the Employee Salary Change Approval process (EEMAST1) in Workflow. The system updates the new salary change only after the Workflow request is approved.

1. Workflow - Salary Threshold

0 = Default

Use this processing option to specify the amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. Depending on how the Display Salary (Annual/Effective) field is set in the HR History Constants table (F08040), this field displays either annual salary or effective salary. Annual salary is used for salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, (current salary minus salary paid before change) divided by number of periods to pay multiplied by pay frequency). Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay), is displayed for employees whose jobs are associated with a contract calendar. The system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.

2. Workflow - Salary Percent Change Threshold

If the salary is increased by the percent entered, or increased by more than the percent entered then the Employee Salary Change Approval Process (EEMAST1) workflow will be started. An approval message will be sent to the workflow recipient and the salary will only be updated after the change is approved.

Entering Country-Specific Information for Mexico

Country-specific information includes information that applies to the country code that you entered for the employee. For Mexican employees, you must provide the following employee identification numbers, as well as other country-specific information:

- CURP, or Código Unico de Registro Poblacional. This 18-character identifier is intended to eventually replace the Social Security number and the RFC (Registro Federal de Causantes).
- IMSS number, an 11-character social security number.
- RFC, or Registro Federal de Causantes, a 13-character identifier for tax purposes.

Before You Begin

- Set up UDC 76M/BA to identify the banks that hold employee retirement funds. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► **To enter country-specific information for Mexico**

After you enter compensation information, you enter country-specific information.

The screenshot shows the PeopleSoft interface for entering country-specific information for Mexico. The form is titled "National/Fiscal Area Regional Information - Mexico" and is part of the "Active Foundation" workspace. The employee's name is "Lopez Pérez, José Luis" and the employee number is "106200". The form includes several sections:

- Additional Information:**
 - RFC: LOPL630313AZ9
 - AFORE: 530 (Solido Banorte)
 - IMSS Number: 19846310209
 - CURP: LOPL630313HDFPRSQ0
 - Contract Type: 0 (Fixed Salary)
 - Reduced Shift: 0
 - Family Medical Center:
- Current IDS Information:**
 - IDS IMSS: 947.50
 - IDS IVCM: 644.30
 - IDS INFONAVIT: 644.30
 - IDS SAR: 947.50

1. On National/Fiscal Area Regional Information - Mexico, complete the following fields:
 - RFC
 - AFORE
 - IMSS Number
 - CURP
 - Contract Type
2. If the employee is a contract worker whose contract ends on a specific date, complete the following field:
 - Ending Date
3. Complete the following additional fields:
 - Reduced Shift
 - Family Medical Center
4. Click OK.

When you access country-specific information for an existing employee, the system displays information about the employee's most recent IDS calculation in the following fields:

- IDS IMSS
- IDS INFONAVIT
- IDS IVCM
- IDS SAR

You can review more detailed information about the employee's IDS history by choosing IDS Historic Information from the Form menu.

Entering Employee History Information

After you complete the preceding form, you can enter employee history information. You enter this information only if your system is set up to track employee history.

You can set up your system to track employee history when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the HR History table (F08042).

► To enter employee history information

After you enter country-specific information, you must enter employee history information.

From the Employee Management menu (G05BE1), choose Employee Information.

On Change Reason, complete the following fields and click OK:

- Effective On
- Change Reason

The screenshot shows the PeopleSoft interface for the 'Change Reason' form. The workspace is 'Active Foundation'. The form has a title bar with 'Change Reason' and standard window controls. Below the title bar are buttons for 'OK', 'Cancel', and 'Tools'. The main area of the form contains two input fields: 'Effective On' with the value '1/1/2005' and 'Change Reason' with the value '001' and a dropdown menu showing 'New Hire'.

If you click Cancel on the Change Reason form, the system does not create a history record. However, the current employee record is saved in the Employee Master Information table (F060116).

Depending on your country of preference, the system might provide an employee tax form.

Updating Position and Requisition Information

When your system options are set to display the Employee Assignment form, the Employee Assignment form appears after the previous form. You enter the employee's home business unit, job type, or position ID so that the system updates requisition activity and headcount automatically. This is important for forecasting and budgeting.

► To update position and requisition information

After you complete the preceding form, you must enter position and requisition information.

From the Employee Management menu (G05BE1), choose Employee Information.

On Employee Assignment, complete the following fields and click OK:

- Effective Date
- Requisition No. to be Filled
- Filled Requisition Status

- Requisition No. to Detach
- Detached Requisition Status

If the employee fills a requisition with a new position assignment, the system automatically fills the requisition and updates the Requisition Information table (F08102). If the position change opens a requisition, the system updates the Requisition Activity table (F08105) and the Employee Master Information table (F060116).

This task completes the current process.

Processing Options for Employee Master (P0801)

Defaults Tab

Use these processing options to define the defaults for the following fields: Security Business Unit, Tax Area (Residence), and Tax Area (Work).

1. Security Business Unit

1 = Updates the Address Book

0 = Does not update the Address Book

Use this processing option to define whether the system updates the Address Book record for the employee with the security business unit that you enter on the Employee form (P0801EMP).

2. Tax Area

1 = Fields not required

0 = Fields required

Use this processing option to define whether the Tax Area (Residence) and Tax Area (Work) fields are required fields when you add or change an employee record. The J.D. Edwards Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

1 Tax area fields are not required. Choose this option only if you are not using the J.D. Edwards Payroll system to process payroll for employees.

0 Tax area fields are required. If you are using the J.D. Edwards Payroll system, choose this option.

Versions Tab

Use these processing options to define the versions that the system uses for Organizational Assignment, Basic Compensation, and Address Book Revision forms.

1. Organizational Assignment Version

Blank = default version

Use this processing option to define the version of the program that you want to use when you add or change information on the Organizational Assignment form (P0801ORG). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Organizational Assignment, you can set processing options that control the type of job information that you want the system to default onto the Organizational Assignment form (P0801ORG) when you add or change an employee record.

2. Basic Compensation Version

Blank = default version

Use this processing option to define the version of the program that you want to use when you add or change information on the Basic Compensation form (P0801CMP). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Basic Compensation, you can set processing options that control information that the system needs when you have activated the salary change workflow process.

3. Address Book Version

Blank = ZJDE0002

Use this processing option to specify the version of the Address Book program (P01012) that the system uses when you add or change information on the Address Book Revision form. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the Address Book program, you can set processing options that control how the application functions. For example, you can specify whether the form displays the Tax ID field.

Termination Tab

Use these processing options to define default codes that are supplied to various records when an employee is terminated.

1. Candidate Req Status

Use this processing option to define the user defined code (08/CN) for the candidate requisition status that you use to indicate that an employee record is no longer attached to a requisition. This candidate requisition status must have DET entered in the special handling code field. When you terminate an employee, the system uses the code that you define in this processing option to update the candidate requisition status for all of the requisitions that the employee filled.

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS)

for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

Use this processing option to define the user defined code (01/TS) for the organizational structure type that you use to indicate the parent/child relationship between terminated employees and their supervisors. The system uses the termination date to update the parent/child relationship. If you leave this processing option blank, the system will not update the parent/child relationship between the terminated employee and the supervisor.

4. Applicant Status

Use this processing option to define the user defined code (08/AS) for the applicant status that you want to assign to terminated employees who will be returned to the applicant pool for future hiring considerations. If you leave this field blank, the system does not assign an applicant status to the terminated employee.

Entering Employee Instructions

After you enter employee information, you can enter instructions that apply to your employees, based on the needs of your company and employees.

The information that you enter provides instructions to the system and your department about how to process individual employees or groups of employees for reporting or payment purposes.

Entering Employee Deduction, Benefit, and Accrual Instructions

After you set up your deductions, benefits, and accruals (DBAs), you enter DBA instructions to assign DBAs to employees. You can enter DBAs at the following levels:

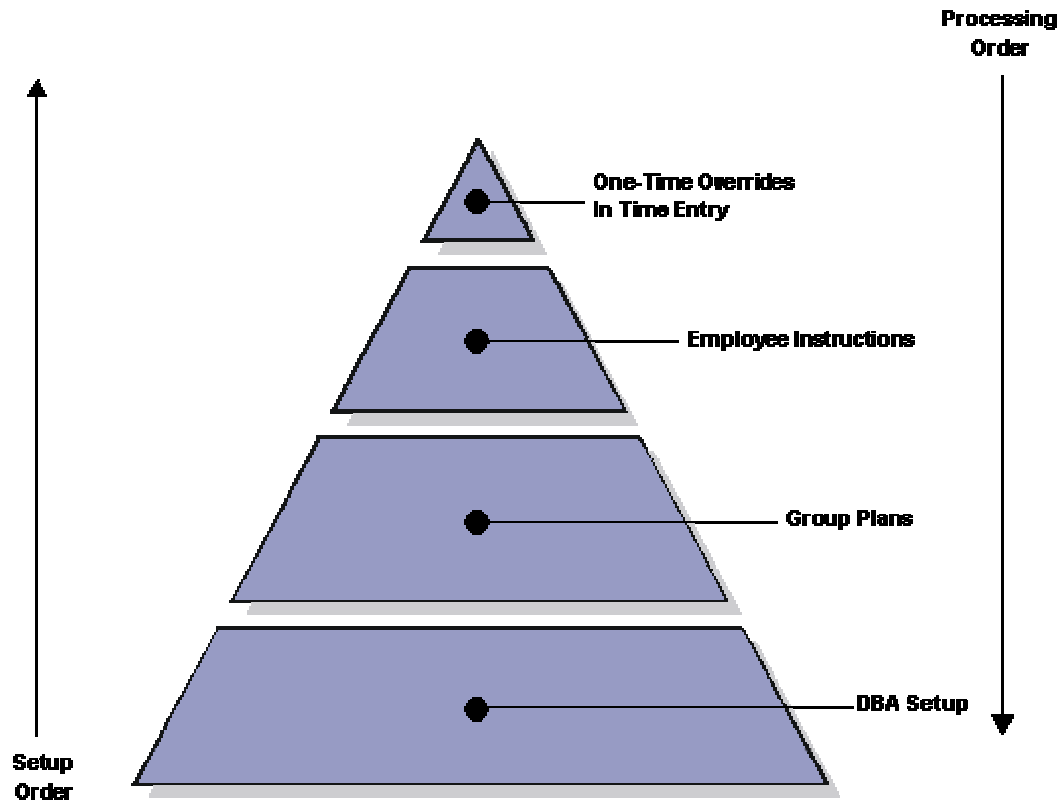
- One-time DBA override in Time Entry
- Employee DBA instructions
- Group DBAs
- DBA setup

After you assign DBAs, the system calculates them during the payroll cycle in the same search sequence.

You enter DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

To help you understand how to assign DBAs, the following graphic illustrates the order in which the system manages DBA setup and DBA calculations:

Order of DBA Setup and Calculations



To help you understand assigning DBAs, the following table illustrates the order in which the system handles DBA setup and DBA calculations:

DBA setup When you set up DBAs, you first set up general DBAs that apply to the majority of your employees. Then you set up DBAs that apply to specific groups of employees or specific employees. Finally, you can apply one-time DBA overrides for specific employees for any one pay period.

DBA calculations During the payroll-cycle processing, the system first calculates one-time DBA overrides. If there are no DBA overrides, then the system searches for DBAs that apply to the individual employee or employee groups. If no employee-specific DBAs or group plan DBAs exist, the system calculates any general DBAs.

The information that you enter with the Employee DBA Instructions program (P050181) represents the third level of DBA assignment, the employee level.

When you assign DBA instructions at the employee level, you can complete the following:

- Enter exceptions by employee for a group of DBAs.
- Enter overrides for DBA amounts, dates, and limitations.

- Set up start and stop dates for a DBA.
- Set up DBAs to calculate only when an employee works in a specified assignment.
- View expired or cleared DBA transactions.

To simplify the management of DBAs among employees, you can use benefit groups to avoid entering identical lists of DBAs for each employee. The system refers to groups of DBAs as group plans. Group plans are defined by union codes or group codes. The system automatically assigns group plans to the employee when you are hiring an employee and enter a Union Code in the Employee Organizational Assignments program (P0801ORG).

You can use the EE DBA Review program (P05087) to review existing DBAs assigned to an employee before adding more DBAs. You can also review the DBA itself before assigning it to an employee.

Although you can use this form to assign all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, J.D. Edwards recommends that you assign the majority of an employee's DBAs in a group plan and that you use DBAs for an individual employee only for exceptions to the group plans.

You can override a DBA in a group plan on P050181, as well as add DBAs to an employee record.

If you are using the HR-Benefits module, the system automatically assigns DBA codes to an employee record when you enroll the employee in benefit plans. The DBA codes for these benefit plans appear on P050181.

Note

If you want a DBA to calculate only when an employee works in a specified assignment, you enter an assignment number for that DBA on P050181. When calculating the DBA, the system uses all timecards associated with that assignment as the basis of calculation for the DBA. For example, if the employee works 40 hours during the pay period, but only 20 hours were worked in the specified assignment, the system uses all pay associated with the 20 hours worked in the assignment as the basis of calculation for the DBA.

If you want to set up DBAs that use other DBAs as the basis of calculation to calculate only when an employee works in a specified assignment, you would only enter the assignment number on the initial DBA. For example, you want DBA 4999 and DBA 5000 to calculate for an employee only when they work in a specified assignment, and DBA 5000 is based on DBA 4999. You would only enter the assignment number on DBA 4999 on P050181. The system would use all pay associated with the specified assignment number as the basis of calculation for DBA 4999, and would use DBA 4999 as the basis of calculation for DBA 5000.

See Also

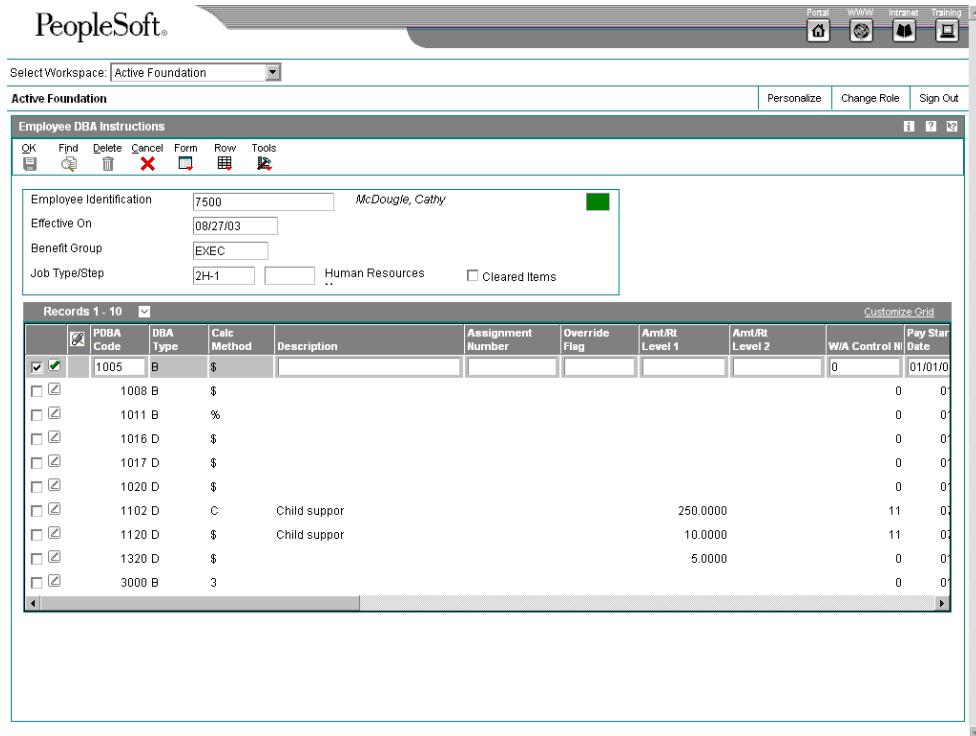
See the following topics in the *Workforce Management Foundation Guide*:

- ❑ *Deductions, Benefits, and Accruals (DBAs)*
- ❑ *Setting Up Deductions, Benefits, and Accruals*
- ❑ *Setting Up Group Plan DBAs*
- ❑ *Updating Position and Requisition Information* for more information about employee assignments and how to use assignment numbers

► **To enter employee deduction, benefit, and accrual instructions**

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.

1. On Work With Employee DBA Instructions, complete one of the following fields:
 - Employee Identification
 - Effective On
2. Click one the following options to narrow your search and then click Find:
 - Active
 - Terminated
 - All
3. Choose one or more records and click Select.
The Employee DBA Instructions form appears, which displays information for the employee record first selected.
4. On Employee DBA Instructions, to review DBAs already assigned to employees, choose EE DBA Review from the Form menu.
5. On Work With Employee DBA Review, review the information and click Close.
6. To review a deduction, benefit, or accrual before assigning DBA instructions, click the Search button for the following field:
 - PDBA Code
7. On PDBA Search & Select, choose a DBA and then choose PDBA Recap from the Row menu.
8. On Pay Type Recap, review the information and then click Cancel.
9. On PDBA Search and Select, choose a DBA and click Select.
The Employee DBA Instructions form appears again with the DBA code.
10. On Employee DBA Instructions, continue assigning a DBA by completing the following optional fields:
 - Amt/Rt Level 1
 - Amt/Rt Level 2
 - Pay Start Date
 - Pay Stop Date



11. If you are integrating Payroll with Accounts Payable and you need to activate vouchering for this employee, complete the following field:
 - Voucher Flag
12. To specify a payee for the voucher, complete the following field:
 - Payee No
13. Review the default information in the following fields and, if necessary, enter change the information:
 - DBA Type
 - Calc Method
 - Explanation - Remark
 - Assignment Number
 - Override Flag
 - Group Code
 - Table Code
 - Amount Due

- Prior DBA
- Ded Per 1
- Nbr Per
- Union Code
- Job Type
- Job Step
- Limit \$ Pay Period
- Limit Monthly
- Limit \$ Quarterly
- Limit \$ A/L1
- Limit \$ A/L2
- Limit % Period

14. Click OK.

If any of the DBAs that you entered are for wage attachments, the system displays the Wage Attachment Revisions form.

See Also

- [Entering Wage Attachments for Employees](#) in the *Payroll Guide*

Related Task

Deleting a DBA Instruction

When you need to remove a DBA instruction from an employee record, use caution to avoid deleting a DBA that has already accumulated history information. After a DBA has been active and amounts have been withheld from an employee's compensation, removing the DBA could result in errors on year-end forms.

When deleting a DBA instruction, if the DBA has history information, the system displays a warning message indicating that history information exists. If you receive this message, cancel the deletion procedure.

Entering Employee PDBA Instructions by Period

You can use employee PDBA instructions by period to enter deductions or benefits that are needed for only one pay period. Entering employee PDBA instructions by period is a good alternative to entering one-time DBA overrides in time entry if you want to apply the same DBA to several employees.

You can also use employee PDBA instructions by period to override the value of a PDBA or the basis of calculation for a specific group of employees for one pay period only.

Employee PDBA instructions are stored in the Deduction/Benefit/Accrual Ledger File table (F0709) and are processed during pre-payroll.

► **To enter employee PDBA instructions by period**

From the Employee Management menu (G05BE1), choose DBA Instructions by Period Only.

1. On Work With DBA Instructions By Period Only, click Add.

The screenshot shows the PeopleSoft interface for entering DBA instructions. The form is titled "Enter DBA Instructions By Period Only" and is set for the "Active Foundation" workspace. It contains several sections:

- Home Company:** A text box containing "00801" with the label "Mexican Company" to its right.
- Union Code:** A text box with a dropdown arrow.
- PDBA Code:** A text box containing "3715" with the label "Muebles" to its right.
- Global Update:** A section with four fields: "Amount or Rate" (text box), "Method of Calculation" (text box with a dollar sign icon), "DBA Calculation Basis" (text box), and "Work Date" (text box).
- Records:** A table with the following data:

Employee Number	Employee Description	Union Code	Work Date	Amount
<input type="checkbox"/> <input checked="" type="checkbox"/>	106212 Lopez Rodriguez, José Luis	11500	03/16/05	<input type="text"/>

2. On Enter DBA Instructions By Period Only, complete the following required fields:
 - Home Company
 - PDBA Code
 - Work Date
3. To apply the PDBA only to workers in a specific union, complete the following field:
 - Union Code
4. Complete any of the following optional fields to override the value of the DBA for this pay period only:
 - Amount or Rate
 - Method of Calculation
 - DBA Calculation Basis

5. Complete the following field in the detail area for each employee to whom you want to apply the PDDBA:
 - Employee Number
6. To override the amount of the PDDBA for a specific employee only, complete the following field in the detail area for that employee:
 - Amount
7. Click OK.

Reviewing Employee Information

You can review the following reports for employee information:

- Employee Report (R76M0100)
- Employee Dates Report (R76M0101)
- Employee Alphabetic Report (R76M0102)
- Employee IDS Report (R76M0103)

You can also interactively review IDS history for individual employees.

Reviewing the Employee Report

From the Employee Management menu (G05BE1), choose Employee Report - Mexico.

Use the Employee Report (R76M0100) to review an individual employee's salary and job details each month.

The Employee Report provides basic information about employees, including:

- Name and employee number
- Identification numbers
- Job details
- Salary information

Reviewing the Employee Dates Report

From the Employee Management menu (G05BE1), choose Employee Dates Report - Mexico.

Use the Employee Dates Report (R76M0101) to periodically review an individual employee's start date and other important dates.

The Employee Dates Report includes information regarding the following:

- Date of birth
- Hire and termination dates
- Dates of last and next raises

- Date of last paycheck
- Bonus date
- Cost center and union affiliation

Processing Options for Employee Dates Report (R76M0101)

Defaults, Default Values Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Display Salary

- 1 = Display Salary
- 0 = Do not Display Salary

Use this processing option to specify whether the salary will be displayed on the report. Valid values are:

- 1 Display the salary.
- 0 Do not display the salary.

If you leave this processing option blank, the salary will be displayed.

Reviewing the Employee Alphabetic Report

From the Employee Management menu (G05BE1), choose Employee Alphabetic Report - Mexico.

Use the Employee Alphabetic Report (R76M0102) to review an individual employee's job and pay details each month.

The Employee Alphabetic Report lists information regarding Mexican employees. The report is ordered by employee name. The following information is included in this report:

- Employee number
- Status
- Pay frequency
- Pay class
- Job type

- Job step
- Job description
- Date started
- Hire date
- Date of birth
- Termination date

Processing Options for Employee Alphabetic Report (R76M0102)

Defaults, Default Values Tab

1. Company

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Display Salary

- 1 = Display Salary
- 0 = Do not Display Salary

Use this processing option to specify whether the salary will be displayed on the report. Valid values are:

- 1 Display the salary.
- 0 Do not display the salary.

If you leave this processing option blank, the salary will be displayed.

Reviewing the Employee IDS Report

From the Employee Management menu (G05BE1), choose Employee IDS Report - Mexico.

Use the Employee IDS Report (R76M0103) to review an individual employee's IDS amounts each month. This report includes the following information:

- Company, union, and business unit information
- Employee name and number

- Previous, current, and original hire dates
- Previous and current IDS amounts
- Monthly salary

Processing Options for Employee IDS Report (R76M0103)

Defaults Tab

1. Company

Blanks = 00001

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

Reviewing IDS History for One Employee

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can review IDS history to see detailed information about how the system calculated the IDS, including all the components of the IDS and the limits that are associated with the IDS.

► To review IDS history for one employee

From the Employee Management menu (G05BE1), choose Employee Information.

1. On Work With Employee Information, complete either of the following fields or use the query-by-example row to narrow your search, and then click Find:
 - Home Company
 - Home Business Unit
2. Choose the employee whose IDS history you want to review and choose Nat'l/Fiscal Data from the Row menu.
3. On National/Fiscal Area Regional Information - Mexico, choose IDSHistoricInforma from the Form menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With IDS History

Select Find Close Tools

Employee Number Lopez Pérez, José Luis

Employee Number	Employee Name	Effective Date	IDS EG	IDS IV	IDS SAR	IDS INF	IDS Net	Company
<input checked="" type="radio"/>	106200 Lopez Pérez, José Luis	01/01/00	947.50	644.30	947.50	644.30	1075.02	00801
<input type="radio"/>	106200 Lopez Pérez, José Luis	12/25/99	861.25	551.20	861.25	551.20	1075.02	00801

4. On Work With IDS History, click Find to display records for each time that IDS has been calculated for the employee.
5. To review detail information about a specific IDS calculation, choose a record in the detail area and click Select.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

IDS Calculation Revision

OK Cancel Tools

Employee Number: 106200 Lopez Pérez, José Luis

Effective Date: 01/01/00 Seniority: 4 / 5 Years / Months

IDS Components		IDS Limits	
Daily Salary	904.11	EG	947.50
Christmas Bonus	148.62	IV	644.30
Vacation Bonus	22.29	SAR	947.50
Variability IMSS	0.00	INF	644.30
Variability INFONAVIT	0.00		

Integrated Daily Salary

IDS Net	1075.02	IDS SAR	947.50
IDS EG	947.50	IDS INFONAVIT	644.30
IDS IV	644.30		

The system displays the IDS Calculation Revision form, which lists all of the components of the IDS calculation that you selected, including bonus and variability amounts, and the limits that were applied during the IDS calculation.

6. Click Cancel.

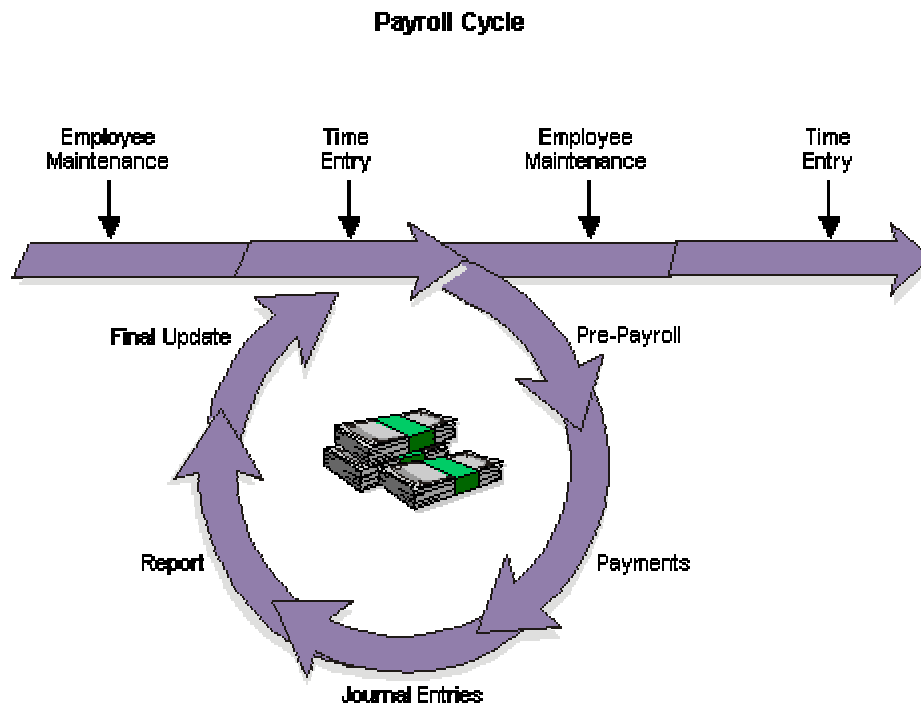
Payroll Cycle

The payroll cycle is a process that you complete each time that you pay your employees. The payroll cycle consists of the following five basic steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update

Before each payroll cycle, you enter and update information that the system uses during the payroll cycle. This information includes pay frequency and employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

The following graphic shows the Payroll system flow (the payroll cycle) that you use to process payroll for employees. The top line shows the flow of the tasks that you perform before and after a payroll cycle. The circle represents a payroll cycle.



When you process a payroll cycle, you must process pre-payroll first and process final update last. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, you can also verify payroll cycle information and correct it if necessary.

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the

workfiles that the system needs to produce payments and reports. After you process pre-payroll, you can review payroll cycle information and make any necessary corrections before you print the payments. Employees can receive cash, automatic-deposit advice slips, and paychecks.

After you process pre-payroll and print payments, you create the workfile for pro forma journal entries so that you can prepare the journal entries for posting to the general ledger.

During each step of the payroll cycle, you can print reports to verify that the information is correct. You can set up reports to automatically print during a specific step of the payroll cycle. For example, you can set up the Payroll Register report to print during pre-payroll processing. When you need to print a report that is not set up to print automatically, you can print it during the reports-only step of the payroll cycle.

The final update is the last step in the payroll cycle. You use the final update to update transaction, payment history, and tax information for employees, and to create actual journal entries from the pro forma journal entries. After you process the final update, you cannot change information that is related to that payroll cycle. The system allows you to automatically post journal entries during the final update.

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to its previous state before you ran the step.

You can also process multiple versions of selected pay cycle steps within a single payroll process. Processing multiple versions can dramatically improve the performance of your system during pay cycle processing. Multiple version processing allows you to run multiple versions of certain pay cycle programs simultaneously. The system consolidates the information from each of the versions that you process to create a single output.

For example, if you process 10 versions of the Pre-Payroll Driver UBE program (R07200) to improve the performance of pre-payroll processing, and you choose to print the Payroll Register during the pre-payroll step of the payroll cycle, the system creates one Payroll Register after all of the versions of the Pre-Payroll Driver UBE are processed.

See Also

- *Processing Multiple Versions of Pay Cycle Steps in the Payroll for Mexico Guide*

Payroll Workbench

The payroll workbench is the central location for accessing all of the forms related to payroll cycle processing. For example, you access the payroll workbench to perform the following procedures:

- Review payroll cycle information
- Set up payroll instructions
- Correct errors in a payroll cycle
- Reset payroll cycle steps

The payroll workbench displays information about each payroll ID that you have set up. This workbench simplifies the process of reviewing the status of a payroll cycle and its associated information.

Definition of a Payroll ID

The payroll cycle is controlled by a payroll ID. When you process pre-payroll, you must enter a payroll ID that you use to specify the employees to be paid. You use the same payroll ID for all of the steps of a payroll cycle. You can use different payroll IDs to simultaneously process multiple payroll cycles.

Locked Records

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program initiates a payroll lockout condition for all employee records that are included in the pre-payroll. If you locate an employee who is included in a payroll cycle, the system displays a warning message. On some forms, the system displays a locked record in a contrasting color. On other forms, the status box in the upper right corner appears in a contrasting color.

When the system initiates a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records that are included in the pre-payroll.

If an employee's record is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is removed. To remove the lock, you must either complete the final update or reset the payroll cycle.

See Also

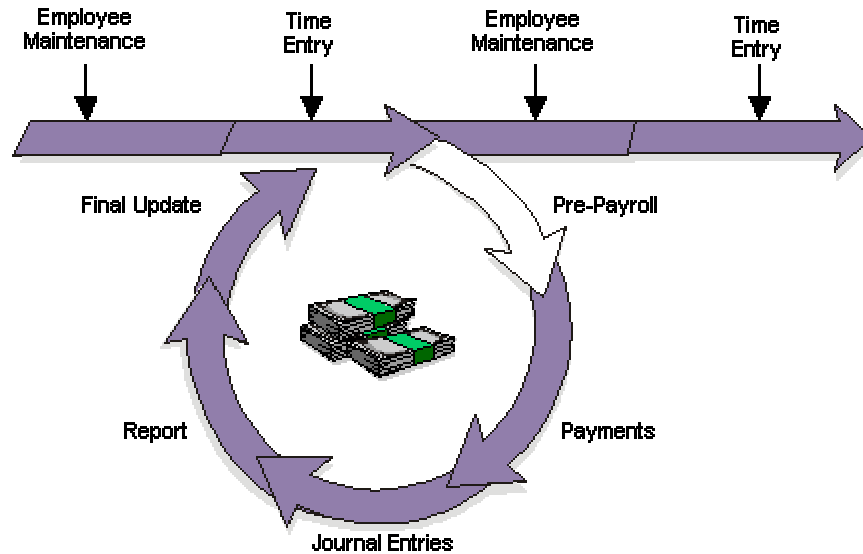
- *Resetting Payroll Cycle Steps* in the *Payroll Guide* for more information about modifying data in a lockout situation

Processing Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.

The following graphic illustrates the location of the pre-payroll step in the payroll cycle:

Payroll Cycle: Pre-Payroll



You process pre-payroll to do the following:

- Define the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for autopay. Autopay employees are those for whom you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the workfiles that the system needs to produce payments and reports.
- Print reports that list pay types, deductions, benefits, and accruals (PDBAs); taxes withheld; and any unique overrides used in the calculations.
- Process interim payments.

Pre-payroll processing updates the Pay Cycle Parameters File table (F07210).

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional payroll IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. The payroll ID identifies the program version that you use to choose employees and process them through the payroll cycle. You use this payroll ID when you run all subsequent steps in the payroll cycle.

After you create a payroll ID, you can choose that ID again in subsequent pay periods to process a payroll cycle for that group of employees.

See Also

- *Reviewing Payroll Cycle Reports* in the *Payroll Guide* for information about reviewing the reports that the system generates during pre-payroll processing

Before You Begin

- ❑ Enter new and updated employee information such as new-hire information and pay rate increases.
- ❑ Enter timecards for employees whose timecards are not automatically generated. See [Entering Timecards for Employees](#) in the *Time Accounting Guide*.
- ❑ Enter exception time and one-time DBA overrides for employees, as necessary. See [Entering Timecards for Employees](#) in the *Time Accounting Guide*.
- ❑ Verify any interim payments that you want to include in this payroll cycle. See [Working with Interim Payments](#) in the *Payroll Guide*.
- ❑ Print the employee roster to review job and pay rate information for current employees. See [Running the Employee Roster Report](#) in the *Workforce Management Foundation Guide*.
- ❑ Set up pay cycle control parameters, payroll cycle reports, and payment types. You typically perform these setup tasks only once and reuse them for each payroll cycle. See [Setting Up Payroll Cycle Information](#) in the *Payroll Guide*.
- ❑ Create one or more program versions for pre-payroll processing. You typically create a version only once and reuse it for each payroll cycle. See the following for information about creating versions and processing multiple versions:
 - ❑ [Creating a Batch Version](#) in the *Foundation Guide*
 - ❑ *Processing Multiple Versions of Pay Cycle Steps* in the *Payroll Guide*

Creating a New Payroll ID

You must create a new payroll ID when you process payroll for a selected group of employees for the first time. You can create a new payroll ID for processing regular payments, interim payments, or both. When you create a new payroll ID, you enter the pay period information that the system needs before it can process the payroll cycle.

You must assign a program version to the payroll ID. You use this program version to choose the employees to include in that payroll cycle. If no suitable program version exists, you can add a new program version when you create the new payroll ID.

Note

Verify that the program version that you enter is not already assigned to another payroll ID. Each version should be assigned to only one payroll ID.

Also, if you are using multiple versions of pre-payroll, you can enter any one of the versions that you create for that payroll ID when setting up the payroll ID. However, you must also include this version when setting up processing information for multiple versions.

► To create a new payroll ID

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click Add.
2. On Pre-Payroll Processing, click any of the following options to specify the information to process during the payroll cycle:

- Interim Only
- Merge Interims
- AutoPay
- Changes Only
- Leave Balance

Depending on your choices, the system might disable some options.

3. Complete the following fields:

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

Payroll Parameters

Interim Only Merge Interims AutoPay Changes Only Leave Balance

Pay Cycle Information

Payroll ID BI-WEEKLY Submit Pre-Payroll

Pay Cycle Code BW Biweekly

Country Code US United States

Pay Period End Date 06/11/05

Version XJDE0001 CenturyYear 2005

Date/Detail Info Additional Parameters

Dates

From 05/29/05 Thru 06/11/05

Check Date 06/17/05 Auto Deposit Date 06/17/05

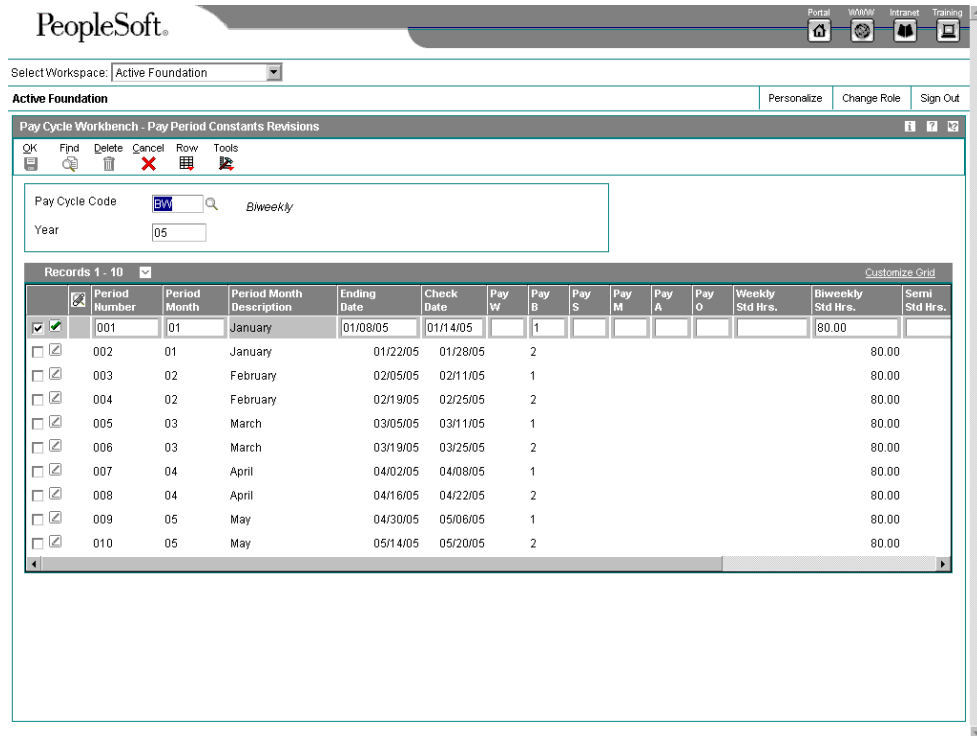
Detail Information

Period No W B 2 S M O

Std. Hours W B 80.00 S M O

- Payroll ID
- Pay Cycle Code
- Country Code
- Century/Year

4. Choose Master Pay Cycle from the Form menu.



5. On Pay Period Constants Revisions, choose a row, and then click OK to choose a pay period for the payroll cycle.
On Pre-Payroll Processing, the system displays the dates that correspond to the pay period that you chose.
6. To assign a program version to the payroll ID, complete the following field:
 - Version
 If you need to create a new version, click the visual assist to access the versions list, create the new version, and then enter the version name in this field.
7. Revise the default information in the following fields if necessary:
 - Pay Period End Date
 - From
 - Thru
 - Payment Date
 - Auto Deposit Date
8. Verify that the correct value appears in the following fields that correspond to the type of pay cycle code that you are processing:
 - W
 - B

- S
 - M
 - O
9. To enter additional parameters, click the Additional Parameters tab and complete any of the following optional fields:
 - Company
 - Pay Cycle Code/Type
 - Step Progression Automation
 - Bank Account Number
 - Auto Deposit Override
 - Group Plan Override
 - Minimum Pay Amount
 - Calc. Monthly D/B/A's (Y/N)
 10. To use this payroll ID to create intercompany settlements for payroll-related expenses, complete the following field:
 - InterCompany Settlements
 11. To process pre-payroll using the payroll ID that you just created, click the following option in the Pay Cycle Information section of the form:
 - Submit Pre-Payroll

12. Click OK.

Typically, one or more reports have previously been set up to automatically print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information.

If the system encounters any errors when you process pre-payroll, it displays a message to notify you that the process completed with errors.

Data Selection for Pre-Payroll

When you enter the data selection for a version of the pre-payroll process, observe the following guidelines:

- All of the employees that you select must have the same country code.
- When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID that you process.
- All employees in the same payroll ID must have the same pay frequency.
- J.D. Edwards recommends that you include pay status in your data selection.

- If you are processing multiple versions of pre-payroll for a single payroll ID, make sure that employees are included in only one of the versions. J.D. Edwards recommends using ranges of address book numbers to evenly divide employees among the multiple versions that you create.

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. During the pre-payroll process, the system selects only those terminated employees whose termination dates are on or after the beginning date of the pay period.

See Also

- ❑ *Creating a Batch Version* in the *Foundation Guide* for information and instructions about creating a version
- ❑ *Working With Multiple Versions of Pre-Payroll* in the *Payroll Guide*
- ❑ *Reviewing Payroll Cycle Reports* in the *Payroll Guide*
- ❑ *Reviewing Payroll Messages* in the *Payroll Guide*

Setting Up Additional Pre-Payroll Parameters

When you create a new payroll ID, you must set up additional parameters for Mexico before you process pre-payroll. For all payroll IDs, you must specify the type of tax to apply to the payroll.

You also set up additional pre-payroll parameters if you want to override how calculations are done for a particular payroll. You should use additional pre-payroll parameters in the following situations:

- To indicate that a special process, such as a Christmas or vacation bonus, is being run and that no other calculations should be performed
- To apply a specific type of tax to make annual tax adjustments
- To specify a minimum amount of net pay that the employee must receive
- To process the payroll without applying deductions

See Also

- ❑ *Creating a New Payroll ID* in the *Payroll for Mexico Guide*

Before You Begin

- ❑ Set up the special process that you are running if necessary. See *Setting Up Special Process Parameters* in the *Payroll for Mexico Guide*.

► To set up additional pre-payroll parameters

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click Add.
2. Complete the steps to create a new payroll ID.
3. On Pre-Payroll Processing, choose Regional Info. from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Pre-payroll Additional Parameters Revision

OK Cancel Tools

Payroll ID: MEX

Process Code: VAC

Tax to apply: T86

Minimum Net Pay: 100.00

PDBA Code: 606

No deductions

Vacation Bonus

4. On Pre-payroll Additional Parameters Revision, complete the following required field:
 - Tax to apply
5. If you are using the payroll to run a special process, complete the following field:
 - Process Code
6. To specify a minimum amount of net pay that the employee should receive, complete the following fields:
 - Minimum Net Pay
 - PDBA Code

Note

To activate the PDBA Code field, complete the Minimum Net Pay and then choose Refresh from the Tools menu.

The system determines the minimum net pay amount by calculating the percentage that you specify of the amount that is generated by the PDBA which you specify. You should enter a PDBA that has no effect on gross with a basis of calculation that includes the pay types that you want to use to calculate the minimum net pay.

If you leave the PDBA Code field blank, the system calculates minimum net pay that is based on the percentage that you specify of the gross pay amount.

Any deductions that cannot be taken because of the minimum net pay to the employee are charged to DBA 9997 for repayment during the next pay period.

7. If you do not want to calculate deductions during this payroll cycle, select the No deductions option.
8. To generate a report of employees who will be receiving a vacation bonus during the next pay period, select the Vacation Bonus option.

If you select the Vacation Bonus option, the Vacation Bonus for Next Period report (R76M0308) prints during Final Update.

9. Click OK.

Choosing an Existing Payroll ID

You do not need to create a new payroll ID each time that you process a payroll cycle. After you create a payroll ID, you can reuse the ID in subsequent pay periods to process payroll for that group of employees.

When you choose an existing payroll ID, be aware that a program version is already assigned to the ID. You can assign a different program version if necessary. You can also change the parameters for an existing payroll ID. For example, you might change the beginning date of the payroll cycle so that you can include in the payroll cycle any late timecards that should have been processed in the previous payroll cycle.

► To choose an existing payroll ID

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. To run pre-payroll without changing any of the pre-payroll parameters, choose a record in the detail area, choose Pre-Payroll from the Row menu, and then choose Pre-Payroll from the Submit menu. Otherwise, skip to step 3
3. If you need to change any of the pre-payroll parameters, click Select.
4. On Pre-Payroll Processing, make any necessary revisions.
5. Click the following option, and then click OK.
 - Submit Pre-Payroll

Typically, one or more reports have been previously set up to automatically print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information.

If the system encounters any errors when you process pre-payroll, it displays a message to notify you that the process completed with errors.

See Also

- *Reviewing Payroll Messages in the Payroll Guide*
- *Reviewing Payroll Cycle Reports in the Payroll Guide*

Processing Options for Payroll Cycle Workbench (P07210)

Process Tab

Use these processing options to specify how the system processes information during the payroll cycle.

1. Reports Setup Model

Use this processing option to specify the name of the Reports Setup Model. A Reports Setup Model is a user defined group of reports that contains all available payroll reports. The default value is JDE.

2. Premiums

1 = Update units fields with premium

2 = Do not update units field with premium

Use this processing option to define how you want to update the Account Ledger table (F0911) for premium labor entries. Premium labor entries are entries for pay types that have a pay type multiplier greater than 1. Valid values are:

1 Update labor hours to the Units field for premium labor entries. Choose this option when you want journal type PR to include labor hours in the Units field.

0 Do not update labor hours to the Units field for premium labor entries. Choose this option when you want only journal type LD to include labor hours in the Units field.

This processing option applies only when the Debit Burden/Premium Labor Distribution table (P069042) is set up in the following way:

- o The journal type PR has been added to the table.

- o The company burden rules are set up to separate the premium portion of a pay type from the regular portion.

3. Overpayment DBA

Use this processing option to specify the PDBA code for overpayments to employees. When an employee's pay is not sufficient to pay all deductions, you can set up the Payroll system to either reduce the deductions or to place the deductions in arrears. When you set up the Payroll system to reduce the deductions, the system uses the PDBA code for overpayments to create a new deduction that the system will deduct from the employee's next paycheck. The default value is 9997.

4. Time Entry Version

Use this processing option to specify the version of the Time Entry Master Business Function (P050002A) that you want the system to use to process timecards that you entered using Line Detail Time Entry (P051131). If you leave this processing option blank, the system uses the default version, ZJDE0001.

5. Process Future Data Revisions

0= Do not run R06394

1= Do run R06394

Use this processing option to specify whether you want to process future data revisions during the final update of the payroll cycle. Valid values are:

0 Do not process future data revisions. This value is the default.

1 Process future data revisions.

Processing future data revisions during final update ensures that the revisions take effect at the appropriated times; however, this method can significantly increase the processing time required for final update. If you choose not to process future data revisions during final update, you must process them separately, using the Future Data Employee Master Update program (R06394).

6. Future Data Revisions Version

Use this processing option to specify which version of the Future Data Revision program (R06394) that you want to process during final update. Enter a version in this processing option only if you have indicated that you want to process future data revisions during final update. If you leave this processing option blank, the system uses the default version, ZJDE0001.

7. Job Step Progression

Blank = Do not update pay rate in employee master

1 = Update pay rate in employee master

Use this processing option to determine whether the system updates the pay rate in the Employee Master Information table (F060116) during final update when an employee advances to the next job level using job step progression. You might choose not to update this field automatically if you want to review job advancements before updating the pay rate. If you choose not to update the pay rate during final update, you must manually update the pay rate for the employee before the next payroll is processed. Valid values are:

Blank

Do not update the pay rate

1

Update the pay rate

8. Interim Id Dates

Blank = Do not advance Interim Id dates

1 = Advance Interim Id dates to the next pay period

Use this processing option to determine whether the system automatically advances pay cycle dates for interim payroll IDs that have the same pay cycle code as the payroll ID that the system is processing, and that have payment dates that are less than or equal to the payment date of the payroll ID. The update is done during the final update step of the payroll cycle. This update only occurs if the Merge Interims or Interims Only options are selected for the payroll ID that is processing. If you choose not to use this option, you can roll the dates forward for interim IDs using the Roll Date function from the Interim Payment Workbench.

Note: If you choose to use this option, the system assigns the same pay cycle dates that are used for the payroll ID to all interim IDs for which dates are rolled. Therefore, you should only use this option if you always want payroll ID and interim ID dates to match. Also, the system assigns the user ID of the person that processes the payroll ID to all interim IDs that are rolled during the period. Valid values are:

Blank

Do not advance interim ID dates. This is the default.

1

Advance interim ID dates

ADP Files Tab

Use these processing options to activate the integration with ADP tax filing and check printing services.

1. Use ADP TaxService Filing

Blank or 0 = Do not use ADP TaxService Filing

1 = Do use ADP TaxService Filing

Use this processing option to specify whether you are using ADP TaxService Filing to submit your taxes. Valid values are:

0

Do not use ADP TaxService

1

Use ADP TaxService

2. Use ADP Check Print Filing

Blank or 0 = Do not use ADP Check Print Filing

1 = Do use ADP Check Print Filing

Use this processing option to specify whether you are using the ADP Check Print Filing service. Valid values are:

Blank or 0

Do not use ADP Check Print Filing

1

Use ADP Check Print Filing

Reviewing Payroll Cycle Information Online

After you process pre-payroll, you typically need to verify information about tax, earnings, and deductions, so that you can correct any errors before you print payments. To easily verify payroll cycle information, you can review detail information online.

After you review payment information, you might need to make corrections or perform a reset.

See Also

See the following related topics in the *Payroll Guide*:

- ❑ *Correcting Errors in Pre-Payroll Processing* for information about correcting errors
- ❑ *Resetting Payroll Cycle Steps* for information about resetting steps in the payroll cycle
- ❑ *Correcting Information When DBAs Were Not Calculated for One Employee* for information about reviewing one-time overrides of DBAs
- ❑ *Correcting Missing Timecard Information* for information about reviewing detailed information about the timecards included in the payroll cycle

Reviewing the Status of a Payroll Cycle

After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of the pre-payroll step to determine whether it completed normally. However, the status does not indicate whether any errors occurred during the steps of the payroll cycle.

When you review the status of a payroll cycle, you can also review the following information:

- The ID of the user who processed the payroll cycle steps
- The dates associated with the payroll cycle
- The program version associated with the payroll cycle
- The number of employees included in the payroll cycle
- The total net pay, gross pay, and hours for the payroll cycle

► To review the status of a payroll cycle

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Review the information in the detail area about the Payroll ID.

See Also

- ❑ *Reviewing Payroll Messages* in the *Payroll Guide* for information about reviewing errors that occur during the payroll cycle

Reviewing General Payment Information

After you process pre-payroll, you can review detailed information about payments for individual employees to ensure that the information is correct. You can verify whether the system correctly calculated an employee's gross-to-net pay and determine whether an employee was inadvertently omitted from the payroll cycle.

When you review general payment information, you can access additional forms to review from the Row menu. For example, you can access the employee entry forms and forms for interim payments. You can also access a form for resetting an individual employee record.

► **To review general payment information**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work With Employee Payment Review, verify the information in the following fields:
 - Employee Number
 - Employee Name
 - Hours
 - Gross Pay
 - Net Pay
 - Payment Date
 - Co
 - Home Business Unit
 - Gross to Net Error
 - User ID
 - I S
 - I C

Reviewing Payment Distributions

After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this payroll cycle is the first during which a certain employee is to receive an automatic deposit payment, you might want to review the payment distribution for that employee to ensure that the system correctly processed the automatic deposit.

You can review payment distribution information for all types of payments, or you can limit your review to automatic deposits only or checks only.

► **To review payment distributions**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Dist. Review from the Row menu.
3. On Work With Payment Distribution Review, complete the following fields to narrow your search, and then click Find:
 - Check Control No
 - Thru
4. Click one of the following options:
 - Auto Deposit Only
 - Check Only
 - All
5. Review the information in the following fields:
 - Address Number
 - Employee Name
 - P T
 - Net Pay
 - Payment Number
 - Payment Date
 - Bank Acct Number
 - Sub. Check Control No
 - Check Control No
 - Payrl ID

See Also

- *Resetting Individual Employee Records in the Payroll Guide*

Reviewing Paystub Information

After you process pre-payroll, you can review detailed information about individual employees' pay, taxes, deductions, available vacation time, and available sick leave time. You can verify that an employee's net pay and timecard information is correct. This information appears on the employee's payment detail form.

To easily determine whether the employee's paystub information is correct, you can use options on the Row menu to review tax information, the employee's timecard information, and any existing one-time overrides of DBAs.

► To review paystub information

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. From Work With Employee Payment Review, choose a record, and then choose Stub Detail from the Row menu.
4. On Work With Pay Stub Detail, review the information in the following fields:
 - Pay Type
 - Pay Type Description
 - Hours
 - Hourly Rate
 - Gross Pay
 - YTD Gross Amount
 - DBA Code
 - Current Amount
 - YTD Amount

Reviewing Payroll Messages

When you process pre-payroll, the system generates messages to warn you of certain conditions. When errors occur during pre-payroll, the system displays messages in the Employee Work Center to notify you that the error exist. You should review these messages in the Employee Work Center before you continue processing the payroll cycle.

The system generates two general categories of payroll error messages, as follows:

Messages about errors that cause pre-payroll to abort You must correct DBA Control Table errors and Quantum errors before you can rerun pre-payroll.

Messages that affect only one employee record These errors do not cause pre-payroll to abort. However, the system does not process the affected employee's record. You can use the Payroll Message Center to review more detailed information about these messages.

For conditions that affect only one employee's record, you can use the Payroll Message Center to review more detailed information about the affected employee.

DBA Control Table Errors

The following DBA Control Table errors cause pre-payroll processing to terminate prematurely:

DBA Control Table (F07901) Not Found The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in creating the Pre-Payroll DBA Calculation Control Table.

DBA Control Table (F07901) Has No Data The system uses this table during pre-payroll to calculate DBAs for each employee. Contact your database administrator for assistance in loading data into the Pre-Payroll DBA Calculation Control Table.

Quantum Errors

The following Quantum errors cause pre-payroll to terminate prematurely:

Quantum Tax Table (F07940) Not Found The system uses the Set Vertex Tax Table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in creating the Set Vertex Tax Table.

Quantum Tax Table (F07940) Has No Data The system uses this table during pre-payroll to calculate taxes for each employee. Contact your database administrator for assistance in loading data into the Set Vertex Tax Table.

Quantum Library Load Failed The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact J.D. Edwards Technical Support for assistance.

Quantum Connection Unsuccessful The Payroll system is unable to connect to Quantum for Payroll Tax. Contact J.D. Edwards Technical Support for assistance.

Quantum Function Pointer Is Invalid The Payroll system is unable to locate a Quantum for Payroll Tax function. Contact J.D. Edwards Technical Support for assistance.

Employee Errors

The following situations do not prevent pre-payroll from processing. However, you should investigate their causes and make any necessary corrections.

Autopay Timecard in Error	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee.
Employee Locked to Another Payroll	An employee record that is included in pre-payroll processing is locked in another payroll cycle. To remove the lock, process the other payroll cycle through final update. If the employee's record is locked because of an error, reset the employee's record.
Employee Has Gross-to-Net Error	When the system calculated the payment for an employee, the gross wages minus the taxes and deductions did not equal the net wages. Use the Work With Employee Payment Review form or the Payroll Register report (R073012) to review detailed information about the error.
Employee Has Deductions Not Taken	When the system calculated the payment for an employee, insufficient gross wages were available to pay for all of the employee's deductions. Therefore, the system reduced or omitted one or more of the deductions.
Employee Has Deductions in Arrears	When the system calculated the payment for an employee, gross wages were insufficient to pay for all of the employee's deductions. Therefore, the system placed in arrears one or more of the deductions.
Employee Has Unprocessed Interim Payments	The system encountered an interim payment for an employee that has not been processed. The Interim Calculations program (R07280) might have aborted during processing. To process the interim payment, resubmit the interim payment for processing.
Job Does Not Qualify	One of the following conditions occurred: <ul style="list-style-type: none">• The pay start date entered for the employee is after the pay period ending date for the payroll cycle.• A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.
Terminated Employee Has Been Paid	One of the employees included in the payroll cycle has a pay status of Terminated. In some cases, this is a valid condition. Review the employee's record to determine whether the employee is supposed to receive a payment.

► To review payroll messages

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, choose EE Work Center from the Form menu.
2. On Work Center, complete the steps for reviewing messages.
3. To review detailed information about employee-related messages, click the Payroll Message Center button.
4. On Work With Payroll Messages, complete the following field, and then click Find:

- Payroll ID
5. Choose a record in the detail area, and then click Select.
 6. On Review Payroll Messages, review the information in the detail area.

See Also

See the following topics in the *Payroll Guide*:

- ❑ *Correcting Missing Timecard Information* if employee autopay timecards are in error
- ❑ *Resetting Individual Employee Records* if an employee is locked to another payroll
- ❑ *Reviewing General Payment Information and Correcting Gross-To-Net Errors* if an employee has gross-to-net errors
- ❑ *Recalculation of Employee Taxes* if employees have deductions not taken or in arrears
- ❑ *Processing Interim Payments* if the employee has unprocessed interim payments

Correcting Errors in Pre-Payroll Processing

After you review pre-payroll information online and in reports, you might discover errors that prevent the system from correctly processing payroll information. For example, you might have inadvertently omitted an employee's record from the data selection for the pre-payroll version. You must correct these errors and rerun pre-payroll for the affected employees before you print payments. To reduce computer-processing time, you can often process pre-payroll for only those employee records that you corrected. This type of pre-payroll processing is called a changes-only pre-payroll.

Correcting Employee Records Omitted from Pre-Payroll

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. For example, an employee might be omitted from pre-payroll processing because of any of the following reasons:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.
- The user who submitted pre-payroll does not have security to access the employee's record.

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the pre-payroll processing. To include the employee in future pre-payroll processing for this payroll ID, you must correct the error. To ensure that the employee receives a payment for this payroll cycle, complete one of the following procedures:

- Reset the payroll ID, and then process pre-payroll again.
- Issue an interim check for the employee. If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

Before You Begin

- ❑ Review the employee's record on the Work With Employee Information form. If the employee's record appears in a contrasting color, then the record is locked in pre-payroll, in which case you will need to correct the missing timecard information.

See Also

- ❑ *Resetting the Payroll ID* in the *Payroll Guide*
- ❑ *Working with Interim Payments* in the *Payroll Guide*
- ❑ *Setting Up Essential DBA Information* in the *Workforce Management Foundation Guide* for more information about setting up DBAs

Correcting Selection Criteria

When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll cycle, verify that the data selection is correct and revise it if necessary.

► To correct selection criteria

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose the record, choose Pre-Payroll from the Row menu, and then choose Revise Pre-Payroll.
3. On Pre-Payroll Processing, review the following field:
 - Version
4. To access the versions list, click the Search button for the Version field.
5. On Versions List, choose Add/Revise Version from the Form menu to access Work With Batch Versions – Available Versions.
6. On Work With Batch Versions – Available Versions, choose the version that appeared on Pre-Payroll Processing, and then choose Data Selection from the Row menu.
7. On Data Selection, revise the data selection to include the employee number for the omitted employee record, and then click OK.

Correcting Employee Information

When an employee record is unintentionally omitted from a payroll cycle, review the data selection for the pre-payroll version, or versions that are associated with that payroll ID, and compare it to the employee's information. Verify that the employee's information is within the parameters of the data selection. You should also verify the employee's dates of employment and the payroll dates.

For example, when an employee's pay start date is after the pay period ending date or the pay stop date is before the pay period beginning date, the system does not include that

employee in the payroll cycle. If the pay period dates are April 26 through May 9 and an employee's pay start date is May 12, the system does not include that employee in that payroll cycle. When appropriate, you should correct the employee's information so that the employee will be included in the data selection. Typical information that you might need to correct includes:

- Pay start and stop dates
- Tax area codes
- Pay status

If the employee's information is correct, you might need to revise the payroll data selection to include the employee in the payroll cycle.

Correcting Missing Timecard Information

When an employee record is omitted from a payroll cycle, verify that the employee has an accurate time entry record for the pay period. If the employee is paid hourly, verify that you did one of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee. When you enter standard hours, the system automatically generates timecards for the employee.

You can revise the employee's timecard information or, if necessary, enter a new timecard. Alternatively, you can enter standard hours for the employee.

► To correct missing timecard information

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work With Employee Payment Review, choose a record in the detail area, and then choose Timecard Detail from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Pay Cycle Workbench - Time Entry Revisions

Delete Cancel Form Row Tools

Lockout= BI-WEEKLY MM5564083

Employee No. 8011 Watkins, Joshua

Date / Batch * * LS Amount / Hours 80.00

Defaults

Category Codes Organization Subledger

Cat 01 Cat 03

Cat 02 Cat 04

Pay	Pay Type Description	Hours	Account Number	Work Date	Our/Rt	Leave Type	Job Type	Job Step	LSAmnt
1	Regular	80.00	9.8115	06/11/05	Secured		M1		0.00

- On Time Entry Revisions, revise the information if necessary and click OK.

