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EnterpriseOne
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PeopleBook

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Time Accounting

The J.D. Edwards Time Accounting system provides you with the functionality that you need to enter, track, and pay employees for the time that they work. The Time Accounting system integrates with the J.D. Edwards financials systems and other systems of the Workforce Management product suite, including Payroll and Workforce Management Foundation. The Time Accounting system is particularly important to the Payroll system. The Payroll system uses time entry records to calculate employees' gross payment amounts. Because of this dependency, an understanding of the Time Accounting system is prerequisite to understanding the Payroll system.

This section provides overview information about the industry environment, the competitive advantage that can be gained by using the Time Accounting system, and how the Time Accounting system operates.

Industry Overview

An increasing number of companies are discovering the benefits of automating their time entry processes by using an integrated time accounting system that provides a shared database for time accounting, payroll, and financial personnel. Automating time entry processes greatly reduces the amount of time required to process time accounting information by reducing or eliminating the need to collect, collate, and manually transfer employee time information from paper time cards to the automated system. Using an integrated system can improve time keeping, payroll, and accounting processes by ensuring data integrity, reducing errors, and reducing process redundancies.

By automating time entry processes and using an integrated system, companies can improve productivity and increase their bottom line.

The J.D. Edwards Time Accounting system provides the automation and integration that is necessary to streamline all of the functions associated with employee labor expense.

The Time Accounting System integrates with other J.D. Edwards systems to do the following:

- Eliminate redundant entry by using a shared database that can be accessed by multiple departments. For example, when time entry records are processed, the system creates journal entries that can be updated to the General Ledger. This eliminates the need for the payroll and accounting departments to enter the same data.
- Eliminate the need for costly maintenance of interfaces between systems.
- Reduce timing problems because data is immediately available to all authorized users after it has been updated in the system.
- Provide for consistent data because data is entered once and then shared between departments.
- Provide system security to limit use to authorized users. J.D. Edwards offers a variety of security options such as field-level and form-level security. For example, a payroll clerk might have access to time accounting records in the financials system but not be given access to other general accounting information.

Time Accounting: The Competitive Advantage

The following information provides typical examples of the problems that are associated with entering, tracking, and processing time accounting records, the J.D. Edwards solution to the problem, and the return on investment that can be realized by using the J.D. Edwards Time Accounting system.

<p>The process of submitting paper timecards is time-consuming and prone to error. Your company has difficulty ensuring employee compliance with time entry deadlines.</p>	<p>Employees can complete and submit time entry information electronically using Employee Self-Service. J.D. Edwards refers to time entry records as timecards. Timecards that are submitted through self-service are held in a temporary workfile pending review or approval before they are posted to the Time Accounting system for processing. Employees and supervisors can review previous timecards for reference. The system relieves HR and Payroll from the task of compiling and entering timecards manually.</p>
<p>Your organization employs large numbers of employees who either do not have access to computers or do not have the skills necessary to enter accurate time entry records into a computer system.</p>	<p>J.D. Edwards allows you to easily integrate third-party time collection systems. Time collection systems generally provide employees the ability to clock in and out each day by swiping a badge or using IVR technology. Employee time is collected in the time collection system and is then uploaded to J.D. Edwards in the form of timecards. These timecards can then be processed by the time accounting and payroll systems to create journal entries and, if necessary, payments. Providing an easy method of integrating third-party time-collecting systems eliminates the need for costly interface programming and also allows you to provide employees with an extremely simple method for recording their time.</p>
<p>The process of calculating overtime and retroactive pay can be difficult due to the complicated formulas that are sometimes required to correctly calculate pay rates. Calculating this information manually can lead to mistakes and to employees being paid incorrectly.</p>	<p>Using the Timecard Automation functions, you can set up the complicated overtime and retroactive pay formulas. After these formulas have been set up, the system can automatically determine the correct pay amounts for employees by processing their regular timecards. The Timecard Automation module ensures that employees are paid correctly, and it also relieves the payroll or time accounting clerk from the tedious task of manually calculating the amounts.</p>

Time Accounting Overview

The Time Accounting system provides a versatile, cost-effective, and time-efficient solution for managing and accounting for employee time worked and the associated labor costs. Because this information is needed by both the payroll and accounting departments, the Time Accounting system integrates with the Payroll and General Accounting systems to simplify the sharing of data. If you are not using the J. D. Edwards Payroll system, you can use the Time Accounting system as a stand-alone system to account for employee time worked and to update the General Ledger.

To process an employee through the Time Accounting or the Payroll system, the employee must have at least one timecard in the system. J.D. Edwards uses the term timecard to refer to a one-line time entry record. These timecards can be manually entered or automatically created by the system.

While you can use the Time Accounting system independently of the J.D. Edwards Payroll system, you must use the Time Accounting system if you use the Payroll system, as payroll processing is dependent upon timecard records.

You can use the time accounting system to do the following tasks:

- Enter and review employee timecards.
- Collect, review, and approve timecards entered by employees through self-service.
- Upload time entry information from a third party time collection system.
- Automatically calculate overtime rates for time worked.
- Calculate retroactive pay.
- Automatically create timecards for groups of employees for situations such as company holidays or bonuses.
- Track employee assignment information and populate timecards automatically with the assignment information.
- Create journal entries for the general ledger.
- Track employee leave information
- Assign the correct account numbers to timecards and the respective journal entries that are created from those timecards

System Integration

To use the J.D. Edwards Time Accounting system, you must also use the Workforce Management Foundation system. The Workforce Management Foundation system contains the central database for all information that pertains to employees, jobs, pay types, deductions, benefits, and accruals. Workforce Management Foundation information is used for many reasons within the Time Accounting system, including:

- Associating time entry records with the appropriate employee
- Identifying which pay rates to use for each employee
- Determining how to distribute labor and how to treat its associated burden
- Identifying specific billing rates to charge customers for employee time

The Time Accounting system also integrates with the J.D. Edwards Payroll, General Accounting, and Accounts Payable systems. Using integrated software with a central database provides the following benefits:

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

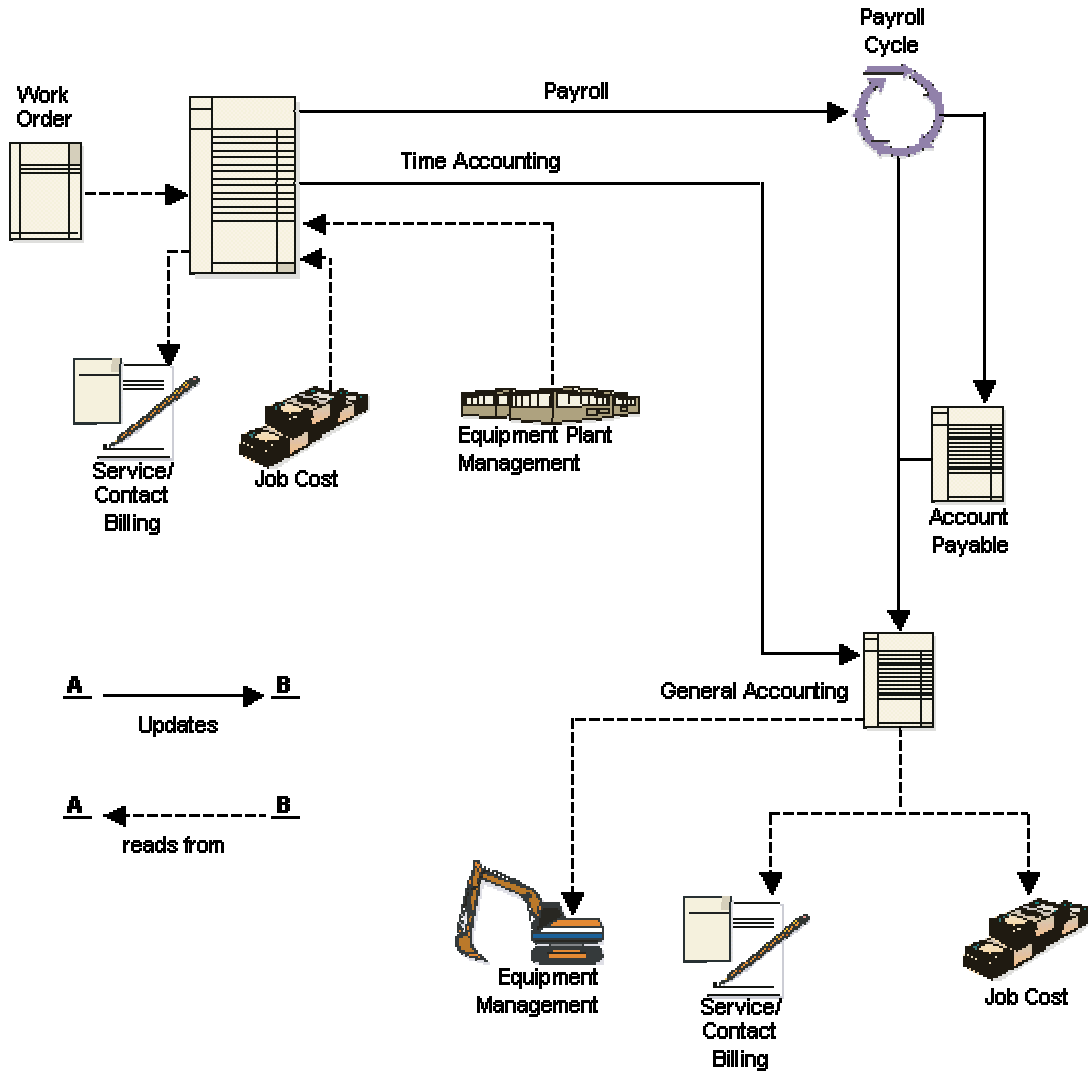
The Time Accounting system also integrates with the following J.D. Edwards systems:

Address Book	The Address Book system contains employee names, addresses, and tax IDs. This information is used by the Time Accounting system to create timecards.
General Accounting	If you are using the Time Accounting system as a stand-alone system (that is, you are not processing timecards using the J.D. Edwards Payroll system), you can set up the system to integrate directly with the General Accounting system. This integration allows you to update general ledger transactions and account balances. The Time Accounting system can create and post transactions to the general ledger using Automatic Accounting Instructions (AAIs) that you define. You can also choose the level of detail that is used to create your journal entries, which are written from the Time Accounting system to the general ledger.
Job Cost	You can use the Time Accounting system to enter labor and equipment time by day. Then you can use the Job Cost system to analyze those costs by job.

<p>Service/Contract Billing</p>	<p>You can use the Time Accounting system to enter labor and equipment time by job (business unit). Then you can use the Contract and Service Billing system to do the following tasks:</p> <ul style="list-style-type: none"> • Bill customers for the labor and equipment expenses associated with the job. • Bill customers for the payroll burden expense (if you are also using the J.D. Edwards Payroll system). • Bill customers for contract time associated with the job.
<p>Equipment/Plant Maintenance</p>	<p>You can use the Time Accounting system to enter labor and equipment time. Then you can use the Equipment/Plant Maintenance system to do the following tasks:</p> <ul style="list-style-type: none"> • Charge a job for the use of equipment. • Track labor for equipment maintenance. • Track labor for work orders.
<p>Work Orders</p>	<p>You can use the Time Accounting system to enter labor and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls.</p>

The following graphic shows how the Time Accounting system integrates with other J.D. Edwards systems:

Workforce Management Integration With Other Systems



System Features

The Time Accounting system includes many features that can simplify data entry and time collection and the calculations of complicated pay situations such as overtime and retroactive pay. These procedures can ease the administrative burden on payroll and accounting clerks.

For example, you can choose the amount of information that employees must enter on their timecards to suit the needs of your organization. The following examples illustrate ways in which the Time Accounting system can simplify the time entry process for your organization:

- You can define default job information at the employee or group level. This information can be entered automatically on employee timecards to relieve employees from the burden of entering the information manually. This can save employees time and reduce the frequency of timecard data errors.
- You can enter time for employees using Timesheet time entry, which allows you to complete a time entry grid with a group of employees. You can then quickly and easily enter time for each employee in the group, or you can create timecards for the group by specifying timecard default information before completing the grid.
- Using Timecard Automation, the system can automatically create overtime pay from regular hours using simple or complex calculations that you define. This ensures that employees are paid accurately and in accordance with the overtime rules of your organization, labor unions, and legislative requirements. Timecard Automation also allows you to automatically create retroactive pay timecards and timecard templates that can be applied to groups of employees.
- Using the Autopay feature, the Time Accounting system can automatically create timecards for salaried employees when you process payroll.
- Using Time Entry Self-Service, employees can enter summarized or daily timecards through the internet, which reduces or eliminates the need for payroll personnel to enter timecards manually.
- You can upload time entry information from a third-party source to create timecards. You can then process those timecards through the J.D. Edwards Payroll system, or you can use the Time Accounting system as a stand-alone system and create journal entries that are written to the general ledger.

Important Tables and Descriptions

The following list includes the important tables that are used when processing information in the Time Accounting system:

Address Book Master (F0101)	Contains name and address information for all employees.
Employee Master Information (F060116)	Contains detailed information about employees, such as salary, pay grade, birth date, and job type.
Job Information (F08001)	Contains information for job ID and for the job evaluation. The job ID is the combination of the job type and job step.
Employee Transactions - Batch File (F06116Z1)	Contains timecard information that has been uploaded from a third-party time tracking system. Timecards in this table must be reviewed, approved, and transferred to the Employee Transaction Detail File table (F06116) before they can be processed in the J.D. Edwards system.
Employee Transaction Detail File (F06116)	Contains detailed timecard information for employees.
Employee Transaction History (F0618)	Contains detailed history information associated with processed timecards.
Union Rate File (F069126)	Contains pay rate information, which is recorded by union and job ID.
Employees Pay Rate File (F060146)	Contains pay rate information, which is recorded by job ID.
Automatic Accounting Instructions (F06904)	Contains detailed account information that is used to derive timecard account numbers.
Shift Differential (F069246)	Contains information about special pay rates that are associated with specified work shifts.
Payroll Transaction Constants (F069116)	Contains detailed information about each pay type, deduction, benefit, and accrual (PDBA).
Employee Pay Instructions (F06106)	Contains instructions for splitting and prorating employee timecard information across specified business units.
Business Unit Master (F0006)	Contains detailed information about each job or business unit that is set up in the organization.
Account Balances (F0902)	Contains account balance information for each account in the general ledger.
Account Ledger (F0911)	Contains detailed journal entry information that is reviewed and then transferred to the Account Balances table (F0902).

Time Entry

You use time entry to record and track the amount of time that employees spend working on different jobs, equipment, tasks, and so on. Within the Time Accounting system you can choose several programs to enter timecard information. You can also choose batch processing for uploading timecard information from third-party software. The time entry programs that you choose depend on the structure of your company and the type of information that you want to track.

For example, you can enter time daily or enter time per pay period for a group of employees. If you have many sites at which employees enter their time into a third-party source, you can use time entry batch processing to upload the timecard information into the Time Accounting system to create timecards.

In all of the time entry programs, the system can automatically supply predefined values for certain fields on each timecard that you enter. You can also specify that the system automatically enter employee-specific information on each timecard. Using default information on timecards can save data entry time and can reduce the number of data entry errors that might occur if all information were to be entered manually.

After you enter timecards into the system, you can process journal entries to update the general ledger with labor, payroll burden, and equipment expenses. The way that you process journal entries depends on whether you are using the J.D. Edwards Payroll system.