See Also

- Entering Timecards for Employees in the *Time Accounting Guide*
- Adding Employee Records One at a Time in the *Workforce Management Foundation Guide* for information about entering standard hours for the employee
- Revising Employee Information in the *Workforce Management Foundation Guide* for instructions

Correcting DBA Calculations

Periodically, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This might happen even if the system properly calculated the DBAs during the previous payroll cycle. This condition might affect payments for all employees, some employees, or just one employee.

You can use the D/B/A Transaction Audit Report (R073053) or the D/B/A Register report (R073062), which you can print at any time during the payroll cycle, to determine the number of employees for whom the system did not calculate DBAs.

If the system does not calculate a DBA for one or more employees, you should review the setup information for the DBA and make any necessary corrections. For example, if the system did not calculate the DBA for any of the employee records, you might need to correct the effective dates for the DBA. If the system calculated a DBA (such as a retirement plan deduction) for all but one of the employees, determine whether the affected employee has reached the limit for the DBA.

If the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, you might need to correct the effective dates or withholding period that you set up for the group plan.

If you are not using group DBA plans, or if the employees for whom the system did not calculate the DBA are in different group plans, verify that the employees earned enough to cover their deductions and that the employees' DBA instructions are accurate.

Sometimes, a valid condition exists that prevents the system from calculating a DBA for an employee. For example, you might have entered a one-time override for the DBA when you entered the employee's timecard.

Correcting Information When DBAs Were Not Calculated for Any Employees

If the system does not calculate a DBA for any of the employees in the payroll cycle, you should first review the setup of the DBA and make any necessary corrections. Review the basis of calculation for the DBA and verify whether the following is true:

- The based-on PDBAs were calculated
- The based-on PDBAs are not zero
- The DBA is not based on another DBA that is assigned at a different level (for example, employee, group, or DBA)

Additionally, you should verify that the DBA is set up to be calculated during the current period. After you have determined that the setup for the DBA is correct, you might need to correct the processing parameters that you entered during pre-payroll. For example, you might need to change the period number of the payroll cycle.

► To correct DBA setup

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, to correct the DBA that the system did not calculate, complete the following field, and then click Find:
 - PDBA Code
2. Choose the PDBA, and then choose Basic DBA Info from the Row menu.
3. On Basic DBA Information, make any necessary corrections to the following fields:
 - Pay Period of the Month:
 - Beginning Effective Date
 - Ending Effective Date
4. Choose Basis of Calc. (Basis of Calculation) from the Form menu.
5. On Basis of Calculation, make any necessary corrections to the following fields.
 - From PDBA
 - Thru PDBA
6. Click OK to return to Basic DBA Information.

7. If the DBA should have been calculated for all employees, choose Advanced DBA Info. (Advanced DBA Information) from the Form menu.
8. On Advanced DBA Information, verify that the following option is turned on, and then click OK:
 - Calculate for all Emp
9. On Basic DBA Information, click OK to save your changes.

► **To correct pre-payroll processing parameters**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record and click Select.
3. On Pre-Payroll Processing, choose Master Pay Cycle from the Form menu.
4. On Pay Period Constants Revisions, review the information in the following fields, and then click Cancel:
 - Year
 - Pay W
 - Pay B
 - Pay S
 - Pay M
5. On Pre-Payroll Processing, review the information in the following fields:
 - Century/Year
 - W
 - B
 - S
 - M

The information in these fields must match the corresponding information on the Pay Period Constants Revisions form.

Correcting DBA Setup for Group Plans

You need to verify the group plan setup only if you have assigned employees to *group* plans. If you are using the Human Resources system to enroll employees in benefit plans, you probably are not using group plans. In that case, verify that the employees are enrolled in the proper benefit plans.

If the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, do one of the following to correct the plan setup:

- If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the appropriate plans.
- If you are using the Payroll system to assign DBAs to employees, review the setup for the group plan and make any necessary corrections. For example, you might need to correct the effective dates or the withholding period that you set up for the group plan.

► **To correct DBA setup for group plans**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work With Group Plan DBA Setup, to locate the group plan in which the employees are included, complete any of the following fields and click Find:
 - Union Code
 - Business Unit
 - Job Typ
 - Job Step
 - Beginning Effective Date
 - Ending Effective Date
 - PDBA Code
 - T T
2. Choose a record in the detail area, and then choose Revise Single from the Row menu.
3. On Revise Single Group Plan DBA Setup, verify that the DBA is attached to the group plan, make any necessary corrections in the following field, and then click OK:
 - Ending Effective Date

See Also

- *Enrolling Employees* in the *Human Resources - Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans

Correcting Information When DBAs Were Not Calculated for One Employee

If the system does not calculate a DBA for one employee only, you should verify whether the employee earned enough to cover all deductions. If the employee earned enough to cover all deductions, and the employee belongs to a group DBA plan, review the employee's DBA instructions to ensure that you did not inadvertently omit the employee from the group plan.

Then verify that the effective dates for the employee's DBA instructions are within the date parameters of the payroll cycle.

In some cases, the DBA might be assigned to an employee who has not reached the minimum requirements to participate in the DBA. For example, a vacation accrual might be set up so that vacation time does not start accruing until an employee has worked for your organization for three months. To verify the requirements for a DBA, review the calculation tables associated with the DBA.

Sometimes, a valid condition exists that prevents the system from calculating the DBA. For example, you might have entered a one-time override of a DBA when you entered the employee's timecards. A one-time override prevents the system from calculating the DBA during pre-payroll. You should also verify whether the employee received an interim payment. If the DBA is set up to be calculated once per pay period, and the system calculated the DBA during interim payment processing, the system does not calculate the DBA during regular payroll cycle processing.

To correct information when the system does not calculate a DBA for only one employee, you might need to correct the employee's DBA instructions, determine whether a one-time override exists, or verify interim payments.

You also correct information when the system does not calculate the DBA for more than one employee, and those employees are in different group plans. You must correct information for each employee for whom the system does not calculate a DBA.

Before You Begin

- Verify that the basis of calculation for the DBA is set up correctly. See [Correcting Information When DBAs Were Not Calculated for Any Employee](#) in the *Payroll Guide*.

► To correct DBA instructions

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.

1. On Work With Employee DBA Instructions, complete the following field and click Find:
 - Address Number
2. Choose the employee record and click Select.
3. On Employee DBA Instructions, locate the DBA that the system did not calculate.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Employee DBA Instructions - Employee DBA Instructions

Employee Identification: 8011 Watkins, Joshua

Effective On: 04/15/03 Payroll Lockout Id: MM5564083BH-WEEKLY

Benefit Group: MGMT

Job Type/Step: M1 Manager

Records: 1 - 10	PDBA Code	DBA Type	Calc Method	Description	Assignment Number	Override Flag	Amnt/Rt Level 1	Amnt/Rt Level 2	Pay Start Date	Pay Stop Date
<input checked="" type="checkbox"/>	1005	B	\$						03/01/99	
<input type="checkbox"/>	1008	B	\$						03/01/99	
<input type="checkbox"/>	1010	D	\$						03/01/99	
<input type="checkbox"/>	3000	B	3						03/01/99	
<input type="checkbox"/>	3002	D	3						03/01/99	
<input type="checkbox"/>	4002	D	\$						03/01/99	
<input type="checkbox"/>	5501	D	\$						03/01/99	
<input type="checkbox"/>	7000	D	%				5.0000		04/01/99	
<input type="checkbox"/>	7001	B	%						04/01/99	
<input type="checkbox"/>	8004	A	2			N				

4. Verify the information in the following fields and make any necessary corrections:
 - Override Flag
 - Pay Start Date
 - Pay Stop Date
 - Group Code
 - Ded Per 5
 - Nbr Per
 - Union Code

5. To determine whether the employee has reached the limit for the DBA that the system did not calculate, review the information in the following fields and compare them with the limits that you set up for the DBA:
 - Limit \$ Pay Period
 - Limit Monthly
 - Limit \$ Quarterly
 - Limit \$ A/L1

- Limit \$ A/L2
- Limit % Period

See Also

- *Setting Up Limits for Tax-Deferred Compensation Deduction* in the *Workforce Management Foundation Guide* for information about the limits that are set up for the DBA
- *Setting Up Essential DBA Information* in the *Workforce Management Foundation Guide* to review the limits that are set up for the DBA

► To correct calculation tables

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Calculation Tables.

1. On Work With Calculation Tables, complete the following field, and then click Find:
 - Table Code
2. Choose a record in the detail area, and then click Select.
3. On Calculation Table, make any necessary corrections in the following fields, and then click OK:
 - Table Method
 - Lower Limit
 - Upper Limit

After you review this information, compare it to the employee's information to ensure that the employee is within the limits for the calculation table.

► To review one-time overrides

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work With Employee Payment Review, choose a record, and then choose DBA Review from the Row menu.
4. On DBA Review, review the value in the following field to determine whether a one-time override exists for the DBA:
 - Basis
 - A value of 1 indicates a one-time override.
5. To review detailed information about the overrides, choose DBA Detail from the Form menu.

6. On One Time Overrides, review the information in the detail area, and then click Cancel.
7. On DBA Review, click Cancel.
8. On Work With Pay Cycle Workbench, click Close.

► **To verify interim payments**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. In the detail area, review the following fields to determine whether an interim payment was issued for the employee for this pay period.
 - Payment Date
 - Int Payments Flag

If the DBA is set up to be calculated once per pay period, and it is included on an interim payment, the system does not calculate it during pre-payroll.

See Also

- *Setting Up Essential DBA Information* in the *Workforce Management Foundation Guide* to determine whether the DBA is set up to be calculated only once per pay period

Correcting Gross-to-Net Errors

A gross-to-net error occurs when the gross wages minus the taxes and deductions that print on an employee's payment do not equal the net wages on the payroll register. The Payroll Register report (R073012) displays GTN or ERR next to each employee who has a gross-to-net error. You typically print the Payroll Register report during the pre-payroll processing step of the payroll cycle.

When a gross-to-net error occurs during pre-payroll, the system does not update the status code in the Pre-Payroll field on Work With Pay Cycle Workbench (the field remains blank). After you correct the gross-to-net errors, you must reset this status code to 1, reset the payroll ID, and then rerun pre-payroll.

To ensure that the system creates the appropriate journal entries, you must correct gross-to-net errors. Depending on the way in which your company options are set up, you might be required to correct these errors before you can continue with payroll cycle processing.

Typically, gross-to-net errors occur because incomplete or incorrect tax area information has been entered into the system. For example, a gross-to-net error occurs if the system deducts a tax from the employee's gross wages, but the tax area information that is associated with that tax has not been set up in the system. This situation might occur if your organization has recently started doing business in another state, but tax area information for that state has not yet been entered into the system. To correct the gross-to-net error, you must set up the missing tax area information and reprocess pre-payroll.

Gross-to-net errors can also occur if the system deducts a tax from the employee's gross wages, but the tax area information that is associated with that tax is not set up to print on the

employee payment. To correct the gross-to-net error, you must change the tax area information so that all taxes that are deducted from the employee's wages are printed on the payment. After you correct the tax area information you must reprocess pre-payroll.

► **To correct gross-to-net errors**

1. Set up a tax area for the new state or locality.
2. Reset the status code for pre-payroll to 1 (Complete).
3. Reset the payroll ID.
4. Rerun a full pre-payroll.

See Also

- ❑ *Setting Up Company Options* in the *Workforce Management Foundation Guide* for information about setting gross-to-net errors as hard or soft
- ❑ *Setting Up Tax Area Information* in the *Workforce Management Foundation Guide*
- ❑ *Resetting Status Codes* in the *Payroll Guide*
- ❑ *Resetting the Payroll ID* in the *Payroll Guide*
- ❑ *Choosing an Existing Payroll ID* in the *Payroll Guide*

Processing Changes-Only Pre-Payroll

After you complete pre-payroll processing, you should review the pre-payroll information. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer-processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called changes-only pre-payroll processing.

You must run a changes-only pre-payroll when you make any of the following types of changes to the employee records that were included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim payment, based on the date of the interim payment

After you run pre-payroll processing for the first time in a payroll cycle, you can process a changes-only pre-payroll without resetting the payroll ID. You cannot process a changes-only pre-payroll if you have already printed payments or if you have changed any of the following information from the time that you processed pre-payroll:

- The selection criteria for the pre-payroll program version
- The setup of a PDBA that affects one or more employees in the payroll cycle
- The labor distribution, automatic deposit, or DBA instructions for an employee

If you have printed payments or made any of these changes, you must reset the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

If you need to process a changes-only pre-payroll after you have printed payments, you must do the following:

1. Reset the payment workfile
2. Process the pre-payroll for the changes
3. Print the payments again
4. Rerun the payroll-cycle reports
5. Process the pro forma journal entries

► **To process changes-only pre-payroll**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area and click Select.
3. On Pre-Payroll Processing, click the following option:
 - Changes Only
4. Make any necessary revisions.
5. Click the following option and click OK.
 - Submit Pre-Payroll

See Also

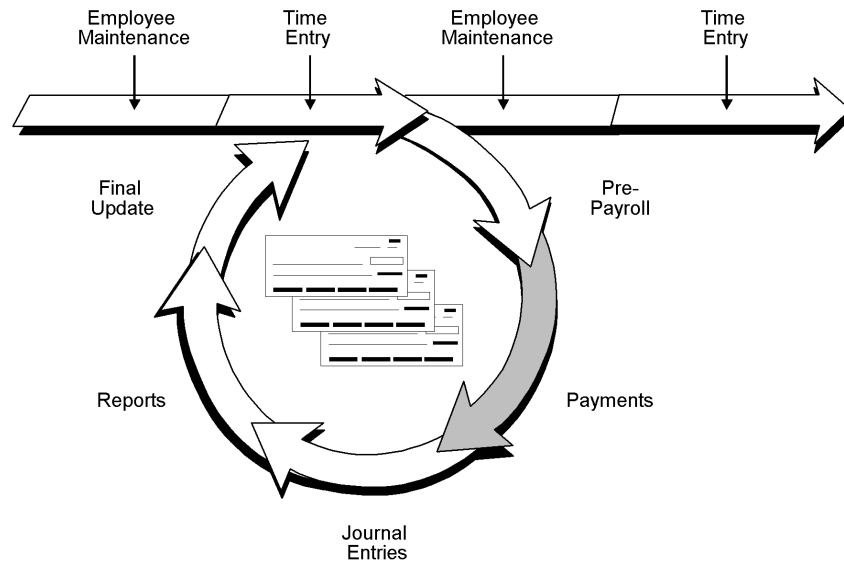
- *Resetting the Payroll ID in the Payroll Guide*

Processing Payments

After you process the Pre-Payroll step and verify that the information is correct, you can print payments for employees. Payments are the forms that employees receive when they get paid, such as checks and automatic deposit advice slips.

After the Pre-Payroll step has been completed, the next three steps of the payroll cycle can be completed in any order.

The following graphic illustrates the location of the payments step in the payroll cycle:



You can set up employees to receive any of the following types of payments:

- Checks** A written order to a bank to pay the employee a sum from the company's account.
- Automatic deposit advice slips** A non-negotiable form that shows the net pay amount that is deposited into an employee's bank accounts. The system prints this form for employees who are set up for automatic deposit.
- Cash** A non-negotiable form that shows the net pay amount as well as deductions, benefits, and accruals that accompanies a cash payment.

Before You Begin

- ❑ Verify that your system timeout value is set to allow enough time for all payments to print before the workstation times out. Contact your system administrator for assistance with this task.
- ❑ Set up any reports that you want to print during the payments step of the payroll cycle. See *Printing Payroll Cycle Reports* in the *Payroll Guide*.
- ❑ Set up debit account information for each bank account from which payroll payments are drawn. See *Setting Up Debit Account Information for Automatic Deposits* in the *Payroll Guide* for instructions.
- ❑ Set up all of the payment types that your organization uses. See *Setting Up Payment Types for Australia and New Zealand* in the *Payroll Guide* for instructions.

Printing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. A payroll ID can include employees who receive checks and employees who receive automatic deposits, or employees who receive cash and employees who receive automatic deposits. You cannot include employees who receive checks and employees who receive cash in the same payroll ID.

Individual employees can choose to receive part of their payment in the form of a check or cash, and another part in the form of an automatic deposit. For example, an employee whose net pay is 1000.00 pesos per pay period might choose to receive a check for 200.00 pesos and an automatic deposit of 800.00 pesos.

When your payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the automatic deposit bank file when you print payments, or you can generate the file separately after you print the payments. The Payroll system uses table conversions to create automatic deposit files.

See Also

- ❑ *Submitting a Table Conversion* in the *Table Conversion Guide* for information about creating automatic deposit files
- ❑ *Reprinting Payments* in the *Payroll for Mexico Guide*

Before You Begin

- ❑ Create UBEs to generate automatic deposit files for each of the banks to which you submit automatic deposits. See *Creating a Batch Version* in the *Foundation Guide*.
- ❑ Set up UDC 06/BC to specify the names of the banks to which you are submitting automatic deposits, as well as the UBEs and versions that you are using to generate the automatic deposit files for each bank. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To print payments

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work with Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area.
3. From the Payments menu, choose Payments from the Row menu, and then choose Print Payments.
4. On Print Payments - Mexico, choose one or more of the following options:
 - Pay Stubs Only
 - Checks
 - Auto Deposit Advice
 - Auto Deposit Bank File

You should choose the Pay Stubs Only option to print pay slips for those employees who are receiving cash payments.

5. If you are making cash payments, complete the following field:
 - Stub Message
6. If you are printing checks, complete the following fields:
 - Next Check Number
 - Check Message
7. If you are printing automatic deposit advice forms, complete the following fields.
 - Next Advice Number
 - Auto Deposit Advice Message
8. Click OK.
9. Review the payments to verify that they printed correctly.

If an incident such as a paper jam prevented the payments from printing, complete the steps for reprinting payments.
10. If you did not choose all of the options in step 3, complete steps 1 through 7 as many times as necessary to print all of the types of payments and the automatic deposit bank file.

When you set up payment information, you can specify the number of lines that you want to print on a paystub. If an employee's paystub needs more lines, the system prints an overflow attachment in addition to the payment. The attachment contains all of the remaining lines. If an employee's net pay is zero, the system prints an attachment instead of a payment.

Reprinting Payments

After you print payments or payment advice slips, and before you continue to the next step in payroll cycle processing, you should inspect the payments and advice slips to verify that they printed correctly. If a printer problem, such as a paper jam, prevents one or more payments or advices from printing correctly, you can reprint those specific forms.

Occasionally, you might need to reset the payments before you reprint them. For example, when the payments or advice slips are dated incorrectly, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again. You might also need to reprint all of the payments, but do not need to reset the payroll cycle. For example, if you print the checks using the wrong check stock, you will need to reprint all of the payments; however, none of the information that the system prints needs to be changed. In this case, you would reset and then rerun the print payments step of the payroll process.

Note

The system does not verify payment numbers to ensure that no duplicates exist because you might be using multiple bank accounts to pay the payments. You must manually verify payment numbers.

► To reprint payments

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Payment Review from the Row menu.
3. On Work With Employee Payment Review, choose Restart Print from the Form menu.

The screenshot shows the PeopleSoft interface for the 'Pay Cycle Workbench - Reprint Payments' form. The form is titled 'Pay Cycle Workbench - Reprint Payments' and includes a toolbar with 'OK', 'Cancel', and 'Tools' buttons. The form is divided into four main sections:

- Enter From and Thru Checks to be reprinted:** This section contains two input fields: 'Check Number From' with the value '143562' and 'Check Number Thru' with the value '143565'.
- Enter Beginning Check Number and Message:** This section contains two input fields: 'Beginning Check Number' with the value '143570' and 'Check Message' with the value 'Open enrollment begins Sept. 1'.
- Enter From and Thru Advices to be reprinted:** This section contains two empty input fields: 'Auto Deposit From' and 'Auto Deposit Thru'.
- Enter Beginning Advice Number and Message:** This section contains two input fields: 'Beginning Advice Number' with the value '129658' and 'Auto Deposit Advice Message' which is currently empty.

The form also includes a 'Select Workspace' dropdown menu set to 'Active Foundation' and a 'Personalize' button. The PeopleSoft logo is visible in the top left corner, and navigation links for 'Portal', 'MOMM', 'Intranet', and 'Training' are in the top right corner.

4. On Reprint Payments, complete the following fields to reprint one or more checks:
 - Check Number From
 - Check Number Thru
 - Beginning Check Number

5. Complete the following optional field:
 - Check Message
6. To reprint one or more automatic deposit advice slips, complete the following fields:
 - Auto Deposit From
 - Auto Deposit Thru
 - Beginning Advice Number
7. Complete the following optional field:
 - Auto Deposit Advice Message
8. Click OK.

See Also

- *Resetting Payroll Cycle Steps* in the *Payroll Guide* to determine whether you can reprint payments or whether you must first reset the payment workfile

Reviewing Bank Information

After you process payments, you can review bank information including the bank accounts that are involved in the current payroll process, the number of employees using each bank account, and the total amount being deposited in each bank account.

► To review bank information

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Payroll Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record in the detail area, and then choose Dist. Review from the Row menu.
3. On Work With Payment Distribution Review, choose a record in the detail area, and then choose Mexico - Bank Dist from the Row menu.
4. On Work With Bank Distribution - Review, click Find.

The system lists the banks that are receiving automatic deposits for the selected payroll ID.

5. Choose a row that contains the bank for which you want to review automatic deposit information and then click Select.

The system displays Work With Bank Distribution Review - By Employee, which lists the employees for whom payments have been deposited in the selected bank as well as the employees, account numbers, and the amount deposited.

6. Click Close.

Resetting Payroll Cycle Steps

During payroll-cycle processing, you might encounter errors that require you to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that restores data to its state before you ran the step.

The user who originates a pre-payroll has authorization to perform a reset. Other users must be authorized to perform a reset. When you set up your system, you can grant up to five users the authority to process the steps in a payroll cycle and to perform a reset.

If you inadvertently include in a payroll cycle an employee who should not get paid in that payroll cycle, you must reset the record for the individual employee. In addition, you must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reset the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle that is affected by the reset. You can also manually reset status codes when you need to rerun a step that ended abnormally or that has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people attempt to run the step at the same time.

You do not need to perform a reset before rerunning the following steps in the payroll cycle:

- Payroll journal entries
- Payroll-cycle reports

Resetting Individual Employee Records

You might inadvertently include in a payroll ID an employee who should not get paid in that payroll cycle. For example, you might use an incorrect selection criteria for the pre-payroll processing or forget to change an employee's status to terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee record at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee except for those that you added to the system, such as timecards.

Note

After you print payments or process pro forma journal entries, you cannot reset an individual employee record. This prevents you from posting incorrect journal entry information to the general ledger, and from sending incorrect information to banks if you create automatic deposits.

► To reset individual employee records

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the steps for reviewing general payment information.
2. On Work With Employee Payment Review, choose the employee record that you need to reset, and then choose Reset Employee from the Row menu.
3. Reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.

See Also

- ❑ *Reviewing General Payment Information in the Payroll Guide*
- ❑ *Printing Payroll Cycle Reports in the Payroll Guide*

Resetting the Payroll ID

Resetting the payroll ID restores your data to its previous state before you began payroll-cycle processing. You must reset the payroll ID when you do any of the following:

- Process pre-payroll for the wrong employees
- Omit a group of employees who should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset. Do not change the pre-payroll data selection until after you run this reset, or the employees that were incorrectly locked to the payroll will remain locked to that payroll, even after you remove them from the data selection.

You might need to change the DBA setup for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

If the payments are lost or damaged after you print them, you can reprint payments without resetting the payroll ID.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you do any of the following:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, or marital status
- Revise timecard information
- Add, change, or delete an interim payment

If you do any of the actions listed above, you must run a changes-only pre-payroll.

Resetting a payroll ID does not delete the information that you entered on the Pre-Payroll Processing form. To delete this information, you must first reset the payroll ID, and then use the Delete option on the Work With Pay Cycle Workbench form to delete the payroll ID and all of its associated information. You need to delete the payroll ID parameters only if you do not plan to use that payroll ID again.

► To reset the payroll ID

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, choose Pre-Payroll from the Row menu, and then choose Reset Payroll.

The system prompts you to confirm that you want to reset the entire payroll.
3. Click OK.

See Also

- ❑ *Resetting the Payment Workfile* in the *Payroll Guide* for information about reprinting payments without rerunning pre-payroll
- ❑ *Processing Changes-Only Pre-Payroll* in the *Payroll Guide* for information about rerunning pre-payroll when you have changed employee personal and salary information

Resetting the Payment Workfile

In some cases, you might need to reprint an entire batch of payments (which might include checks or advice slips or both) after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when any of the following occurs:

- A machine or power failure causes the print payments step to terminate abnormally.
- You find an error in employee personal or salary information after you have already printed payments.
- You need to change employee timecard information after you have already printed payments.

You can choose to reset checks only, advice slips only, or both types of payments. Resetting the payment workfile does not create accounting transactions. Therefore, you cannot reset the payment workfile if you have processed the final update for a payroll cycle.

► **To reset the payment workfile**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, choose Payments from the Row menu, choose Reset, and then choose Reset Checks, Reset Autodeposits, or Reset All.

The system prompts you to confirm that you want to perform the reset.

3. Click OK.

Resetting Status Codes

When a step in the payroll cycle is locked or has ended abnormally, you must change the status of the payroll cycle. A step might end abnormally when a machine or power failure occurs, thus causing the status code to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use the Pay Cycle Review/Reset form to change an Active status code to a blank so that you can rerun the abnormally terminated or locked step.

Note

When you reset status codes, consider the following:

- You cannot change the status code to Complete for print checks or final update. You can change the status code to Complete for pre-payroll, reports only, and journal entries. However, you should verify that the step was actually completed before you change the status to Complete.
 - When pre-payroll processing ends abnormally, you must change its status code to Complete (1), reset the payroll ID, and then rerun the pre-payroll processing.
 - You can rerun payroll reports only or payroll journal entries even if the status code is Complete. You can rerun pre-payroll processing if the status code is Complete *and* you have not printed payments.
-

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal termination occurred and generates an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult J.D. Edwards Customer Support for assistance.

► **To reset status codes**

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:

- Payroll ID
2. Choose the record in the detail area, and then choose Payroll Parameters from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Cycle Workbench - Reset Payroll Parameters

OK Cancel Tools

Payroll ID BI-WEEKLY

Status Update

Pre-Payroll Processing Completed

ADP Tax Service Status Not executed for Version

Payment Active or on job queue

ADP Check Print Status Not executed for Version

Journal Entries

Reports Only

Final Update

Processing Types

Auto Pay Merge Interims Changes Only Leave Balance

Payroll Type

3. On Reset Payroll Parameters, to reset pre-payroll processing, change the value in the following field to 1:
 - Pre-Payroll Processing

You must reset the payroll ID before you rerun pre-payroll.
4. To reset journal entries, reports only, or final update, remove the value in one of the following fields that corresponds to the step that ended abnormally:
 - Journal Entries
 - Reports Only
 - Final Update

You cannot change the status code for payments. Instead, you must reset the payment workfile. Click OK.

After you reset status codes, resubmit the process for the step that you reset, and then complete the remaining steps in the payroll cycle.

See Also

- ❑ *Resetting the Payment Workfile* in the *Payroll Guide*
- ❑ *Resetting the Payroll ID* in the *Payroll Guide*

Working with Pro Forma Journal Entries

Pro forma journal entries are preliminary, review-level entries that the system stores in the Payroll Journal (Compressed) File table (F063951) until you run the final update. You create a workfile based on this table to prepare the journal entries for review and posting. When you create the workfile, the system generates the Payroll Journal Proof/Edit report (R05229). You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. You can also review detail and summary information online.

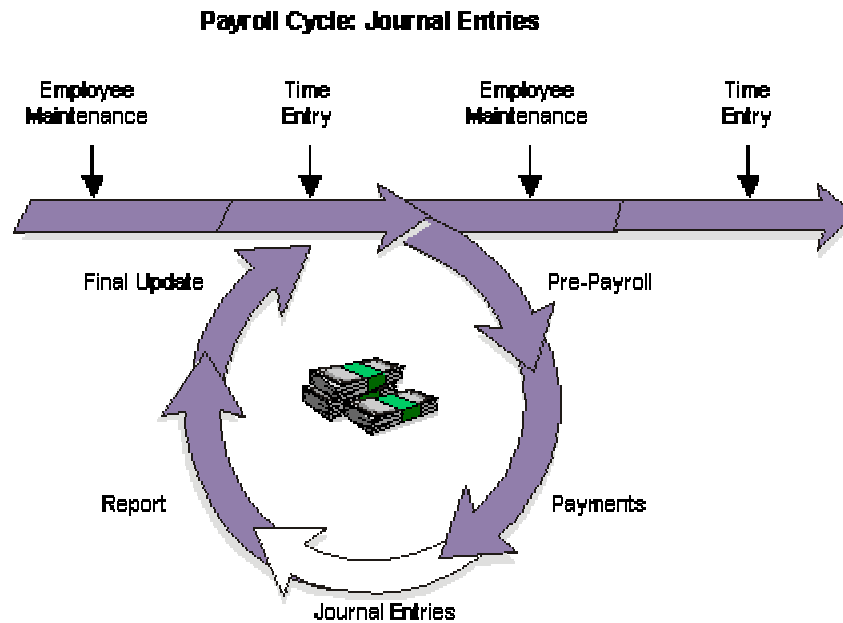
To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Payroll Journal Proof/Edit report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your Payroll system is integrated with the J.D. Edwards General Accounting system.

When you set up your system, you can set a company option that directs the system to post journal entries automatically to the general ledger during the final update step of the payroll cycle. You can also manually post the journal entries to the general ledger after final update is complete. If your Payroll system is not integrated with the J.D. Edwards General Accounting system, you must use another method to enter the information from the Payroll Journal Proof/Edit report into your general ledger system.

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing but before the final update. J.D. Edwards recommends the following sequence:

1. Process pre-payroll
2. Create payments
3. Process journal entries
4. Print reports
5. Run the final update

The following graphic illustrates the location of the journal entries step in the payroll cycle.



Processing Pro Forma Journal Entries

You process pro forma journal entries so that you can review information before you post the actual journal entries. When you process pro forma journal entries, the system creates a workfile where the journal entries are held until you review and post them. When the system creates the workfile for the pro forma journal entries, it also does the following:

- Creates pro forma journal entries in full detail and then summarizes them, based on the automatic accounting instructions (AAIs) that you have set up
- Prints the Pay Period Journal Batch Proof report
- Calculates any outstanding transactions associated with the current payroll cycle, including the following:
 - Intercompany settlements
 - Workers compensation
 - Accounts Payable vouchers
- Creates pro forma vouchers for DBA and tax transactions (if you integrate Payroll with Accounts Payable)

If you need to rerun the journal entries step, you do not need to reset this step or the payroll ID. Instead, you can choose an option that allows you to delete previous journal entries without regeneration. When you choose this option, the system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Payroll Parameters program, and does not print a report.

Before You Begin

- ❑ Set up the Payroll Journal Proof/Edit report (R05229) to print during the journal entries step of the payroll cycle. See *Reviewing Payroll Cycle Reports* in the *Payroll Guide* for additional information.

► To process pro forma journal entries

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose a record in the detail area, choose Journal Entries from the Row menu, and then choose Revise Journal.
3. On Payroll Journal Entries, complete the following fields:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date

The screenshot shows the PeopleSoft interface for the 'Payroll Journal Entries' form. The form is titled 'Pay Cycle Workbench - Payroll Journal Entries' and is set to the 'Active Foundation' workspace. The form contains several sections:

- Payroll ID:** A text field containing 'BI-WEEKLY'.
- Payment Date:** A date field containing '06/17/05'.
- Pay Period Ending Date:** A date field containing '06/11/05'.
- Pay Period Journals:** A section with the following fields and options:
 - Expense Distribution Code:** A text field containing '3'.
 - Accrual Factor:** A text field.
 - Override Accounting Date:** A date field.
 - Options:** Delete Previous Journal Without Regeneration, Create All Journal Entries in Full Detail, and Do not create Payroll Journal Details (F05290).
- Accounts Payable Integration:** A section with the following fields and options:
 - AP Integration:** A text field containing '0'.
 - Wage Attachment Invoice Date:** A date field.
 - Options:** Create vouchers DBA & Taxes, Run Accounts Payable Integration Only, and Separate Batch for DBAs and Taxes.

4. To determine the detail level for journal entries, click one of the following options:
 - Create All Journal Entries in Full Detail.

- Do not create Payroll Journal Details (F05290)

When you create the journal entries in full detail, the Payroll Journal Proof/Edit Report includes detailed information, such as employee names and earnings. You can review the information before you post the journal entries.

Caution

Processing journal entries in full detail can significantly increase processing time. Also, when you post journal entries that have been created in full detail, all of the detailed information associated with those journal entries is included in the general ledger. For security reasons, and to maintain salary confidentiality, J.D. Edwards recommends that you run journal entries in full detail only when researching errors in the payroll. Then, after you correct the errors, you should recreate journal entries without detail before you post them to the general ledger.

5. If you are rerunning the journal entries step for this payroll cycle, click the following option:
 - Delete Previous Journal Without Regeneration.
6. If you are integrating Payroll with Accounts Payable, complete any of the following fields:
 - A/P Integration
 - Wage Attachment Invoice Date
7. If you are integrating Payroll with Accounts Payable, click any of the following options:
 - Run Accounts Payable Integration Only
 - Separate Batch for DBAs and Taxes
8. To process the journal entries using the information that you entered, click the following option:
 - Submit Journals.

If you click OK without clicking the Submit Journals option, the information that you entered will not be saved.
9. Click OK.
10. Review your messages in the Work Center to determine whether any errors occurred when you processed the journal entries.
11. Review the Pay Period Journal Batch Proof report, and correct any errors.

See Also

- *Processing Pro Forma Journal Entries for Timecards* in the *Time Accounting Guide*
- *Viewing Messages* in the *Foundation Guide* for information about reviewing messages in the Work Center
- *Reviewing the Payroll Journal Proof/Edit Report* in the *Time Accounting Guide*

- ❑ *Setting Up Company Options* in the *Workforce Management Foundation Guide* for information about integrating Payroll with General Accounting
- ❑ *Setting Up Accounts Payable Integration* in the *Payroll Guide* for more information about integrating Payroll with Accounts Payable

Reviewing Pro Forma Journal Entries Online

After you process pro forma journal entries, you can review summary and detail journal information online. From the summary form, you can access the detail information that is included in the summary record. You should review this information before you process the final update for the payroll cycle, at which point the system creates and posts the actual journal entries.

You can use the review forms to verify the information that the system transfers to the general ledger during the final update; however, these forms do not indicate whether any of the records contain errors. To determine whether the journal entries contain errors, you must review the Pay Period Journal Batch Proof report. If you find any errors in the journal entries, you can correct them and then reprocess the pro forma journal entries.

► To review pro forma journal entries online

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose the record in the detail area, and then, from the Row menu, choose Journal Entries, then Journal Review, and then Journal Summary.
3. On Work With Compressed Payroll Journals, review the information in the following fields:
 - Batch Number
 - Co
 - Do Ty
 - Reference 2
 - FY
 - Per No
 - G/L Date
 - Account Number
 - Debit Amount
 - Credit Amount
 - Units
 - Address Number

- A M
- Explanation Alpha Name
- Explanation -Remark-
- Serial Number
- Business Unit
- Obj Acct
- Sub
- Subledger
- Sub Type
- Phase
- Job Typ
- Job Step
- Home Business Unit
- Cur Cod
- Exchange Rate
- Date Updated
- Doc Co
- Reference 2
- Line Number
- P C
- User ID
- Century
- Program ID
- JE Line Number
- LT

4. To review detailed information about an entry, choose a record in the detail area, and then choose Journal Detail from the Row menu.

5. On Work With Detailed Payroll Journals, review the information in the detail area.
6. Click Close.

See Also

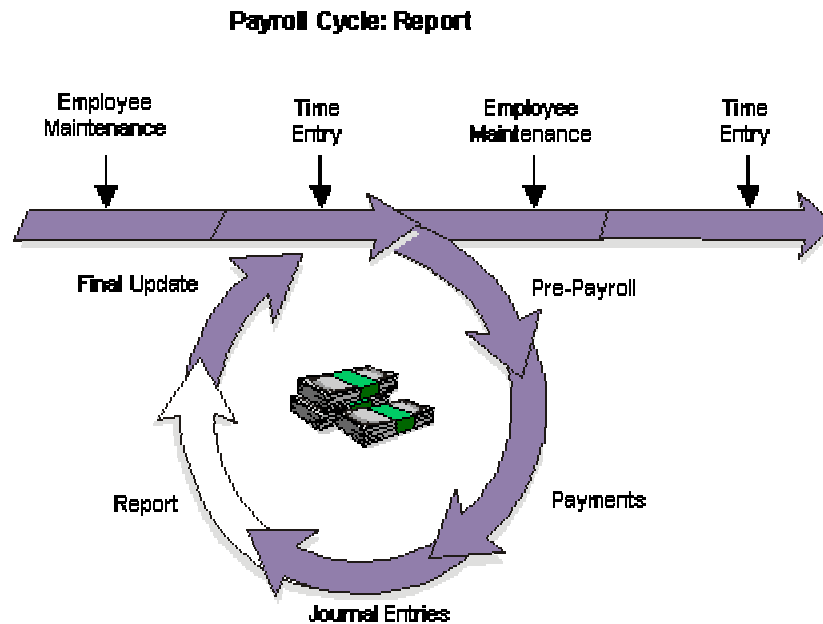
- *Reviewing the Payroll Journal Proof/Edit Report* in the *Time Accounting Guide* for more information about using the report to determine whether the journal entries contain any errors

Reviewing Payroll Cycle Reports

During the payroll cycle, you can generate reports that help you to verify tax, earnings, and timecard information for employees. When you set up reports, you can indicate the step in the payroll cycle during which you want the system to generate each report. For example, you might choose to generate the Payroll Register report during pre-payroll processing. You can also create custom reports and set the system up to generate them during various steps of a payroll cycle.

After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step. Many reports are particularly useful after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reports step, during which you can generate any of the payroll cycle reports that are not set up to be generated during another step of the cycle.

The following graphic illustrates the location of the reports step in the payroll cycle:



Before You Begin

- ❑ Set up the payroll cycle reports that you want to print. See *Setting Up Payroll Cycle Reports* in the *Payroll Guide*.

Printing Payroll Cycle Reports

After you process pro forma journal entries, you can print any additional payroll cycle reports that have not been set up to print during another step of the cycle. If you corrected any errors after processing pre-payroll, you can also reprint reports to verify the corrections.

Some reports contain more detailed information when you print them after you print payments and create journal entries. For example, if you set up the Payroll Register report to print during pre-payroll, the report does not include payment numbers. When you print this report after you print payments, the report includes payment numbers.

► To print payroll cycle reports

From the *Payroll Workbench* menu (G07BUSP11), choose *Pay Cycle Workbench*.

1. On *Work With Pay Cycle Workbench*, complete the following field, and then click *Find*:
 - Payroll ID
2. Choose the record in the detail area, and then choose *Reports* from the *Row* menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Pay Cycle Workbench - Payroll Reports Only

Payroll ID: BI-WEEKLY

Report Only Interim Report Only All Reports

	Step Type	Step Description	Report ID	Report Version	Version Description
<input checked="" type="checkbox"/>	4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register wi
<input type="checkbox"/>	4	Reports Only	R073062	XJDE0001	D/BIA Register Report
<input type="checkbox"/>	4	Reports Only	R77323	XJDE0001	Employee Pay & Tax Register

3. On *Payroll Reports Only*, click one of the following options, and then click *Find*:
 - Report Only

- All Reports

Clicking All Reports allows you to print any report for which a valid version exists, even if that report is not set up to print during the reports step of the payroll cycle.

4. To print one report only, choose the report that you want to print, and then choose Submit Report from the Row menu.
5. To print all of the reports that are set up to print during the reports step of the payroll cycle, choose Reports Only from the Form menu.
6. Click OK.

Reviewing the Payroll Register Report

After you process pre-payroll, you can use the Payroll Register report (R073012) to verify that the system correctly calculated gross-to-net amounts for employees and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check-control numbers

The Payroll Register report also identifies the employees for whom gross-to-net calculations are incorrect and the employees that exceed the maximum net-pay limit that you set up in the processing options. During Payroll system setup, you can specify whether gross-to-net errors are soft or hard. If you specify that the errors are soft, the system allows you to continue with processing. Otherwise, you must correct the errors before continuing.

For each payment that is created, the system assigns a check control number, which appears on the Payroll Register. Check control numbers are unique numbers that you can use to track employee payments. The system also uses check control numbers to track journal entries and to complete all of the necessary account reversals when you void a payment. The check control number is particularly important because the system does not track actual payment numbers. This is because your organization might create payments using several accounts, which can result in duplicate payment numbers.

A warning appears on the report when the total gross amount, after deductions have been subtracted, does not equal the total net amount.

Note

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll to help you verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers.

Note also that you can print this report only during a payroll cycle. You cannot print reports from the Report Setup form.

Processing Options for Payroll Register (R073012)

Print Options

1) Enter a '1' to print the Employee's address. Default of blank will not print the address.

2) Enter Employee Identification Option: Blank = Address Book and Social Security Number; '2' = Social Security Number only; '3' = Additional Employee Number and Social Security Number

Reviewing the Summary Payroll Register Report

If you are processing payroll for a large number of employees, you might prefer to use the Summary Payroll Register report (R073013) to review gross-to-net earnings for employees. This report includes only one line per payment.

The Summary Payroll Register report indicates the employees for whom gross-to-net calculations are incorrect and which employees exceeded the maximum net-pay limit that you set. When you set up company options, you can specify whether to make gross-to-net errors soft (which allows you to continue with processing) or hard (which requires that you correct the errors before continuing).

The following list describes some of the columns that appear on the Summary Payroll Register report:

Wages The total of all pay types and earnings that an employee receives during the current period.

Benefits The benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, excluding those benefits that have no effect on gross or net pay. When you print this report after you have processed pro forma journal entries, the report includes all benefits.

Gross Pay Earnings plus the benefits that the system added to net pay.

The error messages that appear on the Summary Payroll Register report include the following:

MAX Net pay exceeds the maximum pay specified in the processing options.

GTN Gross-to-net error.

ERR Both MAX and GTN errors exist.

Note

J.D. Edwards recommends that you run either a Payroll Register or Summary Payroll Register report during pre-payroll to help verify payroll information. You should also run one of these reports after you print payments to review the actual payment numbers.

Note also that you can print this report only during a payroll cycle. You cannot print reports from the Report Setup form.

Processing Options for Summary Payroll Register (R073013)

Report Options

1. Enter the Employee Number you wish to print on the report:

1 = Address Book Number

2 = Social Security Number

3 = Third Employee Number

2. Enter the Maximum Net Pay. Default is \$10,000.

Reviewing the Payroll Exception Report

The Payroll Exception report (R053191) lists employees who either exceed the maximum or fall below the minimum rates or hours that you define. The report also includes warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions exists. Use this report to determine whether you need to correct any time entry records.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form. Also, you need not set this report up to print during the payroll cycle. The system automatically prints this report if exception conditions exist during the payroll cycle.

Processing Options: Payroll Exception Report (R053191)

Defaults Tab

Use these processing options to specify the parameters that determine which employee records print on the report. The report lists each employee whose hours worked or pay rate is below the minimum or over the maximum value that you specify.

1. Minimum Allowable Hours for Weekly Employees.

Use this processing option to enter the minimum number of hours worked for an employee who is paid weekly. The exception report lists those employees whose hours are below the minimum for the pay period.

2. Maximum Allowable Hours for Weekly Employees.

Use this processing option to enter the maximum number of hours worked for an employee who is paid weekly. The exception report lists those employees whose hours exceed the maximum for the pay period.

3. Minimum Allowable Hours for Biweekly Employees.

Use this processing option to enter the minimum number of hours worked for an employee who is paid biweekly (every other week). The exception report lists those employees whose hours are below the minimum for the pay period.

4. Maximum Allowable Hours for Biweekly Employees.

Use this processing option to enter the maximum number of hours worked for an employee who is paid biweekly (every other week). The exception report lists those employees whose hours exceed the maximum for the pay period.

5. Minimum Allowable Hours for Semimonthly Employees.

Use this processing option to enter the minimum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours are below the minimum for the pay period.

6. Maximum Allowable Hours for Semimonthly Employees.

Use this processing option to enter the maximum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours exceed the maximum for the pay period.

7. Minimum Allowable Hours for Monthly Employees.

Use this processing option to enter the minimum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours are below the minimum for the pay period.

8. Maximum Allowable Hours for Monthly Employees.

Use this processing option to enter the maximum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours exceed the maximum for the pay period.

9. Minimum Allowable Pay Rate.

Use this processing option to enter the minimum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate is below the minimum.

10. Maximum Allowable Pay Rate.

Use this processing option to enter the maximum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate exceeds the maximum.

Time Accounting Tab

Use these processing options to enter the date range that you use to select the time entry records that appear on the report. You complete the processing options on this tab only if you are printing the Payroll Exception report outside of a payroll cycle. For example, if you are not using the J.D. Edwards Payroll system, you might print the Payroll Exception report to verify timecard information before you send it to your payroll service provider.

1. Beginning Date.

Use this processing option to specify the first date in the range of dates.

The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

2. Ending Date.

Use this processing option to specify the last date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

Payroll Tab

Use these processing options to enter the minimum number of sick and vacation hours that your organization requires employees to have in their accrual balances. The report lists each employee whose accrued vacation and sick hours are below the minimum that you specify. You complete the processing options on this tab only if you are printing the Payroll Exception report during a payroll cycle.

1. Minimum Number of Sick Hours.

Use this processing option to enter the minimum number of sick hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose sick hours are below the minimum for the pay period.

2. Minimum Number of Vacation Hours.

Use this processing option to enter the minimum number of vacation hours that must remain available to each employee who is included in the payroll cycle.

The exception report lists those employees whose vacation hours are below the minimum for the pay period.

Display Tab

Use this processing option to specify the type of employee number that appears on the report.

1. Format for Employee Number.

Blank = Address Book Number

1 = Tax ID number

2 = Additional Employee
number

Use this processing option to specify the type of employee number that appears on the report. Valid values are:

Blank Address Book number. Blank is the default.

1 Tax ID number

2 Additional employee number

Reviewing the Time and Pay Entry Journal Report

If the payroll cycle that you are processing includes employees who are set up for autopay (employees whose timecards are automatically generated by the system), you can print the Time and Pay Entry Journal report (R073051) to verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal report during pre-payroll processing, the report includes timecard information for autopay employees.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Processing Options for Time and Pay Entry Journal (R073051)

Print Tab

Use this processing option to specify the information that appears on the report.

1. Print additional Time Card

Data. Default value is blank.

1 = Print additional

Time Card Data.

Blank = Do NOT print

additional Time

Card Data.

Use this processing option to specify whether to print additional timecard data on the report.

Blank Do not print additional timecard data on report. This is the default.

1 Print additional timecard data on report.

Reviewing the Journal Report by Cost Center

Use the Journal Report by Cost Center (R76M309) to list all of the journal entries for the payroll that you are processing. The report lists journal entries in debit/credit format, sorted by cost center.

Reviewing the D/B/A-Register Report

The D/B/A-Register report (R073062) lists all of the deductions, benefits, and accruals for the employees that are included in the payroll cycle. You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Processing Options for D/B/A Register (R073062)

D/B/A

1. Select the Employee Number to Print.

1 - Address Book Number

2 - Social Security Number

3 - Third Employee Number

Reviewing the D/B/A Transaction Audit Report

Use the D/B/A Transaction Audit Report (R073053) to review detailed information about the DBAs that are assigned to individual employees. For each employee, you can review all DBA transactions by pay period. The report includes arrearage amounts as well as totals for each employee and DBA.

To compile the report, the system retrieves information from the Benefit/Accrual Detail File table (F0619). You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Reviewing the Payroll Payment Register Report (R07238)

You can print the Payroll Payment Register report (R07238) to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

You can print this report only during a payroll cycle. You cannot print reports from the Report Setup form.

Reviewing the Automatic Deposits Bank Register Report

When you process the Create Auto Deposit Tape File program (R07235), the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied onto magnetic media for direct deposit. This report requires no setup; the system automatically generates this report when you process automatic deposits.

Reviewing the Payroll Voucher Journal Summary Report

You use the Payroll Voucher Journal Summary report (R07496) to review summarized information about tax and DBA vouchers that are created during the payroll cycle. You can choose to print DBA vouchers, tax vouchers, or both types of vouchers on the report. The information on the report is summarized using the voucher rules that were used to create the vouchers. The information that prints on this report is based on the Payroll - Accounts Payable Summary File table (F07491).

You can print this report during a payroll cycle only. You cannot print this report from the Report Setup form.

Reviewing the Payroll Voucher Journal Detail Report

You use the Payroll Voucher Journal Detail report (R07493) to review detailed information about tax and DBA vouchers that are created during the payroll cycle. You can choose to print DBA vouchers, tax vouchers, or both types of vouchers on the report. The information that appears on this report is based on the Payroll - Accounts Payable Detail table (F07490).

You can print this report during a payroll cycle only. You cannot print this report from the Report Setup form.

Reviewing the FONACOT Report

Use the FONACOT Report (R76M0201) to list the original balance of the loan and the amount still remaining to be paid for all employees who have outstanding FONACOT loans.

FONACOT is a government agency that provides low-interest loans to people with low income for the purchase of household appliances, furniture, school supplies, and other necessities.

Employers are responsible for withholding FONACOT loan payments from employees' pay and remitting that amount to the government. You should set up FONACOT loan payments as garnishments. Loan payment amounts are specified by FONACOT and include interest.

See Also

- ❑ *Entering a Wage Attachment for a Garnishment* in the *Payroll for Mexico Guide* for information about setting up repayment of FONACOT loans

Processing Options for FONACOT Report (R76M0201)

Defaults

PDBA Code for FONACOT deduction

Home Company to process

Period

Date - Beginning Effective

Date - Ending Effective

Reviewing the Difference Job Code Report

Use the Difference Job Code Report (R76M0202) to display the difference between the job code rates that were entered for employees during time entry and the normal job code rates for those employees.

If an employee who normally works in a certain job temporarily works in another job that pays more, the extra pay that the worker earns in the second job is considered variable pay for the purpose of IDS calculations.

Reviewing the State Tax Report

Use the State Tax Report (R76M0500) to verify that state taxes were calculated correctly. The report includes state tax information for all employees who are included in the specified payroll ID.

The State Tax Report displays state tax information by PDBA code, classified by state, home company, union code, and business unit.

You can run the State Tax Report during the payroll cycle, or you can run it independently.

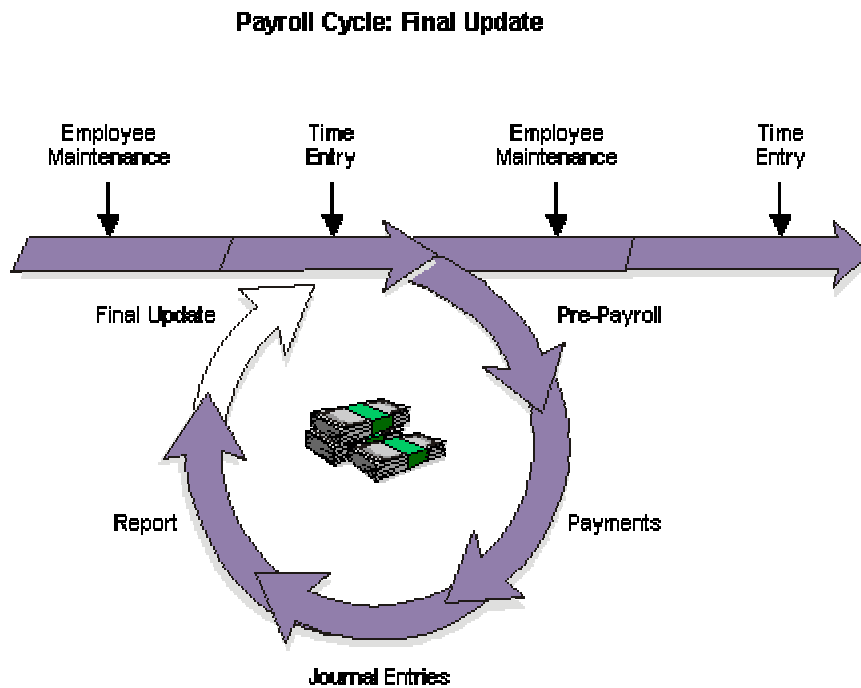
Reviewing the Voluntary Deductions per Employee Report

Use the Voluntary Deductions per Employee report (R76M0305) to display employee deductions that were taken or not taken during the pay cycle, initial DBA balances, and new DBA balances after deductions.

Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. After you run the final update, you cannot change anything related to the associated payroll ID.

The following graphic shows where the final update occurs in the payroll cycle:



You use the final update to do the following:

- Update employees' transaction, tax, and check history.
- Create actual journal entries.
- Post actual journal entries to the general ledger (optional).
- Update the Employee Master Information table (F060116).
- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records that it includes.

- Process any future data changes that become effective during the dates of the payroll cycle.

When the system completes the final update, it generates a completion message. If the system encounters no errors, you can use the history inquiry forms to review the results of the final update.

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun the final update. When you rerun the final update, the system resumes processing at the point at which the abnormal termination occurred and generates an e-mail message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult J.D. Edwards Customer Support for assistance.

► To process the final update

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field, and then click Find:
 - Payroll ID
2. Choose the record in the detail area, and then choose Final Update from the Row menu.
3. On Final Update Confirmation, click OK.

To verify the accuracy of the payroll information, review any reports that you have set up to print during final update.

Setup Considerations

Integrating Payroll with General Accounting

During system implementation, you define a company option that indicates whether Payroll integrates with the J.D. Edwards General Accounting system. You use this company option to indicate whether you post payroll journal entries to the General Accounting system. If you want to integrate Payroll with General Accounting, you can choose either of the following options:

- During the final update step of the payroll cycle, the system automatically posts payroll journal entries to the General Ledger.
- After you process the final update for a payroll cycle, you manually post payroll journal entries to the General Ledger. If you choose this option, use the Manual Payroll Journal Post (R09801) option on the Work With Pay Cycle Workbench form to post the journal entries. This menu option processes the ZJDE0031 version of the General Ledger Post Report program.

See Also

- ❑ *Resetting Status Codes* in the *Payroll Guide* for information about how to proceed if the final update ended abnormally
- ❑ *Reviewing Batches of Journal Entries* in the *Time Accounting Guide* for information about reviewing the journal entries that are created during the final update
- ❑ *Setting Up Company Options* in the *Workforce Management Foundation Guide*
- ❑ *The Financial Post Process* in the *General Accounting Guide*

Reviewing the Vacation Bonus for Next Period Report

Mexican companies typically pay vacation bonuses to employees on the employees' annual anniversary of employment dates. Use the Vacation Bonus for Next Period report (R76M0308) to print a list of all of the employees who will receive a vacation bonus during the next pay period.

The Vacation Bonus for Next Period report provides the following information about employees who will be eligible for a vacation bonus:

- The percentage that is used to calculate the vacation bonus, based on seniority
- The salary that is used to calculate the vacation bonus
- The number of days for which vacation will be paid
- The total amount of the vacation bonus payment for each employee
- The total amount of vacation bonus payments for the cost center, union, and company

Note

You do not need to set up the Vacation Bonus for Next Period report on Reports Setup. The system runs the Vacation Bonus for Next Period report during final update if you select the Vacation Bonus option when you are setting up additional pre-payroll parameters for the payroll ID.

See Also

- *Setting Up Additional Pre-Payroll Parameters* in the *Payroll for Mexico Guide* for information on setting up the Vacation Bonus for Next Period report to run during final update

Processing Options for Vacation Bonus for Next Period (R76M0308)

Default Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing. If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Vacation Bonus DBA Code

Use this processing option to specify the DBA code that is used to pay vacation bonuses.

3. Date - Beginning Effective

Use this processing option to specify the beginning effective date of the process.

4. Date - Ending Effective

Use this processing option to specify the ending effective date of the process.

Processing Multiple Versions of Pay Cycle Steps

To decrease the processing time of large payroll cycles, you can process multiple versions of several steps in the payroll cycle. Multiple version processing allows you to submit multiple versions of pay cycle steps simultaneously during a pay cycle. The system combines the output from these versions so that the output is identical to the output that would be created if only one version of a pay cycle step had been processed. You can use multiple version processing to complete any of the following pay cycle steps:

- Pre-payroll
- Changes only
- Interims only
- Submit journals
- Revise journals
- Final update

You can run any or all of the pay cycle steps above using multiple version processing. For example, you might choose to run a single version of pre-payroll, multiple versions of journal entries, and a single version of final update.

When you use multiple version processing, you must set up data selection for each version. Doing so ensures that employees are not included in more than one version. J.D. Edwards suggests that you identify ranges of address book numbers that evenly distribute the number of employees across each version of a pay cycle step.

In addition, if you process more than one pay cycle step using multiple version processing, J.D. Edwards recommends that you set up the same number of versions for each step, and that you use the same data selection scheme for the versions that are associated with each step.

For example, if you choose to process five versions of pre-payroll using multiple version processing, and you also want to use multiple version processing to submit journal entries and to process final update, you should create five versions for pre-payroll, journal entries, and final update. You might then use specific ranges of address book numbers as the data selection for pre-payroll, journal entries, and final update, as shown in the example below:

Version Number

Range of Address Book Numbers

Version One	1000 through 250000
Version Two	250001 through 500000
Version Three	500001 through 750000
Version Four	750001 through 1000000
Version Five	1000001 through 1250000

Note

Multiple version processing does not affect the order in which you process pay cycle steps. If you process multiple versions of pay cycle steps, you must still complete pre-payroll before you run any other pay cycle steps; and final update must still be the last step in the pay cycle process. For additional information about when to process pay cycle steps, see *Payroll Cycle* in the *Payroll Guide*.

After all of the versions that you set up for a payroll cycle step have completed processing, the system automatically runs the Payroll Report Driver program (R07354). This program identifies any reports that you have set up to process during the specified step of the payroll cycle. The system then processes the reports for that step of the payroll cycle. Therefore, whether you run multiple or single version processing, the system produces a single set of reports for that pay cycle step. The output that the system generates when running a single version of a pay cycle step is no different than that which the system generates when running multiple versions.

Note

To determine the number of versions to use for each pay cycle step, you must first identify the number of processors that your system uses. Contact your system administrator for this information. After you identify the number of processors, multiply that number by three or four to determine how many versions to create for each pay cycle step. For example, if your system uses four processors, J.D. Edwards recommends creating between 12 and 16 versions of each pay cycle step to achieve optimal processing time. However, due to the differences in system speeds, you should test different scenarios to determine the number of versions that best suits your business requirements.

Before You Begin

- ❑ Set up versions for each pay cycle step for which you want to use multiple version processing. See *Working with Batch Versions* in the *Foundation Guide*.
- ❑ Create a payroll ID. See *Creating a New Payroll ID* in the *Payroll Guide*.
- ❑ Assign each version that you create for multiple version processing to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide*.

Working with Multiple Versions of Pre-Payroll

You can use multiple version processing to process multiple versions of the following types of pre-payroll:

- Full pre-payroll
- Interims only pre-payroll
- Changes only pre-payroll

You can process any or all of the pre-payroll steps above using multiple versions. For example, you might choose to run multiple versions of full pre-payroll processing, but run only a single version of changes only pre-payroll.

Note

Multiple version processing does not affect the order in which you process pay cycle steps. Whether you use multiple version processing or single version processing, you must complete pre-payroll as the first step in the pay cycle process.

In addition, if you choose to process multiple versions of the Pre-Payroll Drive UBE program (R07200), you must still enter a valid version of R07200 in the Version field on the Pre-Payroll Processing form when you create your payroll ID. However, if you assign multiple versions of R07200 to that payroll ID, the system does not use the version of the R07200 that you entered on the Pre-Payroll Processing form. See *Creating a New Payroll ID* in the *Payroll Guide* for additional information.

See Also

- *Processing Pre-Payroll* in the *Payroll Guide*
- *Resetting Payroll Cycle Steps* in the *Payroll Guide*

Processing Multiple Versions of Pre-Payroll

You can use multiple version processing to decrease the amount of the time that the system takes to complete pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Pre-Payroll Driver UBE program (R07200). As the system processes multiple versions of the Pre-Payroll Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Before You Begin

- Create multiple versions of the Pre-Payroll Driver UBE program (R07200) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

► To process multiple versions of pre-payroll

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID

2. Choose a record, and then choose Process Multiple, Process, Pre-Payroll from the Row menu.
3. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Interims Only Pre-Payroll

If you process many interim payments, you can use multiple version processing to significantly decrease the processing time for interims only pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Interims Only Driver UBE program (R07200I). As the system processes multiple versions of the Interims Only Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Before You Begin

- ❑ Create multiple versions of the Interim Only Driver UBE program (R07200I) and assign them to a payroll ID. See *Setting Up Multiple Version Processing in the Payroll Guide* for instructions.

► To process multiple versions of interims only pre-payroll

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field with an interims only payroll ID and then click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Interims Only from the Row menu.

Note

This option is enabled only if you have selected an Interims Only payroll ID.

3. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Changes Only

If you typically make changes to large numbers of employees after you have processed pre-payroll, you can greatly reduce processing time by simultaneously processing multiple versions of changes only.

Note

If you process pre-payroll using multiple versions, you do not need to use multiple versions of changes only pre-payroll processing. Regardless of the number of versions that you use to process pre-payroll, you can use either multiple version or single version processing to complete changes only pre-payrolls.

Before You Begin

- ❑ Create multiple versions of the Pre-Payroll Changes Only program (R07200C) and assign them to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

► To process multiple versions of changes only

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Changes Only from the Row menu.

Note

This option is enabled only if you have already processed pre-payroll.

3. On Multiple Versions Confirmation, click OK.

Working with Multiple Versions of Payroll Journal Entries

Whether you use multiple or single version processing for pre-payroll, you can choose to process multiple versions of payroll journal entries. Due to the large number of calculations that the system performs when it creates journal entries, running a single version of journal entry processing can be time consuming, especially if the payroll is large. By processing multiple versions of the Generate Payroll Journal Entries program (R072902), you can significantly decrease journal entry processing time.

When you use multiple version processing to generate payroll journal entries, the system simultaneously runs each version of the Generate Payroll Journal Entries program that you create. When all versions have completed processing, the system automatically combines the output from each version into a single batch of journal entries. In addition, the system creates a single Payroll Journal Proof/Edit Report (R05229) from the combined information from all of the journal entry versions.

If you process journal entries using multiple versions, and you need to reset journal entries, you must use the multiple version reset function to reset the journal entries step of the payroll cycle.

Note

Multiple version processing does not affect the order in which you process pay cycle steps. Journal entries must be created after you process pre-payroll and before you process final update. See *Payroll Cycle* in the *Payroll Guide* for additional information about the order in which you process pay cycle steps.

See Also

- ❑ *Revising Multiple Versions of Payroll Journal Entries* in the *Payroll Guide* for additional information about using the multiple version reset function to reset the journal entries step of the payroll cycle

- ❑ *Working with Pro Forma Journal Entries* in the *Payroll Guide* for additional information about payroll journal entries

Processing Multiple Versions of Payroll Journal Entries

To decrease the amount of processing time needed to create pro forma journal entries during the payroll cycle, you can use multiple version processing for journal entries.

Before You Begin

- ❑ Process the pre-payroll step of the pay cycle. See *Processing Pre-Payroll* in the *Payroll Guide*.
- ❑ Create multiple versions of the Generate Payroll Journal Entries program (R072902) and assign those versions to a payroll ID. See *Setting Up Multiple Version Processing* in the *Payroll Guide* for instructions.

► To process multiple versions of payroll journal entries

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Submit Journals from the Row menu.
3. On Payroll Journal Entries, complete the following fields:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date
4. To create all payroll journal entries in full detail mode, click the following option:
 - Create All Journal Entries in Full Detail.
5. To bypass the creation of payroll journal detail records in the Payroll Journal Detail table, click the following option:
 - Do not create Payroll Journal Details (F05290)

Note

If you click Create All Journal Entries in Full Detail, the system automatically disables this option. Because you have already chosen to create journal entries in full detail, an additional set of journal detail records in the Payroll Journal Detail table is unnecessary.

6. If you use Accounts Payable Integration, complete the following optional field:
 - Wage Attachment Invoice Date
7. To produce journal entries for accounts payable only, click the following option:

- Run Accounts Payable Integration Only
8. To create separate batches of journal entries for DBA and tax vouchers, click the following option:
 - Separate Batch for DBAs and Taxes
 9. Click OK.
 10. On Multiple Versions Confirmation, click OK.

Revising Multiple Versions of Payroll Journal Entries

After you create pro forma journal entries during the payroll cycle, you might need to revise the entries to correct information. If you use multiple version processing to submit journal entries, you must use multiple version processing to revise them.

You do not need to create multiple versions of the journal entry reset function, because the system reprocesses the versions of the Generate Payroll Journal Entries program (R072902) that you have set up for the payroll ID in order to revise journal entries.

► To revise multiple versions of payroll journal entries

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:
 - Payroll ID
2. Choose the payroll ID that you want to reset, and then choose Process Multiple, Process, Revise Journals from the Row menu.
3. On Payroll Journal Entries, complete the following fields:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date
4. To delete the previous batch of journal entries and to prevent the system from creating new journal entries, click the following option:
 - Delete Previous Journal Without Regeneration

Note

If you choose this option, the system deletes the previous batch of journal entries and does not create new pro forma journal entries. However, the system can create pro forma voucher journal entries during the revision process if you choose this option.

If you choose this option, you must recreate pro forma journal entries after you complete the revision process, and before you process the final update step of the payroll cycle.

5. If you choose the Delete Previous Journal Without Regeneration option, proceed to step 8.
6. To create all payroll journal entries in full detail mode, click the following option:

- Create All Journal Entries in Full Detail
7. To bypass the creation of payroll journal detail records in the WF - Payroll Journal (Detail) table (F05290), click the following option:
 - Do not create Payroll Journal Details (F05290)

Note

If you click Create All Journal Entries in Full Detail, this option is disabled.

8. If you use Accounts Payable Integration, complete the following optional field and proceed to step 9. If you do not use Accounts Payable Integration, proceed to step 10.
 - Wage Attachment Invoice Date
9. To produce journal entries for accounts payable only, click the following option:
 - Run Accounts Payable Integration Only
10. To create separate batches of journal entries for DBA and tax vouchers, click the following option:
 - Separate Batch for DBAs and Taxes
11. To submit journal entries for processing, click the following option:
 - Submit Journals
12. Click OK.
13. On Multiple Versions Confirmation, click OK.

Processing Multiple Versions of Final Update

To decrease the processing time of the final update step of the payroll cycle, you can process multiple versions of final update. When you use multiple version processing for final update, the system simultaneously processes all of the versions of the Final Update Driver UBE program (R07250) that you set up for the specified payroll ID.

The system updates employee history information as each payment that was included in the payroll cycle is processed through a version of final update. After all of the versions of the Final Update Driver UBE program have completed processing, the system updates all employee history information with data from the payroll cycle.

Before You Begin

- ❑ Process the pre-payroll, payments, journal entries, and reports steps of the pay cycle. See *Payroll Cycle* in the *Payroll Guide* for instructions and additional information about each step.
- ❑ Create multiple versions of the Final Update Driver UBE program (R07250). See *Working With Batch Versions* in the *Foundation Guide* for instructions.

► To process multiple versions of final update

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, complete the following field and click Find:

- Payroll ID
2. Choose a record, and then choose Process Multiple, Process, Final Update from the Row menu.

Note

This option is enabled only if you have successfully completed all of the other steps in the payroll cycle.

3. On Multiple Versions Confirmation, click OK.

See Also

- *Processing the Final Update* in the *Payroll Guide* for additional information about the final update step of the payroll cycle

Working with Disabilities

In Mexico, the IMSS pays workers for work time that is missed because of disability. To collect disability pay, workers must obtain a disability certificate and collect the payment from the IMSS office. Some companies choose to pay the disability payment to the employee and then collect a reimbursement from IMSS, rather than requiring the employee to collect the payment from IMSS.

The amount of disability payment that is provided by IMSS depends on the type of disability. For general illness, IMSS pays nothing for the first three days of disability and then pays 60 percent of the employee's integrated daily salary (IDS), beginning on the fourth day. For accidents, IMSS pays 100 percent of IDS, beginning on the first day of disability.

Some companies choose to supplement the IMSS disability pay. For example, a company might choose to pay the employee for the first three days of a general illness. A company might also choose to pay a subsidy, which is the difference between the IMSS payment and the employee's actual salary.

No disability payments can be made until either the employee or the employer obtains the disability certificate from IMSS. Occasionally, IMSS does not supply the disability certificate in time for the employee to receive disability pay during the pay period in which the disability occurred. In this situation, the disability payment is made during the pay period in which the disability certificate is received and is called extemporary pay.

Entering Employee Disability Information

In Mexico, the IMSS pays employees for time missed from work due to a disability. Disabilities include general illness, pregnancy, and accidents. For each incident of disability, the employee must obtain a disability form (boleta de incapacidad) from the IMSS office. You use the information from the employee's disability form to enter disability information about each incident.

► **To enter employee disability information**

From the Employee Management menu (G05BE1), choose Employee Disability Information.

1. On Work With Employee Disability Information, click Add.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Employee Disability Information Revisions

OK Cancel Tools

Employee Number

Disability Number

Social Security ID Integrated Daily Salary

Disability Type Case Number

Date Beginning Date Ending

Disability Days Disability Effect

Continuation Y/N

Cash Benefit

Date Extemporary

2. On Employee Disability Information Revisions, complete the following fields:
 - Employee Number
 - Disability Number
 - Disability Type
 - Date Beginning
 - Date Ending
3. If you do not want to include disability days as part of the quotation days for specific IMSS fees, enter Y in the following field:
 - Disability Effect
4. To indicate whether this disability is new or a continuation of an earlier disability, complete the following field:
 - Continuation Y/N
5. To indicate whether the benefit will be printed on a check, auto deposit or pay slip, complete the following field:
 - Cash Benefit
6. If an employee presents a disability form more than four days after the incident, enter the date of the disability in the following field:
 - Date Extemporary
7. Click OK.

Updating IMSS Disabilities Payment

Use Update IMSS Disabilities Payment to record disability reimbursements from the government. For each disability case, you can indicate whether IMSS reimbursed the company for disability payments that the company made to the employee. No monetary amounts are recorded.

► To update IMSS disabilities payments

From the Employee Management menu (G05BE1), choose Employee Disability Information.

1. On Work With Employee Disability Information, complete any of the fields in the header area to locate the disability record for which you are updating disability payments, and then click Find.
2. Choose a disability record in the detail area, and then choose IMSS Payment from the Row menu.
3. On Update Disabilities IMSS Payment, click Find.
4. If IMSS has reimbursed your company for a specific disability payment, select the row of the disability that was reimbursed, and then choose Reg. IMSS Payment from the Row menu.

The system enters a 1 in the Dis Pay field for the selected row.

5. Click Find again to see the updated record.
6. Click OK.

Reviewing the Disability Report

From the Mexico Governmental Processes menu (G07BMXPG1), choose Disabilities Report.

Use the Disabilities Report to review the following information:

- The number of disability incidents that occurred within a company
- The number of disabilities incidents that are reported to IMSS
- The amount that the company paid out for disabilities incidents
- The amount that should be reimbursed to the company by IMSS
- Which disability claims have been paid by IMSS

Processing Options for Disabilities Report (R76M0414)

Defaults Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing. If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Beginning Date

Use this processing option to specify the beginning effective date of the process.

3. Ending Date

Use this processing option to specify the ending effective date of the process.

4. Code Type that indicates the disability is an illness

Use this processing option to specify the code that designates disabilities that are due to illness. Use the 2nd description from UDC 76M/DT.

The default value is ILL (general illness)

5. Code Type that indicates the disability is an accident

Use this processing option to specify the code that designates disabilities that are due to accidents. Use the 2nd description from UDC 76M/DT The default value is ACC (company accident).

6. Enter the Format to use for names

1 = Lopez Perez, Jose Luis

2 = Lopez Perez, Jose

3 = Jose Luis Lopez Perez

-
- 4 = Jose Lopez Perez
 - 5 = Ing. Jose Luis Lopez Perez
 - 6 = Lopez, Jose
 - 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
- o Given Name = Antonio
- o Last Name = Lopez
- o Mother's Last Name = Garcia
- o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Working with IDS

Mexican Social Security legislation establishes a number of benefits that must be provided for every employee. The calculation of these benefits is based on each employee's integrated daily salary (IDS). For example, the IDS is used to calculate the fees that the employee or the employer pays for the following benefits:

- Basic medical insurance
- Work-related accident insurance
- Risk coverage
- Disability payments (short- and long-term)
- Life or advanced age insurance
- Unemployment
- Child care
- Retirement savings funds

IDS is also used heavily during payroll calculations, and during Social Security calculations and reporting.

The system calculates IDS based on a government-defined minimum wage and the employee's actual earnings (variability).

IDS must be calculated or recalculated in the following situations:

- An employee is hired or rehired.
- An employee's salary changes.
- Minimum salaries change.
- The limits for minimum salaries change.

IDS must also be recalculated monthly for each employee to average in any additional income that the employee earned during the preceding month.

The system recalculates IDS when a qualifying change takes place in an employee record. You can also manually initiate IDS recalculation.

Calculating Variability

From the Mexico Governmental Processes menu (G07BMXPG1), choose Variability Calculations.

Variability is the daily amount that is earned by an employee in addition to his or her base salary, such as bonuses, overtime, and holidays worked. Variability is used when calculating IDS.

You should calculate variability before the first payroll of each month to include payroll transactions for the previous month. The system calculates both INFONAVIT and IMSS variability.

Caution

After you calculate variability, you must recalculate IDS so that employees have current IDS values for the next payroll cycle.

Before You Begin

- ❑ Set up PDBAs for both IMSS and INFONAVIT, and specify how the PDBAs are considered for the calculation. See *Setting up Variability Information* in the *Payroll for Mexico Guide*.

Processing Options for Variability Calculation (R76M0406)

Process

1. Period Type (Required)

M = Monthly, BM = Bi-Monthly

2. Period Number (Required)

If Period Type = "Monthly"

If Period Type = "Bi-Monthly"

01 = January

01 = Jan-Feb

02 = February

02 = Mar-Apr

03 = March

03 = May-Jun

04 = April

04 = Jul-Aug

05 = May

05 = Sep-Oct

06 = June

06 = Nov-Dec

07 = July

08 = August

09 = September

10 = October

11 = November

12 = December

3. Process Year (Required)

4. Type of Days (Required)

C = Calendar days

W = Worked days

5. If type of days = 'W' enter Pay Cycle Code to be used

Default = Weekly

Recalculating IDS

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose IDS Recalculation.

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can also manually initiate IDS recalculations. For example, you need to recalculate IDS if you change the setup parameters for IDS or the minimum salaries that are used to calculate IDS.

Before You Begin

- ❑ Set up UDC 06/T to specify the reasons for IDS recalculations. Each reason code must have one of the following values in the Description 02 field:
 - A - Hire
 - R - Rehire
 - C - Changes
 - B - Terminations

See Setting Up User Defined Codes in the Payroll for Mexico Guide.

Processing Options for IDS Recalculation (R76M0409)

Process Tab

1. Change Reason (Required)

Blanks .

DH Death

DS Permanent Disability

FR Furlough

LO Layoff

RS Resignation

RT Retirement

TC Termination with Cause
TE Termination - Eligible for rehire
001 New Hire
002 Promotion
003 Demotion
004 Department Change
005 Shift Change
006 Merit
007 Range Adjustment
008 Payroll Adjustment
009 Annual Raise
010 Database correction
011 Rehire
098 Automated Conversion-Old Sys.
099 **New Hire - Incompleted Setup

Use this processing option to specify the reason for the IDS recalculation.

2. Date - Effective On (Required)

Use this processing option to designate a date to be used to record an IDS change.

Reviewing IDS History

The system recalculates IDS for an employee when that employee is hired or rehired, or has a salary change or job change. You can review IDS history to see detailed information about how the system calculated the IDS, including all of the components of the IDS and the limits that are associated with the IDS.

► To review IDS history

From the Mexico History Inquiries menu (G07BMXP14), choose IDS History.

1. On Work With IDS History, complete the following field to identify the employee whose IDS history you want to review, and then click Find:

- Employee Number

The system displays a record in the detail area for each time that IDS was calculated for the specified employee. Each record includes IDS amounts, union and job information, IMSS and INFONAVIT information, and the effective date for the calculation.

2. To review detail information about a specific IDS calculation, choose a record in the detail area and click Select.

The system displays the IDS Calculation Revision form, which lists all of the components of the IDS calculation that you selected, including bonus and variability amounts, and the limits that were applied during the IDS calculation.

3. Click Cancel.

Reviewing the Historic IDS Report

From the Mexico History Reports menu (G07BMXP15), choose Historic IDS Report.

Review the Historic IDS Report to see IDS information for an employee or a group of employees, including the results of all IDS calculations and the reasons for the calculations.

Processing Options for Historic IDS Report (R76M0400)

Defaults Tab

1. Name Format Code

Blanks = 4

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
- Given Name = Antonio
- Last Name = Lopez
- Mother's Last Name = Garcia
- Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
-

-
- 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the IDS Calculation Detail Report

From the Mexico Governmental Processes menu (G07BMXPG1), choose IDS Calculation Detail.

Review the IDS Calculation Detail to see each component of an employee's IDS calculation.

Processing Options for IDS Calculation Detail (R76M0401)

Defaults Tab

1. Name Format Code

Blanks = 4

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
 - Given Name = Antonio
 - Last Name = Lopez
-

o Mother's Last Name = Garcia

o Title = Ing.

Available formats:

1 Lopez Garcia, Jose Antonio

2 Lopez Garcia, Jose

3 Jose Antonio Lopez Garcia

4 Jose Lopez Garcia

5 Ing. Jose Antonio Lopez Garcia

6 Lopez, Jose

7 Lopez, Jose A.

Restoring IDS Records

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose IDS Recovery.

Use Restoring IDS Records to delete the most recent IDS calculation and restore the previous IDS calculation. You might need to restore IDS records if you notice an error in the current IDS for a specific employee.

Use data selection to select the employees for whom you are restoring the previous IDS calculation.

Caution

You cannot restore records that have been deleted using Purge IDS History (R76M0407).

Purging IDS History

From the Mexico Advanced and Technical Operations menu (G07BMXP3), choose Purge IDS History.

You should periodically purge IDS history to enhance system performance. You should keep recent history in the system and purge only information that you do not need to access frequently. Use the Date - Effective On field in the data selection to select the date range of the data that you want to purge. If you do not select a date range, all IDS history is purged.

Caution

You cannot restore purged records using IDS Recovery (R76M0408).

Before You Begin

- Copy the IDS history records that you are going to purge to disk or tape.

Processing Options for Purge IDS History (R76M0407)**Versions Tab**

1. Version of Purge IDS History

Use this processing option to select the version to execute for purging IDS History Information.

Working with IMSS Reporting

Every month, Mexican employees must report employee information regarding child care, labor risk, unemployment insurance, disability and old age insurance, retirement funds, and so on, to the Mexican social security institute: Instituto Mexicano del Seguro Social (IMSS). This reporting process is called Monthly IMSS Liquidation (Liquidación Mensual del IMSS).

Every two months, companies must submit an additional report that contains information for both IMSS and INFONAVIT, the institution that is in charge of housing credits.

In addition, companies must notify IMSS within five days whenever an employee is hired, rehired, experiences a change in IDS, or is terminated.

Before You Begin

- ❑ Set up UDC 06/T to specify the reasons for IDS recalculations. Each reason code must have one of the following values in the Description 02 field:
 - A - Hire
 - R - Rehire
 - C - Changes
 - B - Terminations

Generating IMSS Hire Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Hire Notification.

Within five days of each new hire, you must submit a hire notification to the government. The employee must also receive a copy of the hire notification.

Before You Begin

- ❑ Add the following values to UDC 01/RT:
 - P – Father
 - M – Mother
- ❑ Add the names of the employee's father and mother to the employee's Related Person information in the Address Book. See *Working with Related Person Information* in the *Address Book Guide*.
- ❑ Add the abbreviations and names of all Mexican states to UDC 06/19 (Payroll Category Code 19). For example:
 - SIN – Sinaloa
 - COA – Coahuila
- ❑ Specify the employee's state of birth in Category Code 19. To do this, select the employee's name on the Work With Employee Information form and choose User Def.Cat 11-20 from the Row menu.

Processing Options for IMSS Hire Notification (R76M0402)

Process Tab

1. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Termination Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Termination Notification.

Within five business days of an employee's termination, you must submit a termination notification to IMSS. You can submit either a flat file or a paper copy of the termination notification.

The IMSS Termination Notification program (R76M0403) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Bajas02.dat" in your Export folder.

Before You Begin

- ❑ Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for IMSS Termination Notification (R76M0403)

Process Tab

1. Output type

Blank = 0

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

0 Printed report

1 File

2 Printed report and file If you leave this processing option blank, the system will produce a printed report.

2. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Modification Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Modification Notifications.

Within five business days of any modification in an employee's integrated daily salary (IDS), you must submit a modification notification to IMSS. You can submit either a flat file or a paper copy of the modification notification.

The IMSS Modification Notification program (R76M0404) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Salarios" in your Export folder.

Before You Begin

- Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for IMSS Modification Notification (R76M0404)

Process Tab

1. Output Type

Blank = 0

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

0 Printed report

1 File

2 Printed report and file If you leave this processing option blank, the system will produce a printed report.

2. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating IMSS Rehire Notifications

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Rehire Notifications.

Within five business days of rehiring an employee, you must submit a rehire notification to IMSS. You can submit either a flat file or a paper copy of the rehire notification.

The IMSS Rehire Notifications program (R76M0405) produces a printed report, a flat file, or both. The system uses a table conversion to generate a flat file named "Reingres" in your Export folder.

Before You Begin

- ❑ Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.
- ❑ Add the following values to UDC 01/RT:
 - P – Father
 - M – Mother
- ❑ Add the names of the employee's father and mother to the employee's Related Person information in the Address Book. See *Working with Related Person Information* in the *Address Book Guide*.

- ❑ Add the abbreviations and names of all Mexican states to UDC 06/19 (Payroll Category Code 19). For example:
 - SIN – Sinaloa
 - COA – Coahuila
- ❑ Specify the employee's state of birth in Category Code 19. To do this, select the employee's name on the Work With Employee Information form and choose User Def.Cat 11-20 from the Row menu.

Processing Options for IMSS Rehire Notifications (R76M0405)

Process Tab

1. Output type

Blank = 0

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

0 Printed report

1 File

2 Printed report and file If you leave this processing option blank, the system will produce a printed report.

2. Number of fake notifications

Blank = 0

Use this processing option to specify how many test notifications that you want to print before you print the real ones. You print test notifications to make sure that the forms are aligned correctly in the printer. If you leave this processing option blank, the system will not print test notifications.

Generating the IDSE Movement Interface File

From the Mexico Governmental Processes menu (G07BMXPG1), choose IDSE Movement Interface File.

You use the IDSE Movement Interface File program (R8976M0420) to produce a flat file that you can electronically submit to the government to document an employee's hire, rehire, termination, or salary modification. This flat file contains the some information produced by the following reports and is an alternative to these reports:

- IMSS Hire Notifications (R76M0402)
- IMSS Termination Notifications (R76M0403)
- IMSS Modification Notifications (R76M0404)
- IMSS Rehire Notification (R76M0405)

You use the processing options of the IDSE Movement Interface File program to specify whether to process termination, modification, or rehire notifications. You can also use rehire notifications for new hires.

The IDSE Movement Interface File program generates a flat file named "F8976M0420" in your Export folder. The IDSE Movement Interface File program also calls the IDSE Report program (R76M0420), which produces a printed report that lists the information included in the F8976M0420 flat file.

You can also run the IDSE Report program independently to preview the information that will be included in the flat file.

Before You Begin

- ❑ Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.
- ❑ Set up UDC 06/T to include the reasons for terminations. Each termination reason code must have a single-digit numeric value in the Special Handling field. For example:
 - 2 – Resignation
 - 3 – Invalidity
 - 4 – Death
- ❑ Set up UDC 76M/MF to list the clinic or hospital where a employees receives primary medical care, specifying the hospital code for each clinic or hospital in the Special Handling field.
- ❑ Set up UDC 05A/EC to list eligibility codes.

Processing Options for IDSE Movement Interface File (R8976M0420)

Default Tab

1. Processing Mode

T: Test (Default)

P: Production

2. Enter the IMSS Movement Code. Valid values are:

B: Termination (Default)

C: Modification

R: Rehire

3. Enter the Social Security number of the company to process

Dates Tab

1. Enter the date from which the data will be reported

2. Enter the thru date from which the data will be reported

Generating IMSS Liquidations

Use one of the following navigations:

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Monthly Liquidations.

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Bimonthly Liquidations.

During each payroll cycle, both employees and employers contribute to the following IMSS quotas:

- Child care
- Labor risk
- Unemployment insurance
- Disability and old age insurance
- Retirement funds
- Others

Each month, companies must generate IMSS liquidations to recalculate the employee and employer contributions that were due to IMSS for the month to account for any changes in pay that happened outside of a regular payroll cycle, and make any necessary adjustments to the employee and employer contributions that were collected. Companies must also submit the Monthly Liquidation report to IMSS. The Monthly Liquidation report contains the following information:

- Contributions that were collected from employees and employers during the month
- Information about incidents of accident and general illness that occurred during the month

Every two months, companies must also submit the Bimonthly Liquidation report, which contains information for INFONAVIT, the institution that is in charge of housing credits.

You must generate IMSS liquidations separately for each company social security ID.

The Monthly and Bimonthly Liquidation reports are due to the IMSS by the 17th of the month.

The system produces both printed reports and flat files. The system uses table conversions to generate the following flat files in your "Export" folder:

- FSUASSA - Affiliates Information
- FSUASSI - Insured Information
- FSUASSM - Movements of the Period

You must export these files to the SUA 200 (Sistema Unico de Autodeterminación 2000), which IMSS provides.

J.D. Edwards & Company Monthly Liquidación Report																				
Period : 002 Year 2001											R.F.C.:									
Rralt0412																				
Company 00801																				
Company SS ID 0843881008																				
Name:																				
Employee SS Number	Employee Name	R.F.C./C.U.R.P.	Race Type	Effective Date	Days	LD.S.	Incidence Dis	Incidence Abs	Fined Cnta	Additional Cnta	Money Insurance	Retirement Special Pro								
1900617246	Matinez Gonzalez, Rogelio	MAGR660744HTSRNR01		1-Feb-2001	28	425.10	0	0	0	470.84	113.08	170.21								
2390347425	Charuz Gomez, Rafael	GAGR641128HCUHNF00		1-Feb-2001	28	947.40	0	0	175.10	1201.56	252.01	379.34								
3276543298	Carza Garcia, Ernesto	GAGR640906HBCRRR00		1-Feb-2001	28	883.29	0	0	175.10	1163.62	234.96	363.67								
3929044838	Tamuz Rincon, Raul	TARR600228HASNIL00		1-Feb-2001	28	947.90	0	0	175.10	1260.71	252.04	379.38								
3789292928	Lopez Hernandez, José	LCHL681028HLCPRSS01		1-Feb-2001	28	425.10	0	0	175.10	470.84	113.08	170.21								
4089261116	Miereto Diaz, Pedro	MCDP660500HJCZR2B00		1-Feb-2001	28	797.61	0	0	175.10	1043.37	212.22	319.44								
4089272228	Escalante Jimenez, Jorge	EALJ670229HDFSMR00		1-Feb-2001	28	593.36	0	0	175.10	739.81	159.16	239.68								
4392811664	Lopez Rodriguez, José	LORL690285		1-Feb-2001	28	425.10	0	0	175.10	470.84	113.08	170.21								
4392818184	Leal Sosa, José	LESLS007181HNLSS00		1-Feb-2001	28	425.10	0	0	175.10	470.84	113.08	170.21								
Total Insured: 9											Total Days: 252		1575.90		7336.42		1662.71		2362.26	

Before You Begin

- ❑ Create a folder called Export in the same folder as the bin32 folder (not *in* the bin32 folder) on either the server or on your local machine, depending on where you are running the program. If the Export folder does not exist, the system does not generate the flat file.

Processing Options for Monthly Liquidation Report (R76M0412)

Process

1. Company Social Security ID
2. Company
3. Century
4. Year
5. Monthly Period

Default

1. Absence PDDBA 1
 2. Absence PDDBA 2
 3. Absence PDDBA 3
 4. INFONAVIT Credit DBA
 5. Additional SAR Contributions DBA
 6. Additional INFONAVIT Contributions DBA
 7. Voluntary SAR Contributions DBA
-

Processing Options for Bimonthly Liquidation Report (R76M0411)

Process

1. Company Social Security ID
2. Company
3. Century
4. Year
5. Bimonthly Period

Default

1. DBA for INFONAVIT Credit
-

Adjusting IMSS Quotas

From the Mexico Governmental Processes menu (G07BMXPG1), choose IMSS Quota Adjustments.

Use IMSS Quota Adjustments to adjust the differences between Social Security retained quotas and the amounts that are paid to the Social Security Institute in monthly and bimonthly liquidations. The system also produces a report that displays the basis for the calculations and the results of tax adjustments.

When you adjust IMSS quotas in production mode, the system populates DBAs to credit or withhold the appropriate amounts from each employee's pay.

Processing Options for IMSS Quota Adjustments (R76M1102)

Process Tab

1. Century/Year

Use this processing option to enter the year to be processed. Include century and year.

2. Beginning Month

Use this processing option to specify the beginning month of the process.

3. Endingn Month

Use this processing option to specify the ending month of the process.

4. Minimum amount to apply for discounts

Use this processing option to specify the minimum amount that can be discounted from or given to an employee during the IMSS Adjustment process.

5. Adjustment Effective Date

This Date must be in the next payroll period.

Use this processing option to specify the date when the adjustment will take place.

6. Batch Processing Mode

'T' = Test (Provisional)

'P' = Production (Final)

Use this processing option to specify whether you want to process the report in test mode or production mode. Valid values are:

T Test mode

P Production mode In test mode, the system prints a report without updating the history

tables.

Use the report to review errors and determine the information that you need to correct manually before you run the report in production mode.

In production mode, the system prints a report and updates the history tables with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

The default value is T.

7. DBA Code for IMSS Quota Adjustment in Against

Use this processing option to specify the DBA code in which the IMSS quota adjustment that will be deducted from an employee's pay is stored.

8. DBA Code for IMSS Quota Adjustment to Favor

Use this processing option to specify the DBA code in which the IMSS quota adjustment to be paid to the employee is stored.

Categories Tab

1. PDBA Code for hours worked

Use this processing option to specify the PDBA code used for Hours Worked.

2. PDBA for Additional Quota Insurance (Employee)

Use this processing option to specify the PDBA code used for Additional Quota Insurance (employee contribution).

3. PDBA for Money Insurance (Employee)

Use this processing option to specify the PDBA code used for Money Insurance (employee contribution).

4. PDBA for Life and Disability Insurance (Employee)

Use this processing option to specify the PDBA code used for Life and Disability Insurance (employee contribution).

5. PDBA for Retirement Fund Provision (Employee)

Use this processing option to specify the PDBA code used for Retirement Fund Provision (employee contribution).

6. PDBA for Unemployment/Old Age Insurance (Employee)

Use this processing option to specify the PDBA code used for Unemployment/Old Age Insurance (employee contribution).

Display Tab

1. Enter the Format to use for Name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
- o Given Name = Antonio
- o Last Name = Lopez
- o Mother's Last Name = Garcia
- o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

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EnterpriseOne
Payroll for Mexico 8.9
PeopleBook

2 of 2

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Working with INFONAVIT Credits

INFONAVIT is a government institution that provides housing loans. When an employee receives an INFONAVIT loan, the employee presents the loan information to his or her employer. The employer then collects loan payments, called INFONAVIT credits, during regular payroll processing and gives the INFONAVIT credits to INFONAVIT.

Entering INFONAVIT Credits

You enter INFONAVIT credits for each employee who receives an INFONAVIT loan.

► To enter INFONAVIT credits

From the Employee Management menu (G05BE1), choose Infonavit Credits - Mexico.

1. On Work With INFONAVIT Credits, click Add.
2. On INFONAVIT Credit Revisions, complete the following fields:
 - Employee Number
 - Deduction Number
3. Complete the following fields with information from the employee's INFONAVIT loan statement, and then click OK:
 - Credit Number
 - Date Started
 - Original Balance
 - Percentage Amount

Terminating INFONAVIT Credits

When an employee has repaid an INFONAVIT loan in full, you terminate the INFONAVIT credit so that no more money is withheld from the employee's pay for INFONAVIT.

► To terminate INFONAVIT credits

From the Employee Management menu (G05BE1), choose Infonavit Credits - Mexico.

1. On Work With INFONAVIT Credits, complete the following field and click Find:
 - Employee Number
2. Choose the employee for whom you are terminating INFONAVIT credits, and click Select.
3. On INFONAVIT Credit Revisions, choose Terminate from the Form menu.
The system activates the Date Completed field.

4. Complete the following field and click OK:
 - Date Completed

Reviewing Tax Information

You can use the following reports to review tax history information for employees:

- Tax Reports (R76M0501)
- Tax Detail History (R76M0502)

You can also review tax detail history online.

Reviewing the Tax Report

From the Mexico History Reports menu (G07BMXP15), choose Tax Reports.

Use the Tax Reports to review tax history information for employees whose taxes were calculated with a specific tax type, such as Article 80, Article 86, Article 141, or a percentage. The Tax Reports displays the following amounts for each employee:

- Income amount
- Exempted income
- Taxable income
- Tax amount
- Tax subsidy
- Tax credit
- Final tax amount

The report also totals these amounts for the company, union, and business unit.

The following example shows Tax Reports (R76M0501):

R76M0501		J.D. Edwards & Company		4/17/2003 16:42:57	
Tax Report Tax art. 80		Tax Report Tax art. 80		Page - 1	
		Date Beginning	Date Ending	2/28/2006	
Company	00801 Mexican Company				
Unit Code	10500 Empleados				
Business Unit	80190101 CC Empleados				
Employee Number	Employee Name	Income Amount	Exempted Income	Taxable Income	Tax Amount
106200	Lopez Pérez, José Luis	139,383.64	2,260.28	137,123.36	8,634.29
106201	Morales Martínez, Jesús Antonio	77,445.25		77,445.25	6,867.31
106202	Martínez Montemayor, Jaime	7,101.80		7,101.80	653.72
106203	Lozano González, Ana María	29,290.84		29,290.84	2,529.54
106204	Rodríguez Treviño, María Guadalupe	13,804.16		13,804.16	1,457.69
		267,109.69	2,260.28	264,849.41	20,086.54
					Tax Satisfy
					8,634.29
					6,867.31
					653.72
					2,529.54
					1,457.69
					20,086.54
					Tax Credit
					Final Tax Amount

Processing Options for Tax Reports (R76M0501)

Defaults Values Tab

1. Enter the Company Home to be executed

Use this processing option to specify the number of a company. The report will print the information of employees that belong to that company. If you leave this processing option blank, company 00001 will be used. This processing option is in addition to the report's Data Selection. It does not override the data selection.

2. Enter the Tax Type to be executed (Art80, Art86, 141)

Use this processing option in order to define the Tax Type to use in the report. Default value: T80.

3. Enter the Period Beginning Date

Use this processing option to specify the beginning effective date of the process.

4. Enter the Period Ending Date

Use this processing option to specify the ending effective date of the process.

5. Enter '1' if you want to display inactive employees

Use this processing option to indicate whether inactive employees are listed on the report. Valid values are:

- 1 Display inactive employees.
 - 0 Do not display inactive employees.
-

Reviewing the Tax Detail Report

From the Mexico History Reports menu (G07BMXP15), choose Tax Detail History.

Use Tax Detail Report to review the following tax amounts for employees:

- Monthly taxable income
- Monthly exempted income
- Period taxable income
- Period exempted income
- Projected regular income
- Taxable amount
- Gross tax
- Tax subsidy
- Tax credit
- Final tax
- Tax credit for employee

The Tax Detail Report displays information from the Tax Detail History File table (F76M0503), which is the same information that you can review using the Tax Detail History program (P76M0502).

Processing Options for Tax Detail History (R76M0502)

Defaults

Company

Period Beginning Date

Period Ending Date

Display Inactive Employees

Reviewing Tax Detail History Online

Use Tax Detail History to review the following tax amounts for employees:

- Monthly taxable income
- Monthly exempted income
- Period taxable income
- Period exempted income
- Projected regular income
- Taxable amount
- Gross tax
- Tax subsidy
- Tax credit
- Final tax
- Tax credit for employee

Tax Detail History displays information from the Tax Detail History File table (F76M0503), which is the same information that is displayed on the Tax Detail Report (R76M0502).

Note

You use Tax Detail History only to review tax information. You cannot update or delete tax information using this application.

► To review tax detail history online

From the Mexico History Inquiries menu (G07BMXP14), choose Tax Detail History.

1. On Work With Tax Detail History, complete any of the following fields and click Find:
 - Payroll ID
 - Home Company
 - Union Code
 - Business Unit
 - Tax to apply
 - Employee Number
 - Effective Date

The system displays tax history information that matches the criteria that you entered.

2. When you have reviewed tax history, click Close.

Savings Funds

In Mexico, companies can administer two general types of savings funds for their employees:

- Savings funds
- Mutual savings funds

For savings funds, the company and the employee agree to contribute matching amounts to the savings fund. The total amount is invested. Savings funds are administered for one year, but the dates of the fund do not necessarily correspond to a fiscal or calendar year. Six months after the beginning of the savings fund, employees are allowed-- but are not required-- to withdraw all or part of the employee contribution to the fund to that point. This withdrawal is called a partial liquidation. At the end of the year, all of the money contributed by the employee, all of the money contributed by the company on the employee's behalf, and all of the interest that has been generated on the investment is given to the employee. This year-end payment is called the final liquidation.

Mutual savings funds are organized by employees and involve only an employee contribution; the amount of the contribution is determined by the employee. No matching company contribution exists. Mutual savings funds are typically managed by unions or designated groups of employees, and the rules of the mutual savings fund are determined by this union or group of employees. The rules determine the following types of issues:

- Whether withdrawals from the fund are allowed and their frequency
- How the money will be returned to the employee
- How interest is calculated

Mutual savings funds are also administered one year at a time. However, employees are not required to withdraw their funds at the end of the year; they can choose to reinvest for the next year.

Processing Savings Funds

Savings funds and mutual savings funds are handled similarly in the J.D. Edwards system. The process for handling savings funds and mutual savings funds can be grouped in the following major categories:

- Setup
- Reports and inquiries
- Payroll calculations
- Partial and final liquidations

Setup

At the inception of a savings fund, you use the Savings Fund Setup program (P76M1001) to set up general guidelines about how each fund should be calculated, including which DBAs will be used for contributions, withdrawals, and liquidations. You need to complete this setup only once for each savings fund unless you need to change fundamental elements of the saving fund.

Both savings funds and mutual savings funds are administered on a yearly cycle. You use the Savings Fund Setup by Year program (P76M1002) to modify some aspects of the fund that might change from year to year.

Reports and Inquiries

You can use the following reports and inquiries to track the status and fund balance for each employee:

- Employee Savings Fund Setup (P76M1003)
- Employee Savings Fund Report (R76M1000)
- Savings Funds Account Balance (R76M1001)

You can also use Employee Savings Fund Setup to change the amount of specific employees' voluntary contributions and to determine whether specific employees can make withdrawals from the fund.

Payroll Calculations

During each regular payroll, the system calculates DBAs that relate to savings funds and mutual savings funds, and stores the amounts in historical and transaction files. The following DBAs can be calculated:

- Employee contribution to the fund
- Employer contribution to the fund
- Voluntary contributions to mutual savings fund
- Generated interest
- Withdrawals from mutual savings funds

Partial and Final Liquidations

Use the Funds Liquidation program (R76M1004) to administer both partial and final liquidations.

During a final liquidation, the system can calculate interest for the fund, pay all or a portion of the fund to the employee (depending on the fund setup), and begin a new cycle of savings funds for the next year.

Setting Up Savings Funds

At the inception of either a savings fund or mutual savings fund, you set up information about how that savings fund should be handled. Each year, when a new cycle of the savings fund is about to begin, you can override some setup information to specify how the savings fund should operate in the coming year.

When you set up a savings fund, you specify the percentage of pay that all of the employees contribute to the savings fund. However, for mutual savings funds, you can set up different contribution percentages for each employee.

Setting Up Savings Fund Information

At the inception of either a savings fund or mutual savings fund, you set up information about how that savings fund should be handled. You need to set up this information only once unless the rules of the savings fund change.

You can override certain elements of savings fund setup on an annual basis. You can also override certain elements of savings fund setup for specific employees.

Before You Begin

- ❑ Set up DBAs for the employee and company contributions; interest; and liquidations, including withdrawal of the employee contribution, withdrawal of the employer contribution, withdrawal of the interest, and partial withdrawals. See *Setting Up Deductions, Benefits, and Accruals* in the *Payroll for Mexico Guide*.

► To set up savings fund information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup.

1. On Work With Saving Funds Setup, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Savings Funds Setup Revisions

OK Cancel Tools

Home Company 00801 Mexican Company

Union Code 10500 Empleados

Cost Center

Process Code FA Savings Fund

Calculation Information Payment Information Mutual Saving Fund

DBA Employee Fee 3770 Fondo Ahorro

DBA Company Fee 3775 FA Cia

Interests DBA 3780 Ent FA Int

Loan Factor 20.00

Pay Cycle Code M Monthly

Pay Period Count 12

Allow Withdrawals 1

2. On Savings Funds Setup Revisions, complete the following fields in the header area:
 - Home Company
 - Union Code
 - Cost Center

- Process Code

You need to complete the Union Code and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

3. On the Calculation Information tab, complete the following fields to specify the DBAs for the savings fund:

- DBA Employee Fee
- DBA Company Fee
- Interests DBA

Complete the Interests DBA field only if you are calculating estimated interest each pay period. If you will distribute actual interest amounts at the time of liquidation and do not want to calculate interest amounts before liquidation, you do not need to complete this field.

4. Complete the following fields to define the length of the savings fund, based on pay frequency:

- Pay Cycle Code
- Pay Period Count

For example, if you use a semimonthly pay cycle, enter 24 in the Pay Period Count to define a period of one year because you would process 24 pay cycles in a year.

5. If you are going to allow partial liquidations, complete the following field:

- Allow Withdrawals

6. If you want to use a portion of the savings fund to repay employee loans during savings fund liquidation, complete the following field:

- Loan Factor

7. On the Payment Information tab, complete the following fields for final liquidations:

- DBA Employee Payment
- DBA Company Payment
- DBA Interest Payment

The Employee Payment, Company Payment, and Interest Payment DBAs are all benefits with gross and net effect that are used to pay employees during final liquidations.

8. Complete the following field for partial liquidations:

- DBA Withdrawals

9. To determine whether the system should calculate savings fund interest during every pay cycle or distribute interest amounts at the time of final liquidation, complete the following field:

- Interest Calculation

10. Complete the following field to determine the amount of the employee contribution to the savings fund and the matching employer contribution, if applicable:

- Special Amount

11. On the Mutual Saving Fund tab, complete the following fields for mutual savings funds:

- Liquidation Method
- Liquidation Code

You can override the Liquidation Code for specific employees by using Employee Savings Fund Setup (P76M1003).

12. Click OK.

Setting Up Savings Funds by Year

Each year, when a new cycle of the savings fund is about to begin, you can override some setup information to specify how the savings fund should operate in the coming year.

► To set up savings funds by year

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, click Add.

The screenshot shows the PeopleSoft interface for the 'Savings Funds Setup by Year Revisions' form. The form is titled 'Active Foundation' and includes a 'Select Workspace' dropdown set to 'Active Foundation'. The form contains the following fields:

Home Company	00801	Mexican Company
Union Code	10500	Empleados
Cost Center		
Process Code	FA	Savings Fund
Century/Year	2000	
Beginning Date	01/01/00	
Ending Date	12/31/00	
Pay Period Number	1	
Processing Type	i	Inhibited From Processing
Count Withdrawals	0	
Savings Fund Process	R	Withdrawal
Special Amount	0.000	
Process Status		Unprocessed
Version		

2. On Saving Funds Setup by Year Revisions, complete the following fields with the same values that you used when you set up the savings fund:
 - Home Company
 - Union Code
 - Cost Center
 - Process Status
3. Complete the following fields to set up the savings fund for a new year:
 - Century/Year
 - Beginning Date
 - Ending Date
4. Enter 1 in the following field to indicate that the savings fund cycle is beginning:
 - Pay Period Number

The system updates the value in the Pay Period Number field each time that you process a pay cycle.

The other fields on the Saving Funds Setup by Year Revisions form are either updated by the system or used for liquidations.
5. Click OK.

Setting Up Employee Contributions to Mutual Savings Funds

When you set up a savings fund, you specify the percentage of pay that all of the employees contribute to the savings fund. For the savings fund, all of the employees contribute the same percentage, which is agreed upon by the employees and the company. However, mutual savings funds allow employees to contribute different percentages. You can set up different contribution percentages for each employee by using Employee Savings Fund Setup.

When you set up an employee contribution percentage, the system creates a record in the Employee Saving Funds Setup table (F76M1003). If you do not manually set up employee records in this table, the system creates records for participating employees when you run the first payroll cycle for the savings fund.

Note

If you want to use the contribution percentage from the mutual savings fund setup for a specific employee, you do not need to set up that employee's contribution manually.

► **To set up employee contributions to mutual savings funds**

From the Mexico Special Process Setup menu (G07BMXPSP4), choose *Employee Savings Fund Setup*.

1. On Work With Employee Saving Funds Setup, click Add if you are entering a contribution percentage for an employee who is beginning participation in the mutual savings fund.
2. If you are changing a contribution percentage for an employee who is already participating in the mutual savings fund, locate that employee's record on Work With Employee Saving Funds Setup and click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Employee Saving Funds Setup Revisions

OK Cancel Form Tools

Address Number	106200	Lopez Pérez, José Luis
Process Code	FA	Savings Fund
Century/Year	2000	
Home Company	00001	Mexican Company
Union Code	10500	Empleados
Home Business Unit	80180101	CC Empleados
Pay Period Number	001	
Start Effective Date	01/31/00	
Processed Code		Unprocessed
Liquidation Type		None
Withdrawal Percentage	0.00	
Found Contribution	3575.00	
Company Contribution	3575.00	
Interests	0.00	
Withdrawals	0.00	
Voluntary Contribution	0.00	

3. On Employee Saving Funds Setup Revisions, complete the following fields if you are adding a new employee record:
 - Address Number
 - Process Code
 - Century/Year
4. Whether you are adding a new employee record or revising an existing record, complete the following field to enter a new contribution percentage for the employee, and then click OK:
 - Voluntary Contribution

The other fields on the Employee Saving Funds Setup Revisions form are either updated by the system or used for liquidations.

Reviewing Savings Fund Information

You can inquire about conditions that are associated with the current savings fund cycle, such as the number of pay periods that have been processed. You can also review information about each employee who is participating in the savings fund, such as the amount saved, the amount withdrawn, employee contributions, company contributions, and earned interest.

Reviewing Savings Fund Cycle Information

You can use the Savings Fund Setup by Year program (P76M1002) to inquire about conditions that are associated with the current savings fund cycle, such as the number of pay periods that have been processed.

► To review savings fund cycle information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/ Year
2. Choose the record that you want to review and click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Saving Funds Setup by Year Revisions

OK Cancel Form Tools

Home Company Mexican Company

Union Code Empleados

Cost Center

Process Code Savings Fund

Century/Year

Beginning Date

Ending Date

Pay Period Number

Processing Type Inhibited From Processing

Count Withdrawals

Saving Fund Process Withdrawal

Special Amount

Process Status Unprocessed

Version

3. On Saving Funds Setup by Year Revisions, review the information in the following fields and click OK:

- Pay Period Number
- Count Withdrawals
- Process Status

The system updates the values in these fields when you process payrolls or liquidations.

Reviewing Employee Savings Fund Information

When you process the first payroll cycle for a savings fund, the system creates a record for each participating employee in the Employee Saving Funds Setup table (F76M1003). As you process additional payroll cycles for the savings fund, the system updates information for each employee, such as contribution and withdrawal amounts.

You can use Employee Savings Fund Setup to review information in the Employee Savings Fund Setup table online.

► To review employee savings fund information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, complete any of the following fields to narrow your search and then click Find:

- Process Code
- Home Company
- Union Code
- Cost Center
- Employee Number
- Century/Year

2. Choose the record that you want to review and click Select.

The screenshot shows the PeopleSoft interface for 'Employee Saving Funds Setup Revisions'. The workspace is set to 'Active Foundation'. The form contains the following data:

Address Number	106200	Lopez Pérez, José Luis
Process Code	FA	Savings Fund
Century/Year	2000	
Home Company	00801	Mexican Company
Union Code	10500	Empleados
Home Business Unit	80180101	CC Empleados
Pay Period Number	001	
Start Effective Date	01/31/00	
Processed Code		Unprocessed
Liquidation Type		None
Withdrawal Percentage	0.00	
Found Contribution	3575.00	
Company Contribution	3575.00	
Interests	0.00	
Withdrawals	0.00	
Voluntary Contribution	0.00	

3. On Employee Saving Funds Setup Revisions, review the information in the following fields and then click OK:

- Found Contribution
- Company Contribution
- Interests
- Withdrawals

Reviewing the Employee Savings Funds Report

From the Mexico Savings Funds menu (G07BMXPSP1), choose Employee Savings Funds Report.

Use the Employee Savings Funds Report (R76M1000) to review the amount that each employee has saved and the amount that each employee has withdrawn. These amounts include employee contributions, company contributions, and earned interest.

The Employee Savings Funds Report is based on the Employee Saving Funds Setup table (F76M1003).

Processing Options for Employee Savings Funds Report (R76M1000)

Defaults Tab

1. Enter the format to use for the name :

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
- o Given Name = Antonio
- o Last Name = Lopez
- o Mother's Last Name = Garcia
- o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing Savings Fund Account Balances

From the Mexico Savings Funds menu (G07BMXPSP1), choose Savings Fund Account Balance.

Use the Savings Fund Account Balance report (R76M1001) to review summary information for an employee's savings fund for a given year, as well as detailed information about contributions and withdrawals. The report lists all of the transactions for an employee's savings fund, including employee or company contributions, earned interest, and withdrawals.

The Savings Fund Account Balance is based on the Employee Saving Funds Setup table (F76M1003).

Processing Options for Savings Fund Account Balance (R76M1001)

Defaults Tab

1. Enter the format to use for the name

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
- Given Name = Antonio
- Last Name = Lopez
- Mother's Last Name = Garcia
- Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose

-
- 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Working with Savings Funds

You liquidate savings funds to generate payment amounts for employees. Before you run either a partial or full liquidation of a savings fund, you must set up specific information to control the liquidation.

Setting Up Savings Fund Liquidations

Before you run either a partial or full liquidation of a savings fund, you set up specific information to control the liquidation.

You can run a liquidation in test mode to review withdrawal amounts and then run the liquidation in final mode.

► To set up general liquidation information

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search, and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/ Year
2. Choose the record for the savings fund that you are liquidating and click Select.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Saving Funds Setup by Year Revisions

OK Cancel Form Tools

Home Company Mexican Company

Union Code Empleados

Cost Center

Process Code Savings Fund

Century/Year

Beginning Date

Ending Date

Pay Period Number

Processing Type Test Mode

Count Withdrawals

Saving Fund Process Withdrawal

Special Amount

Process Status Unprocessed

Version

3. On Saving Funds Setup by Year Revisions, complete the following fields:
 - Processing Type
 - Saving Fund Process
4. If you are running a final liquidation, complete the following field:
 - Special Amount
5. Click OK.

► **To set up liquidation information for an employee**

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Employee Savings Fund Setup.

1. On Work With Employee Saving Funds Setup, complete any of the following fields to narrow your search and then click Find:
 - Process Code
 - Home Company
 - Union Code
 - Cost Center
 - Employee Number

- Century/Year
2. Choose the record for the employee for whom you are setting up liquidation information and click Select.
 3. On Employee Saving Funds Setup Revisions, complete the following field if you are liquidating a mutual savings fund and want to override the liquidation type for the selected employee:
 - Liquidation TypeIf you do not enter a liquidation type for a specific employee, the system uses the liquidation type that you set up on Savings Fund Setup (P76M1001).
 4. If you are running a partial liquidation, complete the following field:
 - Withdrawal Percentage

Caution

You must set up a withdrawal percentage for each employee who is participating in the partial liquidation.

5. Click OK.

Liquidating Savings Funds

You use the Funds Liquidation program (R76M1004) to generate payment amounts for employees during partial and final liquidations of savings funds and mutual savings funds. The system stores these payment amounts in the DBAs that are set up with the Savings Fund Setup program (P76M1001).

The amount of the payment that each employee receives is determined by the employee's savings fund setup.

For final liquidations, the system runs the Savings Funds Interest Generation program (R76M1003) to calculate the amount of interest that each employee should receive. The amount of interest for each employee is proportional to the amount that the employee contributed to the fund.

To identify the savings funds that you are liquidating, specify the Home Company, Union Code, and Home Business Unit of the funds in the data selection of the Funds Liquidation program. You can omit one or more of these fields from the data selection, depending on the setup of the funds. The data selection that you set up should match the setup of the fund.

When you process a final liquidation, the system runs the Saving Funds Cycles Update program (R76M1002) to set up the savings funds for the next year in the following tables:

- Saving Funds Setup by Year (F76M1002)
- Employee Saving Funds Setup (F76M1003)

After you run final liquidation for a savings fund, you should review savings fund setup for the coming year.

Before You Begin

- ❑ Set up information for the savings fund liquidation. See *Setting Up Savings Fund Liquidations* in the *Payroll for Mexico Guide*.
- ❑ Set up a version of Funds Liquidation (R76M1004) to select the employees for whom you are liquidating funds. See *Working with Batch Versions* in the *Foundation Guide*.

► To liquidate a savings fund

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Savings Fund Setup by Year.

1. On Work With Saving Funds Setup by Year, complete any of the following fields to narrow your search, and then click Find:
 - Home Company
 - Union Code
 - Home Business Unit
 - Process Code
 - Century/ Year
2. Choose the record for the savings fund that you are liquidating and click Select.
3. On Saving Funds Setup by Year Revisions, verify the information in the following fields:
 - Processing Type
 - Saving Fund Process
 - Special Amount
4. Complete the following field:
 - Version
5. Choose Fund Liquidation from the Form menu.

Processing Options for Funds Liquidation (R76M1004)

Defaults Tab

1. Enter the format to use for the name :

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
-

-
- o Given Name = Antonio
 - o Last Name = Lopez
 - o Mother's Last Name = Garcia
 - o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Vacations

In Mexico, employees receive both vacation pay and vacation bonuses. Vacation pay is for the vacation days that an employee takes. In some situations, employees can receive vacation pay without actually taking the vacation days off work. Vacation bonuses are annual payments that employees receive in conjunction with vacation pay.

Mexican companies are required by law to pay an employee both vacation pay and a vacation bonus on a yearly basis after the employee has completed one year of employment for a company. Employees are not eligible for vacation pay or vacation bonuses during the first year of employment. However, some employers allow employees to take vacation pay during the first year as an advance on future pay.

Vacation pay and vacation bonuses are given to employees in proportion to the employee's seniority-- the number of years that the employee has worked for the company. You set up vacation pay and vacation bonus rates in the Vacation and Christmas Bonus Tables (Setup) (F76M0008).

While vacation pay and vacation bonuses are based primarily on the seniority table, companies can control certain elements of payment calculations, such as which salary the payment is based on, the number of days to be paid, whether vacations will be paid all at once, whether advance payments will be allowed, and so on.

Setting Up Vacation Criteria

You set up vacation criteria to control certain elements of vacation pay and vacation bonuses, such as the rules for payment and the salary on which the payment is based. You define different criteria for vacation pay and vacation bonuses.

You set up vacation criteria by company. You can also set up vacation criteria by union, business unit, or both.

Before You Begin

- ❑ Set up vacation tables. See *Setting Up Calculation Tables for Vacations and Christmas Bonuses* in the *Payroll for Mexico Guide*.

► To set up vacation criteria

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Vacation Control Setup.

1. On Work With Vacation Setup, click Add.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Vacation Setup Revisions

OK Cancel Tools

Company 00801 Mexican Company

Union

Cost Center

Process Code VAC

Payment Vacation Bonus Salary Firing

DBA Code 630 Vacaciones

Advance on Pay 1

Full/Partial P

Rest Day Included 1

Holiday Included 1

Include in Payroll 1

Vac Number of Years 2.0

2. On Vacation Setup Revisions, complete the following fields:

- Company
- Union
- Cost Center
- Process Code

You need to complete the Union and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

The options on the Payment tab control vacation payments.

3. On the Payments tab, complete the following required field:

- DBA Code

4. If you allow employees to take vacation pay that is not yet available to them as an advance on their future vacation pay, enter Y in the following field:

- Advance on Pay

If you enter Y, the system issues a warning when you enter a request for more vacation pay than an employee has available, but it allows you to enter the request. If you enter N, the system issues a warning and does not allow you to enter a request for more vacation pay than an employee has available.

5. Complete the following field to indicate whether you allow employees to take only a portion of available vacation at a given time or require employees to use all available vacation at once:

- Full/Partial

6. Complete the following fields to indicate whether rest days or holidays that occur during an employee's vacation are counted as vacation days:

- Rest Day Included
- Holiday Included

Whether or not you include rest days and holidays affects the calculation of the ending date for the vacation. The system calculates the ending date when you generate vacation payments.

7. Complete the following field to indicate whether you want to process vacation payments during regular payroll cycles or during special payroll cycles:

- Include in Payroll

8. If you require employees to forfeit vacation pay that is not used within a specific length of time, complete the following field:

- Vac Number of Years

9. On the Vacation Bonus tab, complete the following required field:

- DBA Additional

10. Complete the following field to indicate whether you want the system to pay vacation bonuses automatically during the regular payroll cycle that includes the employee's anniversary date:

- Automatic Payroll Inc

If you do not process vacation bonuses automatically, you must run special payrolls to pay vacation bonuses. Many companies pay vacation bonuses on employees' anniversary dates to avoid paying vacation bonuses based on a higher salary later on.

11. If you are paying vacation bonuses upon request rather than paying them automatically on anniversary dates, complete the following field:

- Vac Bonus Payment

12. If you entered F (Factor) in the Vac Bonus Payment field, complete the following field:

- Min Payment Allowed

13. On the Salary tab, complete the following field:

- Salary for Calculation

14. If you entered Average salary (SP) or Frequently used salary (SMF) in the Salary for Calculation field, complete the following fields to specify the time period over which the salary will be calculated:

- Number of Periods

- Integration Periods

Note

To activate the Number of Periods and Integration Periods fields, choose Refresh from the Tools menu after entering SP or SMF in the Salary for Calculation field.

15. If you entered Frequently used salary (SMF) in the Salary for Calculation field, complete the following field to indicate the minimum number of days that an employee must have worked in a specific job for that salary to be included in the calculation:

- Minimum Days

If none of the jobs that the worker had during the period that you specified meets the minimum days requirement, the system uses the employee's base salary to calculate vacation pay.

16. On the Firing tab, complete the following fields to specify the PDBAs that are used to pay outstanding vacation pay and vacation bonus amounts to employees upon termination:

- Firing Proportional
- Firing Pending

17. Click OK.

See Also

- *Paying Vacations and Vacation Bonuses* in the *Payroll for Mexico Guide*

Paying Vacations and Vacation Bonuses

When an employee requests vacation time, you run the vacation payment process to calculate vacation pay amounts and generate a time card for each vacation day that the employee is taking. You must then run a payroll cycle to generate the payment for those time cards.

You can use the vacation payment process to calculate vacation pay without requiring that the employee actually take the vacation days off work. In this situation, the system creates one timecard record for the vacation pay, rather than creating a separate time card for each vacation day.

When you enter a vacation request for an employee, you enter the number of days that the employee is requesting and the beginning date of the vacation. You can also enter a different salary to be used for calculation of the vacation payment if you do not want to use the salary from the vacation setup. However, you cannot modify other vacation setup criteria. For example, you cannot give an employee an advance on vacation pay if you have set up vacation criteria to not allow advances.

You also run the vacation payment calculation process to pay vacation bonuses if you have not set up vacation bonuses to be paid automatically on an employee's anniversary date. The vacation payment calculation process calculates the value for the vacation bonus DBA. You must then run a payroll cycle to generate the bonus payment.

Before You Begin

- ❑ Set up vacations and vacation bonuses. See *Setting Up Vacation Criteria* in the *Payroll for Mexico Guide*.