Working with Employee Timecards

To facilitate the process for entering timecards, you can group and choose employees for whom you need to enter time based on shared information such as business unit and supervisor. After choosing the employees, you can review the information and enter timecards for the employees.

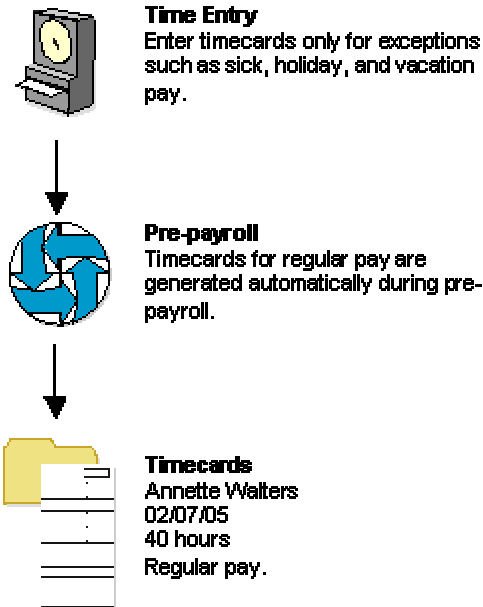
You can enter timecards manually or allow the system to generate them automatically during payroll-cycle processing. The Time Entry system helps reduce data entry time and typing errors by automatically creating timecards for the following types of employees:

- Salaried employees
- Hourly employees for whom you entered standard hours when you entered their pay and tax information

Employees whose timecards are automatically generated are classified as autopay employees. For autopay employees, you must enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also override the default timecard information for an employee.

The following graphic illustrates how the system processes time entry information for autopay employees:

Processing Time Entry for Autopay Employees



You can choose from various methods to enter employee timecards into the Time Accounting system. Consider the following when deciding which process to use:

- How many employees will I be entering timecards for?
- Do any existing autopay timecards need modification?
- Will I be entering timecards for groups of employees who work in the same location?
- Will I be uploading timecard information from another source such as a separate time and attendance system or a spreadsheet?
- Do I need to refer to a timecard that has already been processed for an employee to enter a timecard in the current period?
- Do I need to refer to a timecard that has already been entered but not yet processed for an employee in the current period?
- Will I be entering a timecard for a lump sum such as a bonus, pay advance, or pay adjustment?
- Will I be entering timecards on a daily basis?
- Will I be entering information about equipment?

The time entry method that you choose depends on the criteria that you use to choose employees before entering timecards.

To manually enter timecards into the Time Accounting system, you can use any of the following time entry programs:

- Daily Time Entry
- Time Entry By Individual
- Time Entry by Time Sheet Group
- Speed Time Entry (P051121)

To enter daily timecards, timecards for time sheet groups, or timecards per pay period, you must first choose employees for which you want to enter timecards using time entry filters. You can choose employees from the Employee Master Information table (F060116), employees who have unprocessed timecards using the Employee Transaction Detail File table (F06116), or employees with processed time cards from the Employee Transaction History table (F0618).

After the employees have been chosen, you can enter timecards for them using Daily Time Entry or Time Entry By Individual. As you save each timecard for an employee, the system displays a blank timecard for the next employee in the group. You can also enter time using Time Entry by Time Sheet Groups. By entering time using time sheet groups, you can automatically enter information into a single timecard for each employee in the chosen group with information that is similar for the group, such as work date, batch number, pay type, number of hours, or lump sum amount. Batch totals are automatically created for you to use to validate the number of employees and hours that were entered for each batch of timecards. You use Speed Time Entry to enter timecards for employees in a batch or to enter timecards for employees individually, based on their employee number.

Time Entry By Individual is used to enter timecards for one employee at a time. This method is useful when you are entering time for an employee with multiple timecards or multiple pay types. Only one pay type is allowed per line of time entry. If you have set your processing options to automatically supply the address number and pay types, you can increase efficiency and avoid duplication of data entry.

Speed Time Entry and Time Entry by Time Sheet Groups differ from Time Entry By Individual in that they allow you to enter multiple employees per form. You can use Speed Time Entry and Time Entry by Time Sheet Groups when entering timecards for groups of employees who have similar timecard data such as a group of employees who worked the same number of hours, charged to the same pay type, and worked in the same location during the period. As with time entry By Individual, you can set your processing options to copy the address number and pay type from the previous timecard to increase efficiency. You cannot use time entry filters to choose employees for time entry if you are using Speed Time Entry.

For all four methods of entering time, each line in the time entry grid represents one timecard. If you are paying an employee multiple pay types, then each line of time entry must be entered onto its own line in the time entry grid because only one pay type can be associated with each line of time entry.

The first step in entering timecards for a group of employees is to choose the employees for whom time is to be entered. Three filters are available from which to choose employees. The Employee Master filter allows you to choose from all employees, active or inactive. The Current Transactions filter allows you to choose from employees for whom a timecard has been entered but not yet processed. The Historical Transactions filter allows you to choose from employees for whom a timecard has been posted to history. Each of these filters allows you to search for and choose employees based on information that they have in common, such as employees who reside in the same business unit or employees who share the same work location.

For a group of employees, you can enter timecards daily or enter timecards per pay period. Or you can use Speed Time Entry or Time Entry by Time Sheet Group to enter timecards for employees in a certain batch or enter timecards for employees individually based on their employee number. Speed Time Entry allows you to enter timecards per pay period only. If you need to enter daily time for employees, you cannot use Speed Time Entry (P051121).

When you enter timecards with Speed Time Entry, you do not need to choose a group of employees first, although you can choose employees by batch number or by individual employee number on the Speed Time Entry form.

For all time entry programs, you can complete fields in the tabbed areas of the form so that certain values, such as shift code or job location, are automatically supplied for each timecard that you create. Completing these fields saves you from entering the same information for each timecard.

You can set your processing options to automatically copy information from one timecard to the next to facilitate timecard entry. If you are entering time either by individual or by using Speed Time Entry, after you have entered the first timecard, the system automatically supplies the address number and pay type from the previous line of time entry. You can use this feature when you enter multiple timecards for the same employee or when you enter timecards for multiple employees with the same pay type.

You can also define system-supplied values for timecards when you set up the processing options for the Time Entry MBF Processing Options program (P050002A).

Choosing Employees for Time Entry

You can use any one of the following methods to choose a group of employees for time entry:

- Choosing employees from the Employee Master table
- Choosing employees who have unprocessed timecards
- Choosing employees who have processed timecards

All of these selection methods use inquiry forms that might include tabs with job-related, organization, and category code fields to narrow your employee search.

Choosing employees from the Employee Master table (F060116) allows you to choose a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

Choosing employees who have unprocessed timecards allows you to choose a group of employees from the Employee Transaction Detail table (F06116) who have timecards that have not yet been through payroll. A Subledger tab with fields for subledger and subledger type allows you to narrow your search.

You might want to use this method to choose a group of employees for whom you enter timecards each day. For example, as part of your daily tasks, you might need to enter time for a group of employees in Business Unit 9. After completing the Business Unit field, the system displays all the employees in Business Unit 9 who already have timecards in the Employee Transaction Detail File table (F06116).

Choosing employees who have processed timecards allows you to choose employees whose timecards have already been processed and posted to the Employee Transaction History table (F0618). You might want to use this method if you want to review employee timecard history before entering time.

You must set the processing options for Selecting Employees for Time Entry (P051191) for the tabs to appear on the associated forms.

After choosing employees for time entry, you can enter timecards using time sheet groups, daily timecards, or timecards per pay period. You access daily and per pay period time entry from a Row menu; you access time sheet group time entry from a Form menu.

To facilitate timecard entry, you can set your processing options so that the system copies certain information from one timecard to the next. For example, the system can supply the address number and pay type from the timecard that you previously entered.

You can also set the processing options for the Time Entry MBF Processing Options program (P050002A) to allow the system to enter default pay information onto each employee's time entry form. For example, you can set your processing options to allow the system to assign a next number to the Batch field and to supply a pay rate.