► To pay vacations and vacation bonuses

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

The system lists all of the employees from the Employee Master Information table (F060116).

2. Choose the employee who is requesting a vacation and click Select.

PeopleSoft. Portal WWW Intranet Training

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Employee Vacations Detail

OK Find Cancel Form Tools

Address Number 106202 Martinez Montemayor, Jaime

Date of Original Employment 01/15/00 Date Terminated

Date Started 01/15/00

Seniority (Year/Months) 3 / 7

		Century Year	Contract Number	Days Earned	Days Taken	Accrued Days Not Available	Available Days	Vacation Bonus Paid	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2001	1	0.00	0.00	0.00	0	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2001		2	2.79	0.00	0.00	3	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2001		3	2.79	0.00	2.79	3	0.00

3. On Employee Vacations Detail, review the information in the detail area to see how many vacation days are available to the employee.
4. Choose Payment Generation from the Form menu.
5. On Confirmation, click OK.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Vacation Payment Revisions

Employee Number: 106202 *Martinez Montemayor, Jaime*

Company: 00801 *Mexican Company*

Union: 10500 *Empleados*

Business Unit: 80180101 *CC Empleados*

Seniority (Year/Months): 3 / 7 Available Vacation Days: 0

Vacations

Days Asked: 2 Pay Days Only

Start Effective Date: 2/15/01 Ending Effective Date:

Rest Day: 1 *Monday*

Job Type / Step: MX804 / Supervisor:

Payment Salary:

Vacation Bonus

Pay Vacation Bonus

Amount to Pay:

6. On Vacation Payment Revisions, complete the following fields if the employee is requesting time off for a vacation:

- Days Asked
- Start Effective Date

The system calculates the Ending Effective Date based on the start date and number of days that you entered.

Note

To prompt the system to calculate the Ending Effective Date, choose Refresh from the Tools menu.

If the number of requested vacation days exceeds the number of vacation days that the employee has available, the system produces either a warning or an error, depending on the vacation setup. If you are allowing advance vacation payments, you receive a warning and are allowed to continue. If you have set up vacations to prohibit advance vacation payments, you receive an error and cannot continue.

7. Review the information in the following field to determine how the employee's regularly scheduled rest day affects the employee's vacation:

- Rest Day

The Rest Day is provided primarily for information. Whether the employee's rest day is counted as a vacation day depends on the vacation setup.

8. If the employee is requesting vacation pay but is not taking the vacation days off work, click the Pay Days Only option.
9. To override the salary that the system generates, based on the vacation setup for the vacation pay calculation, complete either of the following fields:

- Job Type / Step
- Payment Salary

You can either calculate the vacation pay, based on the salary that is associated with a specific job type and step; or you can enter a specific daily salary. You might want to enter a salary that you have negotiated with the employee if the employee is requesting vacation pay but is not taking the vacation time off.

10. If you are calculating a vacation bonus payment, select the Pay Vacation Bonus option.
11. If you specified the factor method of vacation bonus calculation on vacation setup, complete the following field:
 - Amount to Pay

Caution

Clicking OK on the Vacation Payment Revisions form does not calculate vacation payments or generate time cards. You must use the Payment Calculation option on the Form menu.

12. To calculate the vacation payment and generate time cards, choose Payment Calculation from the Form menu.
13. On Confirmation, click OK.

The system generates time cards for the vacation payment and then displays a message.
14. On Payment Generation, click OK.
15. Click Cancel to close the Vacation Payment Revisions form.

You can review the vacation payment transaction on the vacation log.

Canceling a Vacation

Occasionally, an employee might request a vacation and then decide not to take the vacation. For example, an employee's manager might ask the employee to change the date of the vacation, or an employee might cancel for personal reasons. Or you might have calculated a vacation in error. If you have entered the vacation request on the Vacation Payment Revisions form and calculated the payment, you must cancel the vacation to cancel the payment and prevent the vacation days from being deducted from the employee's available vacation balance.

Caution

You cannot cancel a vacation if the vacation payment has already been processed through a payroll cycle. Instead, you must make some arrangement such as collecting the vacation payment from the employee and manually adjusting the employee's vacation balances.

Before You Begin

- ❑ Set up UDC 76M/CV to specify the reasons for vacation cancellations. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To cancel a vacation

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

The system lists all of the employees from the Employee Master Information table (F060116).

2. Choose the employee who is canceling a vacation and click Select.
3. On Employee Vacations Detail, choose Cancellation from the Form menu.
4. Click OK to confirm the cancellation.
5. On Vacation Cancellation, complete the following fields and click OK:
 - Effective On
 - Rest Day
 - Amount or Rate
 - Cancellation Reason

Canceling Unused Vacations

From the Mexico Vacation Control menu (G07BMXPSP3), choose Old Vacation Cancellation.

Some companies require employees to use vacation days or collect payment for those vacation days within a certain period of time. Use Old Vacation Cancellation (R76M0701) to cancel any vacation not used within the time limit.

You set up the time limit within which vacation days must be used on Vacations Setup (P76M0701). Old Vacation Cancellation cancels any vacation days that the employee earned more than the specified number of years prior to the employee's last employment anniversary date. For example, if you specify that vacation days must be used or paid within two years and an employee's last employment anniversary is March 1, 2000, the system cancels any unused vacation days that the employee earned before March 1, 1998.

You should use the data selection on Old Vacation Cancellation to select the employees for whom you are canceling old vacation days.

See Also

- ❑ *Setting Up Vacation Criteria* in the *Payroll for Mexico Guide* for information on setting up the time limit for vacation days

Reviewing Vacation Information

You can review vacation and vacation bonus payment information for each employee or for all employees online. You can also use the following reports to review vacation information:

- Vacation Log Information Report (R76M0702)
- Available Vacations To Be Paid (R76M0703)

Reviewing Vacation Information for an Employee

You can review vacation and vacation bonus payment information for an employee for each year since the employee was hired. This information includes the number of vacation days that the employee has earned, the number of days that have been paid, and the number of days pending.

You can also review a log of all the vacation transactions that have been done for an employee. Vacation transactions include the use or cancellation of vacations, payment of vacation bonuses, and so on.

► To review vacation information for an employee

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

The system retrieves all of the information on the Work With Employee Information form from the Employee Master Information table (F060116).

2. Choose the employee whose vacation information you want to review and click Select.
3. On Employee Vacations Detail, review the information in the detail area.

The system displays a separate record for the year of employment as well as each contract within a given year. For example, if an employee has had two short-term contracts within the same year with the company, the system lists a separate record for each contract.

4. To review PDBA history for the employee's vacation payments, choose History Payment In from the Form menu.
5. Review the information on Work with DBAs History (Payroll Month).
6. Click Close to return to the Employee Vacations Detail form.
7. Choose Log Info from the Form menu.
8. Click Find.

The Work With Vacation Log form displays information about every vacation transaction that has taken place for the selected employee, including vacations taken and vacations cancelled.

The information on Work With Vacation Log is the same information that is included on the Vacation Log Information report (R76M0702)

9. Click Close.

See Also

- *Reviewing PDBA History* in the *Payroll for Mexico Guide* for more information about the Work with DBAs History (Payroll Month) form

Reviewing Vacation Information for Multiple Employees

You can review vacation and vacation bonus payment information for all employees on one form. Reviewing vacation information in this way is useful if you need to review vacation information for a group of employees, such as all employees in a specific business unit or union. You can also review vacation information that meets certain criteria, such as all vacation bonuses that have not been paid fully.

► To review vacation information for multiple employees

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Control.

1. On Work With Employee Information, complete any of the fields in the header area to narrow your search, and then click Find.

The system retrieves all of the information on Work With Employee Information from the Employee Information Master table (F060116).

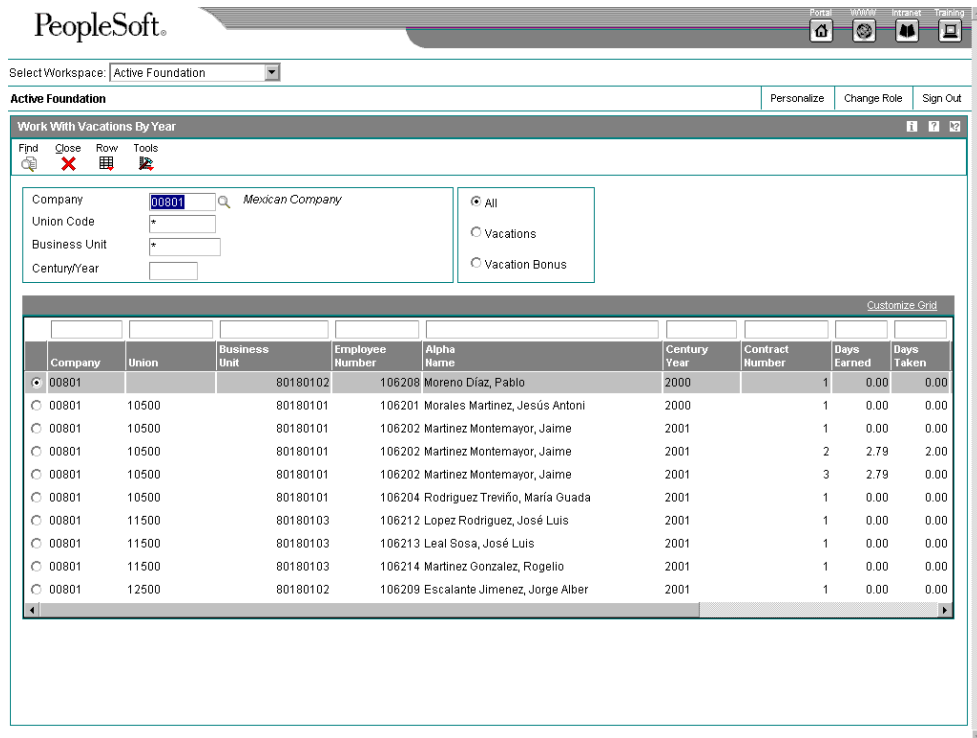
2. Review the values in the following fields:

- Original Date
- Date Started
- Seniority Years
- Seniority Months

Seniority is calculated from the Original Date. Accrual of vacation days begins with the Date Started.

The color of an employee's record indicates that employee's status. Red indicates that the employee has been terminated. Fuchsia indicates that the employee is included in the current payroll cycle.

3. Choose Year Info from the Form menu.



4. On Work With Vacations By Year, complete any of the following fields to narrow your search and click Find:

- Company
- Union Code
- Business Unit
- Century/Year

The system displays vacation information for all employees who match the criteria that you entered.

You can also use the query-by-example line to select employees. For example, you might select all employees whose bonus is less than 100 percent paid by entering <100 in the query-by-example field above Vacation Bonus Paid.

You can use the options on the Row menu to review more detailed vacation information about specific employees. The forms that you access in this way are the same forms that you access when you review vacation information for a single employee.

5. Click Close.

See Also

- *Reviewing Vacation Information for an Employee in the Payroll for Mexico Guide.*

Reviewing the Vacation Log Information Report

From the Mexico Vacation Control menu (G07BMXPSP3), choose Vacation Log Information.

The Vacation Log Information Report (R76M0702) displays information about every vacation transaction that has taken place for the employees who meet the data selection criteria. Vacation information includes vacations taken and vacations cancelled.

The information on the Vacation Log Information Report is the same information that is included on the Work With Vacation Log form.

See Also

- *Reviewing Vacation Information for an Employee* in the *Payroll for Mexico Guide* for information about review vacation log information online

Processing Options for Vacation Log Information (R76M0702)

Defaults Tab

1. Enter the format to use for the name

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
- o Given Name = Antonio
- o Last Name = Lopez
- o Mother's Last Name = Garcia
- o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
-

-
- 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-
-

2. Code - Vacation Movement

Blanks = All movements

Use this processing option to indicate the vacation movement that will be displayed on the report. If you leave this processing option left blank, the report will display all the available codes. Vacation movement codes are stored in UDC 76M/TV.

3. Date - Beginning Effective

Use this processing option to specify the beginning effective date of the process.

4. Date - Ending Effective

Use this processing option to specify the ending effective date of the process.

Reviewing the Available Vacations to be Paid Report

From the Mexico Vacation Control menu (G07BMXPSP3), choose Available Vacation to be Paid.

Use the Available Vacations To Be Paid report (R76M0703) to show the company's current vacation liability, which is the amount that the company would have to pay for unused vacations for each employee if those employees were to terminate employment.

You can use data selection to include specific groups of employees on the report, such as all employees in a specific company or union.

The report lists vacation information for each selected employee as well as vacation pay totals by cost center, union, and company. The report does not include information on vacation bonuses because companies do not have to pay vacation bonuses for terminating employees.

Processing Options for Available Vacations to be Paid (R76M0703)

Defaults Tab

1. Enter the format to use for the name

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
- Given Name = Antonio
- Last Name = Lopez
- Mother's Last Name = Garcia
- Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Special Processes

You use special processes to generate various types of payments outside of the regular payroll cycle, such as bonuses.

The Mexican payroll system uses special processes to calculate payment amounts that are calculated outside of the normal payroll cycle, such as bonuses. You set up and calculate the following special processes using the Special Process Engine:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing

To generate payments for special processes using the Special Process Engine, you should complete the following general steps:

1. Set up calculation tables for the special process. This step is necessary only for Christmas bonuses and vacation bonuses, which do not use the Special Process Engine.
2. Set up the special process.
3. Set up the basis of calculation for the special process.
4. Set up special process reports.
5. Set up a special process version.
6. Generate special process amounts in test mode.
7. Review and revise special process amounts, if necessary.
8. Reset the special process, if necessary.
9. Generate special process amounts in live mode.
10. Process a payroll cycle that includes the special process or process a special payroll that pays only the special process.

Setting Up Special Processes

Before you can use the Special Process Engine program (P76M0027) to run special processes, you must set up special process parameters to determine how the system calculates special process amounts. In addition, some special processes require that you define the basis of calculation as part of determining how the process will be calculated.

You can also set up suggested reports for each special process by setting up a reports model.

Setting Up Special Process Parameters

You set up special process parameters to process the following types of payments in the Special Process Engine:

- Attendance bonus
- Christmas bonus
- Food bonus
- Production bonus
- Profit sharing

Special process parameters determine how the system calculates special process amounts. Some elements of special process setup are determined by legal requirements. Other elements of special process setup are at the company's discretion.

The following tables describe the minimum legal requirements for each special process:

Attendance Bonus

Process Code (CMXPR)	ABS
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Calculation Table (TTPPE)	AB (Non-absence premium)
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Christmas Bonus

Process Code (CMXPR)	AG
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	P (Partial)
Calculation Table (TTPPE)	AG (Christmas bonus)
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Food Bonus

Process Code (CMXPR)	BD
Calc. Type (TCALP)	% (Percentage)
Special Amount (EXTRTAM)	15
Payment Type (CODPAGO)	B (Bonus - coupons)
Full/Partial (CODPROP)	F (full)
Maximum Limit Basis (FLBSON)	SMZ (Zone minimum salary)
Maximum Limit Period (FLPDOA)	M (Monthly)
Maximum Limit Percentage (FLPERC)	1.00
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	M (Monthly)

Production Bonus

Process Code (CMXPR)	PBS
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Calculation Salary (TSALCAL)	SN
Salary Period (TPOPER)	D (Daily)

Profit Sharing

Process Code (CMXPR)	PTU
Calc. Type (TCALP)	% (Percentage)
Payment Type (CODPAGO)	\$ (Cash)
Full/Partial (CODPROP)	F (Full)
Min. Days Being Elect (ELGM)	60
Calculation Salary (TSALCAL)	SN (Regular salary)
Salary Period (TPOPER)	D (Daily)

Before You Begin

- ❑ Set up DBAs to store the amounts that are generated by the special processes. These DBAs are applied during pre-payroll processing. See *Setting Up Deductions, Benefits, and Accruals* in the *Payroll for Mexico Guide*.
- ❑ For attendance and Christmas bonuses, set up calculation tables. See *Setting Up Calculation Tables for Vacation and Christmas Bonuses* in the *Payroll for Mexico Guide*.

► To set up special process parameters

From the Mexico Special Process Setup menu (G07BMXPSP4), choose *Other Processes Setup*.

1. On Work With Other Process Setup, click Add.

The screenshot shows the 'Other Processes Setup Revisions' form in PeopleSoft. The form is titled 'Other Processes Setup Revisions' and is part of the 'Active Foundation' workspace. It contains several sections:

- Company:** Fields for Company (00801), Business Unit, Process Code (ABS), and Union.
- Process Dates:** Fields for Date Beginning (01/01/00), Date Ending (12/31/00), and Date Processed (12/15/00).
- Process Info:** Fields for DBA Process Code (3502), Calculation Type (%), Calculation Salary (SN), Period Type, Payment Type (\$), Full/Partial (F), Advance on Payment (0), Loan Deduction (0.00), Additional PDBA, Special Amount (0.000), Salary Period (D), No. Of Periods (0), and DBA Advance on Payment.

2. On Other Processes Setup Revisions, complete the following required fields in the header area:

- Company
- Process Code
- Century/Year

You must set up all of the special processes each year.

3. To set up the current special process for a specific business unit or union, complete either or both of the following fields:

- Business Unit
- Union

If you do not specify a business unit or union, the special process applies to all business units or unions within the company that you specified. Business unit- or union-specific setups override non-specific setups. For example, if you set up one version of the Christmas bonus process without specifying a union and they set up another version for the same year with a union, the union-specific version overrides the non-specific version for that union only. All other unions within the company use the non-specific version.

4. Complete the following fields to specify the time period over which the special process will be calculated:
 - Date Beginning
 - Date Ending
 - Date Processed
5. On the Process Info tab, complete the following fields for all special processes:
 - DBA Proces Code
 - Payment Type
 - Full/Partial

The tax type to apply to the special process is taken from the PDBA setup. You need to apply taxes only to Christmas bonuses and profit sharing.

6. If you are setting up a special process for profit sharing (PTU), complete the following field:
 - Additional PDBA

For profit sharing, the system stores the special process amount that is calculated from the employee's salary in the DBA Process Code field (PDBA). The system stores the special process amount that is calculated from the number of days worked in the Additional PDBA field (PDBAADD).

7. If you gave employees an advance payment on the special process amount, complete the following fields:
 - Advance on Payment
 - DBA Advance on Payment
8. If a portion of the special process amount is used to repay employee loans, enter the percentage of the special process amount that should be used for loan repayment in the following field:
 - Loan Deduction

9. To determine how the special process amount is calculated, complete the following field:

- Calculation Type
10. If you entered \$ in the Calculation Type field, complete the following field to indicate the special process amount:
 - Special Amount
 11. If you entered % in the Calculation Type field, complete the following fields to specify the basis of calculation for the special process:
 - Calculation Salary
 - Salary Period
 12. If you entered SMF (Frequently used salary) or SP (Average salary) in the Calculation Salary field, complete the following fields to determine how the salary amount will be calculated:
 - Period Type
 - No. Of Periods
 13. On the Tables tab, complete the following field if you are calculating the special process amount, based on a calculation table:
 - Calculation Table

Calculation tables are used to calculate attendance and Christmas bonuses.
 14. If you are deducting absence days in the calculation of the special process amount, complete the following field:
 - Addl Calc. Table
 15. On the Firing tab, complete the following fields if you want to award a proportional amount of the special process to employees who ended employment during the period of the special process:
 - Firing Proportional
 - Firing Pending

Proportional payments are required for Christmas bonuses.
 16. On the Eligibility tab, complete the following field if you require that employees work a minimum number of days before becoming eligible for the special process payment:
 - Min. Days Being Elect
 17. On the Limits tab, complete the following field to specify a minimum for the special process amount:
 - Minimum Amount

If the special process amount that is calculated for a specific employee is less than the amount that you specify, that employee receives this amount, rather than the calculated special process amount.
 18. To specify a maximum salary that will be used in the calculation of the special process amount, complete the following field:

- Maximum Salary

If an employee's calculation salary for the special process is less than the amount that you specify, the amount that you specify is used in the calculation of the special process.

The Maximum Salary field is important for profit sharing (PTU).

19. To specify a maximum limit for the special process amount, complete the following fields:

- Maximum Limit Basis
- Maximum Limit Period
- Maximum Limit Percentage

To calculate the maximum limit, the system calculates a salary amount that is based on the Limit Basis and Limit period, and then multiplies that salary by the value in the Limit percentage field.

20. Click OK.

Setting Up the Basis of Calculation for a Special Process

Some special processes require that you define the basis of calculation as part of determining how the process will be calculated. For example, for the profit sharing special process (PTU), you need to set up the basis of calculation for the following PDBAs:

DBA Process Code (PDBA)	Basis List - PN (Normal Income)
Additional PDBA (PDBAADD)	Basis List - DT (Days Worked)

You set up both of these PDBAs in the Other Processes Setup program (P76M0011).

When you set up the basis of calculation for a special process, you list each PDBA on which the special process is based, rather than entering a range of PDBAs.

Note

For special process PDBAs, set up the basis calculation using the Special Process Basis of Calculation program (P76M0026), rather than using the standard Basis of Calculations program (P059116).

See Also

- *Setting Up Special Process Parameters* in the *Payroll for Mexico Guide* for information on setting up special processes

Before You Begin

- ❑ Set up PDBAs to store the amounts that are generated by the special processes. These are the PDBAs for which you are setting up the basis of calculation. See *Setting Up Deductions, Benefits, and Accruals* in the *Payroll for Mexico Guide*.
- ❑ If you are defining a new special process, set up UDC 76/BP to specify the basis lists for your special process. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up the basis of calculation for a special process

From the Mexico Special Process Setup menu (G07BMXPSP4), choose *Special Process Engine Setup*.

1. On Work With Special Process Basis of Calculation, click Add.

The screenshot shows the PeopleSoft interface for the 'Special Process Basis of Calculation Detail' form. The form is titled 'Active Foundation' and includes a 'Select Workspace' dropdown set to 'Active Foundation'. The form contains several input fields and a table.

Fields:

- Home Company: 00801 (Mexican Company)
- Union Code: (empty)
- Process Code: PTU (Profit Sharing)
- PDBA Code: 051 (Ptu Pesos)
- Basis List: PN (Normal Salary)

Table:

From Trans	From Trans Description
550	Hrs. Normale
560	Comp. Sdo

2. On Special Process Basis of Calculation Detail, complete the following fields:

- Home Company
- Union Code
- Process Code

The Home Company, Union Code, and Process Code that you enter should match the values that you entered when you set up the special process using Other Processes Setup (P76M0011).

3. For each PDBA that requires a basis of calculation, complete the following fields in the header area:

- PDBA Code
 - Basis List
4. Complete the following field in the detail area for the PDBA that you entered in the previous step, and then click OK:
 - From Trans

Setting Up a Special Process Reports Model

You might want to print reports to verify special process information. You set up reports separately for each special process version. However, you can set up a reports model to facilitate setting up reports for each special process version.

You should set up suggested reports for each special process. Then, when you create a special process version, you can select reports from the reports model and specify additional other reports.

See Also

- ❑ *Reviewing Special Process Reports* in the *Payroll for Mexico Guide* for information on available reports

Before You Begin

- ❑ Set up versions of your special process reports. See *Creating a Batch Version* in the *Foundation Guide*.
- ❑ Set up UDC 76/PE to specify the special process reports that you are using. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To set up a special process reports model

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Special Process Report Setup.

1. On Work With Report Model, click Add.
2. On Report Model Detail, complete the following field:
 - Process Code
3. Complete the following fields for each report that you want to run as part of the special process, and then click OK:
 - Report ID
 - Report Version

Working with the Special Process Engine

The first step in working with the Special Process Engine program (P76M0027) is to create a special process version. After you create a special process version, you can run any of the following processes from the Special Process Engine:

- Setting up special process parameters
- Revising the special process version
- Setting up special process reports
- Submitting the special process for calculation
- Running special process reports
- Resetting a special process version

You calculate the special process in test mode to verify its accuracy. You must calculate the special process in production mode to generate payments. You generate payments of the special process amounts when you run either a special payroll or a regular payroll that includes the special process.

Creating a Special Process Version

You must create a special process version before you run a special process for the first time. You create special process versions using the Special Process Engine program (P76M0027).

See Also

- *Setting Up Special Process Parameters* in the *Payroll for Mexico Guide* for information on setting up a special process
- *Setting Up Special Process Reports* in the *Payroll for Mexico Guide* for information on setting up reports to run when you submit the special process

Before You Begin

- Create a version of the Pre-Payroll Driver UBE (R07200) to select the employees who should be considered for the special process. See *Creating a Batch Version* in the *Foundation Guide*.
- Set up UDC 76M/PM to specify a code for the special process. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► To create a special process version

From the Mexico Special Processes Menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, click Add.

The screenshot shows the 'Special Process Revisions' form in PeopleSoft. The form is divided into several sections:

- Header Area:** Includes 'Process Code' (PTU), 'Version' (XJDE0001), 'Pay Cycle Code' (M), 'Date Pay Starts' (05/01/05), 'Date Pay Stops' (05/31/05), 'Check Date' (05/31/05), and 'Century/Year' (2005). There are also labels for 'Profit Sharing', 'Pre-Payroll - Bi-Weekly', and 'Monthly'.
- Payment Information Tab:** Contains a 'Batch Processing Mode' field with the value 'T' and two radio buttons: 'Include in Regular Payroll' (selected) and 'Include in Special Payroll'.

2. On Special Process Revisions, complete the following fields in the header area:
 - Process Code
 - Version
 - Pay Cycle Code
3. Choose Pay Cycle from the Form menu.
4. On Pay Period Constants Revisions, choose the appropriate row, and then click OK to choose a pay period for the payroll cycle during which you will pay the special process amount.

On Special Process Revisions, the system displays the dates that correspond to the pay period that you chose.
5. On the Payment Information tab, complete the following field:
 - Batch Processing Mode

When you set up a special process version, you should specify T (test) as the Batch Processing Mode. After you have generated special process amounts in test mode and verified their accuracy, you change the Batch Process Mode to P (production) and generate special process amounts again.

Note

You must submit the special process in production mode to generate special process payments. Submitting a special process in production mode records special process amounts in the Employee Transaction Detail File table (F06116) and the DBA

Transaction Detail History table (F0719). These special process amounts are paid through a pay cycle.

6. If you are paying special process amounts as part of a regular pay cycle, click the Include in Regular Payroll option.
7. If you are running a special pay cycle to pay special process amounts, click the Include in Special Payroll option.
8. On the Payroll Information tab, review the default information in the following fields and change it, if necessary:
 - Auto Deposit Date
9. Verify that the correct value appears in the following field that corresponds to the type of pay cycle code that you are processing:
 - W
 - B
 - S
 - M
 - O
10. If you are including the special process in a regular payroll, complete the following field:
 - Tax to apply

The tax type that you enter is applied to regular payments that are generated during the regular payroll that is associated with the special process. Whether taxes are calculated on special process amounts depends on the setup of the special process parameters.
11. To specify a minimum amount of net pay that the employee should receive, complete the following fields:
 - Minimum Net Allowed
 - PDBA Code

The system determines the minimum net pay amount by calculating the percentage that you specify in the Minimum Net Allowed field of the amount that is generated by the PDBA which you specify. You should enter a PDBA that has no effect on gross with a basis of calculation that includes the pay types that you want to use to calculate the minimum net pay.

If you leave the PDBA Code field blank, the system calculates the minimum net pay as a percentage of the gross pay amount.
12. If you do not want to calculate voluntary or mandatory deductions during this payroll cycle, turn on the Payroll without Deductions option.

13. To generate a report of employees who will receive a vacation bonus during the next pay period, turn on the Include Vacation Bonus Process option.

If you turn on the Include Vacation Bonus Process option, the Vacation Bonus for Next Period report (R76M0308) prints during Final Update.

For profit sharing or production bonuses, complete either of the following two steps, but not both, depending on how you distribute the bonus.

14. If the special process involves the even distribution of a bonus amount among employees, complete the following field on the Process Information tab:

- Distribution Amount

Completing the Distribution Amount field deactivates the Salary Factor and Days Factor fields.

15. To distribute the special process amount proportionally, based on salary or length of employment, complete either or both of the following fields:

- Salary Factor
- Days Factor

Completing either the Salary Factor or the Days Factor field deactivates the Distribution Amount field when the form is refreshed.

16. Click OK.

Setting Up Special Process Reports

You might want to print special process reports to verify special process information and review the results of special process calculations. You set up reports for each special process. After you set up reports, they automatically print at the end of the calculation of the special process. You can also print special process reports from the Special Process Engine.

See Also

- ❑ *Reviewing Special Process Reports* in the *Payroll for Mexico Guide* for information on available reports

Before You Begin

- ❑ Create a special process version. See *Creating a Special Process Version* in the *Payroll for Mexico Guide*.
- ❑ Set up a special process reports model. This step is not required, but it might facilitate setting up special process reports if you have many special process reports from which to select. See *Setting Up a Special Process Reports Model* in the *Payroll for Mexico Guide*.

► To set up special process reports

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:

- User ID
 - Version
 - Process Code
2. Choose a special process version in the detail area, and then choose Report Setup from the Row menu.
 3. On Special Process Report Setup Detail, complete the following fields for each report that you want to run as part of the special process:
 - Report ID
 - Report Version
 4. To use the Reports Model, choose a blank row in the detail area, and then choose Reports Model from the Row menu.
 5. On Work With Report Model, choose a report and click Select.
The system inserts the report ID and version in the blank row that you selected on the Special Process Report Setup Detail form.
 6. Click OK.

Generating Special Process Amounts

When you generate special process amounts, the system calculates special process amounts for the selected employees and stores those amounts in the appropriate PDBAs. You then run a payroll cycle to pay the special process amounts that are stored in the PDBAs.

The system also prints any reports that you have set up for the special process version. You can use the reports to review information about how the special process was calculated.

Before You Begin

- Create a special process version. See *Creating a Special Process Version* in the *Payroll for Mexico Guide*.

► To generate special process amounts

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Submit Process from the Row menu.

3. On Confirmation, click OK.

Reviewing Special Process Amounts by Employee

After you generate special process amounts, you can review the amount that each employee will receive to verify its accuracy. The system lists each PDBA that is involved in the special process, as well as a total special process amount for each employee.

You can also revise individual amounts, if necessary. If you change or override a special process amount and then regenerate the special process, the system saves the revised special process amounts. However, if you reset the special process, both original and revised special process amounts are deleted.

Before You Begin

- Generate special process amounts. See *Generating Special Process Amounts* in the *Payroll for Mexico Guide*.

► To review special process amounts by employee

From the Mexico Special Processes menu (G07BMXPSP), choose Employee Special Process Setup.

1. On Work with Employee Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process
 - Year
 - Company
 - Union
 - Cost Center

The system lists special process PDBAs and amounts by employee.

2. To revise a special process amount, choose a row in the detail area, and then click Select.
3. On Employee Special Processes Revision, you can revise information in any of the following fields in the detail area:
 - Days
 - Salary

When you change the value in either the Days field or the Salary field, the system recalculates the value in the Amount field.

4. To save your changes, click OK.

Printing Special Process Reports

You can print special process reports when you generate special process amounts, or you can print special process reports independently. You must submit a special process before you print reports for that process.

When you print special process reports, the system prints all of the reports that are associated with the special process version that you selected.

Before You Begin

- ❑ Set up special process reports for your special process version. See *Setting Up Special Process Reports* in the *Payroll for Mexico Guide*.

► To print special process reports

From the Mexico Special Processes menu (G07BMXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Reports Execution from the Row menu.
3. On Confirmation, click OK to continue.

Resetting Special Processes

If you discover errors in your special process when you review special process amounts, you might need to reset the special process. Resetting the special process returns your data to the way it was before you submitting the special process.

You must reset the special process before you resubmit it when you do any of the following:

- Submit the special process for the wrong employees.
- Omit a group of employees who should have been included in the special process.
- Change the setup of the special process.
- Change the setup of a DBA that affects one or more employees in the special process.

If you resubmit a special process without first resetting it, the system replaces the original records. However, the system does not replace any records that you manually modified. Also, the system does not delete any records that were created in the first submission and not in the second.

Note

When you reset a special process, the system deletes all of the special process amounts, including those that you modified manually.

You cannot reset a special process in the following situations:

- Final payments for the special process are already processed in the payroll cycle.
- The system encounters errors during the reset process.

The system creates a report of any errors that it encounters during the reset process.

► **To reset a special process**

From the Mexico Special Processes menu (G07BMPXPSP), choose Special Process Engine.

1. On Work With Special Processes, complete any of the following fields to limit your search, and then click Find:
 - Process Code
 - Version
 - User ID
2. Choose a special process version in the detail area, and then choose Process Reset from the Row menu.
3. On Confirmation, click OK to continue.

Reviewing Special Process Reports

J.D. Edwards provides the following special process reports to help you review amounts that are paid to employees through special processes:

- Food Bonus Report (R76M0600)
- Food Bonus Denomination Report (R76M0601)
- Attendance Bonus Report (R76M0602)
- Productivity Bonus Report (R76M0603)
- Profit Sharing Report (R76M0900)
- Profit Sharing Review Report (R76M0902)
- Christmas Bonus Report (R76M0901)

You can print these special process reports when you generate special process amounts, or you can print special process reports independently. You must submit a special process before you print reports for that process.

Reviewing the Food Bonus Report

Use the Food Bonus Report (R76M0600) to review the amount being paid to each employee as a food bonus. This report lists food bonus amounts for each employee as well as totals by cost center, union, and company.

Running the Food Bonus Report also runs a table conversion program (R8976M0600) that creates a text file that you can submit to the store that prints the food bonus coupons.

Note

The system stores the text file in a folder called Export. This folder can be on the server or on the user's machine, depending on whether the Food Bonus Report is run on the server or locally. J.D. Edwards recommends that you run the report locally. If the Export folder is not present, the system does not create the text file.

You should set up the Food Bonus Report to print when you submit the special process that calculates food bonuses. You can also print the Food Bonus Report from the Special Process engine after you have calculated food bonus amounts.

See Also

- ❑ *Submitting a Table Conversion* in the *Table Conversion Guide* for more information on running table conversion programs

Processing Options for Food Bonus Report (R76M0600)

Output Tab

1. Output type

Blanks = Printed Report

0 = Printed Report

1 = File

2 = Printed Report and File

Use this processing option to specify the report output type. Valid values are:

0 Printed report

1 File

2 Printed report and file If you leave this processing option blank, the system will produce a printed report.

1. Name Format Code

1 = Lopez Perez, Jose Luis

-
- 2 = Lopez Perez, Jose
 - 3 = Jose Luis Lopez Perez
 - 4 = Jose Lopez Perez
 - 5 = Ing. Jose Luis Lopez Perez
 - 6 = Lopez, Jose
 - 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
- o Given Name = Antonio
- o Last Name = Lopez
- o Mother's Last Name = Garcia
- o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia
- 5 Ing. Jose Antonio Lopez Garcia
- 6 Lopez, Jose
- 7 Lopez, Jose A.

Defaults Tab

Reviewing the Food Bonus Denomination Report

Use the Food Bonus Denomination Report (R76M0601) to review the denominations of the food bonus coupons that are being paid to each employee.

You should set up the Food Bonus Denomination Report to print when you submit the special process that calculates food bonuses. You can also print the Food Bonus Denomination Report from the Special Process engine after you calculate food bonus amounts.

Before You Begin

- ❑ Set up food bonus coupon denominations in the denomination table. See *Setting Up the Denomination Table* in the *Payroll for Mexico Guide*.

Processing Options for Food Bonus Denomination Report (R76M0601)

Defaults Tab

1. Name Format Code

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
- o Given Name = Antonio
- o Last Name = Lopez
- o Mother's Last Name = Garcia
- o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
- 2 Lopez Garcia, Jose
- 3 Jose Antonio Lopez Garcia
- 4 Jose Lopez Garcia

5 Ing. Jose Antonio Lopez Garcia

6 Lopez, Jose

7 Lopez, Jose A.

Reviewing the Attendance Bonus Report

Use the Attendance Bonus Report (R76M0602) to review the amount that is being paid to each employee as an attendance bonus. The report also lists the number of days of absence for each employee who is receiving an attendance bonus. The report lists attendance bonus totals by cost center, union, and company.

You should set up the Attendance Bonus Report to print when you submit the special process that calculates attendance bonuses. You can also print the Attendance Bonus Report from the Special Process engine after you have calculated attendance bonus amounts.

Processing Options for Attendance Bonus Report (R76M0602)

Defaults Tab

1. Name Format Code

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
 - Given Name = Antonio
 - Last Name = Lopez
 - Mother's Last Name = Garcia
 - Title = Ing.
-

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the Productivity Bonus Report

Use the Productivity Bonus Report (R76M0603) to review the amount that is being paid to each employee as a productivity bonus. The report lists the following information, in addition to the total amount of the productivity bonus:

- Job code
- Basis of calculation
- Amount or rate
- Advance payment

The report also lists basis of calculation, advance payment, and productivity bonus totals by cost center, union, and company.

You should set up the Productivity Bonus Report to print when you submit the special process that calculates productivity bonuses. You can also print the Productivity Bonus report from the Special Process engine after you have calculated productivity bonus amounts.

Processing Options for Productivity Bonus Report (R76M0603)

Process Tab

1. Enter the format to use for the name:

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
-

-
- o Given Name = Antonio
 - o Last Name = Lopez
 - o Mother's Last Name = Garcia
 - o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the Profit Sharing Report

Use the Profit Sharing Report (R76M0900) to review the amount that is being paid to each employee as profit sharing. The report lists the following amounts for each employee, in addition to the total profit sharing amount:

- Salary
- Profit sharing amount, based on salary
- Days worked
- Profit sharing amount, based on days worked

The report lists profit sharing amounts totaled by cost center, union, and company.

You should set up the Profit Sharing Report to print when you submit the special process that calculates profit sharing. You can also print the Profit Sharing report from the Special Process Engine after you calculate profit sharing amounts.

Processing Options for Profit Sharing Report (R76M0900)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
- Given Name = Antonio
- Last Name = Lopez
- Mother's Last Name = Garcia
- Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the Profit Sharing Review Report

Use the Profit Sharing Review report (R76M0902) to review the basis of calculation for the profit sharing process. The report lists the number of days worked and the salary that were used to calculate the profit sharing bonus for each employee.

The report totals amounts by cost center, union, and company.

You should set up the Profit Sharing Review Report to print when you submit the special process that calculates profit sharing. You can also print the Profit Sharing Review report from the Special Process Engine after you have calculated profit sharing amounts.

Processing Options for Profit Sharing Review Report (R76M0902)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
- Given Name = Antonio
- Last Name = Lopez
- Mother's Last Name = Garcia
- Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
-

-
- 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Reviewing the Christmas Bonus Report

Use the Christmas Bonus Report (R76M0901) to review the amount that is being paid to each employee as a Christmas bonus. The report lists the number of days that were worked and the salary that was earned by each employee because the Christmas bonus amount is proportional to these amounts. The report also lists the employee's start date and the amount of Christmas bonus that was paid in advance.

The report lists Christmas bonus amounts totaled by cost center, union, and company.

You should set up the Christmas Bonus Report to print when you submit the special process that calculates Christmas bonuses. You can also print the Christmas Bonus report from the Special Process Engine after you have calculated Christmas bonus amounts.

Processing Options for Christmas Bonus Report (R76M0901)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
 - o Given Name = Antonio
-

-
- o Last Name = Lopez
 - o Mother's Last Name = Garcia
 - o Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Terminations

When an employee ends employment with a company for any reason, the employee must sign a discharge document. This document states that all financial obligations between the company and the employee have been resolved. Financial obligations that must be resolved include:

Termination payments	Bonuses that are based on the employee's length of service
Pending and proportional payments	Vacation, vacation bonus, and Christmas bonuses that were not paid previously, as well as the portion of those bonuses that corresponds to the employee's length of service since the last bonus payment
Funds liquidation	The company contribution, employee contribution, and interest for savings funds and mutual savings funds
Employee obligations	All deductions that the employee owes the company or external entities, such as loan amounts and wage attachments

In the Mexican payroll system, you use the Terminations process to calculate financial obligations between the company and the employee, and to create a legal discharge document.

If you are providing indemnification payments for terminating employees, you must set up information, such as the salary, for calculating the payment amount, limits, and eligibility criteria.

The system uses setup information from the following modules to determine the amount that must be paid to or deducted from the employee:

- Vacation and Vacation Bonus
- Savings Funds
- Christmas Bonus

The termination process produces the following reports:

- Termination Report (R76M0801) - Lists pay amounts for each PDBA that is included in the termination process
- Termination Payment Notification (R76M0802) - Produces a special check for the final payment to the employee, as well as a discharge document that the employee must sign

Setting Up Indemnification Payments

In Mexico, legislation requires guidelines regarding pay that should be given to terminated employees. Different guidelines apply, depending on whether the employee is quitting voluntarily or being fired, and whether the employee or company gives significant notice of the termination. The payments covered under these rules are called "indemnification" payments.

You must set up each type of indemnification payment separately. You must also set up calculations to determine the amount of indemnification pay that is tax-exempt.

You set up indemnification payments by company. You can also set up indemnification payments by union or cost center if you want to handle indemnification payments differently for different groups of employees.

The following tables describe the minimum legal requirements for each indemnification payment:

Seniority Bonus

Termination Payment (TERMPAY)	PA
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	12
Multiplier (MULTIP)	A (Years)
Eligibility Period (ELGPER)	A (Years)
Eligibility Minimum (ELGM)	1
Limit Basis (FLBSON)	SMZ (Zone Minimum Salary)
Limit Period Type	G (days)
Amount (FLPERC)	2
Applied Limit (FLATO)	B

- Calculation Information - The employee receives 12 days of regular salary for each year of employment.
- Eligibility Information - The employee must have been employed for at least one year to receive the bonus.
- Limit Information - The salary that is used to calculate the seniority bonus cannot be more than twice the daily minimum salary for the employee's geographic zone.

Gratification by Service Year

Termination Payment (TERMPAY)	GA
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	20
Multiplier (MULTIP)	A (Years)

- Calculation Information - The employee receives 20 days of regular salary for each year of service.

You can set up eligibility information and limit information for the Gratification by Service Year, but they are not required.

Indemnification Fixed Part

Termination Payment (TERMPAY)	PF
Salary Type (TSALCAL)	SN (Regular salary)
Number of Days (NDPPE)	90
Multiplier (MULTIP)	1 (use Number of Days)

- Calculation Information - The employee receives 90 days of regular salary.

Indemnification Exempt

Termination Payment (TERMPAY)	PX
Salary Type (TSALCAL)	SMZ (Zone Minimum Salary)
Number of Days (NDPPE)	90
Multiplier (MULTIP)	A (Years)

- Calculation Information - An amount equal to 90 days of the Zone Minimum Salary is deducted from the sum of the indemnification payment (gratification, bonus, and fixed part) for each year of employment before tax is calculated on the indemnification payment.

Indemnification Tax

Termination Payment (TERMPAY)	99
--------------------------------------	----

- Calculation Information - The system uses the tax percentage that the employee paid on taxable incomes during the previous month as the tax percentage for the indemnification payment.

Before You Begin

- Set up UDC 76M/TE to specify types of indemnification payments. You can use the predefined codes (GA, PA, PF, and PX) or add new codes. However, the code for Indemnification Tax (99) is hard-coded and should not be changed. See *Setting Up User Defined Codes* in the *Payroll for Mexico Guide*.

► **To set up indemnification payments**

From the Mexico Special Process Setup menu (G07BMXPSP4), choose Termination Setup.

1. On Work With Terminations Setup, click Add.

The screenshot shows the 'Terminations Setup Revisions' window in the PeopleSoft system. The window is titled 'Active Foundation' and has a 'Select Workspace' dropdown set to 'Active Foundation'. The main content area is divided into two sections: 'Company' and 'Calculation Information'. The 'Company' section contains the following fields: 'Company' (00801), 'Union', 'Cost Center', and 'Termination Payment' (PA). The 'Calculation Information' section contains the following fields: 'DBA Code' (3500), 'Salary Type' (SN), 'Period Type', 'Number of Periods', 'Number of Days' (12), and 'Multiplier' (A). The window also includes standard navigation buttons like OK, Cancel, and Tools.

2. On Terminations Setup Revisions, complete the following fields:

- Company
- Union
- Cost Center

You need to complete the Union Code and Cost Center fields only if you are administering the fund differently for different unions or cost centers.

3. Complete the following required fields:

- Termination Payment
- DBA Code

4. If you entered 99 (Indemnification Tax) in the Termination Payment field, click OK.

The only information needed to set up Indemnification Tax is the DBA code for the DBA that stores the tax amount for termination payments. The system calculates the tax percentage for indemnification based on the tax percentage that the employee paid on taxable incomes during the previous month.

5. If you entered any value other than 99 (Indemnification Tax) in the Termination Payment field, complete the following field:
 - Salary Type
6. If you entered Average salary (SP) or Frequently used salary (SMF) in the Salary Type field, complete the following fields to specify the time period over which the salary will be calculated:
 - Period Type
 - Number of Periods
7. Complete the following fields:
 - Number of Days
 - Multiplier
8. If employees must have been employed for a specific length of time to be eligible for the termination payment, complete the following fields on the Eligibility Information tab:
 - Eligibility Period
 - Eligibility Minimum
9. To limit the amount of the termination payment, complete the following fields on the Limit Information tab:
 - Limit Basis
 - Limit Period Type
 - Amount
 - Applied Limit

To calculate a maximum limit, the system calculates a salary amount that is based on the Limit Basis and Limit Period Type, and then multiplies that salary by the value in the Amount percentage field. Depending on the value that you enter in the Applied Limit field, the system either applies the maximum limit to the salary that is used as the basis for calculating the termination payment or applies the maximum limit to the final termination payment.

10. Click OK.

Entering an Employee's Termination Date

When an employee ends employment for any reason, you must enter the date of the termination so that the system can process termination pay for the employee and create a Termination Payment Notification.

You enter termination dates in the Employee Terminations program (P76M0803) to enable the system to calculate termination pay. After you generate the final payment for the

terminated employee, you should also enter the termination date in the Employee Information program (P0801) to prevent the employee from receiving additional payroll payments.

► **To enter an employee's termination date**

From the Employee Terminations menu (G07BMXPSP5), choose Employee Terminations.

1. On Work with Employee Terminations, complete any of the following fields to narrow your search, and then click Find:
 - Company
 - Union
 - Cost Center
2. Choose the terminating employee and click Select.

If you have already calculated termination pay for the selected employee, the system displays the results of those calculations in the Payments and Deductions fields of Employee Termination Revisions.
3. On Employee Terminations Revisions, complete the following field and click OK:
 - Termination Date

Calculating Termination Pay

From the Employee Terminations menu (G07BMXPSP5), choose Termination Process Calculation.

You use the Termination Process Calculation program (R76M0800) to calculate all of the deductions and benefits that are included in the employee's last paycheck. The system calculates the following amounts that are due to the employee or owed by the employee:

- Indemnification pay
- Pending and proportional vacations
- Pending and proportional vacation bonuses
- Proportional Christmas bonuses
- Pending salaries
- Outstanding deductions
- Savings funds
- Mutual savings funds
- Taxes on indemnification pay

When you run Termination Process Calculation, the system also runs the Termination Report (R76M0801), which lists the amounts that are paid to terminating employees.

You can calculate termination pay in test mode to review the payments made to a terminating employee so that you can adjust the payment amount, if necessary. You can also simulate a termination to determine the cost of layoffs or going out of business.

When you calculate termination pay in production mode, the system updates all of the files that are needed to generate a final payment for the employee and terminates the relationship between the employee and the company.

Processing Options for Termination Process Calculation (R76M0800)

Select

1. Date to be selected

Enter a date.

Process

1. Termination Reason Code

DH = Death

DS = Permanent Disability

FR = Furlough

For more valid values click on the field's visual assist

2. Type of Saving Fund to be processed

1 = No calculation

2 = Automatic

3 = Manually

3. Type of Mutual Saving Fund to be processed

1 = No calculation

2 = Automatic

3 = Manually

4. Calculate Indemnification Y/N

Default 'Y'

5. Proportional Indemnification Y/N

Default 'Y'

6. Tax Calculation - M/H

Monthly

Historic

7. Process Mode

Blanks = Test Mode

P = Final Mode

Adjusting Termination Pay Amounts

When you calculate termination pay for an employee, the system calculates all of the pending transactions that are needed for the employee to terminate his or her relationship with the company. In some situations, you might need to adjust the amounts that the system calculates. For example, you might adjust the calculated amounts in the following situations:

- The employee pays some deductions directly to an external entity after termination.
- The employee will be rehired, and the pending transactions between this employee and the company should remain in the system.
- The company and the employee have negotiated changes in the termination payments.

You can use the Termination Transactions program (P76M0804) to adjust the PDBAs that are included in the employee's final check.

Termination Transactions groups PDBAs in the following categories:

- Indemnifications - Includes special termination bonuses
- Pending Payments - Includes regular wages as well as vacations, the vacation bonus, and the Christmas bonus
- Deductions - Includes amounts that the employee owes the employer
- Other Income - Includes any pay not included under indemnifications or pending payments, such as savings fund amounts

Before You Begin

- Calculate termination payments in test mode. See *Calculating Termination Pay* in the *Payroll for Mexico Guide*.

► To adjust termination pay amounts

From the Employee Terminations menu (G07BMXPSP5), choose Termination Transactions.

1. On Work for Employees for Termination, complete any of the following fields to narrow your search, and then click Find:
 - Termination Date
 - Company
 - Union

The system displays summary information about all of the terminated employees who match the criteria that you entered. This information includes total payments and deductions for the employees, as well as seniority information.

2. Choose the employee with termination amounts that you want to adjust, and then choose an option from the Row menu.

The option that you choose depends on which PDBAs you want to adjust. The same form appears, regardless of which option you choose. The only difference between the options is the PDBAs that the system lists on the form.

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Termination Transaction Details

OK Cancel Tools

Employee Number: 106202 *Martinez Montemayor, Jaime*

Company: 00801 Termination Date: 05/15/05

Union: 10500 Original Employment: 01/15/00

Job Type / Job Step: MX804 Seniority (Yrs/Months): 5 4

Termination Code: IND *Indemnization*

Status	PDBA Code	Description	DBA Type	Units	Amount Rate	Base	Gross Pay
<input type="checkbox"/>		3500 Dias Trab.	B		12.00	4.8333	0.00
<input type="checkbox"/>		3502 Premio Asist	B		20.00	4.8333	0.00
<input type="checkbox"/>		3504 Premio Prod.	B		90.00	1.0000	0.00
<input type="checkbox"/>		3510 Séptimo Día	B		90.00	4.8333	0.00
<input checked="" type="checkbox"/>		3620 ISPT %	D			0.00	

Amount Due

3. On Termination Transaction Details, enter C (Cancelled) in the following field for any row in the detail area that you do not want to include in the termination payment calculation:
 - Status
4. To change the value of a PDBA, enter O in the status field for that PDBA and change the value in the following field:
 - Gross Pay
5. To enter a new PDBA, complete the following fields in the detail area:
 - PDBA Code
 - Units
 - Amount Rate
 - Base
 - Gross Pay
6. If an individual or entity other than the employee should receive the payment that is associated with a specific PDBA, complete the following field for that PDBA:
 - Payee
7. Click OK.

8. On Work for Employees for Termination, click Find to display the adjusted payment or deduction total.

Reviewing the Termination Report

From the Employee Terminations menu (G07BMXPSP5), choose Termination Report.

The Termination Report (R76M0801) lists the amounts that are due to terminating employees. You can use this report to verify termination pay amounts for specific employees or to determine the cost of terminating a group of employees.

The system runs the Termination Report when you calculate termination pay in either test or final mode. You can also run the Termination Report from the menu. If you run the report from the menu, the report lists amounts from the last calculation of termination pay.

Before You Begin

- Calculate termination payments in either test or final mode. See *Calculating Termination Pay* in the *Payroll for Mexico Guide*.

Processing Options for Termination Report (R76M0801)

Default Tab

1. Enter the Format to use for the name:

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- o First Given Name = Jose Second
 - o Given Name = Antonio
 - o Last Name = Lopez
 - o Mother's Last Name = Garcia
 - o Title = Ing.
-

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Generating Termination Payment Notifications

From the Employee Terminations menu (G07BMXPSP5), choose Termination Payment Notification.

When an employee ends employment with a company for any reason, the employee must sign a discharge document. This document lists the amount of termination pay and states that all of the financial obligations between the company and the employee have been resolved.

Use the Termination Payment Notification program (R76M0802) to print discharge documents for terminating employees.

The following example is a Termination Payment Notification (R7M0802):

R7M0802	J.D. Edwards & Company		4/17/2003 17:00:42
	Termination Payment Notification		Page - 1

Termination Date	6/15/2006		
Home Company	00801	Mexican Company	
Union Code	10600	Empleados	
Home Business Unit	80180101	CC Empleados	
Address Number	106200	José Luis Lopez Pérez	

Termination Code	DP	Deductions	
FOBA Code	Description		Gross Pay
3654	C. REP Trab.		386.25-
3655	C. IV Trab.		434.32-
3656	C. CV Trab.		779.02-
3657	C. PD Trab.		253.46-
3659	C. Add Trab.		642.36-
		Total Termination Code	2,494.41-

Termination Code	OC	Other Payments	
3750	Ent. FA Emp		3,676.00
3755	Ent FA Cla		10,969.87
		Total Termination Code	14,645.87

Termination Code	FP	Pending & Proportional Payment	
550	Hrs. Normale		96,739.73
3003	Vac. Prop.		39.63
		Total Termination Code	96,779.36

Manifiesto que no tengo ni reservo ningún derecho o acción que ejercitar en contra de la empresa Mexican Company o la cual presté mis servicios en forma única y exclusiva, y con quien ahora termino mi contrato de trabajo. Por otra parte, deseo hacer plena reconocimiento de que la empresa siempre cumplió con sus obligaciones en materia de seguridad social, no habiendo sufrido riesgo profesional ni enfermedad durante el tiempo que presté mis servicios a Mexican Company.

Por lo tanto, recibo de conformidad la cantidad de **108,829.82 y me doy por satisfecho de todas las prestaciones que se derivaron de mi relación de trabajo que tengo celebrada con la empresa desde el día 27 de Julio de 1995 hasta el día 15 de Junio de 2005 en el puesto de Administrador devengando un salario de **27,500.00 mensuales.

José Luis Lopez Pérez

Before You Begin

- Calculate termination payments in final mode. See *Calculating Termination Pay* in the *Payroll for Mexico Guide*.

Payroll History

Each time that you process a payroll cycle, the system creates historical records of employee earnings, deductions, benefits, accruals, and taxes. You can review this history to verify that it is correct and revise it if necessary.

Payroll history includes detail and summary information for the following:

- Earnings and taxes
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs)
- Timecards
- Benefits and accruals, such as vacation time earned, taken, and available
- Individual payment information

You use historical information to answer questions for employee, to print historical and government reports, and to process year-end forms for employees. You can also perform certain tasks, such as voiding a payment, when you review information for individual payments.

Understanding Calendar-Month and Payroll-Month History

The system maintains transaction (PDBA) history by payroll month, which is based on payment dates. Balances for the payroll month are stored for pay types and DBAs. These balances update the Employee Transaction History Summary table (F06146).

You can also choose to maintain history by calendar month, which is based on work dates. Balances for the calendar month are stored for DBAs only and not for pay types. These balances update the Calendar Month DBA Summary History File table (F06145).

The balances for each type of transaction history are consistent except during transitional payroll cycles. A transitional payroll cycle, such as a biweekly payroll cycle that begins in January and ends in February, crosses months.

See Also

- ❑ *Setting Up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide* for information about how the system maintains calendar-month balances
- ❑ *Interim Payments* in the *Payroll Guide* for information about updating history
- ❑ *Reposting Payroll History* in the *Payroll Guide* for additional information about using repost programs to update history tables

Reviewing Payroll History Information Online

Each time that you process a payroll cycle, the system creates historical records of employee earnings, taxes, and DBAs. You use historical information to answer employee questions about earnings and tax information, to print historical and government reports, and to process year-end forms for employees. You can verify whether this information is correct and revise it accordingly.

See Also

- ❑ *Working with Payment History* in the *Payroll Guide* for information about reviewing payment history online
- ❑ *Payroll History Integrity* in the *Payroll Guide* for information about verifying and correcting payroll history

Reviewing PDDBA History

For information about an employee's earnings and deductions, you can review PDDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on payment dates) or by calendar month (based on work dates). You can review pay types by payroll month history only.

You can review PDDBA history at both summary and detail levels. The following table shows the PDDBA summary tables and their corresponding detail tables:

Summary Table	Detail Tables
Employee Transaction History Summary (F06146)	Employee Transaction History (F0618) DBA Transaction Detail History (F0719)
Calendar Month DBA Summary History File (F06145)	DBA Transaction Detail History (F0719)
Pay Check History Summary (F06156)	Employee Transaction History (F0618) DBA Transaction Detail History (F0719)

You can review a variety of PDDBA history information. For example, you can do the following:

- Review PDDBA history by payroll month
- Review DBA history by calendar month
- Review detail history for pay types
- Review detail history for DBAs

When you review payroll history, you might discover errors that you need to correct. If you have the necessary security permissions, you can manually revise payroll history to correct the errors.

Caution

Payroll history programs should have the highest possible level of system security. Be aware of the following when you manually revise payroll history:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
- The totals in the summary tables do not equal the totals in the detail tables unless you update all tables. If you manually update history tables, you must, at a minimum, update the detail table. After you update the detail tables, you must process all related repost programs to update the changes in the detail tables to the summary tables. If you update the summary tables alone, running a repost will delete all

changes to the summary tables. Contact J.D. Edwards technical support for assistance with manually updating history tables and processing repost programs.

To ensure an audit trail, J.D. Edwards recommends revising payroll history using interim payments.

► **To review PDBA history by payroll month**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose PDBA History.

From the Canada History Inquiries menu (G77BCAP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field and click Find:
 - Employee Identification

Caution

Each time that you enter a value in this field you must click Find in order to load PDBA history for the specified employee. Until you click the Find button, the system maintains history information from the last employee that you viewed. If you do not click Find, you might incorrectly update history information.

2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a record in the detail area, and then choose PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.

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PDBA History - PDBAs by Payroll Month

OK Cancel Form Tools

Employee No.	2006	Walters, Annette	Year	5
PDBA Code	1 P	Regular	Tax History Type	
Company	00001	Financial/Distribution Compar	Tax ID	840782700

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April	2,834.86	176.00	
May	2,705.81	168.00	
June	2,834.86	176.00	
July			
August			
September			
October			
November			
December			
YTD Total	8,375.13	520.00	
Beginning Balance			
Prior Year			Arrearage
Remain Bal/Prds.			

4. On PDBAs by Payroll Month, review the information in the following columns:

- Gross Pay
- Hours
- Pieces

If your user account has the necessary security, you can revise the information.

5. If you revise any information, click OK. To return to Work with DBAs History (Payroll Month), click Close.
6. To review PDBA history for a different employee, complete steps 1 through 5.

► **To review DBA history by calendar month**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose Calendar Month DBA's History.

From the Canada History Inquiries menu (G77BCAP14), choose Calendar Month DBA's History.

1. On Work With DBA's History (Calendar Month), complete the following field:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:

- DBA Code
 - Company
 - Year
3. Choose a record in the detail area, and then choose DBAs by Cal. Month (DBAs by Calendar Month) from the Row menu.
 4. On DBAs By Calendar Month, review the information in the following columns:

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Calendar Month DBA's History - DBAs By Calendar Month

OK Cancel Form Tools

Employee No. 2006 Walters, Annette Year 5
 DBA Code 1005 B HealthCo Tax ID 840782700
 Company 00001 Financial/Distribution Company

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April	90.00		
May	90.00		
June	90.00		
July			
August			
September			
October			
November			
December			
YTD Total	270.00		
Beginning Balance			
Prior Year			

- Amount
- Pay Basis
- Pieces

If your user account has the necessary security permission, you can revise the information.

► **To review detail history for pay types**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose PDBA History.

From the Canada History Inquiries menu (G77BCAP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field:

- Employee Identification
- To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year
 - Choose a pay type record in the detail area, and then choose Pay Detail from the Row menu.

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PDBA History - Pay Detail

Employee No. 2006 Walters, Annette Company - 0000

Business Unit

Pay Type 1 Regular

Work Dates - From 01/01/05 Thru 12/31/05

	Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	Job Step	Sub Ledger	Sub Type	Check Control	Account Number	Tax Arc
<input checked="" type="checkbox"/>	04/15/05	1	88.00	16.106	1,417.33	9	2H-2				3578	9.8115	06
<input type="checkbox"/>	04/30/05	1	88.00	16.106	1,417.33	9	2H-2				3738	9.8115	06
<input type="checkbox"/>	05/15/05	1	88.00	16.106	1,417.33	9	2H-2				3869	9.8115	06
<input type="checkbox"/>	05/31/05	1	80.00	16.106	1,288.48	9	2H-2				4159	9.8115	06
<input type="checkbox"/>	06/15/05	1	88.00	16.106	1,417.33	9	2H-2				4343	9.8115	06
<input type="checkbox"/>	06/30/05	1	88.00	16.106	1,417.33	9	2H-2				4491	9.8115	06
<input checked="" type="checkbox"/>	Σ		520.00		8,375.13								

- On Pay Detail, review the information in the following fields:
 - Work Date
 - Pay Type
 - Hours Worked
 - Rate
 - Gross Pay
 - Business Unit

- Job Type
- Job Step
- Subledger
- Sub Type
- Check Control
- Account Number
- Tax Area
- Item No.
- Shift
- Union Code
- Units
- Pieces

If your user account has the necessary security permission, you can revise the information.

► **To review detail history for DBAs**

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose PDBA History.

From the Canada History Inquiries menu (G77BCAP14), choose PDBA History.

1. On Work with DBAs History (Payroll Month), complete the following field:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - PDBA Code
 - Company
 - Year
3. Choose a DBA record in the detail area, and then choose DBA Detail from the Row menu.

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PDBA History - DBA Detail

Employee No. 2006 Walters, Annette
 DBA Code 1005 Health/Co
 Pay Period Dates - From 01/01/05 Thru 12/31/05

Employee Number	Check Control	Pay Period End Date	DBA Code	DBA Type	Work Date	Hours Worked	Rate	Gross Pay	Business Unit	Union Code	Job Type
<input checked="" type="checkbox"/> 2006	3578	04/15/05	1005	B	04/15/05		45.0000	45.00	9		
<input type="checkbox"/> 2006	3738	04/30/05	1005	B	04/30/05		45.0000	45.00	9		
<input type="checkbox"/> 2006	3869	05/15/05	1005	B	05/15/05		45.0000	45.00	9		
<input type="checkbox"/> 2006	4159	05/31/05	1005	B	05/31/05		45.0000	45.00	9		
<input type="checkbox"/> 2006	4343	06/15/05	1005	B	06/15/05		45.0000	45.00	9		
<input type="checkbox"/> 2006	4491	06/30/05	1005	B	06/30/05		45.0000	45.00	9		
<input checked="" type="checkbox"/> Σ								270.00			

4. On DBA Detail, review the information in the following fields:

- Employee Number
- Check Control
- Pay Period End Date
- DBA Code
- DBA Type
- Work Date
- Hours Worked
- Rate
- Gross Pay
- Business Unit
- Union Code
- Job Type
- Job Step

- Payee
- Gen Vch

If your user account has the necessary security, you can revise the information.

Reviewing Earnings History

To provide information about an employee's payments and deductions in previous pay periods, you can review the earnings history for the employee. You can review information for a past pay period as well as year-to-date amounts. The system retrieves information from the Stub Information History Table (F07186).

When you review payroll history, you might discover an error that you need to correct. If your account has the necessary security permission, you can manually revise payroll history to correct the error.

Caution

Payroll history programs should have the highest possible level of system security. Be aware of the following when you manually revise payroll history:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes that you enter when you manually revise payroll history.
- The totals in the summary tables do not equal the totals in the detail tables unless you update all tables. If you manually update history tables, you must, at a minimum, update the detail table. After you update the detail tables, you must process all related repost programs to update the changes in the detail tables to the summary tables. If you update the summary tables alone, running a repost will delete all changes to the summary tables. Contact J.D. Edwards technical support for assistance with manually updating history tables and processing repost programs.

► To review earnings history

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose Pay Stub History.

From the Canada History Inquiries menu (G77BCAP14), choose Pay Stub History.

1. On Work With Pay Stub History, complete the following field:
 - Employee Identification
2. To limit the information that appears in the detail area, complete the following fields, and then click Find:
 - From Check Date
 - Through Check Date
3. Choose a record in the detail area, and then click Select.
4. On Pay Stub History Information, review the information in the following fields:

- Seq.
- Pay Type
- Hours
- Hourly Rate
- Gross Pay
- YTD Amount
- DBA Code
- Current Amount

Reviewing Benefit and Accrual History

You can review information about an employee's benefit and accrual history online. For example, you might want to know how many vacation days an employee has taken in the past year. For benefits and accruals that are grouped by benefit or accrual type, you can review the following information:

- Time and monetary amounts accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining

The system retrieves information from either the Employee Transaction History Summary table (F06146) or the Fiscal and Anniversary Year History table (F06149), depending on how you set the processing options.

► To review benefit and accrual history

Use one of the following navigations:

From the U.S. History Inquiries menu (G07BUSP14), choose Benefit/Accrual Inquiry.

From the Canada History Inquiries menu (G77BCAP14), choose Benefit/Accrual Inquiry.

1. On Work With Benefits/Accruals, complete the following field:
 - Employee Identification
2. To limit the information that appears in the detail area, complete any of the following fields, and then click Find:
 - Benefit/Accrual Type
 - Home Company
 - Available DBA
 - Accrued DBA
3. Click one of the following options:

- Hours
- Days
- Dollars
- All

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Benefit/Accrual Inquiry - Work With Benefits/Accruals

Find Close Tools

Employee Identification: 8014 Anderson, Jeanette

Benefit/Accrual Type: Vacation Accruals Year: 2005

Company - Home: 00001 Thru 00000

Available DBA: 8011 Thru 8056

Accrued DBA: 8015 Thru 8055

Hours Days Dollars All

Address Number	Alpha Name	Hours Begin Bal	Hours Additions	Hours Taken	Hours Available	Hours Accrued	Alternate Employee No
8014	Anderson, Jeanette	0.00	10.00	0.00	10.00	0.00	

4. Review the information in the following fields:

- Hours Begin Bal
- Hours Additions
- Hours Taken
- Hours Available
- Hours Accrued
- Days Begin Bal
- Days Additions
- Days Taken
- Days Available

- Days Accrued
- Dollars Begin Bal
- Dollars Additions
- Dollars Taken
- Dollars Available
- Dollars Accrued

Processing Options for Benefit/Accrual Inquiry (P070931)

Display Tab

Use these processing options to specify whether accrued information and monetary amounts appear on the form.

1. Display Accrued

0 = No

1 = Yes

Use this processing option to specify whether accrued information appears on the form.

Valid values are:

0 No

1 Yes

2. Display Dollars

0 = No

1 = Yes

Use this processing option to specify whether monetary amounts appear on the form.

Valid values are:

0 No

1 Yes

Process Tab

Use this processing option to specify the type of history that the system retrieves. Use this processing option to specify the table from which the system retrieves history information. Valid values are: Use this processing option to specify the table from which the system retrieves history information. Valid values are:

1. History Source File

0 = Employee Transaction History Summary

1 = Fiscal and Anniversary Year History

Use this processing option to specify the table from which the system retrieves history information. Valid values are:

0 or Blank

Payroll or Calendar Month History tables (F06146 or F06145)

1

Fiscal/Anniversary History table (F06147)

Reviewing the Historical Payroll Register

Use one of the following navigations:

From the U.S. History Reports menu (G07BUSP15), choose U.S. Historical Payroll Register.

From the Canada History Reports menu (G77BCAP15), choose Canadian Historical Payroll Register.

You use the Historical Payroll Register (R07345) to review detailed or summarized payment information for individual employees. The payment information includes pay types, deductions, benefits, accruals, and taxes. In addition, you can review current year-to-date totals for each PDBA and tax. You can produce the report using any of the following formats:

- Full detail by payment
- Summarized by pay period
- Summarized by month
- Summarized by quarter
- Summarized by year

When you produce the Historical Payroll Register, you use data selection to specify the date ranges and the employees that you want to include in the report. You can cross payroll cycle dates and include employees from different payroll cycles when you produce this report. However, you cannot cross years when you produce this report; you can process only one year at a time.

Processing Options for the Historical Payroll Register (R07345)

Processing

1. Canadian or Other Payroll

Blank = Other Payroll

1 = Canadian Payroll

2. Processing Mode

0 = Detail by Check

1 = Summary per Pay Period

2 = Summary per Month

3 = Summary per Quarter

4 = Summary per Year

5 = Summary per Check Date

3. Master Pay Cycle Code

4. Date From

5. Date Thru

Working with Payment History

You can review detailed payment history for an employee to verify that the information is correct. If you discover errors, you can void a payment and issue a replacement for it.

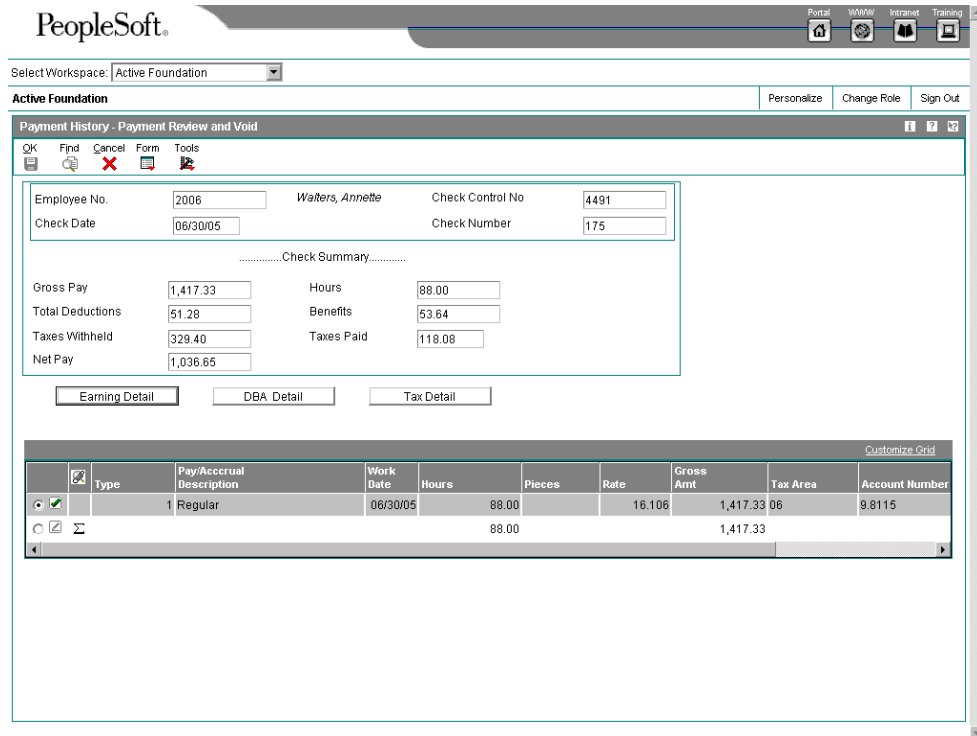
Reviewing Payment History Information

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detail information regarding the employee's earnings, taxes, and deductions. If you discover errors in the employee's payment history, you can void a payment and issue a replacement.

► To review payment history information

From the U.S. History Inquiries menu (G07BUSP14) or Canada History Inquiries menu (G77BCAP14), choose Payment History.

1. On Work With Payment History, to locate the payment that you need to review, complete any of the following fields, and then click Find:
 - Employee Identification
 - Payment/ Item
 - Start Effective Date
 - Ending Effective Date
 - Home Business Unit
 - G/L Bank Account
2. Choose a record, and then choose Review Payment from the Row menu.



3. On Payment Review and Void, click the Tax Detail button to review detailed information about the taxes associated with the payment.
4. Click one of the following options:
 - All Taxes
 - Employee Paid only
 - Company Paid only
5. Review the information in the detail area.
6. To review detailed information about the DBAs associated with the payment, click the DBA Detail button and review the information in the detail area.
7. To review detailed information about the pay types associated with the payment, click the Earning Detail button and review the information in the detail area.

See Also

- *Voiding Payments* in the *Payroll Guide* for more information about voiding processed payments

Voiding Payments

After a payment has been processed through a payroll cycle, you might need to void it and issue a replacement payment. For example, during the process of printing the reports for a payroll cycle, you might discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee.

To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

When you void a payment, the system reverses all associated transactions in the payroll history, including employee- and employer-associated transactions. The check date of the original payment is used as the general ledger date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities. The time entry dates associated with the original payment are used as the general ledger dates for reversing entries associated with timecards, such as labor distribution. The time entry dates are also used for the work dates on the reversing timecards.

When you void a check, you can choose to reissue (reprint) it. You should choose the reissue option only if the replacement check contains exactly the same information as the original check. For example, if an employee fails to receive a check in the mail, or if a check is accidentally destroyed, you can reissue the check. The replacement check contains the same information as the original check, except that it has a new check number and date.

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax-filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled.

Note

When you void an automatic deposit, the system does not update the automatic deposit tape, nor does it create an accounts receivable entry for the employee.

The system stores the voided payment as an interim payment; therefore, an interim payroll ID must exist before you void the payment. You can use an existing interim payroll ID or you can create a new one. After you void a payment, you must process it during a payroll cycle so that the system updates the reversing entries. The system retrieves the information from the Pay Check History Summary table (F06156) when you void a payment.

Before You Begin

- Verify that an interim payroll ID exists. You can create a new interim payroll ID or you can use an existing one. See [Creating an Interim Payroll ID](#) in the *Payroll Guide*.

► To void a payment

From the U.S. History Inquiries menu (G07BUSP14) or Canada History Inquiries menu (G77BCAP14), choose Payment History.

1. On Work With Payment History, to locate the payments that you need to void, complete one or more of the following fields, and then click Find:
 - Employee Identification
 - Payment/ Item
 - Start Effective Date
 - Ending Effective Date
 - Home Business Unit

- G/L Bank Account
2. Double-click a payment in the detail area to choose it, and then choose Void and Reissue from the Form menu.
If any of the payments that you are voiding are automatic deposits, the system displays a warning message.
 3. If applicable, review the message, and then click OK.
 4. On Void Check window, complete the following fields:
 - Interim Payroll ID
 - Check Date
 - Date Worked
 5. To reissue checks with the same information as the voided checks, click the following option:
 - Reissue?Choose the Reissue option only if all of the payments that you are voiding are checks and you want the new checks to contain the same information (except the check numbers and check dates) as the voided checks.
 6. Click OK.
After you void the payment, the system updates the following fields on the Work With Payment History form:
 - I C
 - I S
 - Void CKCN
 - Void/Reissue Date

Note

After you complete the steps to void a payment, the system creates an interim payment for the void. To update the system, you must process the interim payment through a payroll cycle.

Related Tasks

Unvoiding a payment If you inadvertently void a payment that should not be voided, you can choose Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information entered in the following fields on the Work With Payment History form:

- IC
- Void CKCN
- Void/ReissueDate

Voiding part of a payment You might need to void, or reverse, a specific amount that represents part of a payment, rather than the entire payment. This type of void is called an adjustment. To enter an adjustment, use the Interim Entry form. You cannot use the Void Check window to enter void a partial payment.

See Also

For more information, see the following topics in the *Payroll Guide*:

- ❑ *Processing Interim Payments* for information about processing interim payments through a payroll cycle
- ❑ *Entering Interim Payments* for information about adjustment payments

Reviewing the PDBA History By Company Report

From the U.S. History Reports menu (G07BUSP15), choose PDBA History by Company.

You print the PDBA History By Company report to review a monthly list of pay types, deductions, benefits, and accruals (PDBAs) for each company in your organization. You can review monetary amounts and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or by company.

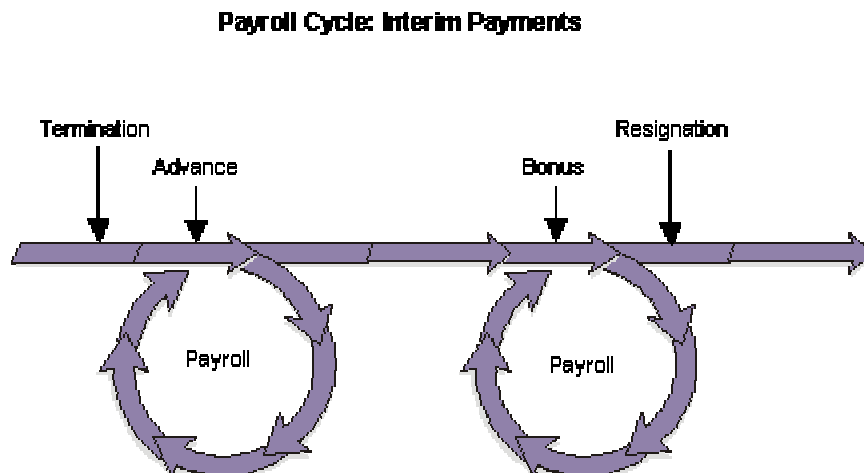
To compile the report, the system retrieves information from the Employee Transaction History Summary table (F06146).

Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle. Examples of interim payments include the following:

- Advance payments
- Termination payments
- Bonus payments
- Records of manual payments
- Gross-up payments
- Adjustments to historical data
- Reissued payments of voided paychecks
- Advanced pay for vacation time

The following graphic illustrates where typical interim payments might occur in relationship to your payroll cycles.



When you enter an interim payment, you can use existing timecard records, enter new timecard information specifically relating to the current interim payment, or you can enter amounts into the interim entry form without using timecards. The system uses this information to calculate the gross pay, taxes, DBAs, and net pay by processing pre-payroll for each payment. You can enter interim payments individually or, in some cases, you can automatically create interim payments for selected groups of employees.

When you enter interim payments, you can override tax and DBA information to create a payment that includes predefined amounts. The system creates workfiles that store all tax and DBA amounts for interim payments regardless of whether the amounts are calculated or overridden.

You can use the Interims Workbench to create printed payments, automatic deposit information, and reports for interims. The Interims Workbench is useful when you need to create payments quickly and you do not have time to process a complete payroll cycle. You can also create printed payments, automatic deposit information, and reports for interims

during the regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must run all interim payments through a complete payroll cycle to create journal entries and to update employee payroll history.

Note

Depending on the number of interim payments that you enter, creating printed payments using the Interims Workbench might significantly shorten the processing time of the print payments step of your regular payroll cycle. You might also consider processing interim payments through a separate "interims only" payroll cycle to shorten the processing time of your regular payroll cycle.

Purposes of Interim Payments

The following table explains some typical purposes of interim payments:

Enter information from manual payments (typed or handwritten)	You can enter information from typed or handwritten manual payments, including earnings, tax, and deduction details. The system creates journal entries and merges this information into payroll history when the interim is processed through a payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee. For example, if an employee was taxed incorrectly, you can enter an interim payment to adjust the tax amounts. Using interim payments to adjust historical data allows you to enter negative payments into the system and provides an audit trail for future reference.
Enter a flat dollar advance on pay	You can create a flat-dollar advance payment for an employee. For example, if an employee requests a 500 USD advance on earnings, you can generate a flat-dollar advance interim payment for 500 USD. This advance interim creates a deduction for 500 USD, which is subtracted from the employee's pay in future payroll-cycle processing.
Enter a calculated advance on pay	You can create a calculated advance interim to pay an employee their net pay amount in advance. For example, if an employee requests an advance for the full amount of their next payroll check, you can create a calculated advance. The system calculates the amount of taxes and deductions that would normally be withheld from the employee's gross earnings, and creates a flat-amount interim payment for the calculated net pay amount. This creates a deduction for the same amount, which is deducted from the employee's earnings in future payroll-cycle processing.
Convert payroll history	You can use interim payments to load historical data for conversion purposes and to provide an audit trail for future reference.

Calculate gross-up amounts

You can use interim payments to calculate gross-up amounts. For example, if you want to give an employee a 100 USD bonus, the interim payment process can "gross up" the calculation so that the employee receives 100 USD after taxes and deductions are withheld. You can also create a group of gross-up payments. For example, if you want to give each employee in a department a 100 USD bonus, you can create an employee group and allow the system to automatically generate the interim payments.

Regardless of the purpose for creating an interim payment, you can generate the interim payment using the following methods:

Computer

The system performs the tax and earnings calculations and generates the bank file or printed payment.

Hand Manual

The payment is calculated manually and typed or written outside of the payroll system. The amounts on the manual interim are then entered into the system and processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.

Auto Manual

The system calculates the payment using the data in the system (deduction amounts and tax history determine the appropriate amounts to withhold from the payment), and the payment can be typed or manually written outside of the system. The interim is then processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.

Examples of Interim Payments

You can use interim payments for a variety of situations. Typically, you create interim payments when you need to create a payment outside of the regular payroll processing cycle. You can also use the Interim Payment Workbench to perform calculations such as gross-up payments and calculated advance payments. The following examples illustrate how you might use interim payments in your organization.

Advance Payment

You might allow employees to request and receive advance payment of their payroll check. For example, you might advance pay to a newly hired employee if waiting until the next regular payroll cycle places a financial strain on the employee.

You can also grant an advance on vacation pay to an employee who is going to be on vacation during the time that a payment would normally be generated. You can indicate the number of pay periods that the advance is to replace; the system does not generate those future payments for the employee. In addition, you can use a calculation factor to indicate the number of pay periods over which to spread the taxes and deductions. When taxes are calculated, the employee's rate of pay is annualized to determine the percentage of tax to be withheld. For example, suppose that a weekly paid employee receives four weeks of vacation pay in one payment. Without the calculation factor, the annualized salary is four times greater than the employee's actual annual salary because four weeks of vacation pay are being

taxed as if all of the earnings were attributed to one week. This method of calculation results in a higher amount of taxes being withheld for that payment. When you use the calculation factor, the payment is taxed over the entire four-week period even though the entire four-week payment is made at one time.

You can create flat-dollar advances, or you can create calculated advances. Flat-dollar advances are used to advance a specified sum of money to an employee. For example, if an employee asked for a 500 USD advance, you can enter a flat-dollar advance. Calculated advances are used to advance an entire paycheck to an employee or to advance pay for a certain number of hours that an employee might already have worked. To create a calculated advance, you enter the gross amount of the employee's earnings that you are going to advance to the employee. The system then calculates what the taxes and deductions would be and generates an interim payment for the net amount. In either case, the amount of the advance is deducted from the employee's earnings during future payroll cycles. Typically, amounts associated with flat-dollar and calculated advances are deducted from the employee's net pay during future payroll cycles.

The interim-processing feature allows you to grant advances on pay that might or might not be recovered from the employee, and that might or might not have taxes and deductions withheld. In all of these advance payment situations, you can choose how much to recover from the employee's future paychecks, if any, and at what rate to recover the advance payment. The way in which the system collects money that is advanced to an employee is controlled by the setup of the Advance DBA. You must enter this DBA code in the processing options for the Work With Interims Workbench program (P07210I) for advance interims to calculate correctly.

Bonus Payment

Many employers make bonus payments to employees and do not want these payments included with the employees' regular paychecks. Processing bonus payments with regular payroll payments might cause voluntary deductions such as medical insurance premiums, retirement plan elections, and charitable contributions to be withheld from these bonus payments.

You can use the interim process to specify that, other than taxes, no deductions are to be withheld from the payment. You can also use the interim process to specify that you want to create printed checks regardless of whether employees have automatic deposit instructions. This might be useful if you want to distribute bonus checks in person (for example, during a company meeting).

Termination Payment

When an employee is terminated, most states require that the final paycheck be disbursed within a specified amount of time. Many companies adopt the policy of generating a final paycheck immediately when the termination is involuntary. Timecards can be entered during the interim process to account for severance pay and vacation or sick leave pay that an employee has earned, and current timecards that would normally be processed during the next regular payroll cycle can be used to generate the termination paycheck.

Using the Interim Payment Workbench, you can print the payment immediately, and then process the interim payment through the next regular payroll cycle to create reports and journal entries, and to update employee payroll history. You can also generate a printed check regardless of whether the employee is set up to receive payroll payments as automatic deposits.

Adjustment to Historical Information

You might need to correct historical data when employees change their personal information and do not inform the payroll department in a timely manner. For example, if employees change their resident or work state without notifying the payroll office, you need to adjust year-to-date state tax withholdings and taxable earnings. When you use the interim payment process to do this, the system creates an audit trail, but does not generate a printed payment if you specify for it not to do so.

You can enter history records for employees that transfer from one division or company to another for which year-to-date limits need to be considered in payment calculations and government reporting.

In addition, you can enter history for all employees involved in a mid-year conversion to J.D. Edwards software. To update the history records for employees converting mid-year, you can use the interim process to enter a one-time payment of year-to-date amounts. Doing so correctly updates the history files in the Payroll system without creating a payment for the employee.

See Also

- *Payroll History Conversion* in the *Payroll Guide* for more information about converting mid-year data

Record of Manual Payment

You might need to calculate a manual payment outside of the Payroll system and then update the Payroll system with historical data for the employee. For example, you might issue a manual check for moving expense reimbursement from the Travel Accounting bank account. Doing so would require an employee's payroll history to be updated to record the reimbursement. In this situation, you could record the payment issued from the Travel Accounting bank account through the interim process without generating a payment from the Payroll system.

Reissue of a Voided Payment

If a payment created during the regular payroll cycle is incorrect after it has been processed through final update, you can void the payment and generate a corrected payment using interim processing. You would process this interim payment through a full payroll cycle to ensure that the corrected information is updated in historical records.

Gross-Up Payments

The gross-up process allows you to enter a desired net amount for an employee and have the system calculate the gross amount for the payment to cover taxes and deductions and achieve the desired net amount.

For example, you might want to gross up payments to reimburse employees for moving expenses. Assume that an employee incurs 5,000 USD in moving expenses. In this case, you want to create a payment with a net amount of 5,000 USD. If you entered a regular interim payment for 5,000 USD, the employee would receive less than 5,000 USD after taxes and deductions were withheld. Using the gross-up process, the system determines what the

gross amount of the payment must be so that the net amount, after taxes and deductions are calculated, is 5,000 USD.

You can also create gross-up interim payments for a group of employees. For example, if you wanted to give every employee in a department a 100 USD bonus for achieving a departmental goal, you could create an employee group and specify that the system automatically create gross-up interim payments for all employees in the group.

Working with Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle, such as a bonus payment, advance payment, termination payment, or payment for vacation time.

You can create interim payments using the Interims Workbench. The Interim Payment Workbench allows you to do all of the following:

- Prevent all DBAs from calculating for an interim payment
- Override employee auto deposit instructions
- Override tax and DBA information
- Create advance payments
- Calculate and create gross-up payments
- Enter negative amounts to adjust employee payroll history
- Print checks and automatic deposit advices
- Create automatic deposit information to send to the bank
- Create reports for interim payments

To create an interim payment, you must first set up an interim payroll ID. Each interim payment that you enter must be associated with an interim payroll ID. After you enter interim payments, you can print payments, create automatic deposit files, and create reports using the Interim Payment Workbench; however, you must process those interim payments in a payroll cycle to update history and create journal entries.

You can process interim payments at the same time that you process regular payments, or you can process interim payments separately. If you process interim payments during your regular payroll cycle, the system generates reports, journal entries, and payroll history for the interim payments and the regular payroll payments at the same time. In addition, if you have not printed payments or created bank files using the interim payment workbench, the system prints payments and creates bank files for interim payments and regular payments during the payroll process. The system does not re-create printed payments or bank file information during regular payroll processing if those steps were completed using the Interim Payment Workbench. Alternatively, you can process a separate payroll cycle for interim payments.

Whether you process interim payments separately or with your regular payroll cycle, all interim payments must be processed through a payroll cycle to create journal entries and to update payroll history.

Note

Depending on the number of interim payments that you enter, processing interim payments along with your regular payroll might significantly increase the processing time of your payroll cycle.

Creating an Interim Payroll ID

Before you can enter interim payments, you must create an interim payroll ID that defines header information for the interim payments. Header information includes the associated pay cycle code, country code, date information, and the number of the bank account from which the interim payments will be paid. The system uses this information to create the interim payments that are associated with the interim ID.

The interim payroll ID is a temporary holding area for interim payments that you have not yet processed in a payroll cycle. You do not enter pre-payroll information for an interim payroll ID, nor do you process the Interim ID through a payroll cycle. Instead, you include the interim payments that you enter through the Interim Payment Workbench with a regular payroll ID. To do this, you must select the Merge Interims or Interim Only option when you process your regular payroll.

Note

If you are using the Time Entry Interim Generator, you must set up at least one default interim ID. If you do not set up the appropriate default interim IDs, the Time Entry Interim Generator will not function properly. You can set up one default interim ID for each Pay Cycle and Country Code combination that your organization uses. You must also enter a Pay Cycle and Country Code in the Time Entry MBF Processing Options (P050002A) to use the Time Entry Interim Generator. The system uses the default interim ID that is associated with the information in those processing options to create interim records using the Time Entry Interim Generator. See *Creating Interims with the Time Entry Interim Generator* in the *Payroll Guide* and *Setting Up MBF Processing Options for Time Entry* in the *Time Accounting Guide* for more information.

When you create the interim ID, you can determine the method that the system uses to derive payment dates for interim payments that are entered using that ID. The system can derive the date using Master Pay Cycle, or the system can override the Master Pay Cycle dates by using an offset date.

Master Pay Cycle Dates

If you use the dates from Master Pay Cycle, the system automatically populates the date information for the interim ID with the dates from the Master Pay Cycle. These dates are then used to create the interim payments that you create using the interim ID. When you use Master Pay Cycle dates, you must ensure that those dates are updated to reflect the correct pay cycle. You can assign current pay cycle dates using the Roll Dates function from the Interim Payment Workbench, or you can allow the system to automatically roll the pay cycle dates forward when you process your regular payroll cycle. You must set up the processing

options for the Payroll Cycle Workbench program (P07210) if you want the system to automatically roll the pay cycle dates during payroll processing.

Caution

If you specify that the system automatically roll the pay cycle dates for your interim IDs forward, you must consider the following:

- The system rolls dates forward for all interim IDs that have the same pay frequency as the payroll ID that is processed and that have a payment date that is less than or equal to the payment date of the payroll ID. For example, if you are processing a weekly payroll cycle, the system automatically rolls the dates forward for all interim IDs that are set up using a weekly Master Pay Cycle.
- The system changes the dates of all interim IDs that are rolled to match the dates that are used for the payroll ID. The following example illustrates how the dates for interim IDs are changed when using this feature:
 - A semi-monthly interim ID is currently set up with work dates from 01/01/05 through 01/15/05.
 - The semi-monthly payroll that you are processing is set up to process work dates from 01/16/05 through 01/31/05.

During the final update step of the payroll cycle, the system rolls the dates forward for the payroll ID and for all valid interim IDs, using the dates from the next Master Pay Cycle record associated with the payroll ID. Therefore, the work dates for the payroll ID and for all interim IDs for which the system rolls dates forward would be 02/01/05 through 02/15/05. Therefore, you should use this option only if you always want pay cycle dates for interim IDs and payroll IDs to match.

- The system attaches the user ID of the person that processes the payroll ID to all interim IDs that are rolled. Therefore, when you search on interim IDs using the Interim Payment Workbench, you must either enter the user ID of the person that processed payroll or leave the User ID field blank to locate interim IDs.
- The system only rolls interim ID dates during payroll processing if the Interim Only or Merge Interims options are selected for the payroll ID. If you process payroll and do not include interim payments, the system does not roll the dates forward for any interim IDs.

Offset Dates

If you choose to override the Master Pay Cycle dates, you must enter an offset number in the Payment Date Offset field. You can enter a 0 in this field if you want to use the system date. The system adds the number in this field to the system date to determine the payment date. In addition, you must set the company options for Company 0 (zero) to allow the system to derive payment dates using the offset method. If you use the offset method, the Payment Date and Auto Deposit Date fields are disabled. Also, if you use the offset method, you need not roll dates forward for the interim ID.

See Also

- *Setting Up Company Options* in the *Workforce Management Foundation Guide* for more information

► **To create an interim payroll ID**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Add.
2. On Interim Header Entry, complete the following fields:
 - Interim ID
 - Pay Cycle Code
 - Country Code
 - Century/Year
 - Bank Account Number
 - DBA Bypass Flag
3. To choose payment dates using the Master Pay Cycles, choose Master Pay Cycle from the Form menu.
4. On Pay Period Constants Revisions, choose the pay cycle that you want to use and click OK.
5. On Interim Header Entry, review the following fields:
 - From
 - Thru
 - Payment Date
 - Auto Deposit Date
6. To derive payment dates using the offset formula, complete the following field:
 - Payment Date Offset
This field is enabled only if you have set the Company Options to use the offset date.
7. To override the automatic deposit instructions for all interim payments associated with the interim ID, complete the following field:
 - Auto Deposit Override
8. If you entered N in the DBA Bypass Flag field, complete one of the following fields, depending on the pay frequency associated with the pay cycle code that you entered:
 - W
 - B
 - S
 - M

- ○

If you entered Y in the DBA Bypass Flag field, you do not need to enter a value in the Pay Cycle Code field. This field can be populated using values from the Master Pay Cycles. If necessary, you can override the value in this field.

9. To mark the ID as a default ID, click the following option:

- Use this Interim ID as default

10. Click OK.

► To roll pay period dates forward for an interim ID

From the Payroll Workbench menu (G07BUSP11), choose *Interim Payment Workbench*.

1. On Work With Interims Workbench, click Find.
2. Choose a record in the detail area and then choose Roll Dates from the Row menu.

Note

To roll the dates forward for multiple interim IDs, hold the shift button down and click all of the interim IDs in the detail area that you want to choose.

3. On Roll Forward Interim ID Dates, complete the following fields to manually change the dates:

- From
 - Thru
4. To choose dates from the Master Pay Cycle that is associated with the Interim ID, choose Master Pay Cycles from the Form Menu.
 5. On Pay Period Constants Revisions, choose the pay cycle that you want to use and click OK.
 6. On Roll Forward Interim ID Dates, review the following fields and click OK:
 - From
 - Thru

Processing Options for the Interims Workbench program (P07210I)

Defaults Tab

Use these processing options to specify the default information that is used to create interim payments.

1. Pay Advances PDBA Code

Blank = 9000

Use this processing option to specify the PDBA code that the system uses to create deductions when an advance interim payment is created. The PDBA that you enter must have a Y in the Declining Balance field in order for advances to calculate correctly. If you leave this option blank, the system uses PDBA code 9000.

3. Reports Setup Model

Blank = JDE

Use this processing option to specify the default pay type that the system uses when calculating interim payments for gross up calculations. If you leave this option blank, the system uses Pay Type 1.

3. Reports Setup Model

Blank = JDE

Use this processing option to specify the report model that the system uses when processing interim payments. Using the report model, you can set up reports to print during each step of the interim payment process. If you leave this option blank, the system uses report model JDE.

Process Tab

Use these processing options to specify how interim payments are processed and whether the system produces a tax report when the interim payments are processed.

1. Mode

Blank = Interactive

1 = Batch

Use this processing option to determine which method the system uses to calculate interim payments. If you use interactive processing, the system performs all interim payment calculations when you press the OK button during interim payment entry. If you use batch processing, you must complete an additional step to allow the system to perform interim payment calculations for all payments that are included in a specified interim ID. If you enter a large number of interim payments, you might want to use the batch method, as it might shorten processing time. Valid values are:

Blank

Interactive processing

1

Batch processing

2. Print Before/After Tax Report

Blank = Do not print report

Y = Print the report

Use this processing option to determine whether the system prints the Vertex Before/After Tax report for each interim payment, or batch of interim payments, that is processed. Valid values are:

Blank

Do not print the report.

1

Print the report.

3. Reset Calculations

Blank = Reset all payments

1 = Reset only payments with no checks printed

Use this processing option to designate how you want the Reset Calculations to work. If you want the Reset Calculations to reset all interim payments regardless if they have been printed or not, leave this option blank. If you want only the interim payments that have not been printed to be reset, enter a 1 in this option. If you choose to only reset payments where no checks have been printed, you can reset the checks first and then perform the Reset Calculations. Valid values are:

Blank

Reset all payments

1

Reset only payments with no checks printed

Versions Tab

Use these processing options to indicate the versions that are used during interim payment processing.

1. Time Entry Version (P050002A)

Blank = ZJDE0001

Use this processing option to specify which version of the Time Entry Master Business Function (P050002A) that the system uses when an interim payment is added. If you leave this option blank, the system uses version ZJDE0001.

Entering Interim Payments

You enter interim payments when you need to create payments that are outside of the normal payroll cycle. You can use interim payments for a variety of purposes. You enter a standard interim payment (also known as an off-cycle interim) for payments such as bonuses or terminations that occur outside of the normal payroll cycle. You can also enter interim payments to allow employees to receive flat-amounts or calculated advances on their earnings. You can enter interim payments to record manual payments that were given to employees. You can enter interim payments to calculate gross-up amounts for individuals or groups of employees. You can also use interim payments to convert or adjust employee payroll history.

You can enter interim payments using either interactive or batch processing. When you use interactive processing, the system automatically calculates the interim payments and updates the interim payment workfiles when the payment is entered into the system. Interactive processing allows you to print payments from the Interims Workbench immediately after they are entered into the system.

When you use batch processing, you must enter the interim payments and then run the Interim Calculations program (R07280) to process the interims. You can run a single version of the calculation program to process all interim payments associated with an interim ID or you can run multiple versions of the calculation program at once to process all interim payments associated with an interim ID.

Note

To enter interim payments for calculated advances, you must use interactive processing. Because the system needs to calculate deduction and tax amounts before the net payment amount is determined, calculated advance interims cannot be entered using batch processing.

If you process a large number of interim payments, you might want to use multiple versions of the calculation program to process interim payments. To do so, you must create multiple

versions of the Interim Calculations program and set up those versions to run during Step I (Interims Multiple Processing) of the reports setup that you are using for interim payments. Each version that you enter in the reports setup should have unique data selection. When you run the calculation programs, the system launches each version simultaneously, and calculates the interim payments that meet the data selection criteria entered on that version. This process can significantly shorten processing time.

Note

J.D. Edwards recommends that you set up data selection for multiple interim payment processing by address book number. Be sure that your data selection includes all employees for which you have entered interim payments. In addition, ensure that your data selection is such that employees can only be included in one of the versions. For example, you might want to set up a version to process employees 1000 through 250000, another version to process employees 250001 through 500000, and another version to process employees 500001 through 800000. Do not set up one version to process employees 1000 through 500000, and another version to process employees 300000 through 700000.

Also, if you process multiple versions of interim calculation processing, J.D. Edwards recommends creating one version for each processor that your system has. Contact your system administrator to determine whether running multiple versions is an acceptable option for your organization.

For example, if you enter interim payments for employees who work in three different companies, you might want to set up three different versions of the Interim Calculations program. You might set up the data selection for each version to select employees from one of the three companies. After you enter the interim payments, you can process them using the multiple versions functionality, launching all three versions of the Interim Calculations program simultaneously. Each version would process interim payments for one of the companies. Depending on how your system is set up, each of these versions might be able to run at the same time. Therefore, processing the three smaller jobs might be significantly faster than processing one job to calculate all of the interim payments for all three companies.

After you run the batch processor(s), you can print the interim payments from the Interims Workbench. The processing options for the Interim Payment Workbench determine whether interim payments are created using interactive or batch processing.

Note

If you process interim payments using the batch method, you cannot override the information on the Employee Tax Information tab during interim entry. This tab includes the following fields:

- Work Tax Area
- Resident Tax Area
- School District Code
- Work Tax Area Source
- Residency Status
- Source of SUI Reporting
- DOB

- EIC Status
- Tax Method

In addition, you must use the Tax Overrides option from the Form menu to enter tax override information. The tax override tabs are disabled when you process interim payments using the batch method.

Before You Begin

- ❑ Create an interim payroll ID. See [Creating an Interim Payroll ID](#) in the *Payroll Guide*.
- ❑ Verify that the processing options for the Interim Payment Workbench are set up correctly.
- ❑ Set up a report model that includes all of the reports that you want to generate during the interim process. See *Creating Reports for Interim Payments* in the *Payroll Guide*.

Entering a Standard Interim Payment

You can use standard interim payments (also known as off-cycle interims) to create payroll payments outside of the regular payroll cycle. You might need to create termination, bonus, or other payroll payments at a time when it is not convenient to process an entire payroll cycle.

For example, when an employee is terminated between payroll cycles, you might need to generate the employee's last payment immediately. If you are using Enterprise Workflow Management, you can automate some of the processes involved in creating a termination payment. If you are not using the termination workflow, you can enter an off-cycle interim payment for the employee using the Interims Workbench.

You can enter new timecards, use timecards that are already in the system, or use a combination of both to create the interim payment. You can also override employee automatic deposit instructions, tax information, and DBA calculations on an interim payment.

Caution

When you enter interim payments using the Interim Entry form, the system overrides the home company on all of the timecards that are associated with that interim payment with the home company from the employee's Employee Master Information table (F060116) record. The Interim Entry process does not use the Company Options setting to determine whether to override the home company.

To override the home company on the timecards that are associated with an interim payment with a value other than the home company in the Employee Master Information table, you must enter the override value in the Home Company field on the Payment Override tab on the Interim Entry form. This value will be used on all of the timecards that are associated with the interim payment.

► **To enter a standard interim payment**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a standard interim payment, choose Off Cycle from the drop-down menu in the Interim Payment Code field.
5. Click one of the following options:
 - Computer
 - Manual
6. Complete the following field:
 - Payment Date

Note

This field is automatically populated with the system date or with the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:
 - Payment Number
8. To override payment information, click on the Payment Overrides tab and complete any of the following fields:
 - Tax Factor
 - DBA Factor
 - G/L Bank Account
 - Home Company / Home Business Unit
 - Pay Cycle Bypass Count
 - Benefit Cycle Bypass Count

The screenshot shows the 'Interim Payment Workbench - Interim Entry' form in PeopleSoft. At the top, it says 'Active Foundation' and 'Active Foundation'. Below that, there are buttons for 'Personalize', 'Change Role', and 'Sign Out'. The main form area has a title bar 'Interim Payment Workbench - Interim Entry' and a menu bar with 'OK', 'Delete', 'Cancel', 'Form', and 'Tools'. The form contains several sections:

- Employee Information:** Employee Number (2111), Interim ID (INT300), Pay Frequency, and Check Control Number (160151).
- Payment Information:** Radio buttons for 'Computer' (selected) and 'Manual'. Fields for Payment Date (07/01/05), Advance Amount, Payment Number, and Gross Up Net Pay Amount.
- Payment Overrides:** A dropdown menu set to 'Payment Overrides'. Fields for Tax Factor (1), DBA Factor (1), Home Company / Home Business Unit, Pay Cycle Bypass Count, and Benefit Cycle Bypass Count. There are also checkboxes for 'Do not calculate DBAs' and 'Override Auto Deposit Instructions'.
- Table:** A table with 8 columns: Pay, Pay Type, Hours, Account Number, Work Date, Batch Number, Ovr Rt, and Job Type. The table is currently empty.
- Calculate Payment Details:** Fields for Gross/Net Wages, Taxes, and DBAs.

9. To prevent all DBAs from calculating for this interim payment, click the following option:
 - Do not calculate DBAs
10. To create a check for this interim, regardless of the employee's automatic deposit instructions, click the following option:
 - Override Auto Deposit Instructions

Note

If you override the automatic deposit instructions at the Interim ID level, this option is disabled.

11. To include existing timecards in the interim payment, click the Timecard Selection tab and complete the following fields:
 - From Date
 - Thru Date
 - Pay Cycle Group Code
 - Home Business Unit
 - Home Company

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Interim Payment Workbench - Interim Entry

OK Delete Cancel Form Tools

Employee Number: 2111 Ingram, Paul Off Cycle

Interim ID: INT300 Pay Frequency: S Check Control Number: 160180

Payment Information

Computer Payment Date: 07/01/05 Advance Amount:

Manual Payment Number: Gross Up Net Pay Amount:

Select Tab: Timecard Selection

From Date: Thru Date:

Pay Cycle Group Code: Home Company:

Home Business Unit:

Load/Unload Timecards to Grid

Load existing timecards to grid Unload existing timecards from grid

Records: 1 - 1 Customize Grid

Pay	Pay Type Description	Hours	Account Number	Work Date	Batch Number	Ovr Rt	Job Type
<input checked="" type="checkbox"/>	1 Regular	8.00	9.8115		06/06/05	3187 Secured	8M-1

Calculate Payment Details

Gross/Net Wages: Taxes: DBAs:

12. To load or unload existing timecards from the grid, click one of the following options:
 - Load existing timecards to grid
 - Unload existing timecards from grid

13. To override employee tax information for the interim payment, click the Employee Tax Information tab and complete the following fields:
 - Work Tax Area
 - Resident Tax Area
 - School District Code
 - Work Tax Area Source
 - Residency Status
 - Source of SUI/SDI Reporting
 - DOB
 - EIC Status
 - Tax Method
 - Federal

- Work
- Resident
- Local

Note

This tab is disabled if you are processing interim payments using the batch method. The method of processing is determined by the processing options for the Work With Interims Workbench (P07210I).

The screenshot shows the 'Interim Payment Workbench - Interim Entry' form in PeopleSoft. At the top, it displays 'PeopleSoft' and navigation links for Portal, Work, Intranet, and Training. Below the header, there's a 'Select Workspace' dropdown set to 'Active Foundation'. The main form area contains several sections:

- Employee Information:** Employee Number (2111), Name (Ingram, Paul), Off Cycle dropdown, Interim ID (INT300), Pay Frequency (S), and Check Control Number (160160).
- Payment Information:** Radio buttons for Computer (selected) and Manual. Fields for Payment Date (07/01/05), Advance Amount, Payment Number, and Gross Up Net Pay Amount.
- Select Tab:** A dropdown menu currently showing 'Timecard Selection'.
- Timecard Selection Fields:** From Date, Thru Date, Pay Cycle Group Code, Home Company, and Home Business Unit.
- Load/Unload Timecards to Grid:** Radio buttons for 'Load existing timecards to grid' (selected) and 'Unload existing timecards from grid'.
- Records Grid:** A table with columns: Pay, Pay Type Description, Hours, Account Number, Work Date, Batch Number, Ovr Rt, and Job Type. It contains one record: 1 Regular, 8.00 hours, Account 9.8115, Work Date 06/08/05, Batch Number 3187, Ovr Rt Secured, Job Type 8M-1.
- Calculate Payment Details:** Fields for Gross/Net Wages, Taxes, and DBAs.

14. To override tax exemption and credit information for the interim payment, complete the steps for entering country-specific tax overrides for interim payments, and then complete the remaining steps of this task.
15. To enter new timecard records for the interim payment, complete the time entry grid that appears on the Interim Entry form.

Note

If you do not want to override DBA information, skip to step 20.

16. To override employee DBA information, choose DBA Instructions from the Form menu.
17. On Review/Revise Employee DBA Override Instructions, choose the DBAs that you want to calculate for this interim payment.

Note

All DBAs that are marked with a check mark will calculate for the interim payment. When you enter this form, all DBAs are marked with a check mark. You can double-click a DBA record to deselect it, or you can deselect all DBAs. Additionally, you can double-click a DBA record to select it.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Interim Payment Workbench - Review/Revise Employee DBA Override

Instructions

Employee Number 2111 Check Control Number 160160

Select All DBAs Deselect All DBAs Load DBA Instructions

Records 1 - 10	PDBA Code	PDBA Description	DBA Type	Method of Calc	Amount or Rate	O/R Method of Calc	O/R Amount or Rate	Calc Level	Union Code	Business Unit	Job Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005 Health/Co	B	\$	45.0000			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1008 Dental/Co.	B	\$	8.6400			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1011 LTD Coverage	B	%	1.2500			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1016 LTD Coverage	D	\$	4.9000			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1017 STD Coverage	D	\$	3.6400			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1030 Dental EE+Fm	D	\$	13.0000			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000 Life Ins/Co	B	3	2.0000			E			9 8M-1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3002 Life Ins.	D	3	1.0000			E			9 8M-1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4004 Med-EE+Fam	D	\$	25.0000			E		9	8M-1

18. To override DBA methods, amounts or rates, complete the following optional fields in the detail area:
 - O/R Method of Calc
 - O/R Amount or Rate
19. To override additional information for a DBA, complete any of the remaining optional fields in the detail area and then click OK.
20. To calculate and view the interim payment calculations, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

Note

This step is required only if you are entering a calculated advance interim payment. Also, this option is enabled only if you are processing interim payments using interactive processing. If you do not want to review the calculations when you enter the interim payment, you do not need to complete this step. You can change information on the Interim Entry form and click the Calculate Interim Details button as many times as you want before you proceed to the next step.

21. On Interim Entry, click OK.
22. To enter additional interim payments, repeat steps 1 through 21.
23. If you are using batch processing to enter interim payments, On Work With Interims Workbench, select the Interim ID in the detail area, choose Process Interims from the Row menu and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.
24. On Process Interims Confirmation, click OK.

See Also

- ❑ *Completing a Termination Using Workflow* in the *Workforce Management Foundation Guide* for more information
- ❑ *Entering Tax Overrides for an Interim Payment* in the *Payroll Guide* for instructions
- ❑ *Entering Timecards for Employees* in the *Time Accounting Guide* for more information
- ❑ *Entering Employee Instructions* in the *Workforce Management Foundation Guide* for additional information about DBA information

Entering an Interim Payment to Record Manual Calculations

If you have created a payment manually, for example, by typing or writing a payment by hand, you can use the interim payment feature to enter the manual calculations into the system. Entering manual calculations ensures that the employee's payroll history is accurate, which, in turn, ensures the accuracy of year-end tax information. You can either enter the tax amounts that you calculated manually and prevent the system from recalculating the taxes, or you can omit the tax information and let the system calculate the taxes automatically, using tax withholding information from the Employee Master Information table (F060116). You can enter up to eight tax overrides. You can also override the employee's DBA instructions on the interim payment to ensure that payroll history exactly reflects the information that was included on the manual payment.

► To enter an interim payment to record manual calculations

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.

3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a standard interim payment, choose Off Cycle from the drop-down menu in the Interim Payment Code field.
5. Click the following option:
 - Manual

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Interim Payment Workbench - Interim Entry

Employee Number: 2111 Ingram, Paul Off Cycle

Interim ID: INT300 Pay Frequency: S Check Control Number: 160160

Payment Information

Computer Payment Date: 07/01/05 Advance Amount:

Manual Payment Number: 115 Gross Up Net Pay Amount:

Select Tab: Payment Overrides

Tax Factor: Home Company / Home Business Unit:

DBA Factor: Pay Cycle Bypass Count:

G/L Bank Account: Benefit Cycle Bypass Count:

Do not calculate DBAs Override Auto Deposit Instructions

Pay	Pay Type Description	Hours	Account Number	Work Date	Batch Number	Ovr Rt	Job Type
1	Regular	80.00	9.8115	06/06/05	3187	0	SM-1

Calculate Payment Details

Gross/Net Wages: 85.58 / 85.58 Taxes: DBAs:

6. Complete the steps for entering a standard interim payment.

See Also

- *Entering a Standard Interim Payment* in the *Payroll Guide* for more information about the steps necessary for completing an interim payment

Entering Interim Payments for Calculated Advances

You might want to allow employees to receive their regular payroll payment before the payment is regularly created. For example, some companies provide employees with vacation payments before employees take a vacation leave. You can enter an interim payment to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans more than one pay period, you must enter a vacation or taxation factor so that the system accurately calculates the taxes for the advance payment. The system also uses this information to calculate DBA information accurately for the period covered by the payment. In addition, if you enter values in the Pay Cycle Bypass Count and the Benefit Cycle Bypass Count fields, the system will not

create payroll payments for the employee during the periods covered by this advance payment.

When you create a calculated advance interim payment, you enter information into the Interim Entry form just as you would for a standard interim payment; however, you must specify the Calculate Interim Details option for the system to determine the net amount of the interim payment. When the interim payment is processed, the system creates a record in the employee's DBA instructions using the Advance DBA that you enter in the processing options of the Work With Interims Workbench program. The amount of the Advance DBA is the same as the net amount of the interim payment. No tax or PDBA history other than the Advance DBA is updated for this interim payment. During subsequent payrolls, the amount associated with the Advance DBA is deducted from the employee's pay according to the rules that are set up on the Advance DBA.

Note

You must use the interactive mode to process interim payments to enter calculated advance interims. Because the system must perform calculations to determine what the amount of the payment is before the payment is entered, you cannot enter calculated advance interim payments if you use batch processing.

► **To enter an interim payment for a calculated advance**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a calculated advance, choose Calculated Advance from the drop-down menu in the Interim Payment Code field.
5. Complete the remaining steps for entering a standard interim payment.

See Also

- *Setting Up an Advance Deduction* in the *Workforce Management Foundation Guide*
- *Entering a Standard Interim Payment* in the *Payroll Guide* for more information about the steps required for entering interim payments

Entering Interim Payments for Flat-Amount Advances

You enter a flat amount interim payment to pay an advance on an employee's wages. The system creates a deduction for the advance amount and enters this deduction in the employee's DBA instructions so that the amount will be deducted from the employee's next payment. The system does not calculate or deduct any taxes from the advance payment. With the default process, the system deducts the entire advance in one lump sum from the net amount of the employee's next payment. If the employee does not have enough earnings to cover the deduction, the system will try to collect any remaining balance during future

payrolls. If you do not want to recover the full amount of the advance at once, you can change the amount that the system deducts per pay period using the employee's DBA instructions.

Note

You can change the way that the advance is recovered from the employee by changing the way that the Advance DBA is set up. See *Setting Up an Advance Deduction* in the *Workforce Management Foundation Guide* for more information.

► **To enter an interim payment for a flat-amount advance**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create a net advance interim payment, choose Net Advance from the drop-down menu in the Interim Payment Code field.
5. Click one of the following options:
 - Computer
 - Manual
6. Complete the following fields:
 - Payment Date
 - Advance Amount

Note

The default value in the Payment Date field is either the system date or the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:
 - Payment Number
8. To calculate and view the interim payment, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

Note

This step is not required if you do not want to review the calculations when you enter the interim payment.

9. On Interim Entry, click OK.
10. To enter additional flat-amount advances, complete steps 1 through 9.
11. If you are using batch processing to enter interim payments, On Work With Interims Workbench, choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.

If you are using interactive processing, it is not necessary to complete this step.
12. On Process Interims Confirmation, click OK.

Entering Interim Payments to Adjust Historical Information

You enter an interim payment to adjust historical information when you need to void a specific amount of an employee's payment, but not the entire payment. For example, suppose that an employee is set up to receive 500 USD of his payment in the form of a check and the remainder of the payment in an automatic deposit. If the check is lost, but the automatic deposit occurs as usual, you can use the adjustment feature to manually void the part of the payment that was lost without affecting the automatic deposit. To create the manual void, you enter an adjustment interim payment for negative 500 USD. To issue a replacement check, you create a standard interim payment.

When you create an adjustment interim payment, the system automatically specifies that the interim is a manual interim. Therefore, the system does not automatically create a printed payment for adjustments.

► To enter an interim payment to adjust historical information

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create an interim payment to adjust historical information, choose Adjustment from the drop-down menu in the Interim Payment Code field.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Interim Payment Workbench - Interim Entry

OK Delete Cancel Form Tools

Employee Number: 8015 *Killmer, Jessica* Adjustment

Interim ID: 300 Pay Frequency: B Check Control Number: 160194

Payment Information

Computer Payment Date: 06/30/05 Advance Amount:

Manual Payment Number: 9991 Gross Up Net Pay Amount:

Select Tab: Payment Overrides

Tax Factor: Home Company / Home Business Unit:

DBA Factor: Pay Cycle Bypass Count:

GL Bank Account: Benefit Cycle Bypass Count:

Do not calculate DBAs Override Auto Deposit Instructions

Records: 1 - 1 [Customize Grid](#)

Pay	Pay Type Description	Hours	Account Number	Work Date	Batch Number	Ovr Rt	Job Type

Calculate Payment Details

Gross/Net Wages: Taxes: DBAs:

5. Click to enable the following option:
 - Manual
6. Complete the remaining steps for entering a standard interim payment.

See Also

- *Entering a Standard Interim Payment in the Payroll Guide*

Entering Interims for Gross-Up Payments

You can enter a desired net amount and direct the system to calculate taxes and deductions and determine what the gross amount of the payment needs to be. This calculation is called a gross-up. You might want to create gross-up interim payments if you want your employees to receive payments for a specified net amount. For example, if you want employees to receive interim payments for 100 USD after taxes and deductions are withheld, you would enter these payments as gross-up interims. The system calculates for each employee what the gross amount must be to ensure that, after taxes and deductions are withheld, the employees receive payments for 100 USD.

You can enter individual gross-up payments, or the system can automatically create similar gross-up payments for a selected group of employees. For example, if you wanted to give every employee in a department a 100 USD bonus for meeting a departmental goal, you could use the group gross-up feature. To create a group of gross up payments, you must first create an employee group. Also, all of the employees in the group must receive the same net pay amount.

► **To enter individual gross-up payments**

From the Payroll Workbench menu (G07BUSP11), choose *Interim Payment Workbench*.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Add Interim from the Row menu.
3. On Interim Entry, complete the following field:
 - Employee Number
4. To create an individual gross up interim payment, choose Gross Up from the drop-down menu in the Interim Payment Code field.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Interim Payment Workbench - Interim Entry

Employee Number: 8013 Washington, Harold Interim ID: 300 Pay Frequency: B Check Control Number: 160207

Interim Payment Code: Gross Up

Payment Information

Computer Payment Date: 07/01/05 Advance Amount:
 Manual Payment Number: Gross Up Net Pay Amount: 1500.00

Select Tab: Gross Up

Override Pay Type: 501
Federal Withholding Tax Rate:
State Withholding Tax Rate:
Rate - Billing Rate:

Records: 1 - 1

Pay	Pay Type Description	Hours	Account Number	Work Date	Batch Number	Ovr Rt	Job Type

Calculate Payment Details

Gross/Net Wages: Taxes: DBAs:

5. Click one of the following options:
 - Computer
 - Manual
6. Complete the following fields:
 - Gross Up Net Pay Amount
 - Payment Date

Note

The default value in the Payment Date field is either the system date or the date that the system calculates according to the payment offset. You can override the payment date by entering a value in this field.

7. If you are entering a manual payment, complete the following field:

- Payment Number

8. On the Gross Up tab, complete the following fields:

- Gross Up Pay Type

Note

If you leave this field blank, the system uses the pay type that is in the processing option for the Interims Workbench to calculate gross-up information. If that processing option is also blank, the system uses pay type 1.

In addition, the remaining tabs on the Interim Entry form are disabled during the entry of a gross-up interim payment.

- Federal Withholding Tax Rate
- State Withholding Tax Rate

9. On the Payment Overrides tab, complete the following optional field:

- G/L Bank Account

10. To prevent all DBAs from calculating for this interim payment, click the following option:

- Do not calculate DBAs

11. To create a check for this interim, regardless of the employee's automatic deposit instructions, click the following option:

- Override Auto Deposit Instructions

12. To override additional information for a DBA, complete any of the remaining optional fields in the detail area.

13. To calculate and view the interim payment calculations, click the Calculate Interim Details button at the bottom of the form, review the payment information, and then click Close.

Note

This step is not required if you do not want to review the calculations when you enter the interim payment.

14. On Interim Entry, click OK.

15. To enter additional interim payments, complete steps 1 through 14.

16. If you are using batch processing to enter interim payments, choose the Interim ID in the detail area on Work With Interims Workbench, choose Process Interims from the Row menu, and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.

If you are using interactive processing, it is not necessary to complete this step.

17. On Process Interims Confirmation, click OK.

► **To create a group of gross up payments**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Group Gross Up from the Row menu.
3. On Calculate Group Gross Up, choose Add Group from the Form menu to create an employee group.
4. Complete the steps for creating an employee group.
5. On Calculate Group Gross Up, complete the following fields:
 - Employee Group Name
 - Payment Date
 - Net Payment Amount
 - Federal Withholding Tax Rate
 - State Withholding Tax Rate
 - Override Gross Up Pay Type

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Interim Payment Workbench - Calculate Group Gross Up

OK Cancel Form Tools

Interim ID: 300

Calculation Parameters

Employee Group Name: Bonus Interim

Payment Date: 07/01/05

Net Payment Amount: 500.00

Federal Withholding Tax Rate:

State Withholding Tax Rate:

Override Gross Up Pay Type: 1

Rate - Billing Rate:

Override Auto Deposit Instructions

6. To create printed payments for the gross-up payments, regardless of whether any of the employees that are included in the employee group have automatic deposit instructions, click the following option:

- Override Auto Deposit Instructions

7. Click OK.

Note

Regardless of whether you use batch or interactive processing for interim payments, when you click OK, the system automatically creates interim gross-up payments for the employee group.