Before You Begin

- ❑ Enter labor distribution instructions for the employee. See [Entering Labor Distribution Instructions](#) in the *Workforce Management Foundation Guide*.
- ❑ Define your Master Business Function processing options for Time Entry. See [Master Business Functions](#) in the *Time Accounting Guide*.
- ❑ Set up equipment numbers on the Equipment Master form. See [Creating an Equipment Master](#) in the *Equipment Billing Guide*.
- ❑ Set up equipment-rate tables and equipment-rate groups in the Job Cost system. See [Setting Up Equipment Billing Information](#) in the *Equipment Billing Guide*.
- ❑ Set up an AAI table for all journal types. See [Setting Up AAIs for Payroll and Time Accounting](#) in the *Time Accounting Guide*.

► To choose employees from the Employee Master table

From the Time Entry menu (G05BT1), choose Employee Master Filter.

1. On Work With Time Entry by Employee Master, click one of the following options:
 - All Employees
 - Employees With Timecards
 - Employees Without Timecards
2. To narrow your search to employees from categories 1-20, click the appropriate tab (1-8, 9-16, or 17-20), and complete any category code fields that apply.

Note

Category codes 1-4 are reserved for time entry. For J.D. Edwards demo data, category codes 1-4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.

3. Click the Organization tab and complete any of the following fields to search for employees who have shared organization information:
 - Home Business Unit
 - Home Company
 - Supervisor
 - Security Business Unit
 - Check Route Code

4. To search for employees who have shared job information, click the Other tab and complete any of the following fields:
 - Business Unit - Last Worked
 - Benefit Group
 - Job Type
 - Shift Code
 - Job Step
 - Pay Class(H/S/P)
 - Work Schedule
 - Pay Cycle Code
5. Click Find

Note

To complete the timecard entry process, proceed to the topic *Entering Timecards for Employees* in the *Time Accounting Guide*.

► **To choose employees who have unprocessed timecards**

From the Time Entry menu (G05BT1), choose Current Transactions Filter.

1. On Work With Time Entry by EE Transaction Current, complete the following fields:
 - Pay Class(H/S/P)
 - Work Date
2. Complete any of the following fields on the Organization tab to search for employees who share organization information:
 - Home Business Unit
 - Check Route Code
 - Batch Number
 - Shift Code
3. To narrow your search to employees from categories 1-4, click the Category Codes tab and complete any of the fields to help narrow your employee selection.

Category codes 1-4 are reserved for time entry. For J.D. Edwards demo data, category codes 1-4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.
4. Click the Subledger tab.

5. Complete both of the following fields to search for employees who are associated with an account in the general ledger, and then click Find:
 - Subledger
 - Subledger Type

Note

To complete the timecard entry process, proceed to the topic *Entering Timecards for Employees* in the *Time Accounting Guide*.

► To choose employees who have processed timecards

From the Time Entry menu (G05BT1), choose Historical Transactions Filter.

1. On Work With Time Entry by EE Transaction History, click one of the following options:
 - All Employees
 - Employees With Timecards
 - Employees Without Timecards
2. Click the Organization tab and complete any of the following fields to search for employees who share organization information:
 - Business Unit
 - Job Location
 - Company
 - Shift Code
3. Click the Subledger tab and complete both of the following fields to search for employees who are associated with an account in the general ledger:
 - Subledger
 - Subledger Type
4. To narrow your search to employees from categories 1-4, click the Category Codes tab and complete any of the Category Code fields.

Note

Category codes 1-4 are reserved for time entry. For J.D. Edwards demo data, category codes 1-4 are Superintendent, General Foreman, Foreman, and Work Area, respectively.

5. Click the Other tab and complete the following fields:

- Pay Class(H/S/P)
- Pay Period Ending Date

6. Click Find.

Note

To complete the timecard entry process, proceed to the topic *Entering Timecards for Employees* in the *Time Accounting Guide*.

Processing Options for Time Entry Floods (P051191)

Display

1. Employee Master Tabs

Category Codes 001 - 008

0 = Hide Tab

1 = Display Tab

Category Codes 009 - 016

0 = Hide Tab

1 = Display Tab

Category Codes 017 - 020

0 = Hide Tab

1 = Display Tab

Organization

0 = Hide Tab

1 = Display Tab

Other

0 = Hide Tab

1 = Display Tab

2. Current Transactions Tabs

Organization

0 = Hide Tab

1 = Display Tab

Subledger

0 = Hide Tab

1 = Display Tab

Category Codes (001-004)

0 = Hide Tab

1 = Display Tab

3. Historical Transactions Tabs

Organization

0 = Hide Tab

1 = Display Tab

Subledger

0 = Hide Tab

1 = Display Tab

Category Codes (001-004)

0 = Hide Tab

1 = Display Tab

Line Detail Time Entry

1. Time Entry Changes

1 = Prevent changes

0 = Do not prevent changes

2. Time Entry Version

Enter a specific version

Blank = Default version

3. Line Detail Display Tabs

Category Codes

0 = Hide Tab

1 = Display Tab

Organization

0 = Hide Tab

1 = Display Tab

Subledger

0 = Hide Tab

1 = Display Tab

Daily Time Entry

1. Time Entry Week Begin Day

2. Time Entry Changes

1 = Prevent changes

0 = Do not prevent changes

3. Time Entry Version

Enter a specific version

Blank = Default version

4. Daily Time Entry Display Tabs

Category Codes

0 = Hide Tab

1 = Display Tab

Organization Tab

0 = Hide Tab

1 = Display Tab

Subledger Tab

0 = Hide Tab

1 = Display Tab

Time Sheet Time Entry

1. Time Entry Version

Enter a specific version
Blank = Default version

2. Time Sheet Display Tabs

Category Codes

0 = Hide Tab
1 = Display Tab

Organization

0 = Hide Tab
1 = Display Tab

Subledger

0 = Hide Tab
1 = Display Tab

Pay Info

0 = Hide Tab
1 = Display Tab
3. Time Entry Defaults

Address Number

1 = Supply address number
0 = Enter address number

Pay Type

1 = Supply pay type
0 = Enter pay type manually
Profit Management

1. Activity Code

1 = Mandatory entry of Activity code
0 = Optional entry of Activity code
Localization

1. New Zealand Holiday Pay Act.

0 - Do not apply Act rules.
1 - Do apply Act rules.

Entering Timecards for Employees

After you choose employees for whom you want to enter time using the time entry filters, you can enter timecards for those employees. Each row in which you enter information in the detail area of a time entry form corresponds to one timecard. The minimum information required to create a timecard for a nonautopay employee consists of the following:

- Date and Batch
- Pay
- Hours

After you have selected the employees for whom you want to enter timecard information, you must choose one of the following methods for entering timecards:

Per pay period time entry	Use this method to summarize an employee's hours with each row (timecard) that you enter in the detail area of the form.
Daily time entry	Use this method to enter hours for each day of the week on one row of the Daily Time Entry form.
Time sheet group time entry	Use this method to enter timecards for multiple employees on the same form.

All of these time entry methods allow you to track various equipment information, including:

- Equipment ID number
- Hours that the employee used the equipment
- Equipment billing rates
- Equipment costs and expenses

When you enter timecards, the system updates the Employee Transaction Detail table (F06116). After you enter timecards into the system, you might need to override information that is on or associated with the timecards.

Before You Begin

- ❑ Choose the employees for whom you want to enter timecards. See *Choosing Employees for Time Entry* in the *Time Accounting Guide*.

See Also

- ❑ *Overriding Timecard Information* in the *Time Accounting Guide*

Entering Timecards Per Pay Period for Employees

Entering timecards per pay period allows you to summarize an employee's hours with each row (timecard) that you enter in the detail area of the form. Nothing prevents you from entering daily time on the Time Entry Revisions form. However, you would need to enter a row for each day of the week, and this might result in poorer system performance when you run a payroll.