See Also

- ❑ *Working with Employee Groups* in the *Time Accounting Guide* for more information about creating employee groups
- ❑ *Entering Employee Instructions* in the *Workforce Management Foundation Guide* for additional information about DBAs

Creating Interims with the Time Entry Interim Generator

You can use the Time Entry Interim Generator feature to associate all timecards entered into the system with a default interim payroll ID. Organizations that process large numbers of timecards and create payments multiple times during a single pay period might use this feature on an ongoing basis. Other organizations might periodically use this feature to facilitate the creation of special interim payments. When you enter timecards using the Time

Entry Interim Generator, the system generates interim header records for each timecard. After you enter the timecards, you must process the interim header records using the Interim Payment Workbench to create the actual interim payments.

When you use the Time Entry Interim Generator, the default interim ID that will be assigned to the timecards is displayed on the time entry form that you use to enter timecards. This interim ID will be used for each timecard that is entered unless it is overridden on the individual timecard.

Note

You can also create interim payments for timecards that are entered while the Time Entry Interim Generator feature is disabled. To do so, you must first activate the Time Entry Interim Generator feature. Then, using the Speed Time Entry Revisions form, you can assign the default Interim ID to all of the timecards that appear on the form by clicking the Assign Timecards Default Interims button. See *Entering Timecards for Employees Using Speed Time Entry* in the *Time Accounting Guide* for more information.

The following example illustrates how an organization might use this feature on an ongoing basis:

Company A receives over 100,000 timecards during each weekly pay period. These timecards are received on a continuous basis throughout the period, and are entered into the system as they are received. Many of the employees in this organization do not work during all of the days in the pay period. The company chooses to print payments several times during the pay period. By doing this, the processing time associated with printing payments at the end of the pay period is dramatically decreased.

To process payments in this way, you use the Time Entry Interim Generator feature on a continuous basis. All timecards that are entered into the system generate interim payment records that are associated with a default interim payroll ID. Using the Interim Payment Workbench, you can process payments for this interim payroll ID several times during the period, and then process a complete payroll at the end of the period.

The following example illustrates how an organization might use this feature on a periodic basis:

Company B wants to give each of its 2,000 employees a merit bonus at the annual company party. The amount of the bonus is different for each employee. To generate these bonus payments as separate payments from the regular payroll payments, interim payments must be generated for the bonuses. Due to the large number of employees, it might be easier for the payroll clerk to enter bonus information using the Speed Time Entry program (P051121) rather than to enter individual interim payments for each employee.

To create interim bonus payments using the Speed Time Entry program, you can activate the Time Entry Interim Generator feature for a specified time period. The system automatically creates interim payment records for each timecard that is entered during that period. These timecards are associated with a default interim payroll ID. You can then process the interim payroll ID to process the interim payments. After all bonus timecards are entered into the system, you can disable the Time Entry Interim Generator feature and enter timecards without generating interim payment records.

To use the Time Entry Interim Generator feature, you must first set up the processing options for the Time Entry MBF (P050002A). After you set those processing options, you must specify the version of the Time Entry Master Business Function that you want to use in the processing options for the time entry programs that you use. Using the information in the processing options of the Time Entry Master Business Function, the system determines which default interim ID to use to create interim payments during time entry. When the Time Entry Interim Generator is functioning correctly, the default interim payroll ID appears on the time entry forms.

You can also generate interim payments when you upload timecards using the batch timecard process. To do so, you must set up a version of the Time Entry Master Business Function that enables the Time Entry Interim Generator feature. Then you must enter that version in the processing options for the Time Entry Batch Processor program (R05116Z11). After you upload the timecards, you can review them to verify that they are attached to the correct interim ID.

Note

The Time Entry Interim Generator program can only be used to create standard computer interim payments. To create advance, gross-up, or manual interim payments, you must use the Interim Payment Workbench.

Also, whether you are using batch processing or interactive processing for interim payments, you must use the Interim Payment Workbench to process interims that are created using the Time Entry Interim Generator. The processing method for interim payments is defined by the processing option settings for the Interim Payment Workbench.

Caution

If you use the Time Entry Interim Generator to create multiple payments for employees during a single pay period, verify that company options and DBA setup information is set up correctly to ensure that DBA limits and arrearages are calculated correctly. See *Setting Up Company Options* and *Setting up Deductions, Benefits, and Accruals* in the *Workforce Management Foundation Guide* for additional information.

Before You Begin

- ❑ Set up a default interim payroll ID. See *Creating an Interim Payroll ID* in the *Payroll Guide*.
- ❑ Set the Time Entry MBF Processing Options (P050002A) to allow time entry to generate interim payments. See *Master Business Functions* in the *Time Accounting Guide*.

► To create interims with the Time Entry Interim Generator

From the Time Entry menu (G05BT1), choose the time entry program that you use to enter timecards.

Alternatively, from the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench, choose the Interim ID that you want to use and then choose Interim Generator. When you use this navigation, you access the Time Entry by Individual form.

1. On the time entry form that you are using, verify that the correct Interim ID appears in the following field:
 - Interim ID
2. Complete the steps to enter timecard records.
3. From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.
4. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
5. Choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu, and then choose Process Multiple.
6. On Process Interims Confirmation, click OK.

See Also

- ❑ *Entering Timecards for Employees* in the *Time Accounting Guide* for more information
- ❑ *Working with Employee Timecards* in the *Time Accounting Guide* for more information
- ❑ *Working with Time Entry Batch Processing* in the *Time Accounting Guide* for more information
- ❑ *Master Business Functions* in the *Time Accounting Guide* for information about setting up processing options for time entry programs

Reviewing and Revising Interim Payments

You can review interim payments before you create payments and reports, and before you process them in a payroll cycle. If you find an error in an interim payment before you process the payment in a payroll cycle, you can correct the information. After you correct and process the interim payment, the system recalculates the gross amount, taxes, and DBAs. You can make unlimited changes to the interim payment until you process it through a payroll cycle. If you find mistakes on the interim payment after you process it through a payroll cycle, you can void it and then enter a new interim payment with the correct information.

You can review individual interim payments or you can review all interims that are associated with a specified interim payment ID.

Note

You cannot change the type of interim payment after you have entered the payment into the system. If an interim payment was entered using the wrong payment type, you must delete the interim and then enter another interim with the correct payment type.

► To review and revise interim payments

From the Payroll Workbench menu (G07BUSP11), choose *Interim Payment Workbench*.

1. On Work With Interims Workbench, enter an interim payroll ID in the following field, and then click Find:
 - Interim ID
2. Choose a record in the detail area, and then choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, review information for all of the interim payments associated with the selected interim ID.
4. To review a single interim payment, choose the payment that you want to review in the detail area, and then choose Interim Entry from the Row menu.
5. On Interim Entry, review, revise, or delete any of the information for the interim payment.
6. Click OK, and then click Cancel to accept any revisions that you make to the interim payment.
7. On Work With Interim Payments, click Close.
8. If you are using batch processing to enter interim payments, On Work With Interims Workbench, choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.
9. On Process Interims Confirmation, click OK.

See Also

- ❑ *Entering a Standard Interim Payment* in the *Payroll Guide* for additional information about the fields, tabs, and menu exits on the Interim Entry form

Printing Interim Payments

You typically print interim payments when you process those payments in a payroll cycle. However, in some cases, you might need to issue an interim check to one or more employees, or generate their automatic deposit advice and bank information, before you are ready to process the interims in a payroll cycle. In these cases, you can create checks, advices, and automatic deposit information for the bank using the Interim Payment Workbench, and then process the interims in a payroll cycle at a later date. You can create payments for all of the interim checks associated with an interim ID, or you can create payments for selected interims only.

For example, if an employee's regular payroll payment is incorrect, you can void the payment and create an interim payment for the employee with the correct information. To reduce the inconvenience to the employee, you might choose to print an interim check immediately, instead of waiting until you process the payroll cycle that includes interim payments. If the employee typically receives payroll payments via automatic deposit, you can use the Interim Payment Workbench to print the advice slip and create the automatic deposit information to send to the bank.

When you process a full payroll cycle that includes these interim payments, the system does not create the payments again, either for printed payments or for automatic deposit information.

If an incident such as a printer failure prevents one or more interim payments from printing, or if you determine that the information on a printed payment is incorrect, you can reset the print status for a payment and then reprint it.

Before you can print payments from the Interim Payment Workbench, you must set up payment information. This information is used to identify which versions of the payment programs the system uses to create interim payments.

Note

If you print interim payments using the Interim Payment Workbench, the system uses the dates that are associated with the interim payment when it updates employee history. When you print interim payments during the regular payroll cycle, the system uses the dates associated with the payroll process to update employee history.

If you create manual interim payments (which are not printed during the payroll process) or when you use the Interim Payment Workbench, the system updates employee history using the dates associated with the interim payment.

Before You Begin

- ❑ Enter the interim payments. See [Entering Interim Payments](#) in the *Payroll Guide*.
- ❑ Set up a report model for interim payments if you want to produce reports during the printing process. See *Creating Reports for Interim Payments* in the *Payroll Guide*.

► To set up payment information

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose the interim ID for which you want to set up payment information, choose Print from the Row menu, and then choose Setup Payments.
3. On Print Payment Setup, complete the following fields in the Checks area of the form:
 - Print Program
 - Version
 - Stub Lines

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Interim Payment Workbench - Print Payment Setup

OK Cancel Form Tools

Payroll ID: 300

Checks

Print Program: R07231 Version: XJDE0001

Stub Lines: 12

Attachment Program: R07232 Version: XJDE0001

Auto Deposits

Advice Program: R07233 Version: XJDE0001

Stub Lines: 12

Attachment Program: R07234 Version: XJDE0001

Bank File Program: R07235 Version: XJDE0001

4. Complete the following optional fields for checks:
 - Attachment Program
 - Version
5. If your organization offers automatic deposit to employees, complete the following fields in the Auto Deposits area of the form:
 - Advice Program
 - Version
 - Stub Lines
 - Bank File Program
 - Version
6. Complete the following optional fields for automatic deposits, and then click OK:
 - Attachment Program
 - Version

► **To print interim payments by Interim ID**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payments that you want to print, choose Print from the Row menu, and then choose Print All.
3. On Print Payments, to print paychecks, click the following option:
 - Checks
4. Complete the following fields:
 - Next Check Number
 - Check Message
 - Check Date

Note

The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

5. To print auto deposit advices, click the following option:
 - Auto Deposit Advice
6. Complete the following fields:
 - Next Advice Number
 - Auto Deposit Advice Message
 - Auto Deposit Date

Note

The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

7. To create the auto deposit bank file, click the following option:
 - Auto Deposit Bank File
8. Click OK.
9. On Print Payment Confirmation, click OK.

► **To print selected interim payments**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payment that you want to print and choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, choose the interim payment that you want to print and choose Print Payment from the Row menu.
4. On Print Selected Interim Payments, click OK.
5. On Print Payments, click the following option to print a check:
 - Checks
6. Complete the following fields:
 - Next Check Number
 - Check Message
 - Check Date

Note

The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

7. To print an auto deposit advice, click the following option:
 - Auto Deposit Advice
8. Complete the following fields:
 - Next Advice Number
 - Auto Deposit Advice Message
 - Auto Deposit Date

Note

The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

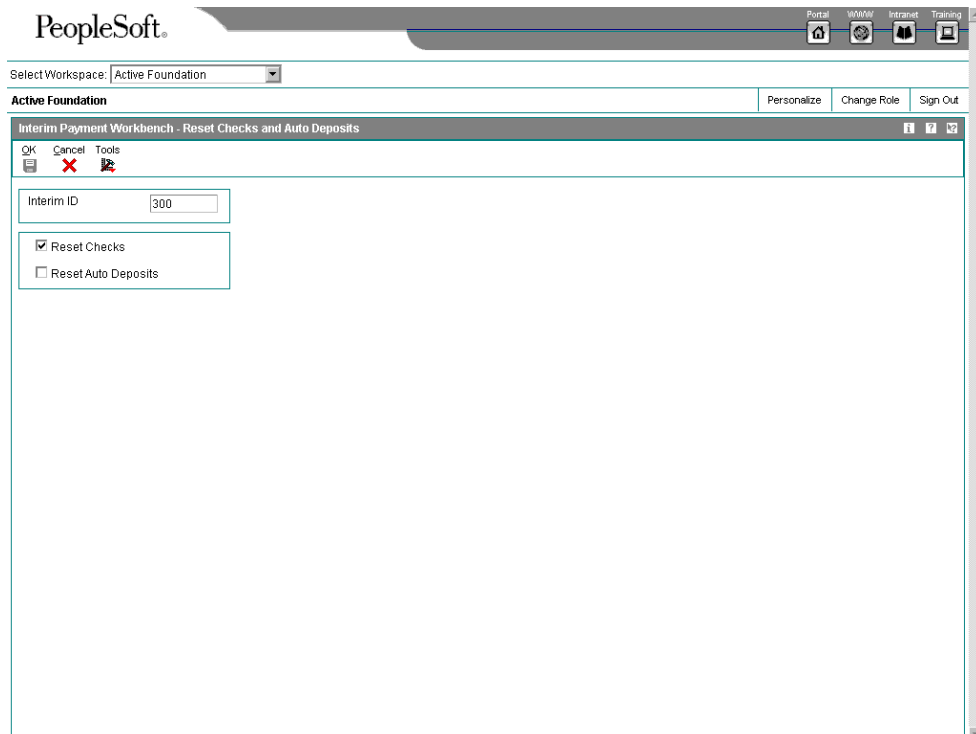
9. To create the auto deposit bank file, click the following option:
 - Auto Deposit Bank File
10. Click OK.

11. On Print Payment Confirmation, click OK.

► **To reset the print status for interim payments by interim ID**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payments that you want to reset, choose Reset Functions from the Row menu, and then choose Reset Print Pymts.



3. On Reset Checks and Auto Deposits, click any of the following options and then click OK:
 - Reset Checks
 - Reset Auto Deposits
4. On Reset Interim Checks/Auto Deposits Confirmation, click OK.

► **To reset the print status for selected interim payments**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID
2. Choose the Interim ID that includes the payment that you want to reset, and choose Review/Revise Int from the Row menu.

3. On Work With Interim Payments, choose the interim payment that you want to reset, choose Reset Functions from the Row menu, and then choose Reset Print Pymts.
4. On Reset Checks and Auto Deposits, click one of the following options, and then click OK:
 - Reset Checks
 - Reset Auto Deposits

Resetting and Reassigning Interim Payments

After you enter interim payments, you might find that the information on the interim payments is incorrect. If you do not want to delete and re-enter the interim payments, you can reset the calculations associated with the payments. After you reset the calculations for the payments, you can revise the incorrect information and then recalculate the payments. You can reset all interim payments associated with a specified interim ID or you can reset the calculations for a specified payment. When you reset the calculations associated with an interim payment, you delete from the system all of the calculated amounts, such as taxes and DBAs, that are associated with that interim. Therefore, after you reset an interim ID and correct the information for the associated payments, you must recalculate the payments to restore all calculated values in the system.

You can also reset interim header records. When you do so, the system deletes the interim payment header information, but does not delete the timecards that are associated with the interim payments. You might use this option if you have created interim payments using the Time Entry Interim Generator, but later decide that you do not want to process those timecards as interim payments. By resetting the interim header records, you delete the interim payments but keep the timecard records intact. Those timecards can then be processed within a regular payroll cycle.

In addition, you can reassign interim payments from one interim ID to another. You might do this if you want to print all interim payments that are currently in the system, but you only want to complete the steps for printing payments once. In this scenario, you can reassign interim payments from several interim IDs to one interim ID. After you have reassigned all interim payments to one interim ID, you can use that ID and complete the steps to print payments.

Note

When you reset calculations for interim payments, you can choose to reset all payments associated with an interim ID, or you can choose to reset only those payments that have not been printed already. The system uses the processing options for the Work With Interims Workbench program (P07210I) to determine whether to reset printed payments.

You would typically reset interim header records and reassign interim payments to another interim ID using the Interim Payment Workbench. However, if you are creating interim payments using the Time Entry Interim Generator, you might want to specify the interim payments to reset or reassign (or both) using data selection other than interim ID. To do this, you can process these reset and reassign options by running the Reset Interim Payment Header Records program (R07350I). You can access this program by choosing

Reset/Reassign Payment Headers from the Advanced and Technical operations menu (G07BUSP3).

Note

You can only reassign interim payments to a different interim ID or reset interim header records for unprocessed interim payments. Therefore, if you enter interim payments using the interactive method, or if you have already chosen the Process option from the Work With Interims Workbench menu, you must reset the calculations of the interim payments before you can reassign them to a different interim ID or reset the interim header records.

After you reassign interim payments to an interim ID, you must reprocess those payments to restore the payment calculations in the system.

► **To reset or reassign interim payments by interim ID**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Find.
2. Choose the interim ID that you want to reset or reassign, choose Reset Functions from the Row menu, and then choose Reset/Reassign ID.

The screenshot shows the PeopleSoft web interface for the 'Interim Payment Workbench - Reset/Reassign Interim ID' form. The form is titled 'Active Foundation' and includes a 'Select Workspace' dropdown menu set to 'Active Foundation'. The main form area contains the following fields and options:

- Interim ID:** A text input field containing the value '300'.
- Payment Level Details:**
 - Employee Number:** An empty text input field.
 - Check Control Number:** An empty text input field.
- Reset Options:**
 - Reset Interim Calculations
 - Reset Payment Headers
 - Reassign Interim ID to Another ID
 - From Interim ID:** A text input field containing the value '300'.
 - To Interim ID:** A text input field containing the value '002'.

3. On Reset/Reassign Interim ID, click the following option to reset the calculations for all of the interim payments associated with the interim ID:
 - Reset Interim Calculations

Note

You must reset the calculations for interim payments before you can reset interim header records or reassign interims to another ID. If you have already reset the calculations for the interims, or if the interims have not yet been processed, you do not need to choose the Reset Interim Calculations option.

4. To reset interim header records, click the following option:
 - Reset Payment Headers
5. To reassign interim payments to another interim ID, click the following option:
 - Reassign Interim ID to Another ID
6. If you have selected the Reassign Interim ID to Another ID option, complete the following field:
 - To Interim ID
7. Click OK.
8. On Reset/Reassign Interim ID Confirmation, click OK to continue processing, or click Cancel to avoid resetting or reassigning the interims.
9. Make any necessary revisions to the interim payments, employee information, or system information.
10. To recalculate the interim payments, on Work With Interims Workbench, choose the interim ID that you want to recalculate, choose Process Interims from the Row menu, and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.

11. On Process Interims Confirmation, click OK.

► To reset or reassign selected interim payments

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, click Find.
2. Choose the interim ID that contains the payments that you want to reset, and then choose Review/Revise Int from the Row menu.
3. On Work With Interim Payments, choose the payments that you want to reset in the detail area, choose Reset Functions from the Row menu, and then choose Reset/Reassign.
4. On Reset/Reassign Interim ID, click the following option to reset the calculations for all of the interim payments associated with the interim ID:
 - Reset Interim Calculations

Note

You must reset the calculations for interim payments before you can reset interim header records or reassign interims to another ID. If you have already reset the

calculations for the interims, or if the interims have not yet been processed, you do not need to choose the Reset Interim Calculations option.

5. To reset interim header records, click the following option:
 - Reset Payment Headers
6. To reassign interim payments to another interim ID, click the following option:
 - Reassign Interim ID to Another ID
7. If you have selected the Reassign Interim ID to Another ID option, complete the following field:
 - To Interim ID
8. Click OK.
9. On Reset/Reassign Interim ID Confirmation, click OK to continue processing, or click Cancel to avoid resetting or reassigning the interims.
10. Make any necessary revisions to the interim payments, employee information, or system information.
11. To recalculate the interim payments, on Work With Interims Workbench, choose the interim ID that you want to recalculate, choose Process Interims from the Row menu and then choose Process Single.

If you are running multiple versions of the Interim Calculation program, choose Process Interims from the Row menu and then choose Process Multiple.
12. On Process Interims Confirmation, click OK.

See Also

- ❑ *Reviewing and Revising Interim Payments* in the *Payroll Guide* for instructions
- ❑ *Entering Interim Payments* in the *Payroll Guide* for more information about running multiple versions

Creating Reports for Interim Payments

Using the Interim Payment Workbench, you can create reports for all interim payments that are included in a specified interim ID. You can create reports to verify whether the information included in the interim payments is correct before you process the payments through a payroll cycle.

You can generate reports using the Interim Payment Workbench in three different ways. If you are creating interim payments using batch processing, you can set up reports to print when you choose Process from the Work With Interims Workbench. You can also set up reports to print when you print interim payments from the Work With Interims Workbench. Finally, you can set up reports to print when you launch reports from the Interim Payment Workbench.

To create reports using the Work With Interims Workbench, you set up a report model that specifies which reports the system creates for interim payments. You must enter this report model in the processing options for the Work With Interims Workbench program (P07210I).

You can then set up the reports that you want to print for each interim ID by choosing reports from the report model that you have entered in the processing options. If you leave this processing option blank, the system uses the JDE report model, which includes the following reports for interim payment processing:

When the report is produced	Report Name
Process Interims (Step 6)	R073012 - Payroll Register
Process Interims (Step 6)	R073013 - Summary Payroll Register
Process Interims (Step 6)	R073051 - Time and Pay Entry Journal
Process Interims (Step 6)	R053191 - Payroll Exception Report
Interim Print Payments (Step 7)	R07238 - Payroll Payment Register
Interim Reports Only (Step 8)	R073665 - Employee Social Security Register
Interim Reports Only (Step 8)	R053001 - Time and Pay Entry Register
Interim Reports Only (Step 8)	R073012 - Payroll Register
Interim Reports Only (Step 8)	R073013 - Summary Payroll Register
Interim Reports Only (Step 8)	R073053 - D/B/A Transaction Audit Report
Interim Reports Only (Step 8)	R073062 - D/B/A-Register
Interim Reports Only (Step 8)	R073170 - Federal Tax Distribution Summary
Interim Reports Only (Step 8)	R773162 - Provincial Tax Distribution Summary (Canada)
Interim Reports Only (Step 8)	R773170C - Tax Distribution Summary - Federal (Canada)
Interim Reports Only (Step 8)	R77323 - Employee Earnings & Tax Register (Canadian)
Interim Reports Only (Step 8)	R773660 - Employment Insurance Register (Canada)

Before You Begin

- ❑ Create a report model to use for interim payment reports. See *Setting Up Payroll Cycle Reports* in the *Payroll Guide* for more information.
- ❑ Enter the report model that you created for interim payments in the processing options for the Work With Interims Workbench program (P07210I).

► **To set up reports for an interim ID**

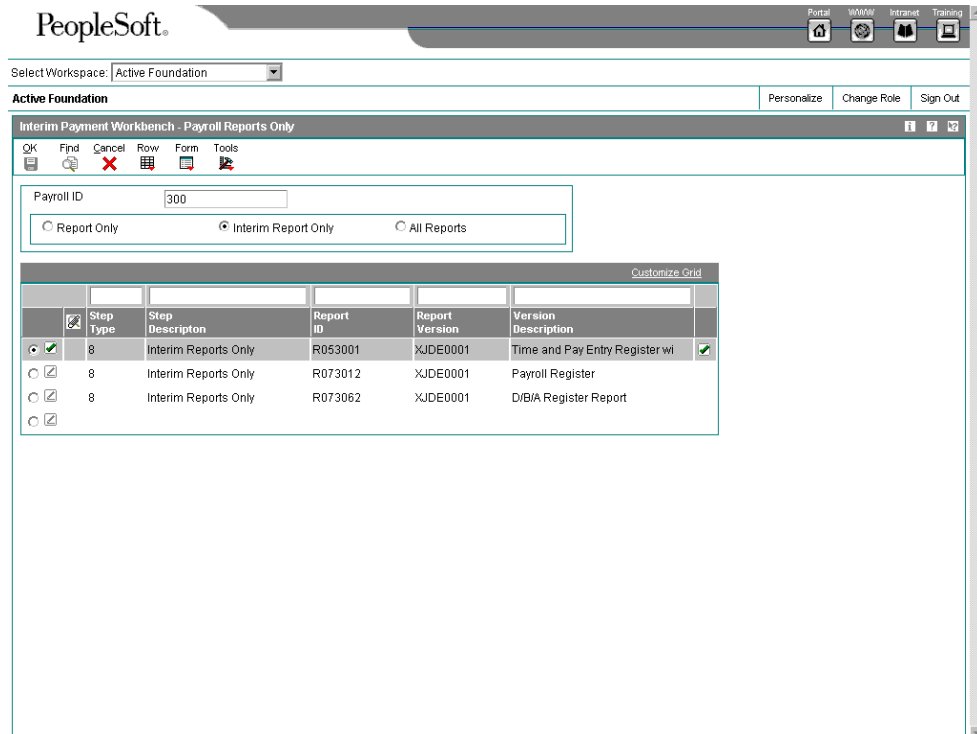
From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose the Interim ID for which you want to modify the report model and from the Row menu choose Reports, and then choose Setup Reports.
3. On Reports Setup, choose a blank line in the detail area and then choose Reports Model from the Form menu.
4. On Reports Model, choose a report in the detail area and click Select.
The report appears in the detail area.
5. On Reports Setup, Repeat steps 3 and 4 until you have chosen all of the reports that you want to process for the interim ID.
6. To enter a different version of a report, complete the following field for each report for which you want to enter a different version:
 - Report Version
7. Click OK.

► **To create reports for interim payments**

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose the Interim Payroll ID for which you want to create reports and from the Row menu choose Reports, and then choose Launch Reports.



3. On Payroll Reports Only, click one of the following options, and then click Find:
 - Report Only
 - Interim Report Only
 - All Reports

The All Reports option allows you to print all reports for which a valid version exists, even if that report is not set up to print during the reports step of interim payment processing.
4. To print individual reports, choose the report, and then choose Submit Report from the Row menu.
5. To print all of the reports that are set up to print during the reports step of the interim payment process, choose Reports Only from the Form menu.
6. Click OK.

Deleting Interim Payments

If you have not yet processed an interim payment in a payroll cycle, you can delete the interim payment. However, you cannot delete an interim payment if the system is currently in the process of printing the payment. If you have already printed the payment, you must reset it before you can delete the payment from the system.

When you delete an interim payment, consider the following:

- If you choose to delete the timecards that are associated with the interim payment that you are deleting, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.
- If you do not delete the timecards associated with the deleted interim payment, the system can include the timecards in future payroll cycles.
- If you do not delete the DBA transactions associated with the deleted interim payment, the system can include the transactions in future payroll cycles.

Caution

You cannot delete an interim payment by clicking the Cancel button on the Interim Entry form. To maintain the integrity of your payroll history, you must follow the steps in this task to delete an interim payment.

See Also

- ❑ *Resetting and Reassigning Interim Payments* in the *Payroll Guide* for more information

► To delete selected interim payments

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and click Find:
 - Interim ID
2. Choose a record in the detail area and then choose Revise/Review Int from the Row menu.
3. On Work With Interim Payments, choose the record in the detail area that you want to delete.

Note

To select multiple interim payments in the detail area, hold down the Shift key and choose all of the interim payments that you want to delete.

4. If you have printed the check already, choose Reset Functions and then Reset Print Pymts from the Row menu.
5. On Reset Checks and Auto Deposits, choose one of the following options and then click OK:
 - Reset Checks
 - Reset Auto Deposits
6. On Reset Checks and Auto Deposits Confirmation, click OK.
7. On Work With Interim Payments, click the Delete button.
8. On Confirm Delete, click OK.

9. On Delete Interims, choose the following option if you want to delete all of the timecards that are associated with the interim payment:
 - Delete Timecard Transactions?
10. To delete all of the DBA records that are associated with the interim payment, choose the following option:
 - Delete DBA Transactions?
11. Click OK.

Processing Interim Payments in a Payroll Cycle

You process interim payments so that you can create payments, generate reports and journal entries, and update employee payroll history information. You can create printed payments, automatic deposit information, and reports using the Interims Workbench, or you can create this information during a regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must process interim payments in a regular payroll cycle to create journal entries and update employee payroll history.

You can process interim payments through a regular payroll cycle in the following two ways:

Merge interim payments

The system processes interim payments with the regular payroll payments. The system prints computer interim payments along with the regular payroll payments. To be included in the payroll cycle, an interim payment must have a payment date that is equal to or earlier than the payment date for the payroll cycle.

Process interim payments only

The system processes interim payments only, and prints all computer interim payments that are included in the payroll cycle. To be included in the payroll cycle, an interim payment must have a payment date that is equal to or earlier than the payment date for the payroll cycle.

Note

If you create printed payments or automatic deposit information for interims using the Interim Payment Workbench, those payments will not be generated again when the payments are included in a regular payroll process.

Before You Begin

- Create a payroll ID to use for processing interim payments. See *Creating a New Payroll ID* in the *Payroll Guide*.

► To process interim payments in a payroll cycle

From the Payroll Workbench menu (G07BUSP11), choose Pay Cycle Workbench.

1. On Work With Pay Cycle Workbench, click one of the following options, and then click Find:

- Both
- Pre-Payroll
- Interims Only

To merge interim payments with regular payments, click the Pre-Payroll Version option. To process interim payments only, click the Interims Only Pre-Payroll Version option.

2. Choose the record in the detail area, and then click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

Payroll Parameters

Interim Only Merge Interims AutoPay Changes Only Leave Balance

Pay Cycle Information

Payroll ID: BI-WEEKLY Submit Pre-Payroll

Pay Cycle Code: BW Biweekly

Country Code: US United States

Pay Period End Date: 06/25/05

Version: XJDE0001 CenturyYear: 2005

Date/Detail Info Additional Parameters

Dates

From: 06/12/05 Thru: 06/25/05

Check Date: 07/01/05 Auto Deposit Date: 07/01/05

Detail Information

Period No: W B 1 S M O

Std. Hours: W B 80.00 S M O

3. On Pre-Payroll Processing, click the following option if you want to merge interim payments with regular payments:
 - Merge Interims
4. If you want to process interim payments only, verify that the following option is activated:
 - Interim Only
5. Click the following option, and then click OK:
 - Submit Pre-Payroll
6. Complete the remaining steps for a payroll cycle.

Note

If you printed interim payments using the Interim Payment Workbench, the system will not print those payments again during the Print Payments step of the payroll cycle.

Related Tasks**Printing interim checks**

In some cases, you might occasionally need to give an employee an interim check before you are ready to process that interim check in a payroll cycle. In this case, you can print the check and then process the payroll cycle at a later date.

When you process the payroll cycle that includes this interim check, the system does not print the check again. This printing feature is available for checks only. You cannot print automatic deposits before you process them in a payroll cycle.

See Also

For more information, see the following topics in the *Payroll Guide*:

- ❑ *Printing Interim Payments*
- ❑ *Processing Pre-Payroll*
- ❑ *Reviewing Payroll Cycle Information Online*
- ❑ *Processing Payments*
- ❑ *Processing Pro Forma Journal Entries*
- ❑ *Reviewing Payroll Cycle Reports*
- ❑ *Processing the Final Update*

Reviewing Union Reports

If your organization has employees who are union members, you print union reports to satisfy government and union reporting requirements. Union reports include detailed information about work hours and wages for union employees.

Reviewing the Union Distribution Report

From the Periodic Processing menu (G07UN2), choose Union Distribution Report.

You print the Union Distribution report (R073151) to review detailed information by union about each employee's work hours per pay period. You use this report primarily to satisfy union reporting requirements.

This report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

The information provided in this report is based on the Employee Transaction History table (F0618).

Processing Options for the Union Distribution Report (R073151)

Display Tab

Use these processing options to specify the information that you want to print on the report.

1. Pay Period End Date

Use this processing option to display the pay period ending date on the report. This value is informational only. This value does not control data selection. You must set up the data selection in the program version. If this field is blank, the system does not print the pay period end date on the report.

2. Employee Identification Number

1 = Address Book Number

-
- 2 = Social Security Number
 - 3 = Additional Employee Number
 - blank = default to Company Constants

Use this processing option to specify which employee identification number is printed on the report. Valid values are:

Blank Use the default value set up in company constants.

- 1 Use the address book number.
- 2 Use the social security number (employee tax ID).
- 3 Use the alternate employee number.

Any other value in this field will cause the default value that is set up in company constants to be used.

Reviewing the Union Liability Report

From the Periodic Processing menu (G07UN2), choose Union Liability Report.

You print the Union Liability Report (R073152) to review a summary of the types of hours worked by each employee in each union. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that appear on the report. The report shows actual hours worked and equivalent hours worked for each week in the reporting period.

This report is based on the Union Liability Basis Tables that you define in user defined code list 06/IP. You use these tables to define the multiplication factor and description for each hour type that appear on the report.

The information provided in this report is based on the Employee Transaction History table (F0618).

Before You Begin

- ❑ Set up Union Liability Basis Tables in UDC 06/IP. See *User Defined Codes* in the *Foundation Guide* for additional information and instructions for working with user defined codes.

Processing Options for the Union Liability Report (R073152)

Display Tab

Use these processing options to specify the information that you want to print on the report.

1. Pay Cycle Code

Use this processing option to select the pay cycle type (from master pay cycles) to be used in the report.

2. Month

Use this processing option to select the month for which pay period ending dates will appear on the report.

3. Year

Use this processing option to select the year of the reporting period.

4. Century

Use this processing option to select the century of the reporting period.

5. Employee Identification Number

1 = Address Book Number

2 = Social Security Number

3 = Additional Employee Number

blank = default to Company Constants

Use this processing option to specify which employee identification number appears on the report. Valid values are:

Blank Use the default value set up in company constants.

1 Use the address book number.

2 Use the social security number (employee tax ID).

3 Use the alternate employee number.

Any other value will cause the default value that is set up in company constants to be used.

6. Union Liability Basis Code 1

Use this processing option to identify tables of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation.

The order that these codes are entered in the processing options is the order that they will appear on the report.

7. Union Liability Basis Code 2

Use this processing option to identify a table of pay, deduction, and benefit types that

define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation.

The order that these codes are entered into the processing options is the order that they will appear on the report.

8. Union Liability Basis Code 3

Use this processing option to identify the table of pay type, benefits, deductions, and accruals that are used in the calculations. The order in which these tables are entered in the processing options is the order in which they will appear on the report.

9. Union Liability Basis Code 4

Use this processing code to identify tables of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic time card generation.

The order that these codes are entered into the processing options is the order that they will appear on the report.

10. Union Liability Basis Code 5

Use this processing option to identify tables of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation.

The order that these codes are entered in the processing options is the order that they will appear on the report.

Reviewing Historical Reports

You can use six-column reports to create customized payroll history reports.

Setting Up Six-Column Report Versions

Use the Six Column Report to create a customized report that displays as many as six columns of payroll information for selected employees. You define the information for each column by specifying the PDBAs that are associated with that column. For example, you could create a report that lists bonus amounts that employees have been paid, associating bonus PDBAs with different columns.

The system totals all of the PDBAs that are associated with each column for each employee. The system adds or subtracts each PDBA to the total, depending on the setup of the PDBA. Typically, pay types and benefits are added to the total, and deductions are subtracted.

You can create as many versions of the Six Column Report as you need.

► To set up six-column report versions

From the Mexico History Reports menu (G07BMXP15), choose Six Column Report Version.

1. On Work With Six Column Report Versions, click Add.
2. On Six Column Report Versions Detail, complete the following fields:
 - Version
 - Description
 - Column Number
3. Complete the following optional fields to include column titles on the report:
 - Column Title 1
 - Column Title 2
4. Complete the following field in the detail area for each PDBA that you want to associate with the column:
 - DBA Code

The system completes the remaining fields in the detail area for the PDBA. The system indicates whether the PDBA is added to or subtracted from the total for the column by placing a + or - in the Effect field.

5. Click OK.
6. Complete these steps for each column on the report, specifying the same Version and Description for each column.

You can set up as many as six columns for each version.

Running Six-Column Reports

From the Mexico History Reports menu (G07BMXP15), choose Six Column Report.

You use the Six Column Report to run your customized payroll reports that you set up as Six Column Report versions. Use the processing options to specify which Six Column Report version to run. Enter the company, union, and business unit for the report in the data selection.

Before You Begin

- ❑ Set up a customized payroll report. See *Setting Up Six-Column Report Versions* in the *Payroll for Mexico Guide*.

Processing Options for Six Column Report (R76M1101)

Edit Tab

1. Date Range to Obtain Information From :

Use this processing option to specify the beginning date of the period that the report considers for the process.

2. Date Range to Obtain Information To :

Use this processing option in to specify the ending date of the period that the report considers for the process.

Defaults Tab

1. Version History

Use this processing option to specify the Six Column Report version to use for this process.

Payment Reconciliation

To ensure that the information in the Payroll system is consistent with your bank records, you must periodically reconcile payments. You can reconcile payments manually or you can run a program that automatically reconciles payments.

When you reconcile payments manually, you can review the status of individual payments, reopen an item that was previously marked as reconciled, or mark a check as unclaimed.

When you reconcile payments automatically, the system compares your payroll history with the information that you receive from the bank.

To help you reconcile payments, you can review reconciliation reports that help you identify outstanding payments as well as discrepancies between the net pay amounts that the bank reports and the net pay amounts in your payroll history records.

Reconciling Payments

You reconcile payments to make your payment information consistent with your bank records. You can reconcile your payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether your payroll history corresponds to the bank's records.

Reconciling Payments Manually

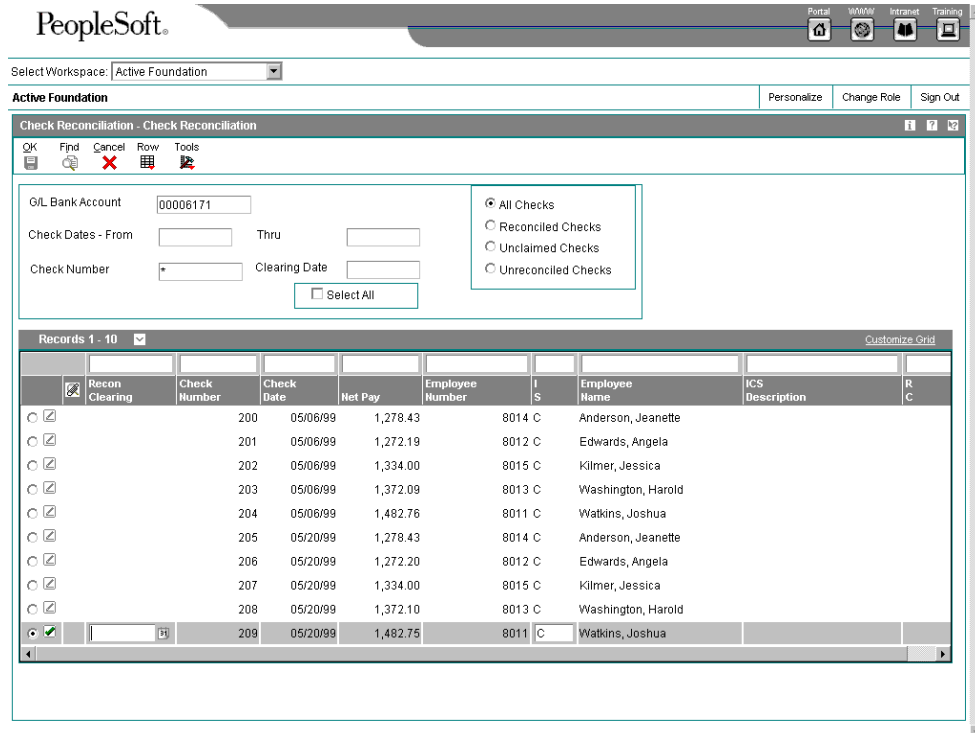
When you reconcile payments manually, you can review the reconciliation status of the payments and change it if necessary. You review reconciliation status to determine whether you need to reconcile outstanding payments, reopen an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay amounts as well as the name and employee number of the employee to whom the payment was issued.

► To reconcile payments manually

From the Paycheck Reconciliation menu (G07PC12), choose Check Reconciliation.

1. On Check Reconciliation, complete the following field, and then click Find:
 - G/L Bank Account
2. Click one of the following options:
 - All Checks
 - Reconciled Checks
 - Unclaimed Checks
 - Unreconciled Checks
3. To limit your search, complete the following optional fields, and then click Find:
 - Check Dates - From

- Thru
 - Check Number
4. Review the information in the detail area.
 5. To change the reconciliation status of a payment, choose a record in the detail area and choose one of the following options from the Row menu:



- Reconcile
 - Reopen
 - Unclaimed Funds
6. If a payment requires a reconciliation date other than the date that it cleared, complete the following field:
 - Recon Clearing
 7. Click OK.

Copying Bank Information to the Payroll System

From the Paycheck Reconciliation menu (G07PC12), choose Custom Reformat.

Typically, your bank sends you a tape that includes information about reconciled payments. The system stores the information from the bank in the Bank File of Cleared Checks – Flat File OneWorld Only table (F075611). Before you can reconcile payments automatically, you must copy the bank information (the information in the F075611 table) to the Bank Reconciliation – Paid File table (F06561) in the Payroll system.

You use the Custom Reformat program (R8907561) to perform the copy process. This program is a table conversion program that creates the Bank Reconciliation – Paid File table (F06561) and copies the bank information, including interim payment status, to that table. This program is designed to be used with fixed-width, space-delimited information. If the information from your bank is in a different format, you can customize the program to meet your specific needs.

Before You Begin

- ❑ Load the bank tape to the Bank File of Cleared Checks – Flat File OneWorld Only table (F075611). The F075611 file is a fixed-width, space-delimited file that follows the format of the Bank Reconciliation - Paid table (F06561) with regard to length and starting positions. The F075611 is left-justified with trailing blanks.

See Also

- ❑ *Creating a Batch Version* in the *Foundation Guide* for information about creating and modifying a UBE
- ❑ *Setting Up a Table Conversion* in the *Table Conversion Guide*
- ❑ *Running a Table Conversion* in the *Table Conversion Guide*

Reconciling Payment History Automatically

From the Paycheck Reconciliation menu (G07PC12), choose Reconcile Check History.

To streamline the process of reconciling payments, you can run a program that reconciles the outstanding payments automatically. When you reconcile payments automatically, the system copies the information in the Bank Reconciliation - Paid File table (F06561) and compares that information with the payment history in the Paycheck History Summary table (F06156). The system then reconciles matching entries and generates reports that you can use to verify that the information is correct.

When you reconcile payment history automatically, the system prints the Check Reconciliation - Update History report. Review this report to verify that the information is correct. In some cases, the system also prints the Amounts not Equal and the Issued but not Cleared reports. You use these reports to determine whether errors have prevented any payments from being reconciled.

Before You Begin

- ❑ Copy the reconciliation information from your bank to the Bank Reconciliation – Paid File table (F06561). See [Copying Bank Information to the Payroll System](#) in the *Payroll Guide*.
- ❑ Set up the G/L Bank Account Number to G/L Account Number UDC table (06/BK) with the short account ID in the Code field and the bank account number in the Description field. See *User Defined Codes* in the *Foundation Guide* for additional information about working with user defined codes.

See Also

- ❑ *Reviewing Payment Reconciliation Reports* in the *Payroll Guide* for additional information

Processing Options for Reconcile Check History (R075613)

Defaults Tab

1. Enter valid values to reconcile Auto Deposits

Blank = Do not reconcile Auto Deposits

1 = Reconcile Auto Deposits

Use this processing option to specify whether you want to reconcile automatic deposits.
Valid values are:

1 Reconcile automatic deposits.

Blank Do not reconcile automatic deposits.

2. Enter valid values to reconcile Voids

Blank = Do not reconcile Voids

1 = Reconcile Voids

Use this processing option to specify whether you want to reconcile voided payments.
Valid values are:

1 Reconcile voided payments.

Blank Do not reconcile voided payments.

4. Enter valid values to reconcile amounts that are not equal in F06561 (Bank Record)

and F06156 (Paycheck Amount)

Blank = Do not reconcile amounts not equal

1= Reconcile amounts not equal

Use this processing option to specify whether you want to reconcile amounts that are not equal. Valid values are:

1 Reconcile amounts not equal.

Blank Do not reconcile amounts not equal.

5. Print Employee Name and Number on Report

Blank = Do not print employee Name and Number

1 = Print Employee Name and Number

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1 Display employee name and number.

Blank Do not display employee name and number.

Reviewing Payment Reconciliation Reports

After you run the program to reconcile payment history automatically, you review payment reconciliation reports to verify that the payments were reconciled correctly.

The system automatically generates the Reconcile Check History report each time that you reconcile payments automatically. The Amounts not Equal report is generated only when the payment records from the bank do not match the records in your payroll history. The system

generates the Issued but not Cleared report only when outstanding payments exist. The system does not automatically generate the Reconciliation Register. You can generate it when you need to review detailed information about outstanding payments.

Reviewing the Reconcile Check History Report

From the Paycheck Reconciliation menu (G07PC12), choose Reconcile Check History.

When you run the Reconcile Check History program (R075613), the system generates a report that is based on the information in the Bank Reconciliation - Paid File table (F06561). Review the following information to verify that it is correct:

- Employee names and numbers
- Check numbers and dates
- Net pay amounts per check
- Reconciliation indicator

On the report, the T (Reconciled) field contains either an R (if the payment has been reconciled) or an asterisk (if the system has no record of the payment). The Status field specifies one of the following payment types, if applicable:

- C (computer-generated interim payment)
- M (manually produced interim payment)
- A (automatic bank deposit)

Reviewing the Amounts not Equal Report

When you reconcile payment history automatically, some payment amounts in your payroll history might vary from the corresponding amounts in the bank's records. In such a case, the system generates the Paycheck Recon - Amounts Not Equal report (R075613A). This report lists payments for which discrepancies exist.

Reviewing the Issued but not Cleared Report

When you run the program to reconcile payment history automatically, your payroll history might include some outstanding payments that are not included in the bank records. In this case, the system generates the Paycheck Recon - Issued But Not Cleared report (R075613B). This report lists payments that have been issued but have not yet been paid by the bank.

Reviewing the Reconciliation Register Report

From the Paycheck Reconciliation menu (G07PC12), choose Reconciliation Register.

After you reconcile payments, you can review the Reconciliation Register report (R073241) to identify any outstanding payments. You can generate this report at any time. The report includes the following information:

- Payment numbers and dates
- Net pay amounts per payment
- Totals by payment date

- Employee names and numbers

The information in this report is based on the Pay Check History Summary table (F06156).

Processing Options for Reconciliation Register (R073241)

Defaults Tab

Use this processing option to specify the information that appears on the report.

1. Enter values to print employee name and number:

Blank = Do not print employee name and number.

1 = Print employee name and number.

Use this processing option to specify whether the form displays the employee name and number. Valid values are:

1 Display employee name and number.

Blank Do not display employee name and number.

2. Enter valid values to include voided checks (negative amounts) in the grand totals.

Blank = Do not include voided checks in the grand totals.

1 = Include voided checks in the grand totals.

Use this processing option to specify whether the system includes voided payments (negative amounts) in the grand total figure. Valid values are:

Blank

Do not include voided payments.

1

Include voided payments.

Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. You use this history for the following purposes:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run integrity reports to identify the following types of information:

- Discrepancies within the summary history tables
- Discrepancies between the summary history tables and their corresponding detail tables
- Information in the summary tables that is missing, inaccurate, or incomplete

You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing. You should review each error that appears on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must correct payroll history either by revising the appropriate payroll information or by making changes to the payroll history tables. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

Types of Payroll History

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are:

- | | |
|------------------------|---|
| Detail records | Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables. |
| Summary records | After the system stores records in the detail history tables, it totals and summarizes the information in these tables, and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. The use of summary history tables to report tax and earnings information reduces processing time. |

PDBA History Tables

The following two-column table lists detail PDBA history tables and their corresponding summary tables:

Detail Table	Summary Tables
DBA Transaction Detail History (F0719)	<ul style="list-style-type: none">• Calendar Month DBA Summary History (F06145)• Employee Transaction History Summary (F06146)• Tax Area Transaction History (F06148)
Employee Transaction History (F0618)	<ul style="list-style-type: none">• Employee Transaction History Summary (F06146)• Workers Compensation Summary History (F0627)

Working with PDBA History Integrity

To ensure that the correct information appears on your quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of your pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA History Integrity Report (R077021). This report identifies missing, inaccurate, or incomplete information in the Employee Transaction History Summary table (F06146).

To identify PDBA history integrity errors, run the PDBA History Integrity Report in proof mode so that you can review errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To help determine the action that you must perform to correct integrity errors, review an explanation of the error code from the error code list that the Payroll system provides.

To correct PDBA history integrity errors, run the PDBA History Integrity Report in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the Employee Transaction History Summary table and generates a report that lists the errors that it could not correct. Review all errors, correct them as instructed, and rerun the integrity report until all of the errors are corrected.

You should run integrity reports monthly, quarterly, and before you begin year-end processing.

To complete these tasks, you must run the integrity report at least twice, as follows:

- The first time to identify the errors
- The second time to correct the errors

Identifying PDBA History Integrity Errors

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Report.

You use the Payroll Month PDBA Integrity report to identify errors in the Employee Transaction History Summary table (F06146). This table contains the adjustment amounts

that might need to be added to taxable wages or reported in other detail boxes on the year-end forms. These amounts might include retirement account contributions, moving expenses, group term life insurance premiums, and so on. Ensuring that this table remains error-free simplifies your year-end processing tasks.

You typically generate the integrity report first in proof mode to identify possible errors without changing any information in your history tables. After you have reviewed and corrected any errors that appear on the report, you generate the report in final mode, upon which the system updates the appropriate tables.

The Payroll Month PDDB Integrity report identifies the following types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode. These errors usually apply to multiple records.

To generate the Payroll Month PDDB Integrity report in proof mode, set the processing mode to Proof in the processing options.

Before You Begin

- ❑ Create a backup table of the Employee Transaction History Summary table (F06146). The Payroll Month PDDB Integrity report does not automatically create a backup of the information in this table when you run the report in update mode.
- ❑ Set the processing mode to Proof in the processing options for the Payroll Month PDDB Integrity report to print the report without updating the table.

Data Selection and Sequencing for the PDDB History Integrity Report

Enter the last two digits of the current year in the data selection. Also, do not change the data sequence of the report.

Processing Options for Payroll Month PDDB Integrity Report (R077021)

Process Tab

Use these processing options to specify the mode in which you want to run the Payroll Month PDDB Integrity report. You can also specify any error types that you do not want the system to print on the report.

1. Processing Mode

0 = Proof

1 = Update

Use this processing option to specify whether you want to process the report in proof mode or update mode. Valid values are:

0 Proof mode. The system prints a report without updating the history tables. Use the

report to review errors and determine the information that you need to correct manually before you run the report in update mode.

1 Update mode. The system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

2. Error Codes to Omit

Use this processing option to list the error codes that you do not want the system to print on the report. To print all error codes, leave all fields for this processing option blank. Enter 4 digits for each error code that you want to omit. Use leading zeros for codes that are less than 4 digits, for example, 0101. For a list of valid error codes, see UDC list 06/IT.

Reviewing Error Codes for the PDBA History Integrity Report

After you run the PDBA History Integrity report in proof mode, you must review each error that appears on the report. The Payroll system provides an error code list that describes each type of PDBA history integrity error. Use this error code list to determine the action that you must perform to correct the error to ensure accurate quarterly reports and year-end forms.

Any of the following error codes (defined in UDC 06/IT) might appear on the report:

0101 - Employee number is invalid	The employee number does not exist in the Employee Master Information table (F060116). Add the employee record to the Employee Master Information table, and then run the PBDA History Integrity report in update mode.
0102 - Pay, deduction, or benefit type does not exist	The pay, deduction, benefit, or accrual number does not exist in the Payroll Transaction Constants table (F069116). Create a new pay, deduction, benefit, or accrual using the Basic DBA Information form or the Pay Type Revisions form. Then run the PDBA History Integrity report in update mode.
0103 - Tax ID does not exist	The corporate tax ID on the record does not exist in the Payroll Corporate Tax Identification table (F069086). This is a common error. Add the corporate tax ID on the Corporate Tax ID Revisions form. Then run the Payroll Month PDBA History Integrity report in update mode. The report corrects the tax ID for a number of forms automatically.

0104 - Tax ID does not match	<p>The corporate tax ID on the record does not match the corporate tax ID in the Payroll Corporate Tax Identification table (F069086). This is a common error.</p> <p>Verify that the tax ID on the Corporate Tax ID Revisions form is correct, and then run the Payroll Month PDBA History Integrity report in update mode.</p> <p>The report corrects the tax ID for a number of forms automatically.</p> <p>Note</p> <p>Year-end forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.</p>
0105 - Amount due invalid	<p>An amount is due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction.</p> <p>Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero by using the Advanced DBA Information form.</p>
0106 - Number Periods invalid	<p>A value exists in the Number of Periods field for the DBA, but the record for the DBA states that using Number of Periods is not allowed.</p> <p>Either change the Number of Periods field to allow periods or manually adjust the periods to zero by using the Advanced DBA Information form.</p>

Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct the errors so that your quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise your payroll data before you run the report in update mode.

After you run an integrity report in update mode, you should run it again in proof mode to produce an error-free report. When the system finds no errors, it generates only the cover page.

If the PDBA History Integrity report does not generate errors, the review form does not allow you to review information. This form is used only to review and revise errors that are generated by the report.

Before You Begin

- ❑ Review the error codes that appear on the report. See *Reviewing Error Codes for the PDBA History Integrity Report* in the *Payroll Guide* for an explanation of these error codes.

Correcting PDBA History Integrity Errors Manually

After you run the Payroll Month PDBA Integrity report, you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine

the actions that you must perform to correct each payroll history error that prints on the report. You might need to manually correct the history before running another integrity report in update mode. Correcting the history ensures that the correct calculated totals print on your quarterly tax reports and year-end forms. For example, you might need to modify the gross pay amount for one month for a particular pay type.

You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the PDBAs Integrity Report Review program (P077002). This program updates the Employee Transaction History Summary table (F06146).

Caution

This program must have the highest possible level of system security because when you revise payroll history manually, the following occurs:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
 - The system does not create an audit trail of the changes that you enter when you revise payroll history manually.
 - The summary totals do not equal the detail totals.
-

► **To correct PDBA history integrity errors manually**

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Review.

1. On Work With PDBAs Review, complete one or more of the following fields, and click Find:
 - Company
 - Error Code
 - Year
 - History Type
 - Skip to Employee
2. Review the errors that appear in the detail area, and complete the following steps, as necessary.

To enter or correct a corporate tax ID number, complete steps 3 and 4.

3. On Work With PDBAs Review, choose Corp Tax ID (Corporate Tax IDs) from the Form menu.
4. On Work With Corporate Tax ID's, enter the necessary changes.
5. To void a payment, complete steps 6 through 8.
6. On Work With PDBAs Review, choose a record in the detail area.
7. Choose Payment History from the Form menu.

8. On Work With Payment History, complete the steps for voiding a payment.
9. To enter or correct PDBA history, complete steps 10 through 12.
10. On Work With PDBAs Review, choose a record in the detail area.
11. Choose History Rev (History Review) from the Row menu.
12. On PDBAs by Payroll Month, make any necessary corrections to any of the information in the following fields, and then click OK:
 - Amount
 - Pay Basis
 - Pieces

See Also

- ❑ *Entering Journal Entries in the General Accounting Guide*
- ❑ *Reviewing Error Codes for the PDBA History Integrity Report in the Payroll Guide for an explanation of the error codes that appear on the integrity report*
- ❑ *Setting Up Corporate Tax IDs in the Workforce Management Foundation Guide*
- ❑ *Voiding Payments in the Payroll Guide*

Correcting PDBA History Integrity Errors Automatically

From the Advanced and Technical Operations menu (G07BUSP3), choose Payroll Month PDBA Integrity Report.

After reviewing the Payroll Month PDBA Integrity report and making any manual corrections, you generate the report in update mode to update the Employee Transaction History Summary table (F06146) with the corrected information. Errors that are corrected automatically are corrected when you generate an integrity report in update mode.

Consult the payroll error code list for information that you need to correct before you generate the integrity report in update mode.

You can correct the following errors by running the Payroll Month PDBA Integrity report in update mode after you have made the necessary corrections as instructed for each error on the error code list.

- 0103 – Tax ID does not exist
- 0104 – Tax ID does not match

Before You Begin

- ❑ Set the processing mode to Update in the processing options for the Payroll Month PDBA Integrity report to generate the report and update the table.

Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During the final update, a machine failure or power outage might prevent the system from updating the summary history tables.

- While revising pay and tax amounts by month, you might have entered an incorrect gross pay amount.

In these instances, you can usually repost to correct the problem. A repost program retrieves the information in a detail history table by payment date and recalculates the totals in the corresponding summary history table. If you revised or corrected the summary history table and want to keep the changes, you should not run a repost. Except for maximum amount taxes such as FICA and Medicare, the repost will not include the revisions that you made to the history summary table.

Before You Begin

- Back up all summary tables that you need to repost.
- Contact J.D. Edwards for customer support.

Reposting the Tax Ledger to the Tax Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Tax Ledger to Tax Summary.

Repost the tax ledger to the tax summary if your Tax History table (F06136) contains corrupt data. This repost totals the tax transactions in the Pay Check History Tax Ledger table (F06166) by year, home company, tax type, tax area, tax ID, and employee number. It then posts these totals as one summary transaction to the Tax History table. The summary transaction includes the following totals by month for each year processed:

- Gross pay
- Excludable gross
- Pay in excess of annual limit for tax calculation
- Taxes withheld

The repost program summarizes information by check date. In addition, it overwrites existing totals in the summary table.

Processing Options for Repost Tax Ledger to Tax Summary (R07136)

Tax Repost

Enter the Tax Area to Repost

Enter the Tax Type to Repost

Enter the Year to Repost

Enter the Month to Repost --

Blank value will Repost all months for

specified Year

If desired, enter a Specific Employee, or leave

blank to Repost all employees

Reposting Pay Types to the Payroll Month

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Pay Type to Payroll Month.

Repost pay types to the payroll month if your Employee Transaction History Summary table (F06146) contains corrupt data. This repost process totals the pay type transactions in the Employee Transaction History table (F0618) and posts monthly totals for gross pay and hours to the F06146. The repost summarizes by check date and overwrites existing totals in the F06146.

Processing Options for the Payroll Repost - F0618 to F06146 Program (R07146A)

Payroll Repost

Enter the YEAR to be reposted

Reposting DBAs to the Payroll Month

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost DBAs to Payroll Month.

Repost DBAs to the payroll month if the information in your Employee Transaction History Summary table (F06146) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the F06146. The repost summarizes by check date and overwrites existing totals in the F06146.

Processing Options for Repost DBAs to Payroll Month (R07146B)

Payroll Repost

Enter the YEAR to be reposted

Reposting DBAs to the Calendar Month

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost DBAs to Calendar Month.

Repost DBAs to the calendar month if the information in your Calendar Month DBA Summary History File table (F06145) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA Summary History File table. The repost program summarizes by work date. It overwrites existing totals in the Calendar Month DBA Summary History File table.

Reposting DBAs to the Tax Area Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost DBA's to Tax Area Summary.

Repost DBAs to the tax area summary if the information in your Tax Area Transaction History table (F06148) does not correspond to the detail information in the DBA Transaction Detail History table (F0719). For each employee, this repost totals the amounts for all transactions that have the same tax area, DBA type, year, tax ID, and company number. It then posts the total, as one summary transaction, to the Tax Area Transaction History table. The repost overwrites existing totals in the Tax Area Transaction History table.

Processing Options for Repost DBA's to Tax Area Summary (R07148)

Select

1. Year To Repost

Blank = Repost All Years

Reposting the Workers Compensation Summary

From the Advanced and Technical Operations menu (G07BUSP3), choose Repost Workers Compensation Summary.

Repost the workers compensation summary when the information in your Workers Compensation Summary History table (F0627) does not correspond to the detail information in the Employee Transaction History table (F0618). This repost summarizes, by payment month and year, the workers compensation and general liability amounts in the Employee Transaction History table. It then posts this summary to the Workers Compensation Summary History table. This repost adds information to the history summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal A tax ID for U.S. Payroll and the Federal Tax ID for Canadian Payroll.