When you enter time per pay period, you can choose an option from the Form menu on the Time Entry Revisions form to copy labor distribution instructions for an employee. After you enter the essential timecard information, you can copy an employee's labor distribution instructions to avoid entering timecard information such as the associated account number, job type, and business unit. The system automatically copies the employee's labor distribution rules that you entered in Labor Distribution Instructions (P050151). You might enter labor distribution instructions for employees who typically charge time to the same pay types and accounts for each pay period.

If you need to enter a separate timecard for a bonus or a lump sum amount, you must create an additional timecard. You can also override system-supplied information. For example, you might need to override the account number and job location when an employee works a job other than his or her regular job. The system uses this override information only once for the pay period.

► **To enter timecards per pay period for employees**

After you have selected your employees for time entry, proceed to the following steps.

1. On Work With Time Entry by Employee Master, Work With Time Entry by EE Transaction Current, or Work With EE by Transaction History, from the list of employees, choose the first employee for whom you are entering time.
2. Choose Line Detail from the Row menu.
3. On Time Entry Revisions, click the Category Codes tab and complete any of the Category Code fields with information that you want to appear on every timecard that you enter.
4. Complete fields on this tab to track time entered for employees in category codes 1-4.

For example, if category codes 1-4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system tracks time entered for these category codes.

5. Click the Organization tab and complete any of the following fields to have organization information supplied automatically to every timecard that you enter. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

- Job Location
- Check Route Code
- Shift Code

When you enter a shift code on a time entry form, and the system finds a blank shift differential method in the Shift Differential Table (F069246), it uses the shift differential method associated with the pay type from the Payroll Transaction Constants table (F069116). When you do not enter a shift code, the system uses the shift differential method that is associated with the pay type.

6. Click the Subledger tab and complete any of the following fields to automatically enter an account number on every timecard that you enter:
 - Subledger Type
 - Subledger
 - Work Order

To enter work order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work order information.
7. Review the following field in the detail area:
 - Lock Code
8. To enter a timecard, complete the following fields:
 - Date / Batch
9. Complete one of the following fields:
 - Hours
 - LSAmnt

If you are entering a timecard for hours worked, complete the Hours field. If you are entering a timecard for a bonus or lump sum amount, complete the LS Amnt field.

The minimum information needed to create a timecard is batch, pay type, and hours or lump sum amount.
10. If you have entered a timecard for a lump sum amount and you need to create an additional timecard, repeat steps 6-7 for the next row in the detail area.

Or, to enter a timecard for the next employee, skip to step 15.
11. To copy labor distribution instructions, choose Copy Labor Instr from the Form menu.

The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.
12. To include timecards that are associated with interim payments, choose Refresh Grid from the Row menu.

The system populates the detail area with any timecards that are associated with interim payments.

13. Complete or override system-supplied values in any of the following fields:

- Account Number

Note

If you enter timecards one after another, you can save time and reduce typing errors in the Account Number field by using certain formulas. See [Duplicating Account Number Segments](#) in the *General Accounting Guide*.

- Ovr/Rt

Note

If you complete this field, you might want to review the information in the topic [Overriding an Hourly Rate for an Employee](#) in the *Time Accounting Guide* to ensure that the system calculates timecard information correctly.

- Work Date
- Job Type
- Job Step
- Equipment Worked On
- Union
- Position ID
You need to complete the Position ID field if you want to allocate hours and pay to a specific position budget.
- Uprate
- Shift Diff.
- %/ Amt
- Home Co
- Home BU
- Tax Area
- Pce/Rt
- Pieces
- Phase
- Explanation

- Record Type
- WCI Code
- Transaction Number
- Billing Rate
- Piece Rate Item Number

14. To charge for equipment use, complete the following fields:

- Hours Equipment
- Equipment Worked On

15. To identify the billing information for the equipment that the employee used, complete the following fields:

- Bill RtCd
- Equip Obj
- Equipment Billing Rate

Pay	Pay Type Description	Hours	Account Number	Work Date	Ovr/Rt	Leave Type	Job Type	Job Step	LSAmnt
500	Bonus		9.8118	04/11/00	Secured		8M-1		500.00
<input checked="" type="checkbox"/>	1 Regular	88.00	9.8115	03/31/05	Secured		8M-1		0
<input checked="" type="checkbox"/>	1 Regular	80.00	9.8115	04/15/05	Secured		8M-1		0
<input checked="" type="checkbox"/>	801 Vacation	8.00	9.8192	04/15/05	Secured		8M-1		0
<input checked="" type="checkbox"/>	500 Bonus		9.8118	04/30/05	Secured		8M-1		250
<input checked="" type="checkbox"/>	1 Regular	8.00	9.8115	06/06/05	Secured		8M-1		0
<input checked="" type="checkbox"/>	1 Regular	40.00	9.8192	07/01/05	Secured		8M-1		0
<input checked="" type="checkbox"/>	1 Regular		9.8115	07/01/05	Secured		8M-1		272

16. Click OK, and then click Next to display the next employee record.

The system automatically adds the time entry record when you click OK and displays the next employee in the group when you click Next. You must click OK to save your time entry information before continuing to the next employee. You can click Previous to display the previous employee in the group.

Values that you entered in the tabbed fields are automatically entered in the next employee's timecard record.

17. Repeat steps 5 through 15 for each employee for whom you want to enter timecard information, and then click OK.

Entering Daily Timecards for Employees

Entering daily timecards for employees allows you to enter hours for each day of the week on an individual row of the Daily Time Entry form. Use this method if your company needs to post labor to the general ledger every day.

If you need to enter a separate timecard for a bonus or a lump sum amount, you must create an additional timecard. You can also override system-supplied information. For example, you might need to override the account number and job location when an employee works a job other than his or her regular job. The system uses this override information only once for the pay period.

► To enter daily timecards for employees

After you have selected your employees for time entry, proceed to the following steps.

1. On Work With Time Entry by Employee Master, Work With Time Entry by EE Transaction Current, or Work With EE by Transaction History, from the list of employees, choose the first employee for whom you are entering time.
2. Choose Daily from the Row menu.
3. On Daily Time Entry, complete any of the category code fields on the Category Codes tab with information that you want to appear on every timecard that you enter.
4. Complete fields on this tab to track time entered for employees in category codes 1–4.

For example, if category codes 1–4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system will track time entered for these category codes.

5. Click the Organization tab and complete any of the following fields to have organization information entered automatically on every timecard that you enter. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

- Job Location
- Check Route Code
- Shift Code

When you enter a shift code on a time entry form and the system detects a blank shift differential method in the Shift Differential Table (F069246), it uses the shift differential method associated with the pay type from the Payroll Transaction Constants table (F069116). When you do not enter a shift code, the system uses the shift differential method that is associated with the pay type.

6. Click the Sub Ledger tab and complete any of the following fields to direct the system to enter an account number automatically on every timecard that you enter:

- Subledger
- Subledger Type
- Work Order

To enter work order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work order information.

7. Review the following field in the detail area:

- Pay

8. To enter a timecard, complete the following fields:

- Lock Code
- Batch

9. Enter the number of hours worked for one of the following days or complete the LS Amnt field:

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

If you are entering a timecard for hours worked, complete one of the day fields. If you are entering a timecard for a bonus or lump sum amount, complete the LS Amnt field.

The minimum information needed to create a timecard is batch, pay type, and hours or lump sum amount.

10. If you have entered a timecard for a lump sum amount and you need to create an additional timecard, repeat steps 6-7 for the next row in the detail area.

Or, to enter a timecard for the next employee, skip to step 14.

11. Complete the following field:

- Week Start Date

12. To track time by job or business unit, complete the following field:

- Cost Code

13. To override system-supplied information, complete any of the following fields:

- Account Number

Note

When you enter multiple timecards, you can save time and reduce typing errors in the Account Number field by applying certain formulas. See [Duplicating Account Number Segments](#) in the *General Accounting Guide*.

- Ovr/Rt

Note

If you complete this field, you should review the topic [Overriding an Hourly Rate for an Employee](#) in the *Time Accounting Guide* to ensure that the system calculates your timecard correctly.

- Record Type
- Job Type
- Job Step
- Piece Rate Item Number
- Equipment Worked On
- Union
- Position ID

You need to complete the Position ID field if you want to allocate hours and pay to a specific position budget.

- Uprate
- Shift Diff.
- %/ Amt
- Home Co
- Home BU
- Tax Area
- Pieces

- Pce/Rt
- Phase
- Explanation
- WCI Code
- SC/ WC
- Monday Billing Rate
- Tuesday Billing Rate
- Wednesday Billing Rate
- Thursday Billing Rate
- Friday Billing Rate
- Saturday Billing Rate
- Sunday Billing Rate

14. To charge for equipment use, complete the following fields:

- Hours Equipment
- Equipment Worked On

15. To identify the billing information for the equipment that the employee used, complete the following fields:

- Bill RtCd
- Equip Obj
- Equipment Billing Rate

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Daily Time Entry

OK Delete Cancel Form Row Tools

Batch

Employee No. 2111 Ingram, Paul

Defaults

Category Codes Organization Sub Ledger

Cat 01 Cat 03

Cat 02 Cat 04

Records 1 - 2 Customize Grid

Cost Code	Pay	Week Start Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Account Number	Ovr/RT
	1	08/08/05	8.00							9.8115	Secured

- Click OK, and then click Next to display the next employee record in the group.

When you click OK, the system automatically adds the time entry record. You must click OK before you continue to the next employee if you want to save time entry information. You can click Previous to display the last employee for whom you entered time.

Values that you entered in the tabbed fields are automatically supplied to the next employee's timecard record.

- Repeat steps 5 through 14 for each additional employee for whom you want to enter timecard information.
- When you finish entering timecards for all employees, click OK.

Entering Timecards Using Time Sheet Groups

You can use Time Entry Time Sheet Groups (P051122) to enter timecards for groups of employees on the same time entry form. Using time sheet groups is a useful method for entering timecards if you need to enter similar timecards for multiple employees. For example, if you have a group of employees for whom you would need to enter timecards that include the same pay type and number of hours, you can do so using time sheet groups.

The Time Entry Time Sheet Groups program creates one time entry record for each employee that you choose. To use this time entry method, you must first use the time entry filters to choose employees for whom you want to enter timecards because this program is accessible only from a Form menu option from the time entry filter programs. You can use either of the following methods to enter timecards:

- Time Sheet All
- Time Sheet Select

After you have created a list of employees using a time entry filter, you can enter timecards for all of the employees on the list, or you can create timecards for selected employees within the list by choosing different menu options.

If you need to enter information about a bonus or a lump sum amount, you must create an additional timecard. You can also override information that the system supplies. For example, you might need to override the account number and job location when an employee works a job other than his or her regular job. The system uses this override information only once for the pay period.

► **To enter timecards using time sheet groups**

After you have chosen employees for time entry, complete the following steps.

1. To enter timecards for all of the employees listed on the form, from Work With Time Entry by Employee Master, Work With Time Entry by EE Transaction Current, or Work With EE by Transaction History, choose Time Sheet All from the Form menu.
Otherwise, skip to step 2.
2. To enter timecards for selected employees listed on the form, choose the employees for whom you want to enter timecards and choose Time Sheet Select from the Form menu.

The screenshot shows the PeopleSoft 'Time Entry Time Sheet Revisions' form. At the top, it displays the 'Active Foundation' workspace. The form includes a toolbar with 'OK', 'Delete', 'Cancel', 'Form', 'Row', and 'Tools' buttons. A 'Populate Grid With Employees' button is located above the 'Date/Batch' and 'LS Amount / Hours' fields. The 'Date/Batch' field contains '04/15/05' and '50'. Below this is the 'Defaults' section with tabs for 'Category Codes', 'Organization', 'Subledger', and 'Pay Info'. The 'Pay Info' tab is selected, showing 'Pay' set to '1' and 'Hours' set to '40'. At the bottom, there is a grid titled 'Records 1 - 1' with columns: Employee Number, Alpha Name, Pay, Pay Type Description, Hours, Account Number, and Ovr/RT. The grid is currently empty.

3. On Time Entry Time Sheet Revisions, complete the following fields with information that you want to appear on every timecard that you create:
 - Work Date
 - Batch
4. Complete any of the category code fields on the Category Codes tab with information that you want to appear on every timecard that you create.
5. Complete fields on this tab to track time entered for employees in category codes 1-4.

For example, if category codes 1–4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system will track time entered for these category codes.

6. Click the Organization tab and complete any of the following fields to have organization information supplied automatically on every timecard that you create. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

- Job Location
- Check Route Code
- Shift Code

When you enter a shift code on a time entry form and the system finds a blank shift differential method in the Shift Differential table (F069246), it uses the shift differential method associated with the pay type from the Payroll Transaction Constants table (F069116). When you do not enter a shift code, the system uses the shift differential method associated with the pay type.

7. Click the Subledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

- Subledger
- Subledger Type
- Work Order

To enter work order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work order information.

8. Click the Pay Info tab and complete any of the following fields to have pay information supplied automatically on every timecard that you enter:

- Pay
- Lump Sum Amount
- Hours

9. Click the Populate Grid With Employees button.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Time Entry Time Sheet Revisions

Errors

Issues (click each label for more information):
 ▶ Date Started - Payment Date
 Please look for the highlighted fields, correct the entries, and resubmit your request.

Date/Batch 04/15/05 50 LS Amount / Hours 520.00

Populate Grid With Employees

Defaults

Category Codes Organization Subledger Pay Info

Pay 1 Hours 40.00

Lump Sum Amount

Records 11 - 14

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Our:Rt
<input type="checkbox"/>	5055 Kellerman, James	1	Regular	40.00	5100.1341.02600	Secured
<input type="checkbox"/>	5056 Carmichael, Bradley P.	1	Regular	40.00	5100.1341.02600	Secured
<input type="checkbox"/>	5057 Moore, Matthew J.	1	Regular	40.00	5100.1341.02600	Secured

10. Review the following field in the detail area:

- Lock Code

11. To override system-supplied information, complete any of the following fields:

- Account Number

Note

As you enter subsequent timecards, you can save time and reduce errors in the Account Number field by applying certain formulas. See [Duplicating Account Number Segments](#) in the *General Accounting Guide*.

- Ovr/Rt

Note

If you complete this field, you should review the topic [Overriding an Hourly Rate for an Employee](#) in the *Time Accounting Guide* to ensure that the system calculates your timecard correctly.

- Record Type
- Job Type
- Job Step
- Equipment Worked On
- Union
- Position ID
You need to complete the Position ID field if you want to allocate hours and pay to a specific position budget.
- Uprate
- Shift Diff.
- %/ Amt
- Billing Rate
- Home Co
- Home BU
- Tax Area
- Piece Rate Item Number
- Pieces
- Pce/Rt

- Phase
 - Explanation
 - WCI Code
 - SC/ WC
12. To charge for equipment use, complete the following fields:
- Hours Equipment
 - Equipment Worked On
13. To identify the billing information for the equipment that the employee used, complete the following fields:
- Bill RtCd
 - Equip Obj
 - Equipment Billing Rate
14. Click OK.

Choosing Employees for Speed Time Entry

Speed Time Entry (P051121) allows you to enter timecards for multiple employees per pay period. If you need to enter daily timecards, you cannot use this program. The system does not require you to choose employees for Speed Time Entry before entering timecards. However, choosing employees is beneficial if you need to review information before you enter timecards.