Wage Attachments

In many countries, employers are responsible for collecting and distributing child support and other wage attachments. As an employer, you might be required by law (by way of a court order) to deduct a certain amount of the employee's pay and remit it to an individual or agency to satisfy the employee's debt. Failure to deduct and remit could subject your organization to penalties, fines, and interest. Therefore, you must accurately calculate deduction amounts and maintain wage attachment history by employee.

The Payroll system includes a feature, called the wage attachment workbench, that you can use to administer voluntary and involuntary wage withholding orders. You can track detailed information for each wage attachment and calculate complex deductions. For example, you can do the following:

- Track detailed wage attachment information, such as the case number for the wage attachment
- Define specific calculation rules
- Track detailed history for a wage attachment, including amounts deducted, deduction dates, and payee information

You can also manage the complexities of administering multiple wage attachments for one employee. When an employee has multiple wage attachments, you need to determine the priority of each one. Priorities determine the order in which each wage attachment is deducted when an employee does not have enough disposable wages to satisfy all of the wage attachments. To do this, you must consider each court order, as well as federal and local regulations. You can specify the priority of each deduction at the wage attachment level or at the employee level. You can also override the system-defined priorities if necessary.

The wage attachment workbench is designed to accommodate the following involuntary and voluntary wage assignments:

- Tax levy (involuntary wage attachment)
- Child support (involuntary wage assignment)
- Garnishment (involuntary wage attachment)
- Loans (voluntary payroll deductions)

Tax Levy (Involuntary Wage Attachment)

A tax levy is issued to employees who fail to pay their taxes on time. The amount deducted from the employee represents taxes, penalties, or interest that is in arrears. In the case of a federal levy, the governmental taxing authority sends a notification of a levy on employee wages, salary and other income. This notification indicates the amount of the levy and specific tax information needed to calculate the levy correctly. You might need to enter exemption amounts for the levy. The Wage Attachment Workbench allows you to set up federal and local levy tables that apply to all employees. For each individual with a tax levy, you indicate the standard deduction and personal exemption amounts based on the levy notice received that directs the system to the correct levy tables. The Payroll system allows you to override the table amounts and to specify a different method of calculating the levy deduction.

Child Support (Involuntary Wage Assignment)

A withholding order for child support can be either for ongoing payments (wage assignment), amounts in arrears (back child support), or both. In many cases, all initial orders for child support require wage withholding unless the court order specifies another method of payment. This means that payroll departments have an increased number of child support withholding orders. In addition, you must calculate the disposable earnings on which to base the deduction, while considering the maximum amount of disposable earnings that can be deducted from the employee. Since each court order varies, the calculation of disposable wages, maximum amounts, and withholding amounts varies by individual. The Payroll system easily accommodates a variety of child support withholding orders, including the complexities surrounding multiple orders for an employee.

For employees with multiple child support orders, the Wage Attachment Workbench offers the flexibility to prorate amounts when an employee's wages are insufficient to cover all obligations. In such cases, you must determine the priority of each withholding order. To determine priority, employers must comply with the withholding order as well as state regulations. States have adopted three basic methods to handle multiple orders, and each of these methods is incorporated into the Wage Attachment Workbench:

- Priority is given to the first order received, which means that the first order must be completely satisfied before moving onto the next order.
- The available wages can be allocated based on the percentage of each order to the total amount of the orders (prorated).
- The available wages are split equally among all orders.

When an employee owes back child support (arrears), the amount to deduct for an individual can be included with the ongoing support obligation or as a separate wage attachment in the Payroll system.

Garnishment (Involuntary Wage Attachment)

A garnishment is a court-ordered payroll deduction imposed for nonpayment of a personal debt or child support. You are required to make a payroll deduction based on the court-ordered garnishment as well as to comply with state regulations regarding maximum amounts that can be withheld for each type of garnishment. In addition to back taxes and child support arrears, other examples of a garnishment include student loan collections, bankruptcy orders, and federal agency loan collections. The Payroll system can accommodate complex garnishment calculations, including multiple garnishments.

Loan (Voluntary Payroll Deductions)

The Payroll system can calculate, track, and maintain history for company-administered loans such as loans from the employee's stock or retirement plan. Some companies will make personal loans or allow employees to borrow funds from their retirement or stock plan. Whether the company is remitting the loan repayment deduction to a third party (retirement plan administrator) or an internal department, the Wage Attachment Workbench can be used, if necessary, to set up the loan, attach agency fees, and calculate interest. Unlike wage attachments or wage assignments, the setup for loans is not mandated by court order or federal or state regulations. However, complex calculations could require the use of a table, which can be set up in the Payroll system.

Wage Attachment Processing

If your organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a monetary amount or an amount equal to a percentage of gross wages, you might not need to use the wage attachment-processing

feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

Your organization can charge employees fees for administering most types of wage attachments. In addition to the fees that your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions and the wage attachment workbench.

You can review wage attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.

Terms

The following terms are pertinent to wage attachments:

Employee	The debtor or obligor
Obligee	The creditor, garnishor, person, or organization to whom the employee owes money
Company	Your company, the employer, and the garnishee
Payee	The person or organization that receives the payments and, in turn, pays the obligee

Setting Up Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. The exemption tables contain the annual exemption amounts, established by the federal and state governments, that you use to determine the wages that are exempt from a levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs for garnishments and levies.

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. To help the courts determine reasonable methods for calculating garnishments, the federal government (as well as some states) issues guidelines for calculating garnishments. You can set up tables that reflect these guidelines.

For employees who owe tax levies, government agencies might set standard annual exemption amounts. An employee's exemption amount is the amount of disposable wages

that the employee is allowed to keep after the tax levy payment is deducted. Employees might be allowed a personal exemption and an exemption based on their marital status. Disabled employees might also be allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

Setting Up Garnishment Tables

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. Garnishments for different employees can use different calculation methods. Typical calculation methods include a monetary amount or a percentage of the employee's disposable wages.

Using the government guidelines, you set up calculation tables that specify the following:

- The range of wage amounts that are subject to garnishments
- The methods that the system uses to calculate the garnishment for each wage range

For federal guidelines, you must set up a garnishment table for each pay frequency that you pay employees. You must also set up garnishment tables for any state taxing authorities (tax areas) that have guidelines that supersede the federal guidelines.

Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable garnishment table.

Note

You cannot set up garnishment table information on the standard calculation tables that are used for other DBA calculations (P059021). To ensure that government-initiated garnishments are calculated correctly, you must use the Wage Attachment Garnishment Table program (P07931).

► To set up garnishment tables

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, choose Garnishment Tables from the Form menu.
2. On Work with Garnishment Tables, click Add.
3. On Garnishment Table Revisions, complete the following fields:
 - Wage Attachment Table
 - Tax Area
 - Table Description
4. To define the lower limit for the range of disposable wages, complete the following field:
 - From

5. To define the upper limit for the range of disposable wages, complete the following field:
 - Thru
6. To define garnishment amounts for the specified wage range, complete the following fields:

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Wage Attachment Workbench - Garnishment Table Revisions

OK Find Delete Cancel Tools

Wage Attachment Table: 1 Garnishment Calculation Table

Tax Area: FEDERAL

Pay Frequency: B

Date - Beginning: 01/01/00 Date - Ending Effective: 12/31/06

Records 1 - 4

	From	Thru	Amount or Rate	Method	Method Description
<input type="checkbox"/>		255.00	\$		Flat Dollar Amount
<input type="checkbox"/>	255.01	340.00	*		Net Calculation Method
<input type="checkbox"/>	340.01	99,999.99	%		Percent

- Pay Frequency
 - Start Effective Date
 - Ending Effective Date
 - Amount or Rate
 - Method
7. Complete steps 4 through 6 for each wage range you want to include in the table.
 8. Click OK.

Setting Up Exemption Tables for Tax Levies

Government agencies set standard annual exemption amounts for employees who owe tax levies. Some states set exemption amounts that supersede the federal amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also

allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

To simplify setting up levy deductions for employees, you can set up tables that define these exemption amounts. For each employee who owes a levy, the system uses these tables to calculate the amount of disposable wages that is exempt from the tax levy.

Example: Setting Up Exemption Levies

The following amounts are derived from the table for a single employee with one personal exemption:

2,500.00 single

2,300.00 one personal exemption

4,800.00 total annual exemption

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 USD per pay period.

Setting Up Standard Annual Exemption Amounts

You set up exemption tables based on the amounts provided by the federal and state governments. Currently, the categories for exemptions are the same as those used for United States federal income tax exemptions.

► To set up standard annual exemption amounts

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, choose Std Exemptions (Standard Exemptions) from the Form menu.
2. On Work With Wage Attachment Exemptions, click Add.

PeopleSoft

Portal WWW Intranet Training

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Wage Attachment Workbench - Wage Attachment Exemption

Revisions

OK Cancel Tools

Tax Area (Work) FEDERAL

Date - Beginning 01/01/00

Date - Ending Effective 12/31/06

Personal Exemption 2,750.00

Standard Exemptions

Single	4,300.00
Head of Household	6,350.00
Married/Joint	7,200.00
Married/Separate	3,600.00
Surviving Spouse	7,200.00

3. On Wage Attachment Exemption Revisions, complete the following fields:
 - Tax Area (Work)
 - Start Effective Date
 - Ending Effective Date
 - Personal Exemption
4. Complete one of the following fields, as applicable:
 - Standard Ded. Single
 - Standard Ded. Head Household
 - Standard Ded. Married Joint
 - Standard Ded. Married Separate
 - Standard Ded. Survive Spouse
5. Click OK.

See Also

- *IRS Publication 1494* for the current year's Table for Figuring Amounts Exempt from Levy on Wages, Salary and Other Income. This publication is available from the Internal Revenue Service.

Setting Up Additional Exemption Amounts for Disabilities

When an employee or an employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The federal and state governments provide the information that you need to complete these tables.

► To set up additional exemption amounts for disabilities

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, choose Additional Exempts (Additional Exemptions) from the Form menu.
2. On Work with WA Disability Exemptions, click Add.

The screenshot shows the PeopleSoft interface for the 'Wage Attachment Workbench - Wage Attachment Disability Exemption Revisions' form. The form is titled 'Active Foundation' and includes a 'Personalize' button, a 'Change Role' button, and a 'Sign Out' button. The form contains the following fields:

Marital Status	<input type="radio"/> M	Married (Filing Jointly)
Disability Flag	<input type="radio"/> 1	Unmarried 65 or older or blind
Pay Frequency	<input type="radio"/> B	Bi-Weekly
Date - Beginning	<input type="text" value="01/01/00"/>	
Date - Ending Effective	<input type="text" value="12/31/06"/>	
Personal Exemption Amount	<input type="text" value="30.00"/>	

3. On Wage Attachment Disability Exemption Revisions, complete the following fields:
 - Marital Status
 - Disability Flag
 - Pay Frequency
 - Start Effective Date
 - Ending Effective Date
 - Personal Exemption Amount

4. Click OK.

Entering Wage Attachments for Employees

To deduct a court-ordered payment from the employee's earnings, you can enter a wage attachment for the employee. You can also enter a wage attachment for an employee when your organization grants a loan to the employee and charges interest for the loan.

When you enter a wage attachment for an employee, you define the specific rules for calculating the wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for each wage attachment. You also can enter additional information for a wage attachment such as its file number and effective dates.

You can enter a wage attachment for an employee in either of the following ways:

- Enter the deduction for the wage attachment in the employee's DBA instructions. The system displays the Wage Attachment Revisions form, on which you can enter the unique information for the employee's wage attachment. The system prompts you to enter only the information that applies to the type of wage attachment that you are entering.
- Enter the wage attachment information for an employee directly by accessing the Wage Attachment Revisions form from the wage attachment workbench. The system adds the wage attachment DBA to the DBA instructions for the employee.

You can choose the way that works best for you. If you have many employees with wage attachments, entering the wage attachment information directly is likely the most efficient entry method.

Before You Begin

- ❑ Set up a deduction for each type of wage attachment. See [Setting Up Deductions for Wage Attachments](#) in the *Workforce Management Foundation Guide*.
- ❑ Enter obligees and payees into the Address Book system. See *Address Book Maintenance* in the *Address Book Guide*.

See Also

- ❑ *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *Workforce Management Foundation Guide* for information about entering the deduction for the wage attachment in the employee's DBA instructions
- ❑ *Assigning Fees and Interest to a Wage Attachment* in the *Payroll Guide* for information and instructions about adding fee and interest charges to an employee wage attachment

Entering a Wage Attachment for a Garnishment

You must enter a garnishment wage attachment for an employee when a court orders your organization to withhold payments for overdue child support or personal debt from the employee's wages. When you enter a garnishment wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system should use to calculate the payment. The court determines this method. For garnishments, the court often directs you to use guidelines defined by the state or federal government. In such cases, you can use the garnishment tables as the method of calculation.

Before You Begin

- ❑ Set up garnishment tables. See [Setting Up Garnishment Tables](#) in the *Payroll Guide* for information and instructions.

► **To enter a wage attachment for a garnishment**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.
2. On Wage Attachment Revisions, complete the following fields:
 - Employee Identification
 - Deduction Number
 - Amount Due
3. Complete the following optional fields:
 - Source of Calculation
 - Case or Loan/Date
 - Obligee
 - Payee
 - No. Deduction Periods
 - Minimum Wage
 - A/P Voucher (Y,N)
 - Original Balance
4. To calculate the garnishment with a method other than the garnishment calculation tables, complete the following field:
 - Amount 1/Method
5. To assign a priority to this wage attachment, click the Additional Information tab and complete the following field:
 - Wage Attachment Priority Number

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Wage Attachment Workbench - Wage Attachment Revisions

Employee No. 8012 Edwards, Angela Wage Attach Control 237
 Deduction Number 1104 Garnishment

General Information

Case or Loan/Date 678954 06/01/05 Minimum Net Pay
 Obligor Number Amount Due 900.00
 Payee Number 5557 Arapahoe County, Clerk of C Original Balance 900.00
 No of Periods Amount/Method
 A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy FBES Additional Information

Company Fee Deduction No. Agency Fee Deduction No.
 Limit on Pay Period Dollars Limit on Pay Period Dollars
 Limit on Monthly Dollars Limit on Monthly Dollars
 Limit on Quarterly Dollars Limit on Quarterly Dollars
 Limit on Annual Dollars Limit on Annual Dollars

6. Click OK.

Entering a Wage Attachment for a Loan

When your organization lends money to an employee, you can simplify the records that are required to track the payments by entering the loan as a wage attachment. Entering the loan as a wage attachment also simplifies the tracking of any fees and interest associated with the loan.

If your company does not charge a fee or interest on a loan to an employee, you can enter the loan as a deduction with a declining balance instead of as a wage attachment. This type of loan deduction does not appear on wage attachment reports.

When you enter a loan wage attachment for an employee, the system calculates the amount of the deduction based on the amount due. If the employee does not earn enough in a pay period to pay the loan deduction, the system does not calculate any fees or interest associated with the loan.

► To enter a wage attachment for a loan

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.
2. On Wage Attachment Revisions, complete the following fields:
 - Employee Identification

- Deduction Number
 - Obligee
 - Payee
 - Amount Due
 - Amount 1/Method
3. Complete the following optional fields:
 - No. Deduction Periods
 - Minimum Wage
 - Original Balance
 4. To assign a priority to this wage attachment, choose the Additional Information tab, and complete the following field:
 - Wage Attachment Priority Number
 5. Click OK.

See Also

- ❑ *Assigning Fees and Interest to a Wage Attachment* in the *Payroll Guide* for information and instructions about attaching fees and interest charges to a wage attachment.

Assigning Fees and Interest to a Wage Attachment

Some outside agencies charge fees for administering wage attachments. Your organization might also attach fees to any wage attachment or charge interest on loans that it provides to employees. You can assign fees and interest when you enter the wage attachment. The system updates the employee's DBA instructions with the DBA code for the fee or interest.

Before You Begin

- ❑ Enter the wage attachment. See the following topics in the *Payroll Guide* for more information:
 - ❑ [Entering a Wage Attachment for a Garnishment](#)
 - ❑ [Entering a Wage Attachment for a Loan](#)
 - ❑ [Entering a Wage Attachment for a Tax Levy](#)
 - ❑ [Entering a Wage Attachment for a Wage Assignment](#)

► **To assign fees and interest to a wage attachment**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, to locate the wage attachment for which you need to enter fees, complete the following field, and then click Find:
 - Employee Identification
2. Choose a record in the detail area and click Select.
3. On Wage Attachment Revisions, choose the Fees tab.
4. To enter a fee from your company, complete the following field:
 - Company Fee
5. Complete the following field to the right of the Company Fee field:
 - Deduction No.
6. To enter a fee from an outside agency, complete the following field:
 - Agency Fee
7. Complete the following field to the right of the Agency Fee field:
 - Deduction No.
8. Complete any of the following optional fields and click OK:
 - Limit on Pay Period Dollars
 - Limit on Monthly Dollars
 - Limit on Quarterly Dollars
 - Limit on Annual Dollars

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 8012 Edwards, Angela Wage Attach Control 237
Deduction Number 1104 Garnishment

General Information

Case or Loan/Date 678954 06/01/05 Minimum Net Pay
Obligor Number Amount Due 900.00
Payee Number 5557 Arapahoe County, Clerk of C Original Balance 900.00
No of Periods Amount/Method
A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy FBES Additional Information

Company Fee 5.00 Deduction No. 1120 Agency Fee Deduction No.
Limit on Pay Period Dollars Limit on Pay Period Dollars
Limit on Monthly Dollars Limit on Monthly Dollars
Limit on Quarterly Dollars Limit on Quarterly Dollars
Limit on Annual Dollars Limit on Annual Dollars

Entering a Wage Attachment for a Tax Levy

You enter a wage attachment for a tax levy when a court orders your organization to deduct repayments for overdue taxes from an employee's earnings.

When you enter a wage attachment for a tax levy, you specify the total amount that the employee owes (the amount due) and the method (determined by the court) that the system uses to calculate the payments. For tax levy payments, the court typically directs you to use the standard annual exemptions and additional exemptions that the government defines. In this case, you can use exemption tables as the method of calculation. If necessary, you can specify another method for calculating the tax levy payments.

Before You Begin

- ❑ Set up the tables for standard annual exemption amounts and additional exemption amounts. See [Setting Up Exemption Tables for Tax Levies](#) in the *Payroll Guide*.

► To enter a wage attachment for a tax levy

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.
2. On Wage Attachment Revisions, complete the following fields:
 - Employee Identification

- Deduction Number
 - Amount Due
- To use a method other than the Standard Annual Exemption Amounts and the Additional Exempt Amounts tables to calculate the levy, complete the following fields:
 - Amount 1/Method
 - To use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy, choose the Tax Levy tab, and then complete the following fields:
 - Marital Status
 - Disability Flag
 - Tax Levy Exemptions
 - To assign a priority to this wage attachment, choose the Additional Information tab, and complete the following field:
 - Wage Attachment Priority Number
 - Click OK.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 8013 Washington, Harold
Deduction Number 1106 Levy

General Information

Case or Loan/Date 87544 06/05/05 Minimum Net Pay
Oblige Number Amount Due 10,000.00
Payee Number Original Balance
No of Periods Amount/Method
AP Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information

Marital Status S Tax Levy Exemptions 01
Disability Flag Employee Age 32

Entering a Wage Attachment for a Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings.

Often, employees have wage attachments to pay their child support or maintenance payments that are late or in arrears. In these cases, the court might require that, in addition to the amount that you must deduct for ongoing payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

The Payroll system recognizes two types of arrearage amounts:

Agency arrearage	An amount past due as stated by the court when it issued the wage assignment.
Deduction arrearage	The amount that the Payroll system could not deduct from the employee's wages because the employee did not earn enough to pay the wage assignment deduction.

When you enter a wage assignment for an employee, you specify how to calculate the deduction for ongoing payments. If the employee has an agency arrearage amount, you must also specify how to calculate payments for agency arrearage amounts. To specify how the system processes a deduction arrearage, you enter arrearage rules in the wage assignment deduction.

Note

Ongoing wage assignment payments always take precedence over arrearage payments.

See Also

- *Setting Up a Deduction DBA to Adjust Negative Pay* in the *Workforce Management Foundation Guide* for information about working with deduction arrearage amounts

Entering an Ongoing Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings. When the employee has no agency arrearage, you enter only the information for the ongoing wage assignment.

► To enter an ongoing wage assignment

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, click Add.
2. On Wage Attachment Revisions, complete the following fields:
 - Employee Identification
 - Deduction Number
 - Source of Calculation
3. Complete any of the following optional fields:

- Case or Loan/Date
 - Obligee
 - Payee
 - A/P Voucher (Y,N)
Enter a minimum net pay amount only if you enter 4 in the Method field. The system calculates the agency arrearage amount, which is the difference between the disposable wage and the minimum net pay amount.
4. Choose the Child Support tab and complete the following fields:
- Amount 1/Method
 - Percent 1
To enter an ongoing wage assignment that is a monetary amount, enter 2 in the Method field, a monetary amount in the Amount field, and 0 (zero) in the Percent 1 field.

To enter an ongoing wage assignment that is a percentage of the employee's disposable wage, enter 2 in the Method field, (0) zero in the Amount field, and a percentage amount in the Percent 1 field.
5. Complete either of the following fields that apply to the wage attachment method that you are using:
- Wage Attachment Amount 2
 - Split Deduction Flag
6. To assign a priority to this wage attachment, choose the Additional Information tab, and then complete the following field:
- Wage Attachment Priority Number
7. Click OK.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Wage Attachment Workbench - Wage Attachment Revisions

Employee No. 8015 Kilmer, Jessica
 Deduction Number 1102 Child support

General Information

Case or Loan/Date 654378 06/05/05 Minimum Net Pay
 Oblige Number
 Payee Number 5557
 No of Periods
 A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information

Amount 1/Method 250.00 2 Percent 1
 Amount 2 Percent 2
 Agency Arr. Bal. Ded. Arrearage
 Agency Arr. Amt. Group Limit Code
 Family Code Split Deduction Flag N
 Periods in Arrears Secondary Ded Flag N

Entering a Wage Assignment with a Split Deduction

Employees who have more than one family might have multiple wage assignments. For employees with multiple wage assignments, you can use the split deduction feature to specify how the system divides the amount among the families if the employee does not earn enough to pay all deductions.

When you use the split deduction feature, you must enter each wage assignment separately, using the same deduction number and group limit code.

Example: Splitting a Wage Assignment Deduction between Families

George supports two families and has two wage assignments. The first wage assignment is 300.00 USD per pay period, and the second is 200.00 USD. However, the maximum percentage of the employee's disposable wages that must go toward all wage assignments is 65 percent, based on the minimum net pay that George is allowed. When George does not earn enough to pay both wage assignments, the amount available must be divided proportionately between the wage assignments.

This pay period, George has disposable wages of 500 USD. The system uses the following calculations to determine George's wage assignment deductions for this pay period:

- Amount available** Disposable wage x percent = amount available for all wage assignments
 $500 \times .65 = 325$
- First wage assignment %** First wage assignment / total obligation = % of disposable wages for first wage assignment
 $300 / 500 = .60$
- Second wage assignment %** Second wage assignment / total obligation = % of disposable wages for second wage assignment
 $200 / 500 = .40$
- First deduction** Percent of disposable wages for first wage assignment x amount available for all wage assignments = amount deducted for first wage assignment
 $.60 \times 325 = 195$
- Second deduction** Percent of disposable wages for second wage assignment x amount available for all wage assignments = amount deducted for second wage assignment
 $.40 \times 325 = 130$

► **To enter a wage assignment with a split deduction**

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.

The screenshot shows the PeopleSoft Wage Attachment Workbench interface. The form is titled "Wage Attachment Workbench - Wage Attachment Revisions" and includes the following fields and sections:

- Employee Information:** Employee No. (8014), Anderson, Jeanette; Deduction Number (1102), Child support.
- General Information:** Case or Loan/Date (456324), 06/05/05; Minimum Net Pay; Oblige Number; Payee Number (5557); No of Periods; A/P Voucher (Y,N) (Y); Source of Calculation (2).
- Child Support Section:**
 - Amount 1/Method: 200.00, 2; Percent 1: 50.00
 - Amount 2: ; Percent 2:
 - Agency Arr. Bal: ; Ded. Arrearage:
 - Agency Arr. Amt: ; Group Limit Code: W
 - Family Code: ; Split Deduction Flag: Y
 - Periods in Arrears: ; Secondary Ded Flag: N

2. On the Child Support tab, complete the following fields:
 - Family Code
 - Secondary Ded Flag
3. Type W in the following field:
 - Group Limit Code
4. Type Y in the following field and then click OK:
 - Split Deduction Flag
5. On Employee Level Multiple Child Support Override, complete the following fields:
 - Amount or Rate
 - Method of Calculation
 - Source of Calculation
6. Click OK.

See Also

- *Entering an Ongoing Wage Assignment* in the *Payroll Guide* for additional information and instructions

Entering a Wage Assignment with Agency Arrearage Information

Often, employees must use wage attachments to pay their child support or maintenance payments because their payments are late or are in arrears. In these cases, the court might require that, in addition to withholding amounts for current payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

When an employee is ordered to pay an arrearage amount but does not have an ongoing wage assignment, you enter a garnishment to deduct the arrearage payments.

When an employee has an ongoing wage assignment as well as an agency arrearage, you can do one of the following:

Enter two wage attachments

Enter the following wage attachments:

- A wage assignment that calculates and tracks the current wage assignment payments only
- A garnishment that tracks payments on the arrearage

Enter one wage attachment

Enter a wage assignment that calculates and tracks both the ongoing payments and the arrearage payments

How you enter arrearage information for an employee depends on your organization's historical reporting needs and the requirements of the court.

When you enter two wage attachments, the system stores a separate wage attachment history for each one. You can review the amount that the employee paid in arrearage payments and the amount paid in current wage assignment payments. When you enter a single wage attachment to track current payments as well as arrearage payments, the system stores only the combined history for both amounts. When you enter a single wage attachment, you have more flexibility in calculating arrearage payments.

Depending on the court requirements and the employee's situation, you can set up wage assignments in any of the following four ways:

Combined amounts Use this setup when the court specifies a combined amount, which includes the ongoing support payments and the arrearage payments, for a specific number of periods.

The system includes the arrearage payments with the ongoing wage assignment payments until the total amount in arrearage is paid. The ongoing wage assignment continues after the arrearage is paid.

Separate amounts Use this setup when the court specifies two amounts, one for the arrearage payment and the other for the ongoing wage assignment, to be deducted for a specific number of pay periods. The ongoing wage assignment continues after the arrearage is paid.

You enter a separate arrearage amount, the total of which is paid in the number of periods that you specify.

Variable wages Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages. Typically, this setup applies either to employees who earn a commission or to employees who are paid an hourly rate and work a different number of hours each pay period.

The system compares a monetary amount to a percentage of the employee's disposable wages. The greater of these amounts is the current payment. The difference between these amounts is the agency arrearage payment.

Minimum wage Use this setup when the court allows the employee to take home a minimum net pay amount.

You enter a minimum net pay amount for the employee. The difference between this amount and the employee's disposable wages is the agency arrearage payment.

See Also

- ❑ *Entering a Wage Attachment for a Garnishment* in the *Payroll Guide* for information about entering a garnishment for an arrearage amount
- ❑ *Entering an Ongoing Wage Assignment* in the *Payroll Guide* for additional information about wage assignments

► To enter arrearage information for combined amounts

When you enter arrearage information for combined amounts, the system collects the ongoing payment and the agency arrearage (the number in the Amount 1 field or the percentage of disposable wages, depending on the method) for a set number of periods. After the arrearage amount is satisfied, the system collects only the child support payment (the number in the Amount 2 field or the percentage of disposable wages, depending on the method and on whether the deduction is a primary or secondary deduction).

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
2. Enter the number of periods for which the arrearage amount must be deducted in the following field:
 - No. Deduction Periods
3. Choose the Child Support tab.
4. Enter the total of the ongoing amount and the arrearage amount in the following field:
 - Amount 1/Method
5. Enter 1 or 2 in the following field:
 - WC M
6. Enter the percentage of the employee's disposable wage that must be applied to the total of the ongoing amount and the arrearage amount in the following field:
 - Percent 1
7. Enter the ongoing amount only in the following field:
 - Wage Attachment Amount 2
8. Complete the following field:
 - Secondary Ded Flag
9. Click OK.

► To enter arrearage information for separate amounts

When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment that you entered in the Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
2. Choose the Child Support tab.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 8011 Watkins, Joshua
Deduction Number 1102 Child support

General Information

Case or Loan/Date 687543 06/05/05 Minimum Net Pay
Obligee Number
Payee Number 5557
No of Periods
A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information

Amount 1/Method 200.00 2 Percent 1 50.00
Amount 2
Agency Arr. Bal. Ded. Arrearage
Agency Arr. Amt 200.00 Group Limit Code
Family Code Split Deduction Flag N
Periods in Arrears 6 Secondary Ded Flag N

3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1/Method
4. Type 1 or 2 in the following field:
 - WC M
5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:
 - Percent 1
6. Complete the following fields:
 - Wage Attach Min. Arrearage
 - Wage Attach Periods in Arrears
7. Click OK.

► **To enter arrearage information for variable wages**

To calculate the arrearage information for variable wages, the system deducts whichever of the following is greater:

- The amount that you enter in the Amount 1 field
- The percentage of disposable wages that you enter in the Percent 1 field

The difference between these amounts is the agency arrearage deduction.

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
2. Choose the Child Support tab.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 8013 Washington, Harold
Deduction Number 1102 Child support

General Information

Case or Loan/Date 325765 06/05/05 Minimum Net Pay
Obligee Number
Payee Number 5557
No of Periods
A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information

Amount 1/Method 500.00 3 Percent 1 50.00
Amount 2 Percent 2
Agency Arr. Bal. 100.00 Ded. Arrearage
Agency Arr. Amt Group Limit Code
Family Code Split Deduction Flag N
Periods in Arrears Secondary Ded Flag N

3. Enter the value used to calculate the ongoing wage assignment amount in the following field:
 - Amount 1/Method
4. Type 3 in the following field:
 - WC M
5. Enter the percentage of the employee's disposable wage used to calculate the ongoing amount in the following field:
 - Percent 1
6. Enter the total amount of the arrearage in the following field:
 - Agency Arr. Bal.
7. Click OK.

► **To enter arrearage information with minimum net pay**

The court might allow the employee to take home a minimum net pay amount. When you enter minimum net pay and arrearage information with the appropriate wage assignment method, the system deducts the following:

- The ongoing payment
- The agency arrearage payment, which is the difference between the new disposable wage and the allowed minimum net pay

When the agency arrearage balance reaches zero, the system deducts only the ongoing payment.

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, complete the steps for entering an ongoing wage assignment.
2. Click the Child Support tab.

The screenshot shows the PeopleSoft Wage Attachment Workbench interface. The main window is titled "Wage Attachment Workbench - Wage Attachment Revisions". It contains several sections:

- Employee Information:** Employee No. (7505) Mastro, Robert; Deduction Number (1102) Child support.
- General Information:** Case or Loan/Date (CS5555) 06/06/05; Minimum Net Pay (500.00); Oblige Number; Payee Number (5557); No of Periods; A/P Voucher (Y,N) (Y); Source of Calculation (2).
- Child Support:** Amount Due (100.00), Tax Levy (4), Fees, Additional Information. Fields include: Amount 1/Method (100.00, 4), Percent 1, Amount 2, Agency Arr. Bal. (10,000), Ded. Arrearage, Agency Arr. Amt, Group Limit Code, Family Code, Split Deduction Flag (N), and Periods in Arrears (N).

3. Enter the value used to calculate the ongoing wage assignment amount in the following field:

- Amount 1/Method

4. Type 4 in the following field:

- WC M

5. Complete the following field:
 - Agency Arr. Bal.
6. Click OK.

Entering Additional Information for a Wage Attachment

You might need to enter additional information for a wage attachment, such as its file number or effective dates. For example, if an employee has a garnishment that is effective for three months, you might need to enter the dates on which the system should start and stop deducting the garnishment.

The system does not prorate wage attachment payments. Therefore, the beginning effective date (the start date) must coincide with a pay period start date. The system deducts the wage attachment payments for each pay period in which the pay period end date is earlier than or the same as the wage attachment stop date (ending effective date).

Before You Begin

- ❑ Enter the wage attachment for which you need to enter additional information. See the following topics in the *Payroll Guide* for additional information and instructions:
 - ❑ [Entering a Wage Attachment for a Garnishment](#)
 - ❑ [Entering a Wage Attachment for a Tax Levy](#)
 - ❑ [Entering a Wage Attachment for a Wage Assignment](#)

► To enter additional information for a wage attachment

From the Employee Management menu (G05BE1), choose Wage Attachment Workbench.

1. On Work With Wage Attachments Workbench, to locate the wage attachment for which you need to enter additional information, complete the following field, and then click Find:
 - Employee Identification
2. Choose a record in the detail area, and click Select.
3. On Wage Attachment Revisions, click the Additional Information tab.
4. Complete any of the following fields:
 - File Number
 - Date Wage Attachment Received
 - Wage Attachment From Date
 - Thru Date
 - Tax Area (Work)
 - Pay Frequency

5. Click the Amount Due tab and complete any of the following fields:
 - Interest
 - Lawyer Fee
 - Service Fee
 - Answer Fee
 - Mailing Fee
 - Other Costs
 - Penalty
 - Company Fine
6. Click OK.

Reviewing Wage Attachment History

You can review wage attachment history by employee, payee, or obligee. You can also review detail ledger records associated with wage attachments for a specific employee.

To review wage attachment history for multiple employees, you can generate the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If an employee's detail wage attachment history contains an error or omission, you can correct wage attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage attachment history might interfere with the integrity of the historical records.

► To review wage attachment history

From the Employee Management menu (G05BE1), choose Wage Attachments Workbench.

1. On Work With Wage Attachments Workbench, complete the following field and click Find:
 - Employee Identification
2. Choose a record in the detail area and choose Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.
3. On Wage Attachment Ledger, review the information.

If the employee has multiple wage attachments, you can click the Previous button or the Next button to navigate among them.

Related Tasks

Deleting wage attachments

You can delete wage attachments. However, you cannot delete a wage attachment that has historical records associated with it.

Rollovers

You use rollover programs to carry balances forward at the end of the year for pay types, deductions, benefits, and accruals (PDBAs) and to create the beginning balances for the next year. You need to carry these balances forward to correctly process payroll cycles in the new year.

For PDBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. For example, you might need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

You can specify the following types of years for rollovers:

Standard year	The calendar year, January through December
Fiscal year	Your organization's fiscal year
Anniversary year	Employee anniversary dates, such as birth date or hire date, in which the rollover date (year-end date) varies for each employee
User defined year	A user-defined date

The Payroll system provides two types of rollover programs:

Year-End	<p>Use the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year. These programs use the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year. You should run these programs after you process the last payroll of the year. You can roll calendar-month and payroll-month history using this program.</p> <p>The system maintains historical balances for the standard year in the following tables:</p> <ul style="list-style-type: none">• Calendar Month DBA Summary History File (F06145)• Employee Transaction History Summary (F06146)
Anniversary	<p>Use the Leave Balance Rollover program (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard year.</p> <p>The system maintains historical balances for fiscal and anniversary years in the Fiscal and Anniversary Year History table (F06147).</p>

The system maintains balances in different tables because of the differences among calendar months, payroll months, calendar years, and anniversary years. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month; but year-to-date (YTD) totals remain the same, unless the cycle also crosses calendar years.

You can use online review programs to review benefits and accruals history and year-to-date balances for anniversary history.

See Also

- ❑ The current year-end processing guides for the U.S. and Canadian Payroll systems for additional information about the rollovers that you run at standard year-end
- ❑ *Working with Leave Balance Records* in the *Payroll Guide* for information about anniversary history
- ❑ *Reviewing Payroll History Information Online* in the *Payroll Guide* for information about benefits and accruals history

Processing Rollovers

To carry PDBA balances forward at the end of the year and to create the beginning balances for the next year, you can run rollovers either during payroll cycles or between payroll cycles.

In some cases, you might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You use Leave Balance Rollover (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard calendar year. Use the following guidelines to determine when to run this rollover program:

- If you have DBAs that roll over balances at the end of the fiscal year, run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.
 - For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees.
- If you have DBAs that roll over balances on anniversary dates, run the rollover program once per pay period per payroll ID to ensure that each employee's balance is rolled over at the appropriate time.
 - For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee. The rollover program rolls over balances for only those employees whose anniversary dates are included in the current payroll cycle.

The rollover program uses the pay-period ending date that you specify in the processing options to determine which employees' DBA balances to roll over.

You can run Leave Balance Rollover in any of the following modes:

- Report-only
- Proof
- Update

When you run the rollover program in report-only mode, the system creates the Rollover Anniversary report but does not create the Accrual Fiscal/Anniversary History Work File table (F07149). To create the workfile, you must run the rollover program in proof mode. When you run the rollover program in proof mode, it creates the Rollover Anniversary report and the Accrual Fiscal/Anniversary History Work File table. When you run the rollover program in update mode, the system uses the Accrual Fiscal/Anniversary History Work File to update the Fiscal and Anniversary Year History table (F06147). Therefore, you must run the rollover program in proof mode before you run it in update mode.

Example: Rollover on the Employee's Original Hire Date

Assume the following:

- You have set up a vacation accrual to roll over on the original hire date.
- You have an employee whose original hire date is March 5, 1996.
- Your 2005 master pay cycles for March include the following:

Payroll Number	Pay-Period Ending Date
5	February 28, 2005
6	March 14, 2005

The beginning work date for the next payroll cycle, March 15, is later than the end of the employee's anniversary year, March 5. This means that the rollover must be completed in the payroll cycle with the pay-period ending date of March 14, 2005. Therefore, one of the following happens:

- If you request the rollover program during the payroll cycle, the system processes the rollover for this employee in the payroll cycle with the pay-period ending date of March 14, 2005.
- If you request the rollover program from the menu, you should process the rollover after the payroll cycle with the pay-period ending date of March 14, 2005, and before you begin the next payroll cycle.

Processing Rollovers during the Payroll Cycle

To simplify rollover processing and to ensure that the system rolls over all DBA balances at the appropriate times, you might want to run rollovers during payroll processing. To run rollovers during the payroll cycle, you must set up pay cycle reports to include the Leave Balance Rollover program (R073910).

When you run the Leave Balance Rollover program during the payroll cycle, the system automatically runs the program in proof mode. The system processes all employees that are included in the current payroll ID, and writes a rollover record for employees whose anniversary date falls within the payroll cycle. You can run Leave Balance Rollover during any of following steps in the payroll cycle:

- Process pre-payroll
- Print payments
- Process journal entries
- Process payroll cycle reports

You specify the step during which to run Leave Balance Rollover when you set up payroll cycle reports. You cannot run Leave Balance Rollover during the final update step, because during that step the system updates the Fiscal and Anniversary Year History table (F06147) using the workfile records that were created when you ran the report in proof mode.

You cannot process standard year-end rollovers during the payroll cycle. Standard year-end rollovers must be processed between payroll cycles at year-end.

Considerations

Consider the following when you process rollovers:

- | | |
|-------------------------------------|---|
| Pre-payroll reset | If you reset a payroll ID, the system deletes the records in the Accrual Fiscal/Anniversary History Work File table (F07149) for that payroll ID. |
| Changes-only processing | If you need to run a changes-only pre-payroll, the system re-creates the employees' fiscal/anniversary workfile records and creates a new leave rollover report only for the employees whose records have been changed, regardless of whether their leave information has changed. |
| Interim payments | If you need to pay employees' leave in advance and the employees' anniversaries occur while they are on leave, you must complete the Pay Cycle Bypass Count field on the Interim Entry form to ensure that the system includes records for the employees who are on leave, although it will not generate pay for those employees. |
| Year-end rollover processing | You are not required to process year-end rollovers for all countries. Year-end rollovers are primarily used by countries whose tax years follow the standard calendar year (January through December). |

Before You Begin

- ❑ Set up the rollover information for DBAs. See *Setting Up Rollover Information for DBAs* in the *Workforce Management Foundation Guide*.

See Also

- ❑ *Processing Pre-Payroll* in the *Payroll Guide* for further information
- ❑ *Reviewing the Rollover Anniversary Report* in the *Payroll Guide* for further information
- ❑ The current year-end processing guides for the U.S. and Canadian Payroll Systems for additional information about the rollovers you run at standard year-end
- ❑ *Setting Up Payroll Cycle Reports* in the *Payroll Guide* for further information about setting up reports to run during particular steps in the payroll cycle

Processing Options for Leave Anniversary Rollover (R073910)

Defaults Tab

These processing options allow you to specify how the system runs the rollover program, including the balances and accruals that it rolls over.)

1. Report Mode

0 = Proof Mode

1 = Update Mode

2 = Create Report Only Mode

3 = Reset Workfile Only Mode

Use this processing option to specify the mode in which the report is to be run. Note: the report must be run in proof mode before it can be run in update mode. Valid values are:

0

Proof Mode

1

Update Mode

2

Report Only Mode

3

Reset Mode - This option resets the workfile only.

2. Roll Over Balances of Terminated Employees

0 = No

1 = Yes

Use this processing option to specify whether terminated employee leave balances should be rolled over. Terminated employees are identified by a pay status of T. Valid values are:

0 or Blank

Do not roll over terminated employee leave balances. (Default)

1

Roll over terminated employee leave balances.

3. Employee Number to Print

A = Address Book number

B = Employee Tax Identification number

C = Other number

Use this processing option to specify which employee number prints on the report. Valid values are:

A

The address number for the employee is printed.

B

The social security number for the employee is printed.

C

The alternate employee number is printed.

4. Pay Cycle Code

Use this processing option to specify the Pay Cycle Code that is to be used when creating the report.

5. Pay Period End Date

Use this processing option to specify the date on which the last payroll was processed. This date is used to determine the date range that the system uses for rollover requirements.

6. Lost PDBA Code

Use this processing option to specify the PDBA code that the system uses to store lost leave time. If you do not enter a valid PDBA code in this option, lost leave time is not stored.

7. Report Type

D= Detail

S= Summary

Use this processing option to specify the mode in which you want to process the report. You can process the report in detail mode to display all leave taken PDBA information for each employee, or you can process the report in summary mode to see the total leave taken balance for each employee. Valid values are:

D

Detail Mode

S

Summary Mode

8. Roll Over Only Sick and Vacation Accruals

0 = No, roll over all PDBA accruals

1 = Yes

Use this processing option to specify whether the system rolls over sick or vaction PDBA codes only, or whether the system rolls over all PDBA codes. Valid values are:

0 or Blank

Roll over all PDBA codes. (Default)

1

Roll over only sick and vacation PDBAs.

9. Roll Over Only Current Accrual

0 = No, roll over all PDBA accruals

1 = Yes

Use this processing option to specify whether the system rolls over accrual balances only. You should choose to do this only if employees lose any accrued leave time that they have not taken. Valid values are:

0 or Blank

Roll over all information.

1

Roll over accrual balances only.

Select Tab

These processing options allow you to specify the type of history that the system rolls over and whether it carries negative balances forward.

If you want to set the processing options on this tab to roll over fiscal or anniversary history, do not list any PDBAs in the processing options on the PDBA Codes tab. If specify any PDBAs to roll over on the PDBA Codes tab, those values override your selections in the processing options on this tab to roll over fiscal or anniversary history.

1. Roll Over Fiscal History

0 = No

1 = Yes

Use this processing option to specify whether the system rolls over fiscal history type details. Valid values are:

0 or Blank

Do not roll over fiscal history type details.

1

Roll over fiscal history type details.

2. Roll Over Anniversary History

0 = No

1 = Yes

Use this processing option to specify whether the system rolls over anniversary history details. Valid values are:

0 or Blank

Do not roll over anniversary history details.

1

Roll over anniversary history details.

3. Carry Forward Negative Balances

0 = No

1 = Yes

Use this processing option to specify whether an employee's available leave balance can be negative when rolled over. Valid values are:

0 or Blank

Negative balances will be reset to 0. (Default)

1

Negative balances are allowed.

PDBA Codes Tab

These processing options allow you to specify the available PDBA codes to roll over. If you leave them blank, the system rolls over all PDBA codes based on how you set the processing options on the Defaults tab and the Select tab.

1. PDBA Code to Roll Over

Use this processing option to identify the first PDBA code to roll over. If this option is left blank, all PDBA codes are rolled over.

2. Additional PDBA Code to Roll Over

Use this processing option to identify the second PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

3. Additional PDBA Code to Roll Over

Use this processing option to identify the third PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

4. Additional PDBA Code to Roll Over

Use this processing option to identify the fourth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

5. Additional PDBA Code to Roll Over

Use this processing option to identify the fifth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

6. Additional PDBA Code to Roll Over

Use this processing option to identify the sixth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

7. Additional PDBA Code to Roll Over

Use this processing option to identify the seventh PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

8. Additional PDBA Code to Roll Over

Use this processing option to identify the eighth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

9. Additional PDBA Code to Roll Over

Use this processing option to identify the ninth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

10. Additional PDBA Code to Roll Over

Use this processing option to identify the tenth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

11. Additional PDBA Code to Roll Over

Use this processing option to identify the eleventh PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

12. Additional PDBA Code to Roll Over

Use this processing option to identify the twelfth PDBA code to roll over. If all of these processing options are left blank, all PDBA codes are rolled over.

Processing Rollovers between Payroll Cycles

From the Leave Balance Functions menu (G07BUSP18), choose Leave Anniversary Rollover.

You can run the Leave Anniversary Rollover program (R073910) between payroll cycles. For example, if you process pre-payroll for a large group of employees, running the rollover program during pre-payroll might be too time-consuming. When you run the rollover program from a menu selection between payroll cycles, you can choose specific employees to process and choose whether to run the program in proof or update mode.

When you process rollovers between payroll cycles, you use a processing option to specify the pay period end date that the system uses to determine which employees' balances to roll over. Each time that you run the rollover program, the system generates a rollover report.

The system maintains balances for years that begin on a date other than January 1 in the Fiscal and Anniversary Year History table (F06147).

Before You Begin

- ❑ Set up the rollover information for DBAs. See *Setting Up Rollover Information for DBAs* in the *Workforce Management Foundation Guide*.

Reviewing the Rollover Anniversary Report

When you run rollovers, the system automatically generates a rollover anniversary report, which lists the following information for each employee:

- The beginning balance from the start of the year being rolled over, for the available PDBA code
- Current-year additions for the available PDBA code
- Taken, accrual, and new available leave balances
- Actual new available balance after any limits are applied
- Any amount lost as a result of rollover rules being applied
- Negative balances

You can generate this report in detail mode or summary mode. You use the processing options for the rollover program to specify which mode you want. The detail report lists individual accrual and taken PDBA codes when more than one taken PDBA code is associated with an available PDBA code. The summary report summarizes information at the available PDBA code level and shows both hours and monetary amounts.

After you run rollovers, you should review the report to verify that the appropriate balances rolled over correctly. Before you perform the update to roll over those employees' balances, you must correct any errors that you found on the report in the Accrual Fiscal/Anniversary History Work File table (F07149).

Reviewing the Fiscal/Anniversary Workfile

After you run rollovers and before you update the leave balance information to the Fiscal and Anniversary Year History table (F06147), you might want to review the information that the system stores in the Accrual Fiscal/Anniversary History Work File table (F07149). When you review the leave balance information in the workfile, you might discover an error that you need to correct. If your account has the necessary security permission, you can manually revise information in the workfile to correct the error.

Caution

This program should have the highest possible level of system security because, when you revise this information manually, the system does *not* do the following:

- Create an audit trail of the changes that you enter
 - Update pay stubs and advices to reflect the changes
 - Update the records in the Employee Transaction History Summary table (F06146)
-

► **To review the fiscal/anniversary workfile**

From the Leave Balance Rollover Functions menu (G07BUSP18), choose Work with Fiscal/Anniversary Workfile.

1. On Work With Fiscal/Anniversary Work File, complete any of the following fields to limit the information that appears in the detail area, and then click Find:
 - Payroll ID
 - Address Number
 - PDBA Code
 - Anniversary Date
 - Home Company
 - Tax ID
2. Choose a record in the detail area, and then click Select.
3. On Fiscal/Anniversary Work File Revisions, review the information in the following fields:
 - Year to Date Hours
 - Year to Date Amount
 - Beginning Balance Hours
 - Beginning Balance Amount
 - Prior Year Hours
 - Prior Year Amount

If your user account has the necessary security permission, you can correct any of the information.
4. Click OK.

Processing Options for Work with Fiscal/Anniversary Workfile (P07149)

Default Tab

This processing option allows you to specify the DBA code in which the system stores lost and banked leave. When you run the rollover program for an employee whose hours of leave exceed the amount that can be rolled over, the excess hours are either lost completely or banked (saved) to a DBA that you specify. You might want to hold the lost and banked hours in a DBA so that you can refer to those amounts in the future, perhaps if your organization allows managers to grant back to their employees some of the lost hours.

Lost and banked hours are for informational purposes only. The amount in the lost and banked DBA is not included in any calculations during the DBA calculation process or during the rollover process. This DBA is only used to store any excess hours at the time of rollover.

Enter the DBA code for 'Lost/Banked' Leave

Use this processing option to specify the PDBA code that the system uses to store lost or banked leave time.

Working with Leave Balance Records

When you first install the Payroll system, you can use the Maintain Fiscal/Anniversary History File program (P07147) to enter your existing information into the Fiscal and Anniversary Year History table (F06147). You might also want to use this program to work with information in the table directly (for example, if you encounter problems with an update or if you want to manually maintain an employee's balance).

Caution

When you use this program, changes that you make directly affect the information in the F06147 table. Only experienced users who are familiar with the consequences of changing employees' accrual information should be allowed to run this program.

► To work with leave balance records

From the Leave Balance Rollover Functions menu (G07BUSP18), choose Work with Fiscal/Anniversary Records.

1. On Work with Fiscal/Anniversary History Records, complete any of the following fields to limit the information that appears in the detail area, and then click Find:
 - Address Number
 - PDBA Code
 - Date
 - Tax ID
 - Home Company
2. Choose a record in the detail area, and then click Select.
3. On Maintain Fiscal/Anniversary History Records, review the information in the following columns, and then click OK:
 - Hours
 - Amount

If your user account has the necessary security permission, you can correct any of the information.

4. If you need to add a record and your user account has the necessary security permission, on Work with Fiscal/Anniversary History Records, click Add.
5. On Maintain Fiscal/Anniversary History Records, complete the following required fields:
 - Address Number
 - PDBA Code
 - Fiscal/Anniversary Date
6. Complete the following optional fields, and then click OK:
 - Current YTD Hours
 - Current YTD Amount
 - Beginning Balance Hours
 - Beginning Balance Amount
 - Prior Year Hours
 - Prior Year Amounts

Processing Options for Maintain Fiscal/Anniversary PDBA History (P07147)

Default Tab

This processing option allows you to specify the DBA code in which the system stores lost and banked leave.

Enter the DBA code for 'Lost/Banked' Leave

Use this processing option to specify the PDBA code that the system uses to store lost or banked leave time.

Accounts Payable Integration

To streamline your business processes, you can integrate the Payroll system with the J.D. Edwards Accounts Payable system. When you set up accounts payable integration, the Payroll system automatically creates vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

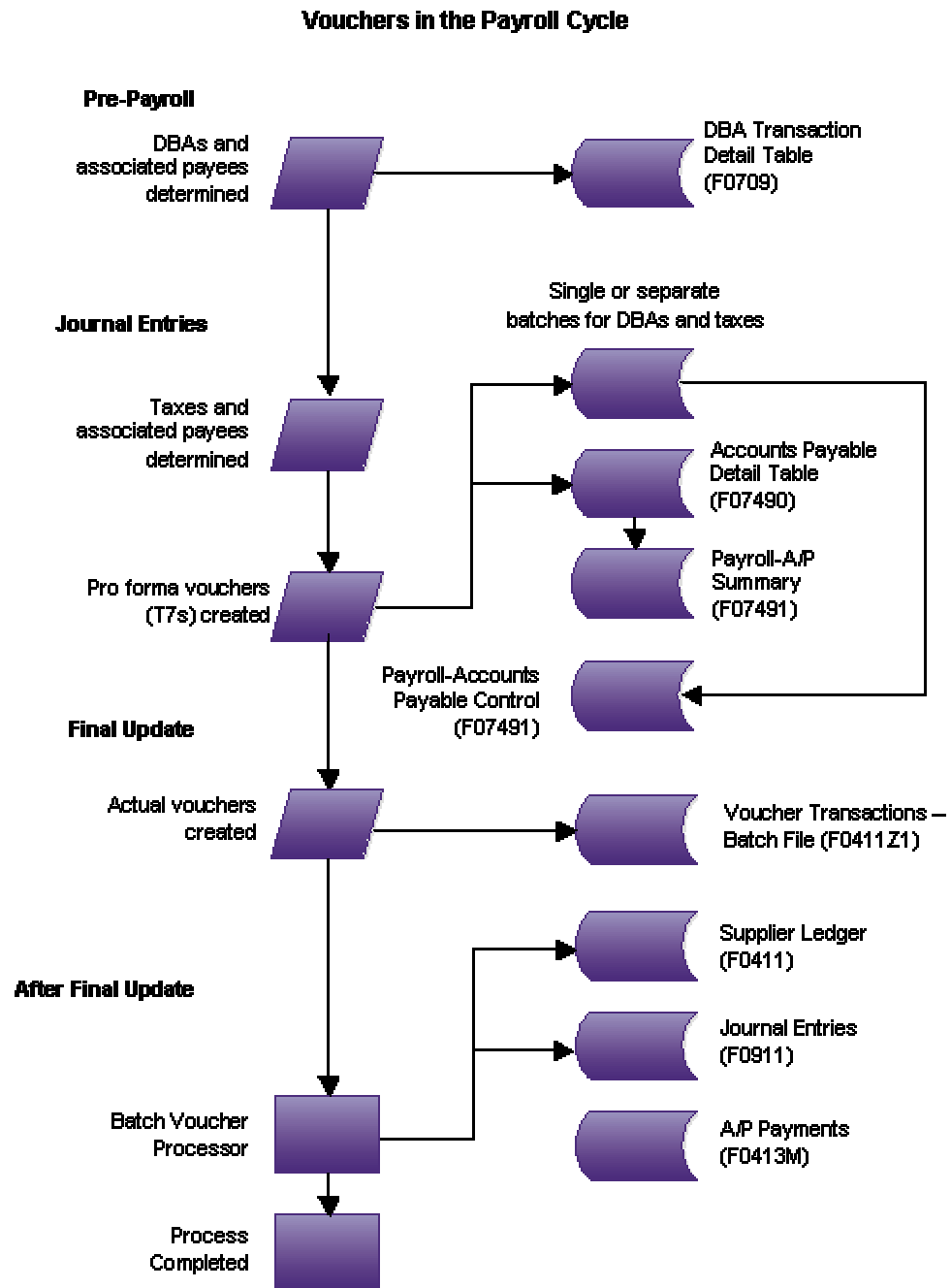
Nearly every voluntary and involuntary deduction from an employee's paycheck is followed by a payment to a third party for the associated liabilities. For example, the money withheld for payroll taxes must be sent along with any matching employer contributions to the appropriate taxing authorities. Voluntary amounts withheld for employee benefits, such as medical insurance and retirement contributions, must be sent along with any applicable employer benefit contributions to the insurance or pension plan administrators. Court-ordered wage attachments, such as garnishments and child support payments, must be sent to the designated agency or individual.

If you are using the J.D. Edwards Payroll system in conjunction with the J.D. Edwards Accounts Payable system, you can easily automate the tasks of calculating the payments due each third party and of generating the associated Accounts Payable vouchers. Review-level (pro forma) vouchers are created in the Payroll system during the journal entries step of the payroll cycle. Actual vouchers are created in the Accounts Payable system during the final update step of the payroll cycle.

When you integrate the Payroll and Accounts Payable systems, you can do the following:

- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

The following graphic shows how vouchers are processed during a payroll cycle:



Process for Creating Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The payroll system creates pro

forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct, and then post the vouchers to the general ledger.

How Payroll Summarizes Transactions for Vouchers

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates the following:

- One DBA voucher per payee
- One tax voucher per payee and corporate tax ID

You might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

You set up your Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. Integrating the Payroll and Accounts Payable systems saves time and helps reduce data entry errors.

When you integrate Payroll and Accounts Payable, you can set up payees for any tax type or DBA. A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. In the Accounts Payable system, a payee typically is called a supplier or vendor. The Payroll system creates vouchers for the payees for employee withholdings and company-paid benefits and taxes.

Before You Begin

- ❑ In the Accounts Payable system, set up the payees (suppliers) for the payroll vouchers. Specify the payment terms that the system uses to calculate the due date for the vouchers. See [Creating Supplier Records](#) in the *Accounts Payable Guide*.
- ❑ For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See [Understanding AAIs for A/P](#) in the *Accounts Payable Guide*.

Activating Accounts Payable Integration in Company Options

Before the Payroll system can create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company options for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

If you have already set up your company options, but you did not activate accounts payable integration at that time, do so now. If you have not yet set up your company options, complete the task for setting up company options.

► To activate accounts payable integration in company options

From the HRM Setup menu (G05B4), choose Company Options.

1. On Work With Company Option, to locate Company 00000, complete the following field, and then click Find:
 - Company
2. Choose the record in the detail area, and click Select.
3. Choose the Additional Options tab and complete the following field:
 - A/P Integration
4. Click OK.

See Also

- *Setting Up Company Options in the Workforce Management Foundation Guide*

Setting Up Voucher Information for Tax Transactions

Vouchering is the process of integrating your Payroll system with the Accounts Payable system to automatically generate an accounts payable voucher (a check or warrant). You can activate vouchering for deductions, benefits, and accruals (DBAs) on the DBA setup form and override it at both the group plan and the employee level. You can use the vouchering feature if the liabilities for most, but not all, of your employees are sent to a specific third party. Before you set up vouchering at the employee or group plan level, you must coordinate with the Accounts Payable department to set up the third-party recipients on the Supplier Master form in the Accounts Payable system.

You generally activate vouchering for taxes on the Tax Area Information form. You enter payees at the tax type level (for example, state of Colorado unemployment tax) if most or all of the companies in your organization remit taxes to the same taxing authority.

You can set up payee voucher rules to control the number of vouchers that each third party receives. For example, for wage attachment deductions, you might set the system to create one voucher per employee, whereas for medical insurance premium payments, you might choose to have the system create one voucher per payee for each DBA.

After you activate accounts payable integration for taxes, you must set up vouchering for each tax type for which you want to create vouchers. When the system creates the vouchers, it stores the corporate tax ID with the voucher. This ID appears on the voucher payment as a payment remark.

Each voucher must have a payee. You can specify a payee at the tax type level and the company level. The payee that you enter at the company level overrides the payee that you enter for the corresponding tax type. The following table describes the situations in which you would specify a payee at each level:

Tax Type If all or most of the companies in your organization remit payment for a tax to the same taxing authority, entering payees at the tax-type level is more efficient.

Company If one or more of the companies in your organization remits a tax to a different taxing authority, you can enter a payee at the company level. The payee that you enter at the company level overrides any payee that you entered at the tax-type level. Entering payees at the company level is more efficient when all or most of the companies in your organization remit payment for a tax to different taxing authorities.

For example, you might set up payees at both the tax type and the company level when you have a multicompartment organization in which all but two of the companies remit federal taxes to the same institution. You can enter that institution as the default payee for the tax type. Then, for the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

If you do not specify a payee for either the tax type or the company, the Payroll Journal Proof/Edit for Vouchers report generates an error message.

Activating Vouchering for Tax Types

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types for which you have activated vouchering. For federal A and all state and local taxes, you can specify a payee. You must activate vouchering for other types of federal taxes, but you do not need to specify a payee.

Typically, you enter a payee at the tax type level only when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary. If you enter all payees at the company level, you do not need to enter a payee at the tax type level.

If you have already set up tax areas, but you did not activate vouchering at that time, do so now. If you have not yet set up tax areas, complete the task for setting up tax area information.

► To activate vouchering for tax types

From the Taxes and Insurance Setup menu (G07BPT14), choose Tax Area Information.

1. On Work With Tax Area Information, complete the following field and click Find:
 - Tax Area
2. Choose a record in the detail area, and click Select.
3. On Tax Area Revisions, complete the following field:
 - A/P Voucher (Y,N)
4. To specify a payee for the voucher, complete the following field:
 - Provider/Trustee
5. Click OK.

See Also

- *Setting Up Tax Area Information in the Workforce Management Foundation Guide*

Entering Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

- You did not enter a payee at the tax-type level.
- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.

► To enter tax payees by company

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Tax Area/Payee X-Reference.

1. On Tax Area/Payee X-Reference, complete the following fields:
 - Work Tax Area
 - Tax Type
 - Company
 - Payee
 - T T
 - Co
 - Provider Trustee
2. Repeat step 1 for as many companies as necessary.
You can enter more than one company for each tax area.
3. Click OK.

Setting Up Voucher Information for DBAs

After you activate accounts payable integration for DBAs, you must set up voucher information for each DBA for which you want to create vouchers. You set up voucher information when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you can enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers regardless of whether the payees for those plans vary. You can also create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. The following table describes the situations in which you would specify a payee at each level:

- DBA** When most or all of the companies in your organization remit payment for a DBA to the same institution, entering the payee at the DBA level is more efficient.
- Group Plan** When your organization uses group plans to determine the DBAs for which employees are eligible, you can enter a payee for a group plan. The payee that you enter at the group plan level overrides any payee that you entered at the DBA level.
- Employee** If a particular employee remits payment for a DBA to a payee other than the one specified at the DBA or group plan level, you can enter a payee at the employee level. For example, for a wage attachment DBA, each employee might have a different payee. The payee that you enter at the employee level overrides any payee that you entered at the group plan or DBA level.

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit report (R05229) generates an error message.

For a wage attachment, the system stores the case number and employee name in the voucher. This information appears on the voucher payment as a payment remark. You can use the Detail Wage Attachment Ledger form to review the voucher number and voucher date for a wage attachment. For other types of DBAs, the voucher contains no payment remark.

Before You Begin

- Activate Accounts Payable integration for DBAs. See [Activating Accounts Payable Integration in Company Options](#) in the *Payroll Guide*.

Activating Vouchering for DBAs

For the Payroll system to create vouchers for DBAs, you must activate vouchering for the DBAs. The system creates vouchers only for the DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when most or all employees, including those who are included in group plans, remit payments to the same institution. You can override this payee at the group plan or employee level if necessary. If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

If you have already set up DBAs, but you did not activate vouchering at that time, do so now. If you have not yet set up DBAs, complete the task for setting up essential DBA information.

► To activate vouchering for a DBA

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose PDBA Setup.

1. On Work With PDBAs, complete the following field and click Find to locate the DBA for which you need to activate vouchering:
 - PDBA Code
2. Choose a record in the detail area, and then choose Basic DBA Info from the Row menu.

3. On Basic DBA Information, choose GA/Arrearage Info. (General Accounting and Arrearage Information) from the Form menu.
4. On General Accounting/Arrearage Information, click the following option:
 - Generate A/P Voucher
5. To specify a payee for the voucher, complete the following field:
 - Payee
6. Click OK.

See Also

- *Setting Up Essential DBA Information* in the *Workforce Management Foundation Guide* for instructions on activating vouchering for DBAs. Information about activating vouchering is explained in the information about setting up general accounting and arrearage information.

Entering Voucher Information for Group Plans

After you activate vouchering for a DBA, you can include the DBA in a group plan and enter voucher information at the group plan level. For some DBAs, you might need to create vouchers for some group plans and not others. In this case, you can deactivate vouchering for the DBA at the group plan level.

You can include a DBA, such as a union dues deduction, in multiple group plans. For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee in the setup for the DBA that differs from the payee for this group plan.

If you have already set up group plans, but you did not enter voucher information at that time, complete this task. If you have not yet set up group plans, complete the task for setting up group plan DBAs.

► To enter voucher information for a group plan

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Group Plan DBA Setup.

1. On Work With Group Plan DBA Setup, to locate the group for which you need to enter voucher information, complete the following field, and then click Find:
 - Union Code
2. Choose a record in the detail area, and then choose Revise Single from the Row menu.
3. On Revise Single Group Plan DBA Setup, complete the following field:
 - A/P Voucher (Y,N)

4. To enter a payee for the voucher, complete the following field:
 - Payee
5. Click OK.

See Also

- *Setting Up Group Plan DBAs in the Workforce Management Foundation Guide*

Entering Voucher Information for Individual Employees

After you activate vouchering for a DBA, you can use the employee DBA instructions to assign the DBA to individual employees. When you enter a DBA in an employee's DBA instructions, you can specify whether you want to create vouchers for that employee. When you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers regardless of whether the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee that you enter for an employee overrides the payee that you entered at the group plan and DBA levels.

You enter a payee for an employee only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee at the DBA level that differs from the payee for this employee.
- You entered a payee for an employee at the group plan level that differs from the payee for this employee.

If you have already entered the DBA instructions for the employee, but you did not enter voucher information at that time, do so now. If you have not yet set up the DBA instructions for the employee, complete the task for entering employee DBA instructions.

► To enter voucher information for individual employees

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.

1. On Work With Employee DBA Instructions, to locate the employee for which you need to enter voucher information, complete the following field and then click Find:
 - Employee Identification
2. Choose a record in the detail area, and then click Select.
3. On Employee DBA Instructions, complete the following field:
 - Voucher Flag
4. To enter a payee for the voucher, complete the following field:
 - Payee
5. Click OK.

See Also

- ❑ *Entering Employee Deduction, Benefit, and Accrual Instructions* in the *Workforce Management Foundation Guide* for information about entering voucher information for individual employees

Setting Up Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

The following table describes the Payee voucher rules for DBAs:

Voucher Rule 00	One voucher per payee. This is the default rule. Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.
Voucher Rule 01	One voucher per employee. Use this rule for a payee for a wage attachment that you entered at the employee level. This rule is particularly useful for wage attachments because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee's last name. The Accounts Payable system includes the remark for each voucher, even when multiple vouchers are included in one payment.
Voucher Rule 02	One voucher per payee for each DBA.
Voucher Rule 04	One voucher per payee for each group plan. Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include the following:

Voucher Rule 00	One voucher per payee. This is the default rule. Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.
Voucher Rule 01	One voucher per payee by employee.
Voucher Rule 02	One voucher per payee by tax type.

To summarize all of your vouchers according to voucher rule 00, do not set up any payee voucher rules. In this case, the system creates the following:

- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

You can delete the voucher rules for a payee. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

► **To set up payee voucher rules**

From the Pay/Deductions/Benefits Setup menu (G05BD4), choose Payee Voucher Rules.

1. On Payee Voucher Rules, complete the following fields:
 - Payee
 - DBA Rule
 - Tax Rule
2. Review the information in the following fields:
 - Pymt Terms
 - G/L Offset
3. Click OK.

Working with Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs require vouchers and who the payees are for those vouchers. The system stores this information in the Deduction/Benefit/Accrual Ledger File table (F0709).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each pro forma voucher is assigned a voucher number. The voucher number consists of the following:

- If the voucher is not for a wage attachment, the voucher number is the Payroll ID, the time the voucher was created, and the Edit Transaction Number. The Edit Transaction Number is unique for each voucher and is used to avoid duplicate voucher numbers.
- If the voucher is for a wage attachment, the voucher number is the date and the wage attachment case number.

Each batch has a unique batch number. For vouchers, you can specify that the system create one batch for DBA vouchers and a separate batch for tax vouchers. This method allows you to post journal entries for DBA vouchers separately from journal entries for tax vouchers. If you prefer, you can specify that the system store the DBA and tax vouchers in the same batch.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Payroll Journal Proof/Edit Report (R05229) lists these document types.

During the journal entries step of the payroll cycle, the system creates the vouchers and places them in the following tables in the Payroll system:

Payroll - Accounts Payable Detail (F07490)	This table lists, by employee, all of the DBA and tax transactions that require vouchers.
Payroll - Accounts Payable Summary File (F07491)	When the system updates this table, it summarizes the information in the Payroll - Accounts Payable Detail table and creates pro forma vouchers. These vouchers have document type T7. The system uses the voucher summarization rules that are set up for the payee. If no rules exist, the system uses the default rule 00.
Payroll - Accounts Payable Control File (F07492)	This table contains control information about the vouchers, such as the number of vouchers in the batch.

If errors occur when the system creates the journal entries for pro forma vouchers, the system sends messages to your queue in the Employee Workcenter. Before you process the final update, you should review these messages, review the pro forma voucher information, make any necessary corrections, and then rerun the journal entries. The system also sends a message to the Workcenter if errors occur when it creates the actual journal entries during final update. You must correct these errors before you can post the journal entries for vouchers.

The system does not automatically post the journal entries for vouchers. You must run a separate program to post them.

Before You Begin

- Process a payroll cycle that includes vouchers.

Reviewing Pro Forma Vouchers by Payee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online. When you review pro forma vouchers by payee, you can review the journal entries associated with a voucher.

In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

► To review pro forma vouchers by payee

From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by - Payee.

1. On Work With Payee Vouchers, complete the following field and click Find:
 - Payee
2. Choose a record in the detail area and click Select.

3. On Work With Vouchers by Payee, complete the following optional field and click Find to limit the vouchers that appear:
 - Payroll ID
4. To review all of the vouchers for a payee, review the information in the following fields:
 - G/L Date
 - Type Code
 - Voucher Rules
 - Payment Terms
 - Gross Amount
 - Batch Number
 - Voucher Control
 - Document Number
5. To review detailed information about a specific voucher, choose a record in the detail area, and then click Select.
6. On Work With Voucher Detail by Payee, click Find and review the information in the following fields:
 - Co
 - A T
 - Check Date
 - Gross Pay
 - PDBA Code
 - Union Code
 - Work Tax Area
 - T T
 - Attach Control
 - Batch Number
 - Account Number
 - Voucher Control
7. To view the journal entries associated with a voucher, choose a record in the detail area, and then choose Journal Entries from the Row menu.
8. On Work With Journal Line Entries, click Find and review the following fields:

- Co
- Account Number
- Check Date
- Due Date
- G/L Offset
- Gross Amount
- Batch Number
- A T
- Voucher Control
- Remark

Reviewing Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

► To review pro forma vouchers by employee

From the Payroll Workbench menu (G07BUSP11), choose Review A/P Voucher by - Employee.

1. On Work With Vouchers by Employee, complete the following field:
 - Employee Number
2. To limit the vouchers that appear, complete the following optional field, and click Find:
 - Company
3. Review the information in the detail area.

Reviewing the Payroll Voucher Journal Reports

To verify the accuracy of the pro forma vouchers, you can set up the system to generate the following reports during the journal entries, reports only, or final update step of the payroll cycle:

Payroll Voucher Journal Summary	Use this report to verify information about tax vouchers.
Payroll Voucher Journal Detail	Use this report to verify information about DBA vouchers.

You should review these reports before you process the final update. The system automatically generates these reports again during the final update, when it creates the actual vouchers. When the reports are generated during final update, they include the payment terms and pay items.

See Also

- ❑ [Printing Payroll Cycle Reports](#) in the *Payroll Guide* for information about printing reports during the payroll cycle

Revising Voucher Information

Before you process the final update for a payroll cycle that includes vouchers, you should review voucher information to verify that it is correct. When you review voucher information, you might notice an error in the setup of payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you typically must rerun some steps in the payroll cycle to ensure that the system creates the appropriate vouchers. The steps that you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA. Revising voucher information includes revising vouchers for tax types and revising vouchers for DBAs.

To revise vouchers for tax types, you first make the necessary revisions to the voucher setup, and then you rerun the journal entries step of the payroll cycle.

To revise vouchers for DBAs, first, make the necessary revisions to the voucher setup. Then reset the payroll ID for the payroll cycle. Finally, rerun the full payroll cycle. For this scenario, you cannot run a changes-only pre-payroll.

See Also

- ❑ [Setting Up Voucher Information for Tax Transactions](#) in the *Payroll Guide* for information and instructions about revising tax voucher setup information
- ❑ [Setting Up Voucher Information for DBAs](#) in the *Payroll Guide* for information and instructions about revising DBA voucher setup information
- ❑ [Processing Pro Forma Journal Entries](#) in the *Payroll Guide* for information and instructions about rerunning the journal entries step of the payroll cycle
- ❑ [Resetting the Payroll ID](#) in the *Payroll Guide* for information and instructions about resetting the payroll ID after you complete pre-payroll processing
- ❑ [Processing Pre-Payroll](#) in the *Payroll Guide* for information and instructions about processing a full payroll cycle after you have corrected all voucher information and reset the payroll cycle

Reviewing Voucher Error Messages

If errors occur when you process the journal entries step of a payroll cycle that includes vouchers, the system sends messages to your queue in the Work Center. To investigate these errors, review the pro forma vouchers online and in the following reports:

- Payroll Voucher Journal Detail report (R07493)
- Payroll Voucher Journal Summary report (R07496)

The system also sends messages to your queue in the Work Center if errors occur when you process the final update. Such errors typically occur due to errors in the setup of the Accounts Payable system. For example, you receive an error if the AAls are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee. When voucher errors occur during final update, you must use the Accounts Payable program, Batch Voucher Revisions, to correct the errors.

See Also

- ❑ *Viewing Messages* in the *Foundation Guide* for information about reviewing messages in the Employee Workcenter
- ❑ *Reviewing Pro Forma Vouchers by Payee* in the *Payroll Guide* for information about reviewing pro forma vouchers online
- ❑ *Reviewing Pro Forma Vouchers by Employee* in the *Payroll Guide* for information about reviewing pro forma vouchers online
- ❑ *Reviewing the Payroll Voucher Journal Reports* in the *Payroll Guide* for information about the Payroll Voucher Journal Detail and Payroll Voucher Journal Summary reports
- ❑ *Revising Voucher Information* in the *Payroll Guide* for information about correcting errors in pro forma vouchers
- ❑ *Reviewing Batches of Journal Entries* in the *Time Accounting Guide* for information about reviewing actual vouchers online in multicompany format

Transferring Voucher Information to the Accounts Payable System

From the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor Report.

If errors occur during final update when the system creates the journal entries for actual vouchers, the system sends messages to your queue in the Employee Workcenter and stores the voucher entries in the Voucher Transactions - Batch Upload table (F0411Z1). After you have reviewed these messages and made any necessary corrections, you must run the Batch Voucher Processor (R04110ZA) to copy the voucher entries to the Accounts Payable Ledger and Account Ledger tables. This program includes a processing option that allows you to automatically post the entries to the Account Balances table.

After you process the final update, you can no longer review pro forma vouchers.

Before You Begin

- ❑ Review voucher error messages and make any necessary corrections. See [Reviewing Voucher Error Messages](#) in the *Payroll Guide*.

See Also

- ❑ *Posting Payroll Vouchers to the General Ledger* in the *Payroll Guide* for additional information
- ❑ *Processing the Transaction Information* in the *Accounts Payable Guide* for more information about the Batch Voucher Processor program

Posting Payroll Vouchers to the General Ledger

From the *Payroll Workbench* menu (G07BUSP11), choose *Post Payroll Vouchers to G/L*.

When you process the final update step of a payroll cycle that includes vouchers, the system creates the actual journal entries for the vouchers. When no errors exist, the system stores these entries in the following tables:

- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)

Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (document types T1 through T6), the system cannot automatically post voucher entries during final update. After final update, you must run the General Ledger Post Report program (R09801) to post the voucher entries (document type T7) to the Account Balances table (F0902). However, you cannot use this post program to post voucher entries that contain errors.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system generates the following reports:

- | | |
|--|---|
| Posting Edit report | Use the Posting Edit report to determine whether the vouchers are posted. When no errors occur during posting, the report contains a message that no errors were found, and the system posts the batch. |
| General Ledger Post Payroll Vouchers report | Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types: <ul style="list-style-type: none">• T7 - Payroll voucher entries• AE - Offsetting credit entries to the accounts payable liability account that the system creates during posting |

Before You Begin

- ❑ For the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offset are set up in the Accounts Payable system. See *Understanding AAls for A/P* in the *Accounts Payable Guide*.

See Also

- ❑ *Posting Vouchers* in the *Accounts Payable Guide* for information about using a General Accounting program to post batches of journal entries for vouchers
- ❑ *Posting Financial Batches* in the *General Accounting Guide* for information about the General Ledger Post report and the Posting Edit report
- ❑ *Transferring Voucher Information to the Accounts Payable System* in the *Payroll Guide* for information about posting voucher entries that contain errors

Payroll History Conversion

When you implement the J.D. Edwards Payroll system in the middle of a calendar year, you typically need to enter the payroll history records from your legacy payroll system into the J.D. Edwards Payroll system. The system uses these payroll history records to calculate the information that appears on employees' year-end forms.

J.D. Edwards provides a conversion process that you can use to import payroll history records from a legacy system and convert them into the format used by the J.D. Edwards Payroll system.

Converting Payroll History

Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, and taxes. You use these historical records to print historical and governmental reports, answer employees' questions, and process year-end forms for employees. In some cases, you might need to import payroll history records from another payroll system and convert them to the format used by the J.D. Edwards Payroll system. The following situations are examples of when you might need to convert payroll history:

System implementation	During system implementation, you can import and convert the payroll history records in your legacy system to the J.D. Edwards Payroll system.
Acquisitions and mergers	When your organization acquires another company, you can import and convert the payroll history records from the payroll system of the new company to the J.D. Edwards Payroll system.

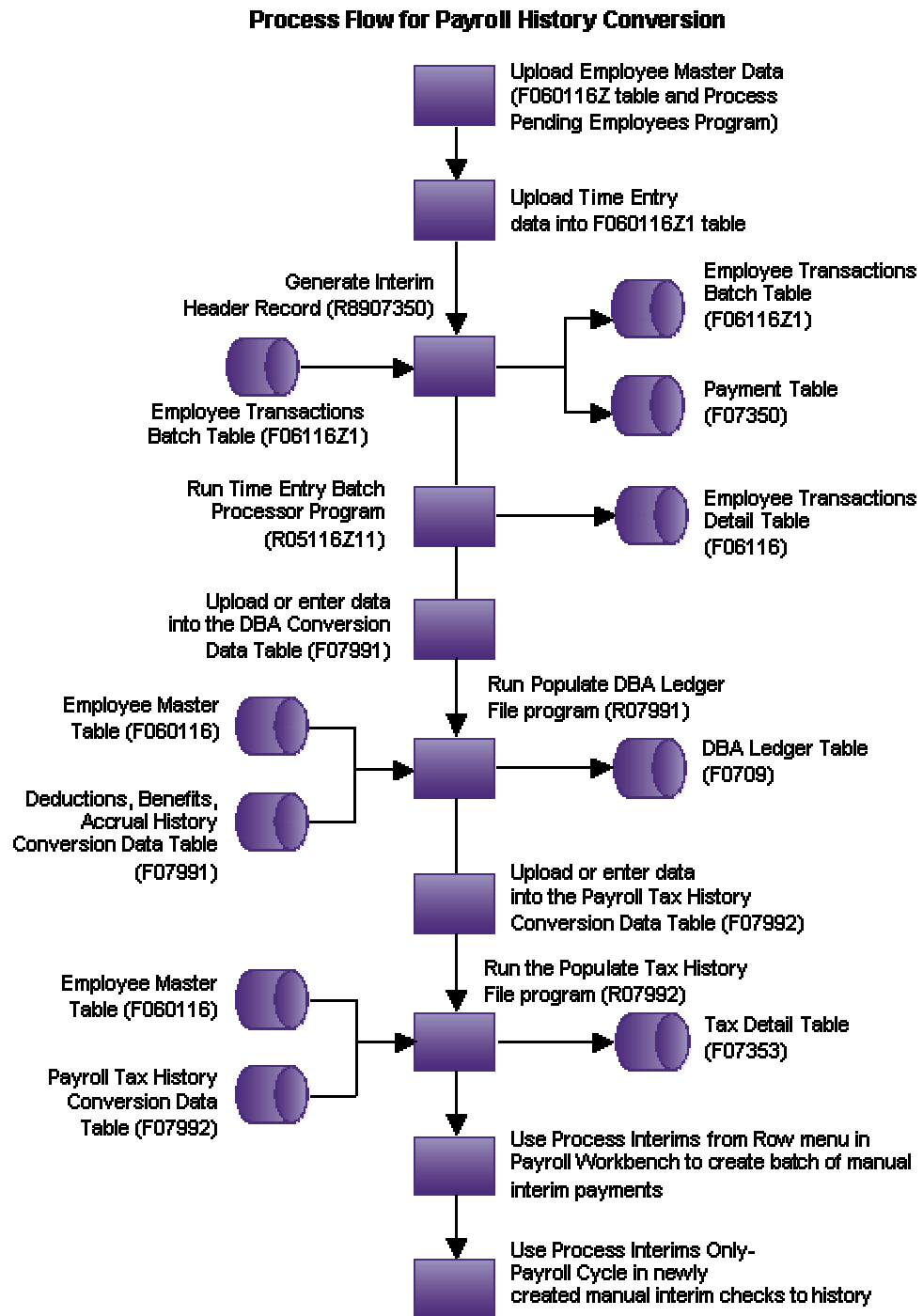
When you convert payroll history, you use interim payments to transfer DBA and tax history information to the summary and detail tables for DBA and tax history. By using interim payments, you can create history records with as much detail as you want for each employee for which you plan to convert history. For example, if you are converting two months of history for a group of employees, and during that time, each employee received four paychecks, you can convert history for each employee by creating one interim payment that includes the history for all four paychecks, or you can create four interim payments for each employee.

You must complete the following steps to convert payroll history into the J.D. Edwards payroll system:

- Create records in the Employee Master Information table (F060116) using the Employee Master program (P0801). You must have a record in the Employee Master Information table for each employee for whom you convert payroll history. Each employee is assigned a unique address book number in the Employee Master Information table.
- Create time entry records and upload them to the J.D. Edwards system using the Batch Time Entry Processor program(P05116Z1).
- Create Interim Header records using the Create Interim Header Record table conversion program (R8907350).
- Populate the DBA Ledger Table (F0709) using the Maintain DBA Conversion File program (P07991). The DBA Ledger Table contains DBA information that has been entered into the system but has not been processed in a payroll cycle.

- Populate the Tax Detail File (F07353) using the Maintain Tax Conversion File program (P07992). The Tax Detail File contains tax information that has been entered into the system but has not been processed in a payroll cycle.
- Process the interim payments using the Work With Interims Workbench program (P07210I). When you process the interim payroll, you calculate all of the information that the system needs to process the interim payments through a payroll cycle and load all historical information into history tables.
- Update payroll history. Once interim payments have been processed, you can update payroll history by running a complete Interims-Only payroll cycle. After the Interims-Only Payroll Cycle is completed through the Final Update step, detail and summary history tables will be populated with the uploaded history amounts.

The following graphic shows the process flow for the payroll history conversion:



Before You Begin

- Upload employee information to the Employee Master Information table (F060116). You can use the employee quick hire function to perform the upload. See [Adding](#)

Generating Timecards and Interim Header Records

To convert payroll history into the J.D. Edwards Payroll system, you must first upload time entry information into the Employee Transactions - Batch File table (F06116Z1). You can upload pay types, lump sum amounts, and hours. Every employee for whom you want to upload DBA and tax history must have a record in the F06116Z1 table. If no record exists in this table, no tax or DBA information is converted into the J.D. Edwards system for that employee.

After the time entry records have been uploaded, you can revise the records, if necessary, using the Batch Time Entry File Revisions program. After reviewing the timecards, you then run the Batch Time Entry Processor (R05116Z1) in proof mode.

After you have run the Batch Time Entry Processor in proof mode, you must then generate the interim header records. You generate interim header records so that you can transfer the original payment numbers for the imported payment information into the payroll history tables in the J.D. Edwards system. You use the Payroll Conversion - Create Interim Header Records program (R8907350) to update the Payment File table (F07350). The system creates one record in the F07350 for each address book number and EDI line number combination in the Employee Transactions - Batch File table. When you process the interim header records, the system uses the information in the F07350 to update the payroll history tables.

When you run the Create Interim Header Records program, the system updates information in the following tables, as indicated:

- F07350 (Payment File) – The system updates the check control number, pay period end date, and payment date.
- F06116Z1(Employee Transactions - Batch File) – The system updates the check control number.
- F07300 (Employee Lockout Code File)– The system updates the address book number, payroll ID, payroll lockout ID, and pay frequency.

After you have created the interim header records, you must run the Batch Time Entry Processor in final mode. This will populate the Employee Transaction Detail File (F06116) with the time entry records that you uploaded to the Employee Transactions – Batch File table. You must have records in the Employee Transaction Detail File table (F06116) to process through an Interims-Only payroll cycle, which will update your payroll history files.

The Batch Time Entry File Processor program verifies that the information within the Employee Transactions - Batch File table is processed correctly and is updated to the Employee Transaction Detail File table.

Before You Begin

- ❑ Upload the applicable time entry information into the Employee Transactions - Batch File table (F06116Z1). If you want to convert the original payment numbers from the legacy system, you must specify that the system populate the EDI Line Number field (EDLN) with this information. See the following topics in the *Time Accounting Guide*:
 - ❑ [Setting Up a Flat File Cross-Reference](#)
 - ❑ [Completing Required Fields for the Employee Transactions Batch Table \(F06116Z1\)](#)

- ❑ Create a time entry record for each employee whose payroll history you need to convert. To prevent the timecard from affecting the employee's wages, you can enter two timecards that net to zero by placing a positive .01 in the Lump Sum field on one timecard and a negative .01 in the Lump Sum field on another timecard. See *Entering Timecards for Employees* in the *Time Accounting Guide*.
- ❑ Create an interim payroll ID and specify Y in the DBA Bypass Flag field. See [Creating an Interim Payroll ID](#) in the *Payroll Guide*.
- ❑ Enter the interim payroll ID in the Payroll ID processing option for the Payroll Conversion - Create Interim Header Records program (R8907350).

► **To generate interim header records**

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry Processor.

1. Run the Batch Time Entry Processor. Set the processing options to run the program in proof mode.
2. Review the Transaction Errors report and ensure the following:
 - No errors exist in the Employee Transactions Detail table.
 - The data selection for the report includes only those records for which you are converting payroll history. Typically, you include a date or a batch number in the data selection.
3. From the Payroll History Conversion menu (G07H3), choose Create Interim Header Records.

Note

The Create Interim Header Records program is a table conversion program. You might need to contact your system administrator for assistance with this task. Before you process this program, see *Running a Table Conversion* in the *Table Conversion Guide* for additional information about running table conversion programs.

4. Run the Create Interim Header Records program. The data selection should include only those records in the Employee Transactions – Batch File table that you are using to populate the payroll history tables.

The system creates the Payment table and updates the Employee Transactions Batch table with check control numbers, a pay period ending date, and a payment date.

5. Run the Batch Time Entry Processor. Set the processing options to run the program in final mode.

The system updates the Employee Transaction Detail table (F06116) with the information in the Employee Transactions - Batch File table.

See Also

- ❑ *Creating Timecards from Uploaded Information* in the *Time Accounting Guide* for information and instructions about running the Batch Time Entry Processor

Processing Options for Create Interim Header Records (R8907350)

Default Values Tab

These processing options determine the default settings for the history conversion process.

1. Pay Period Ending Date (Required)

Use this processing option to enter the date that the system uses to populate the Pay Period End Date field on the interim payments. This date determines the month and year that the payment information is updated to the history tables. This processing option is required.

2. Check Date (Required)

Use this processing option to enter the date that the system uses to populate the Check Date field on the interim payments. This processing option is required.

3. Check Number (See Help)

Use this processing option to populate all of the payroll history records that you are converting with the payment number that you enter in this processing option. Leave this processing option blank if you do not need to track payment numbers for the payroll history records that you are converting or if you are using the Employee Transactions - Batch File (F06116Z1) to convert the original payment numbers.

4. Payroll ID (Required)

Use this processing option to enter the interim payroll ID that you want to use to process the interim payments for history conversion. You use the Pay Cycle Workbench program to create the interim payroll ID. This processing option is required.

Entering DBA History for Data Conversion

Before you can complete the payroll history conversion process, you must enter or import employees' DBA information into the Deduction, Benefit, Accrual History Conversion Data table (F07991). If you have already imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table (F060116) and before you update the Deduction/Benefit/Accrual Ledger File table (F0709).

► **To enter DBA history for data conversion**

From the Payroll History Conversion menu (G07H3), choose *Maintain DBA Conversion File*.

1. On Work With DBA History Conversion Data, click Add.
2. On DBA History Conversion Data, complete the following fields, and then click OK:

- Employee Tax ID
- Payment Number

The number that you enter in this field should match the number that you enter in the processing options for the Payroll Conversion - Create Interim Header Records program (R8907350), unless you populated the EDI Line Number in the Employee Transactions – Batch File (F06116Z1). The value that you enter in this field is used to populate the Check Number (DOCM) fields in the Deduction, Benefit, Accrual History Conversion Data file (F07991) and the Payroll Tax History Conversion Data file (F07992).

- PDBA Code
- Gross Pay

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Maintain DBA Conversion File - DBA History Conversion Data

Employee Tax ID: 261554789

Payment Number: 1000

Records 1 - 3		Customize Grid		
<input type="checkbox"/>	Employee Tax ID	Payment Number	PDBA Code	Gross Pay
<input checked="" type="checkbox"/>	261554789	1000	1000	50.00
<input checked="" type="checkbox"/>	261554789	100	1200	75.00

Note

The system does not calculate gross pay. You must enter the value of each DBA into the Gross Pay field. This value represents the amount of the DBA that will be loaded into the payroll history. You must make sure to activate the DBA Bypass Flag when creating interim payments so that if DBAs are set up for this employee in the J.D.

Edwards payroll system, they will not be calculated when interim payments are processed.

See Also

- *Setting Up a Flat File Cross-Reference* in the *Time Accounting Guide* for information about electronically importing information

Updating the DBA Ledger Table

From the Payroll History Conversion menu (G07H3), choose Populate DBA Ledger Table.

After you enter or import DBA history into the Deduction, Benefit, Accrual History Conversion Data table (F07991), you can run the Populate DBA Ledger File program (R07991) to update the Deduction/Benefit/Accrual Ledger File table (F0709), with the DBA history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Maintain DBA Conversion File program (P07991) to make any necessary corrections. When all information is correct, run the program in final mode to update the F0709. The system does not update the F0709 if errors exist.

When the system updates the F0709, it retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)
- Payment File (F07350)
- Payroll Transaction Constants (F069116)

See Also

- *Entering DBA History for Data Conversion* in the *Payroll Guide* for additional information and instructions

Processing Options for Populate DBA Ledger Table (R07991)

Process Tab

This processing option determines the mode that is used to process the Populate DBA Ledger Table program.

1. Proof or Final Mode:

0 = Proof Mode

1 = Final Mode

Use this processing option to specify whether you want to process the records in proof mode or final mode. Valid values are:

0 Proof mode. The system prints an error report without updating the DBA Ledger table (F0709). Use the report to review errors before you run the process in final mode.

1 Final mode. The system prints a report and updates the DBA Ledger table with all records that contain no errors. The system does not update the DBA Ledger table with records that contain errors. Instead, the system displays these records on the error report.

Entering Tax History for Data Conversion

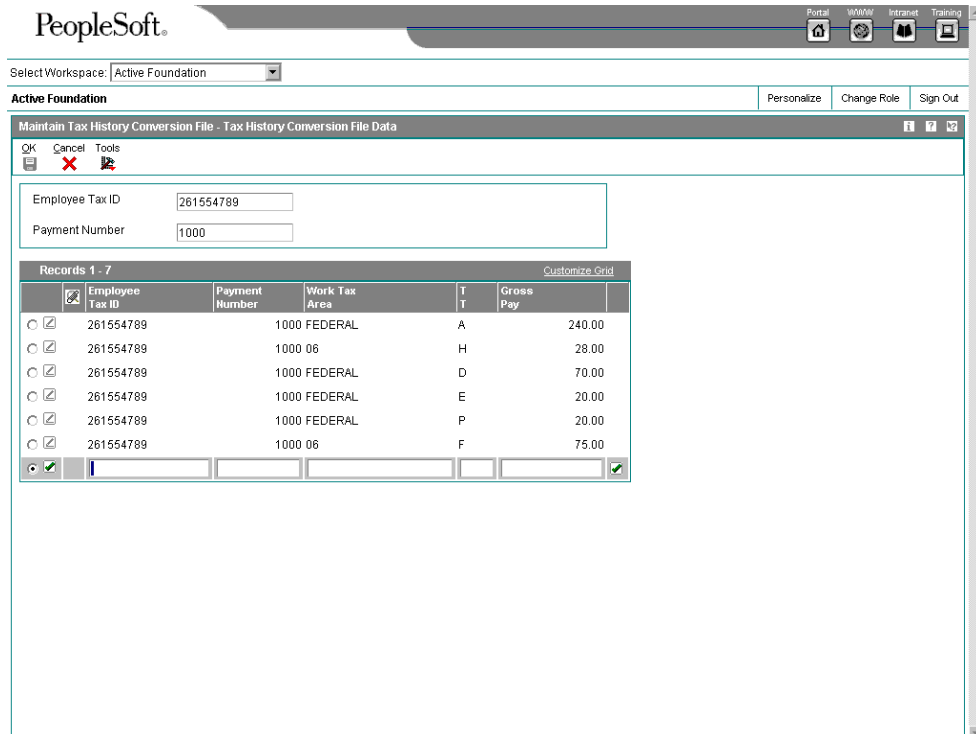
Before you can convert payroll history, you must enter or import employees' tax information into the Payroll Tax History Conversion Data table (F07992). If you have already imported the information, you can review it and make any necessary corrections.

Perform this task after you upload employee information to the Employee Master Information table and before you update the Tax Detail File table (F07353).

► To enter tax history for data conversion

From the Payroll History Conversion menu (G07H3), choose Maintain Tax History Conversion File.

1. On Work With Tax History Conversion File Data, click Add.



2. On Tax History Conversion File Data, complete the following fields, and then click OK:

- Employee Tax ID
- Payment Number

The number that you enter in this field should match the number that you enter in the processing options for the Payroll Conversion - Create Interim Header Records program (R8907350), unless you populated the EDI Line Number in the Employee Transactions – Batch File (F06116Z1). The value that you enter in this field is used to populate the Check Number (DOCM) fields in the Payroll Tax History Conversion Data file (F07992).

- Work Tax Area
- T T
- Gross Pay

Note

The system does not calculate the tax amount. You must enter the value of each tax into the Gross Pay field. This value represents the amount of tax that will be loaded into the payroll history. If the employee has tax areas set up in the J.D. Edwards system for which you are not converting history, you must enter that tax area with a gross pay amount of zero in the Maintain Tax History Conversion File program(P07992) to override any tax amounts that might get calculated when interim payments are processed.

See Also

- *Setting Up a Flat File Cross-Reference* in the *Time Accounting Guide* for information about electronically importing information

Updating the Tax Detail Table

From the Payroll History Conversion menu (G07H3), choose Populate Tax Detail Table.

After you enter or import tax history into the Tax History Conversion Data table (F07992), you can run the Populate Tax Detail Table program (R07992) to update the Tax Detail File table (F07353), with the tax history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Tax History Conversion Data program to make any necessary corrections. When the information is correct, run the program in final mode to update the Tax Detail File table. The system does not update the Tax Detail File table with information that contains errors.

When the system updates the Tax Detail File table, it also retrieves information from the following tables:

- Address Book Master (F0101)
- Employee Master Information (F060116)

Processing Options for Populate Tax Detail Table (R07992)**Process Tab**

This processing option determines which mode is used to process the Populate Tax Detail Table program.

1. Proof or Final Mode

0 = Proof Mode

1 = Final Mode

Use this processing option to specify whether you want to process the records in proof

mode or final mode. Valid values are:

0 Proof mode. The system prints an error report without updating the Tax Detail table (F07353). Use the report to review errors before you run the process in final mode.

1 Final mode. The system prints a report and updates the Tax Detail table with all records that contain no errors. The system does not update the Tax Detail table with records that contain errors. Instead, the system displays these records on the error report.

Processing the Interim Payments for Payroll History Conversion

After you update the Deduction/Benefit/Accrual Ledger File table (F0709) and the Tax Detail File table (F07353) with the records that you need to include in payroll history, you must run the Process function over those records using the Work With Interims Workbench program (P07210I).

When you choose the process function from the Work With Interims Workbench, the system runs the Interim Calculations program (R07280) over the records that you have created in the following tables:

- Employee Transaction Detail File table (F06116)
- Deduction/Benefit/Accrual Ledger File table (F0709)
- Payment File table (F07350)
- Tax Detail File table (F07353)

The Interim Calculations program uses the information in these table, which have been populated during previous steps of the payroll history conversion process, to create actual interim payments that include all timecard, DBA, and tax information in a format that can be loaded into payroll history.

Note

You cannot review tax amounts through the Work With Interim Payments program (P07350I) until the Interim Calculations program has completed running.

Also, after you process the interim payments from within the Work With Interims Workbench program, be sure to process them through an interims only payroll cycle. Extra processing time and unexpected results might occur if the history conversion interims are merged into a regular payroll cycle.

► To process interim payments for payroll history conversion

From the Payroll Workbench menu (G07BUSP11), choose Interim Payment Workbench.

1. On Work With Interims Workbench, complete the following field and then click Find:
 - Interim ID

2. Choose the Interim ID in the detail area, choose Process Interims from the Row menu, and then Process Single.
3. On Process Interims Confirmation, click OK.

See Also

See the following topics in the *Payroll Guide* for additional information and instructions about processing interim payments for history conversion:

- *Generating Timecards and Interim Header Records*
- *Working With Interim Payments*
- *Processing Pre-Payroll*

Annual Tax Adjustment

At the end of each fiscal year, Mexican companies must calculate annual tax amounts for employees to determine whether employees have overpaid or underpaid taxes for the year. Employees who have overpaid receive a tax refund for the overpayment amount. Employees who have underpaid must pay the underpayment amount. In addition, employees submit a tax declaration to the government. This tax declaration is called the Income and Retentions Certificate, and lists income and tax information for the employee.

If an employee has worked for the same company for the entire fiscal year, the company can submit the employee's tax declaration for the employee. The company calculates the tax amounts, and refunds employees' overpayment amounts and collects employees' underpayment amounts. The company then pays or collects the difference between the total overpayments and underpayments from the government.

Companies calculate annual tax adjustments using article 141 of the ISR law. Because the government created new tax laws in 1991 and 1994, companies should calculate taxes using both the 1991 and 1994 methods for each employee, and then use whichever method calculates the smaller tax amount.

The SHCP (Secretaría de Hacienda y Crédito Público) publishes the annual tax tables for article 141 in the Official Federation newspaper. These tax tables are usually published at the end of the year, but they can be published early in the next fiscal year.

Mexican companies must submit the following reports to the government as part of their annual tax declaration:

- Wage and Salaries Stratified Report
- Annual Tax Credit Report

Generating Annual Tax Adjustment Information

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Adjustment Information.

Before you can calculate annual tax adjustments or report annual tax information, you must gather information for each employee about the income that the employee has received and the taxes that the employee has paid during the year. Annual Tax Adjustment Information (R76M0503) builds the Detail of Annual Tax Adjustment table (F76M0504) with information about employee's pay and taxes.

The Annual Tax Adjustment Information program retrieves information from the following tables:

- Employee Master Information (F060116)
- Union Information (Payroll Groups) (F76M0004)
- Geographic Rates (Mexico) (F76M0005)
- PDPA Tax Information (F76M0014)
- Employee Transaction History Summary (F06146)

Before You Begin

- ❑ Set up annual tax information for all PDBAs that affect net or gross pay, and for all deductions that are related to taxes. This annual tax information is used to categorize PDBAs for annual tax adjustment calculations and reporting. See *Setting Up Tax Information for PDBAs* in the *Payroll for Mexico Guide*.

Processing Options for Annual Tax Adjustment Information (R76M0503)

Process Tab

1. Company:

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing. If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Fiscal Year:

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000).

3. Minimum Wage Type:

blank = Effective Minimum Wage during the year.

1 = Effective Minimum Wage at the end of the year.

Use this processing option to specify the Minimum Wage Type to use in the report. Valid values are:

Blank Effective Minimum Wage at the end of the year

1 Average Minimum Wage during the year

The minimum wage type that you specify is also used in the calculation of annual exemptions for tax calculations.

Selecting Employees for Annual Tax Adjustments

All employees must submit an annual tax declaration to the government. However, in some situations, Mexican companies can submit annual tax declarations for employees. They can also collect taxes from employees who underpaid during the year or repay employees who overpaid taxes during the year.

When you generate annual tax adjustment information, the system selects all employees for annual tax adjustments and sets up all employees to receive the annual tax declaration. You use the Employee Eligibility on Annual Tax Process program (P76M0503) to deselect any employees for whom you are not calculating and submitting annual tax adjustments. You can also deselect any employees to whom you are not giving a printed tax declaration. If you are submitting annual tax information for employees, those employees do not need to receive printed tax declarations because they do not need to submit them to the government. However, they might want to have one for their own use to verify their annual tax calculation.

Before You Begin

- ❑ Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information* in the *Payroll for Mexico Guide*.

► To determine employee eligibility for annual tax adjustments

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Employee Eligibility.

1. On Work With Annual Tax Information, turn on both of the following options:
 - Adjustment Tax Calculation
 - Incomes Certificate

Because the Annual Tax Adjustment Information program (R76M0503) selects all employees for tax calculations and income certificates, you must select both of these options to display employee information for the first time after running the program. If you have deselected these options for any employees, you can select the appropriate option to display the employee record for which you are looking.
2. Complete either of the following fields to narrow your search, and then click Find:
 - Company
 - Century / Year
3. Choose the record for the employee that you want to deselect, and then click Select.
4. On Annual Tax Information Revision, deselect either of the following options and click OK:
 - Tax Adjustment Flag
 - Incomes Certif Flag

You can also review income and tax information for the selected employee on the Annual Tax Information Revision form.

Calculating Annual Tax Adjustments

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Adjustment Calculation.

You use the Annual Tax Adjustment Calculation program (R76M0504) to calculate the annual tax amounts for all of the employees in the company who are eligible to have the annual tax calculation performed by the company.

The Annual Tax Adjustment Calculation program calculates taxes for all included employees by using both Method 91 and Method 94. The system then selects the method that produces the smaller total, and calculates the difference between tax due and tax already paid for each employee. The system produces a report that includes the following information for each included employee:

- Paid income
- Exempt income
- Retained tax
- Calculated tax for Method 91
- Calculated tax for Method 94
- Method used
- Tax owed to the employee or tax to be collected from the employee

The system stores the tax that is owed to employees and the tax to be collected from employees in PDABs so that the employees' pay can be adjusted appropriately in a subsequent payroll. You use the processing options to specify the date of the payroll during which tax amounts should be adjusted.

The following example shows Annual Tax Adjustment Calculation (R76M0504):

R76M0504		J.D. Edwards & Company Annual Tax Adjustment Calculation Year 2005										
Company - Ho	00801 Mexican Company	Union Code	10600 Empleados	Employee Number	Employee Name	R.F.C.	Paid Incomes	Exempt Incomes	Tax Reclaimed	Calculated Tax Method 91	Calculated Tax Method 94	Difference To Favor
106200	Lepez Pérez, José Luis					LOPL630313AZ9	139,253.50	1,130.14	41,024.67	8,613.63	.00	.00
106201	Morales Martinez, Jesús Antonio					MOML59001838M2	77,406.25	.00	20,823.70	1,275.73	.00	.00
106202	Martinez Montemayor, Jaime					MAMLE26081714	7,191.50	.00	691.23	3,490.97	.00	.00
106203	Lozano Gonzalez, Ana Maria					LOGAV007254086	29,280.84	.00	5,424.43	2,925.06	.00	.00
106204	Rodriguez Trezotto, Maria Guadalupe					ROTGR204301W5A	13,808.16	.00	2,416.86	3,315.55	.00	.00
							265,979.56	1,130.14	70,360.89	167.75	.00	.00

Before You Begin

- ❑ Set up the company tax subsidy and legal representative for annual tax declarations. See *Setting Up Country-Specific Company Options* in the *Payroll for Mexico Guide*.
- ❑ Set up tax tables for Method 1991 and Method 1994 (Article 141). These annual tax tables are published by SHCP (Secretaría de Hacienda y Crédito Público) in the Official Federation newspaper during the last quarter of the year. You must set up the

tax, subsidy, and tax credit tables for each method. See *Setting Up Tax Tables* in the *Payroll for Mexico Guide*.

- ❑ Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information* in the *Payroll for Mexico Guide*.
- ❑ Select the employees who are eligible to have the company calculate and submit their annual tax adjustment. See *Selecting Employees for Annual Tax Adjustments* in the *Payroll for Mexico Guide*.
- ❑ Set up PDBAs to store the following amounts that result from annual tax calculations:
 - The whole tax amount
 - Tax refunds due to employees
 - Tax credits due to employees
 - Tax owed by employees, to be repaid as a percentage of pay each pay period until it is paid off or tax owed by employees, to be repaid as a flat amount each pay period until it is paid off

See *Setting Up Pay Type Information* and *Setting Up Deductions, Benefits, and Accruals* in the *Payroll for Mexico Guide*.

Processing Options for Annual Tax Adjustment Calculation (R76M0504)

Process Tab

1. Company

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing. If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Fiscal Year

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000).

3. Batch Processing Mode

"T" = Test. Provisional.

"P" = Production. Final.

Use this processing option to specify whether you want to process the report in test mode or production mode. Valid values are:

T Test mode

P Production mode In test mode, the system prints a report without updating the history tables.

Use the report to review errors and determine the information that you need to correct manually before you run the report in production mode.

In production mode, the system prints a report and updates the history tables with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually.

The default value is T.

Taxes Tab

1. Method Code used for 1991

Use this processing option to specify the method code for 1991. This code should correspond to the tax tables that you set up for the method. Valid values are stored in UDC 76M/TX.

2. Subsidy 91

Use this processing option to specify the subsidy to apply for tax calculations using method 91. This amount is determined annually, based on the benefits that the company gave to employees during the previous fiscal year.

3. Method Code used for 1994

Use this processing option to specify the method code for 1994. This code should correspond to the tax tables that you set up for the method. Valid values are stored in UDC 76M/TX.

The default value is M94.

4. Subsidy 94

Use this processing option to specify the subsidy to apply for tax calculations using method 94. This amount is determined annually, based on the benefits that the company gave to employees during the previous fiscal year.

Categories Tab

1. Annual Tax to Pay

Use this processing option to specify the DBA code for employee's total annual tax

amounts. This DBA should have no effect on gross or net pay.

This DBA should be used only for annual tax amounts. Use a different DBA for monthly tax calculations.

2. Annual Tax to Give Back

Use this processing option to specify the DBA code for the tax amount that is due to employees who overpaid taxes during the year. This DBA should be a non-taxable benefit.

3. Annual Tax Credit

Use this processing option to specify the DBA code for the annual tax credit to which employees are entitled. Annual tax credit amounts are inversely proportional to employees' income and are based on the annual tax credit table. This DBA should be a non-taxable benefit.

4. Debt with Balance, Percentage on Income

Use this processing option to specify the DBA code that will be used for employees who owe tax because they underpaid taxes during the year. This DBA deducts a percentage of the employee's pay for each pay period until the total of tax due has been paid.

You can use this processing option to deduct a percentage of employees' pay, or you can use the Debt with Balance, Fixed Discount processing option to deduct a flat amount of employees' pay.

You specify the percentage that you want to deduct in the Percentage or Discount Amount processing option.

5. Debt with Balance, Fixed Discount

Use this processing option to specify the DBA code that will be used for employees who owe tax because they underpaid taxes during the year. This DBA deducts a flat amount of the employee's pay for each pay period until the total of tax due has been paid.

You can use this processing option to deduct a flat amount of employees' pay, or you can use the Debt with Balance, Percentage on Income processing option to deduct a percentage of employees' pay.

You specify the amount that you want to deduct in the Percentage or Discount Amount processing option.

6. Percentage or Discount Amount

Use this processing option to specify the percentage or amount that you want to deduct from employee's pay for each pay period until the balance of the employee's tax due has

been repaid.

If you completed the Debt with Balance, Percentage on Income processing option, enter a percentage in this processing option. Enter the percentage as a whole number. For example, 10 indicates 10 percent.

If you completed the Debt with Balance, Fixed Discount processing option, enter an amount in this processing option.

The percentage or amount that you enter applies to all employees included in the current annual tax adjustment calculation.

7. Starting Effective Date

Use this processing option to specify the date when you will begin to deduct either a percentage or flat amount from the pay of those employees who owe tax as a result of the annual tax adjustment.

The percentage or amount that you specify in the processing options will be deducted from the pay of each qualifying employee beginning with the first pay date on or after the date that you enter until the entire outstanding tax amount is paid.

Display Tab

1. Enter the format to use for names

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
 - Given Name = Antonio
 - Last Name = Lopez
 - Mother's Last Name = Garcia
 - Title = Ing.
-

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
 - 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Generating Income and Retentions Certificates

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Incomes and Retentions Certificate.

All Mexican employees are required to submit an annual tax declaration to the SHCP (Secretaría de Hacienda y Crédito Público). The annual tax declaration includes the Income and Retentions Certificate. Companies can submit the Income and Retentions Certificate for employees who meet certain requirements.

Companies must provide the Income and Retentions Certificate for all employees who are submitting their own certificate. Employees for whom the company is submitting the certificate can use a copy of their Income and Retentions Certificate for their own records, but they do not need to submit a copy to the government.

The Incomes and Retentions Certificate program (R76M0505) generates an Income and Retentions Certificate for all employees who have records in the Detail of Annual Tax Adjustment table (F76M0504) and who have been selected to receive the certificate.

You should print the Income and Retentions Certificate on the official forms.

See Also

- ❑ *Selecting Employees for Annual Tax Adjustments* in the *Payroll for Mexico Guide* for information on selecting employees to receive an Income and Retentions Certificate

Before You Begin

- ❑ Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information* in the *Payroll for Mexico Guide*.

Processing Options for Incomes and Retentions Certificate (R76M0505)

Process Tab

1. Tax to Apply :

Use this processing option to specify the tax method that is used to calculate annual tax adjustments for the employees for whom you are generating Income and Retentions Certificates. If you have calculated annual tax adjustments using the Annual Tax Adjustment Calculation program (R76M0504), you do not need to complete this processing options because some employees might use the tax method for 1991 and some might use the tax method for 1994.

Valid values are stored in UDC 76M/TX.

2. Enter the Format to use form names :

- 1 = Lopez Perez, Jose Luis
- 2 = Lopez Perez, Jose
- 3 = Jose Luis Lopez Perez
- 4 = Jose Lopez Perez
- 5 = Ing. Jose Luis Lopez Perez
- 6 = Lopez, Jose
- 7 = Lopez, Jose L.

Use this processing option to specify the format to use for printing the employee's name on the report. Available formats for the following example are given below:

- First Given Name = Jose Second
- Given Name = Antonio
- Last Name = Lopez
- Mother's Last Name = Garcia
- Title = Ing.

Available formats:

- 1 Lopez Garcia, Jose Antonio
 - 2 Lopez Garcia, Jose
-

-
- 3 Jose Antonio Lopez Garcia
 - 4 Jose Lopez Garcia
 - 5 Ing. Jose Antonio Lopez Garcia
 - 6 Lopez, Jose
 - 7 Lopez, Jose A.
-

Generating the Wages and Salaries Stratified Report

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Wages and Salaries Stratified.

As part of their annual tax declaration, Mexican companies must submit the Wages and Salaries Stratified report to the SHCP (Secretaría de Hacienda y Crédito Público). The report lists the number of employees in each income range as well as the amount that was paid during the year to the employees in each income range in each of the following categories:

- Wages and Salaries
- Overtime
- Profit Sharing
- Annual Bonus
- Vacation Bonus
- Savings Funds
- Food Aid
- Transportation Expenses Aid
- Other Benefits

The income ranges are defined by multiples of the minimum wage. For example, the first category includes employees who earned the minimum wage. The second category includes employees who earned from 1 times the minimum wage up to 3 times the minimum wage, and so on.

Before You Begin

- ❑ Set up annual tax information for all PDBAs that affect net or gross pay, and for all deductions that are related to taxes. This annual tax information is used to categorize PDBAs for annual tax adjustment calculations and reporting. See *Setting Up Tax Information for PDBAs in the Payroll for Mexico Guide*.
- ❑ Build the Detail of Annual Tax Adjustment table (F76M0504). See *Generating Annual Tax Adjustment Information in the Payroll for Mexico Guide*.

Processing Options for Wages and Salaries Stratified Report (R76M0506)

Process Tab

1. Company:

Use this processing option to specify the company for the report. The system uses the company that you specify here to select employee records for processing. If you are generating or calculating annual tax adjustment information, the system also uses the tax subsidy and legal representative that you set up for the company.

2. Fiscal Year:

Use this processing option to enter the fiscal year to be processed. Enter the four-digit year (for example, 2000).

3. Minimum Wage Type:

blank = Average Minimum Wage during the Year
1 = Effective Minimum Wage at the end of the year.

Use this processing option to specify the Minimum Wage Type to use in the report. Valid values are:

Blank Effective Minimum Wage at the end of the year

1 Average Minimum Wage during the year

The minimum wage type that you specify is also used in the calculation of annual exemptions for tax calculations.

4. Salary Type:

blank = Accumulate Salaries during the process year
1 = Last Annual Salary at the end of the year or terminate date.

Use this processing option to specify the salary type used to determine in which income range employees should be included. Valid values are:

Blank Add all salaries that the employee received during the process year.

1 Use the employee's annual salary as of the end of the year or as of the employee's termination date.

The default value is 1.

Categories Tab

1. Until First Wage Limit

Use this processing option to specify the upper limit of the first income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 1 to indicate that the upper limit of the range is 1 times the minimum wage.

The limit that you enter also represents the lower limit of the report's second column.

If you leave this processing option blank, the system uses 1 times the minimum wage as the upper limit of the first income range.

2. Until Second Wage Limit

Use this processing option to specify the upper limit of the second income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 3 to indicate that the upper limit of the range is 3 times the minimum wage.

The limit that you enter also represents the lower limit of the report's third column.

The lower limit of the second income range is the upper limit of the first income range.

If you leave this processing option blank, the system uses 3 times the minimum wage as the upper limit of the second income range.

3. Until Third Wage Limit

Use this processing option to specify the upper limit of the third income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 5 to indicate that the upper limit of the range is 5 times the minimum wage.

The limit that you enter also represents the lower limit of the report's fourth column.

The lower limit of the third income range is the upper limit of the second income range.

If you leave this processing option blank, the system uses 5 times the minimum wage as the upper limit of the third income range.

4. Until Fourth Wage Limit

Use this processing option to specify the upper limit of the fourth income range on the report. Enter the limit as a multiple of the minimum wage. For example, enter 10 to indicate that the upper limit of the range is 10 times the minimum wage.

The limit that you enter also represents the lower limit of the report's fifth column. The fifth income range has no upper limit.

The lower limit of the fourth income range is the upper limit of the third income range.

If you leave this processing option blank, the system uses 10 times the minimum wage as the upper limit of the third income range.

Generating the Annual Tax Credit Report

From the Mexico Annual Tax Adjustments menu (G07BMXPSP2), choose Annual Tax Credit Report.

As part of their annual tax declaration, Mexican companies must submit the Annual Tax Credit report to the SHCP (Secretaría de Hacienda y Crédito Público). The report lists the tax credit amounts paid to each employee during the year, as well as various amounts used to calculate annual tax adjustments.

The following example shows the Annual Tax Credit Report (R76M0507):

R76M0507	J.D. Edwards & Company	4/17/2003	17:08:07
	Annual Tax Credit Report	Page -	1 of 1

Año Fiscal

Mes Año	Mes Año
1 5	12 5

Mexican Company

Apellido Paterno, Materno, Nombre(s) o Denominación Social _____ Clave de RFC _____

Calle _____ Número y letra exterior _____ Número y letra Interior _____ Colonia _____ Código Postal _____

Teléfono _____ Municipio o Delegación en el D.F. _____ Entidad Federativa _____

Marque con una 'X': Normal X Complementaria

Datos del trabajador

Nombre del Trabajador	R.F.C.	Registro IMSS	Ingreso Anual	Crédito al Salario
Matinez Mantemeyer, Jaime	MANJ660817J14	198894451	7,191.80	3,480.07
Lozano Gonzalez, Ana Maria	LOGA700725M06	20927015188	20,280.84	2,925.08
Rodriguez Treviño, María Guadalupe	RDTG720430W5A	43707201026	13,808.16	3,315.86
			50,280.80	9,721.61

A. MONTO DEL CRÉDITO AL SALARIO PAGADO EN EFECTIVO QUE SE DISMINUYÓ DE OTROS IMPUESTOS	9,721.61	C. MONTO DEL CRÉDITO AL SALARIO PAGADO EN EFECTIVO PENDIENTE DE DISMINUIR	40,000.00
B. MONTO DEL CRÉDITO AL SALARIO PAGADO EN EFECTIVO POR EL QUE SE SOLICITÓ DEVOLUCIÓN	50,000.00	D. MONTO DEL CRÉDITO AL SALARIO ENTREGADO AL TRABAJADOR QUE RESULTA IMPUESTO A CARGO EN EL CÁLCULO ANUAL	35,000.00
E. Total (A + B + C - D) =			64,721.61

NÚMERO DE TRABAJADORES POR EL QUE SE PRESENTA ESTA DECLARACIÓN 3

F. MONTO TOTAL DE LOS PAGOS EFECTUADOS EN EL EJERCICIO INMEDIATO ANTERIOR, QUE SIRVIÓ DE BASE PARA DETERMINAR EL IMPUESTO SOBRE LA RENTA DE SUELDOS Y SALARIOS Y EN GENERAL POR LA PRESENTACIÓN DE SERVICIOS PERSONALES SUBORDINADOS. 20,000.00

TOTAL DE LAS ERGACIONES EFECTUADAS EN EL EJERCICIO POR CUALQUIER CONCEPTO RELACIONADO CON LA PRESTACIÓN DE SERVICIOS PERSONALES SUBORDINADOS, INCLUYENDO, ENTRE OTRAS, LAS INVERSIONES Y GASTOS EFECTUADOS EN RELACIÓN CON PREVISIÓN SOCIAL, SERVICIOS DE COMEDOR, COMIDA Y TRANSPORTE PROPORCIONADOS A LOS TRABAJADORES AUN CUANDO NO SEAN DEDUCIBLES PARA EL EMPLEADOR, NI EL TRABAJADOR ESTÉ SUJETO AL PAGO DEL IMPUESTO POR EL INGRESO DERIVADO DE LAS MISMAS. 25,000.00

Datos del representante legal

Lopez Pérez, José Luis LOPJ630319AZ9

Apellido paterno, materno y nombre(s) Firma del contribuyente o representante legal Clave registro federal de contribuyentes

Before You Begin

- Calculate annual tax adjustments for the employees for whom you are submitting annual tax declarations. See *Calculating Annual Tax Adjustments* in the *Payroll for Mexico Guide*.

Processing Options for Annual Tax Credit Report (R76M0507)

Process

1. Company

2. Fiscal Year

Defaults

1. Monto del credito al salario pagado en efectivo, por el que se solicito devolucion:

2. Monto del credito al salario pagado en efectivo pendiente de disminuir

3. Monto del credito al salario entregado al trabajador que resulta impuesto a cargo en el calculo anual:

4. Monto total de los pagos efectuados en el ejercicio inmediato anterior:

5. Total de las erogaciones efectuadas en el ejercicio

Display

1. Statement Type:

blank = Normal

1 = Complementary

2. Enter the Format to use for names:

1 = Lopez Perez, Jose Luis

2 = Lopez Perez, Jose

3 = Jose Luis Lopez Perez

4 = Jose Lopez Perez

5 = Ing. Jose Luis Lopez Perez

6 = Lopez, Jose

7 = Lopez, Jose L.

What You Should Know About Processing Options for Annual Tax Credit Report (R76M0507)

The wording of the processing options on the Defaults tab corresponds to the wording of items on the official Annual Tax Credit report. The processing options on the Defaults tab are described briefly below:

1. The total amount of the tax credits that the company paid during the year and that should be reimbursed to the company. This processing option corresponds to item B on the Annual Tax Credit report.
2. The total amount of tax credits that the company has already submitted for reimbursement and has not yet received. This amount does not include the amount of the current submission. This processing option corresponds to item C on the Annual Tax Credit report.
3. The total amount of tax credits that were paid to employees in error. This processing option corresponds to item D on the Annual Tax Credit report.
4. The total amount of the company's payments to employees for the fiscal year preceding the fiscal year that is being reported. This processing option corresponds to item A on the Annual Tax Credit report.
5. The total amount of the company's payments to employees for the fiscal year that is being reported. This processing option corresponds to item F on the Annual Tax Credit report.