You must use one of the following methods to choose employees for Speed Time Entry:

- Choosing an employee by employee number
- Choosing employees by batch number

Choosing employees by employee number is preferable if you need to review certain timecard information before entering another timecard for that employee. When you select employees by employee number, the system displays all the employee's timecards from the Employee Transaction Detail table (F06116) by batch number. You can review certain timecard information such as work date, home business unit, home company, pay, hours, lump sum amount, subledger, and subledger type.

Choosing employees by batch number is preferable if you always enter timecards according to a batch number. The system displays the batch number that you entered and batch information such as the number of timecards in the batch, the number of employees in the batch, batch hours, and the batch lump sum amount.

Regardless of which method you choose, the system accesses the same Speed Time Entry Revisions form (W051121C). You can enter all timecards on this form. Each row on the form represents one timecard per employee.

The system locates information for Speed Time Entry in the Employee Transactions Detail table (F06116).

Before You Begin

- ❑ Enter labor distribution instructions for the employee. See [Entering Labor Distribution Instructions](#) in the *Workforce Management Foundation Guide*.
- ❑ Define your Master Business Function processing options for Time Entry. See [Master Business Functions](#) in the *Time Accounting Guide*.
- ❑ Set up equipment numbers on the Equipment Master form. See [Creating an Equipment Master](#) in the *Equipment Billing Guide*.
- ❑ Set up equipment-rate tables and equipment-rate groups in the Job Cost system. See [Setting Up Equipment Billing Information](#) in the *Equipment Billing Guide*.
- ❑ Set up an AAI table for all journal types. See [Setting Up AAIs for Payroll and Time Accounting](#) in the *Time Accounting Guide*.

► To choose an employee by employee number

From the Time Entry menu (G05BT1), choose By Individual.

1. On Work with Time Entry by Individual, complete the following field and click Find:
 - Employee NumberThe system displays all of the timecards for the employee.
2. Review the information and then proceed to the task [Entering Timecards for Employees Using Speed Time Entry](#) in the *Time Accounting Guide*.

► To choose employees by batch number

From the Time Entry menu (G05BT1), choose Speed Time Entry.

1. On Work With Speed Time Entry, complete the following field and click Find:
 - Batch Number
2. Review the batch information and then proceed to the task [Entering Timecards for Employees Using Speed Time Entry](#) in the *Time Accounting Guide*.

Entering Timecards for Employees Using Speed Time Entry

After you have chosen employees for speed time entry, you can use Speed Time Entry to enter timecards. If you do not want to choose employees before entering their timecards, you must enter timecards from either the By Individual or Speed Time Entry menu options, both of which supply the same time entry form.

If you need to enter daily timecards, you cannot use this program. You can use Speed Time Entry to enter timecards for employees per pay period only. Speed Time Entry allows you to enter all of your employees' timecards on the same form, using each row as a timecard.

You can track the following equipment information for employees who work with equipment:

- Equipment ID number
- Number of hours that the employee used the equipment
- Equipment billing rates
- Equipment costs and expenses

To facilitate more efficient timecard entry, you can set your processing options so that the system copies certain information from one timecard to the next. For example, after you enter the minimum amount of information required to create a timecard, the system can supply the business unit, work order number, and account number from the timecard that you previously entered.

You can also set processing options for the Time Entry MBF Processing Options program (P050002A) to direct the system to enter certain pay information automatically on each employee's time entry form. For example, you can specify that the system assign a next number to the Batch field and to supply a pay rate.

Before You Begin

- Choose the employees for which you want to enter timecards using Speed Time Entry. See *Choosing Employees for Speed Time Entry* in the *Time Accounting Guide*.

► To enter timecards for employees using Speed Time Entry

You can enter time for employees using Speed Time Entry after you have chosen your employees for Speed Time Entry. Or, if you did not choose employees, from the Time Entry menu (G05BT1), choose By Individual or Speed Time Entry.

1. On Work with Time Entry by Individual or Work With Speed Time Entry, if you previously chose employees, choose a record and click Select.
If you have not already chosen employees, click Add.
2. On Speed Time Entry Revisions, complete the following fields:
 - Work Date
 - Batch

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Speed Time Entry Revisions

Find Delete Cancel Form Row Tools

Date/Batch 1 LS Amount / Hours 1,120.07 170.00

Category Codes Organization Subledger

Cat 01 Cat 03
 Cat 02 Cat 04

	Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	Batch
<input checked="" type="checkbox"/>	2111	Ingram, Paul	1	Regular		9.8115	07/01/05	
<input type="checkbox"/>	7500	McDougle, Cathy	1	Regular		9.8115	07/01/05	
<input type="checkbox"/>	7500	McDougle, Cathy	1	Regular	90.00	9.8115	01/05/02	
<input type="checkbox"/>	7702	Reed, Donna	710	Bonus Pay		777.8116	03/31/05	
<input type="checkbox"/>	7702	Reed, Donna	1	Regular	80.00	777.8115	04/02/05	

- Complete any of the category code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter.
- Complete these fields to track time entered for employees in category codes 1–4.

For example, if category codes 1–4 are defined as Superintendent, General Foreman, Foreman, and Work Area, the system tracks time entered for these category codes.

- Click the Organization tab and complete any of the following fields to have organization information supplied automatically to every timecard that you enter. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.

- Job Location
- Check Route Code
- Shift Code

If you enter a shift code on a time entry form, and the system finds a blank shift differential method in the Shift table F069246, it uses the shift differential method that is associated with the pay type from the Payroll Transaction Constants table (F069116). If you do not enter a shift code, the system uses the shift differential method associated with the pay type.

6. Click the Subledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

- Subledger
- Subledger Type
- Order Number

To enter work-order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work-order information.

7. Review the following field in the detail area:

- Lock Code

8. Complete the following field in the detail area:

- Pay

9. Complete one of the following fields:

- Hours
- LS Amnt

If you are entering a timecard for hours worked, complete the Hours field. If you are entering a timecard for a bonus or lump sum amount, complete the LS Amnt field.

The Batch, Pay, and Hours or LS Amnt fields provide the minimum information needed to create a timecard.

10. If you have entered a timecard for a lump sum amount and you need to create an additional timecard, repeat steps 7-8 for the next row in the detail area.

Or, to enter a timecard for the next employee, skip to step 13.

11. To copy the employee's labor distribution instructions into the timecard, choose Copy Labor Instr from the Form menu.

The labor distribution instructions appear. If necessary, revise any of the fields that are automatically populated using labor distribution instruction information.

12. To override system-supplied information, complete any of the following fields and click OK:

- Account Number

Note

As you enter subsequent timecards, you can save time and reduce errors in the Account Number field by applying certain formulas. See *Duplicating Account Number Segments* in the *General Accounting Guide*.

When multicurrency time accounting is enabled and you are entering recharge information on a timecard, if you are uncertain about the correct account number, choose Markup Table from the Form menu, enter P in the Gen Type column header, and click Find to locate the accounts that are set up for recharge entries.

- Ovr/Rt

Note

If you complete this field, you should review the topic *Overriding an Hourly Rate for an Employee* in the *Time Accounting Guide* to ensure that the system calculates your timecard correctly.

- Work Date
- Job Type
- Job Step
- Piece Rate Item Number
- Union
- Job Location
- Position ID
- Pieces
- Uprate
- Shift Code
- Shift Diff.
- %/ Amt
- Home Co
- Home BU

- Tax Area
- Pce/Rt
- Phase
- Explanation
- Record Type

Only record types 2 and 3 apply to recharge (multicurrency time accounting) transactions.
- WCI Code
- SC/ WC
- Transaction Number
- Billing Rate

13. Tab to the next row and review the following multicurrency fields:

- Foreign Bill Rate
- Base Cur Code
- Rech Cur Code
- Billing Rate

Note

If the recharge rate or the bill rate is incorrect, review the effective account dates in the Markup Table. If the date on the timecard does not fall within the effective dates, the system uses default rate information from the Employee Master.

You can enter an override rate in the unlocked rate field. The field that you use depends on your processing option settings. See *Processing Options for Batch Time Entry File Revisions (P05116Z1)* in the *Time Accounting Guide* for information about these processing options.

If no rate is found in the Billing Markup table, the system uses the employee recharge rate.

14. If you chose employees first, click Next to display the next employee or the next batch of employees.

You can click Previous to display the last employee for whom you entered time.

The system automatically copies values that you entered in the tabbed fields into the next employee's timecard record.

15. To assign a default interim ID to all of the timecards that appear in the detail area, click the following option on the Category Codes tab:

- Assign Timecards Default Interims

The Time Entry Interim Generator must be enabled to assign an Interim ID to timecards. See *Creating Interims with the Time Entry Interim Generator* in the *Payroll Guide* for more information.

16. When you finish entering timecards, click OK.

Processing Options for Speed Time Entry (P051121)

Time Entry

1. Time Entry Changes

1 = Prevent changes

0 = Do not prevent changes

2. Time Entry Version

Enter a specific version

Blank = Default version

Defaults

1. Address Number

1 = Supply address number

0 = Enter address number manually

2. Pay Type

1 = Supply pay type

0 = Enter pay type manually

Manufacturing

1. Manufacturing Time Entry

1 = Manufacturing Time Entry

0 = Payroll Time Entry

Localization Selections

1. Enter a 1 to invoke the New Zealand Holiday Pay (1981) Act logic for Leave (Holidays) Taken

Profit Management

1. Activity Code

1 = Mandatory entry of Activity code

0 = Optional entry of Activity code

Piece Rate Processing

You use piece rate processing if you want to pay employees in your organization by the number of units that they produce or complete, rather than paying them by the number of hours that they work or on a salaried basis.

You can enter timecards for piece rate employees into the system using any of the J.D. Edwards time entry programs. Depending on how you set the processing options for the Time Entry MBF Processing Options program, the system derives the piece rate from either the Employee Master Information table (F060116) or the Piece Rate File table (F07918).

After you enter the timecards, you can process the timecard automation rule sets to calculate minimum wage and overtime adjustments, and then you can process the piece rate timecards through a regular payroll cycle. During the payroll cycle, you can review piece rate information on payroll reports. In addition, you can print payments that include piece rate information, or you can review the piece rate information online.

After you process the timecards through the final update step of the payroll cycle, you can review piece rate history for all employees that have been processed using piece rate information.

Note

To pay employees using piece rate processing, you must set up the following:

- Company options to identify whether your organization uses piece rate processing
 - Basic compensation information for each employee to identify which employees are piece rate employees
 - Processing options for the Time Entry MBF Processing Options program (P050002A) to identify which table the system uses to retrieve piece rates
 - Employee piece rates if the system derives rates from the Employee Master Information table (F060116)
 - Item master records for each piece that you want to track using piece rate processing
 - Rates for each item that you want to track using piece rate processing
 - Pay types to enter piece rate information on employee timecards
 - Federal and state minimum wage rates
 - Timecard automation employee groups to process overtime and minimum wage calculations
 - Timecard automation rule sets to calculate minimum wage requirements
 - Timecard automation rule sets to calculate the hourly rate for overtime calculations
-

Before You Begin

- ❑ Set up Company Options for piece rate processing. See *Setting Up Company Options* in the *Workforce Management Foundation Guide* for instructions.
- ❑ Set the Pay Class field on the Basic Compensation form to P for employees that are paid using piece rate processing. See *Entering Basic Compensation Information* in the *Workforce Management Foundation Guide* for instructions.
- ❑ Set up the processing options for the Time Entry MBF Processing Options program (P050002A) to specify how the system retrieves rates for piece rate employees. See *Setting Up MBF Processing Options for Time Entry* in the *Time Accounting Guide*.
- ❑ Set up pay types for piece rate processing. See *Setting Up Pay Types* in the *Workforce Management Foundation Guide* for instructions.
- ❑ Create employee groups that include all of the employees for which you want to process piece rate information. See *Working With Employee Groups* in the *Time Accounting Guide* for instructions.
- ❑ Create timecard automation rule sets to process minimum wage and overtime requirements. See *Processing Overtime and Minimum Wage Requirements for Piecework* in the *Time Accounting Guide* for instructions.

Setting Up Employee Piece Rates

You can specify a piece rate at the employee level so that regardless of which items the employee completes, the employee is always paid the same piece rate. To ensure that the system retrieves the employee's piece rate, you must set up the processing options for the Time Entry MBF Processing Option program (P050002A) to retrieve the piece rate from the Employee Master Information table (F060116).

► To set up employee piece rates

From the Piece Rate menu (G07BPR) choose Employee Piece Rate.

1. On Work With Employee Piece Rates, complete the following field and click Find:
 - Address Number
2. Choose the record in the detail area that you want to update, and then click Select.
3. On Employee Piece Rate Revisions, complete the following field and then click OK:
 - Piecework Rate

Setting Up Piece Rate Item Masters

Before you can process piece rate information in the Payroll system, you must enter the pieces or items into the system. You use the Item Master program (P07916) to enter a record for each item or piece into the Piecework Item Master table (F07916). This table stores information that is specific to each item that is used for piece rate processing.

You can enter an item into the system multiple times if that item is measured or quantified using more than one unit of measure. For example, if some employees are paid according to the number of pieces of an item that they produce, and other employees are paid according to the number of pounds that they produce of the same item, you can enter multiple piece rate records for the item.

► **To set up a piece rate item master**

From the Piece Rate menu (G07BPR), choose Piece Rate Item Master.

1. On Work With Piece Rate Item Master, click Add.
2. On Piece Rate Item Master Revisions, complete the following fields:
 - Item Number
 - Primary Unit of Measure
3. Complete the following optional fields:
 - Conversion Factor 1
 - Conversion Factor 2
 - Conversion Factor 3
 - Unit of Measure 1
 - Unit of Measure 2
 - Unit of Measure 3
 - Target Production
 - Pay Cycle
 - Product Group Code
 - Stock Number
 - Item Code
4. Click OK.

Setting Up Item Piece Rates

After you set up items in the Item Master table (F07916), you must enter rates for those items so that employees that are processed through payroll using piece rates are paid correctly. Use the Item Piece Rate Revisions program (P07918) to can set up multiple rates for each item that is stored in the Piecework Item Master table. Item piece rates are stored in the Piece Rate File table (F07918). You can create multiple piece rate records in the Piece Rate File table for each unique combination of the following information:

- Business unit
- Union code
- Job type
- Job step
- Effective date
- Item number
- Unit of measure

For example, you might pay employees in different unions different rates for completing the same piece. The system uses the information on employee timecards to determine which rates to retrieve from the Piece Rate File table.

Before You Begin

- ❑ Enter Item Master records for each piece for which you want to set up rates. See *Setting Up Piece Rate Item Masters* in the *Time Accounting Guide* for instructions.

► To set up item piece rates

From the Piece Rate menu (G07BPR), choose Item Piece Rates.

1. On Work With Item Piece Rates, click Add.
2. On Item Piece Rates Revisions, complete the following fields:
 - Begin Date
 - End Date
 - Item Number
 - Unit of Measure
 - Piecework Rate
3. Complete the following optional fields.
 - Business Unit
 - Union Code
 - Job Type

- Job Step
- Labor Distribution Flag
- Labor Distri. Mult
- Shift Code

The screenshot shows the 'Piece Rate Item Master Revisions' dialog box in the PeopleSoft interface. The dialog contains the following fields and values:

Item Number	7100	Pre-Wire
Primary Unit of Measure	EA	Each
Conversion Factor 1		Unit of Measure 1
Conversion Factor 2		Unit of Measure 2
Conversion Factor 3		Unit of Measure 3
Target Production	18.00	Pay Cycle
Product Group Code		BW
Stock Number		
Item Code		

4. Click OK.

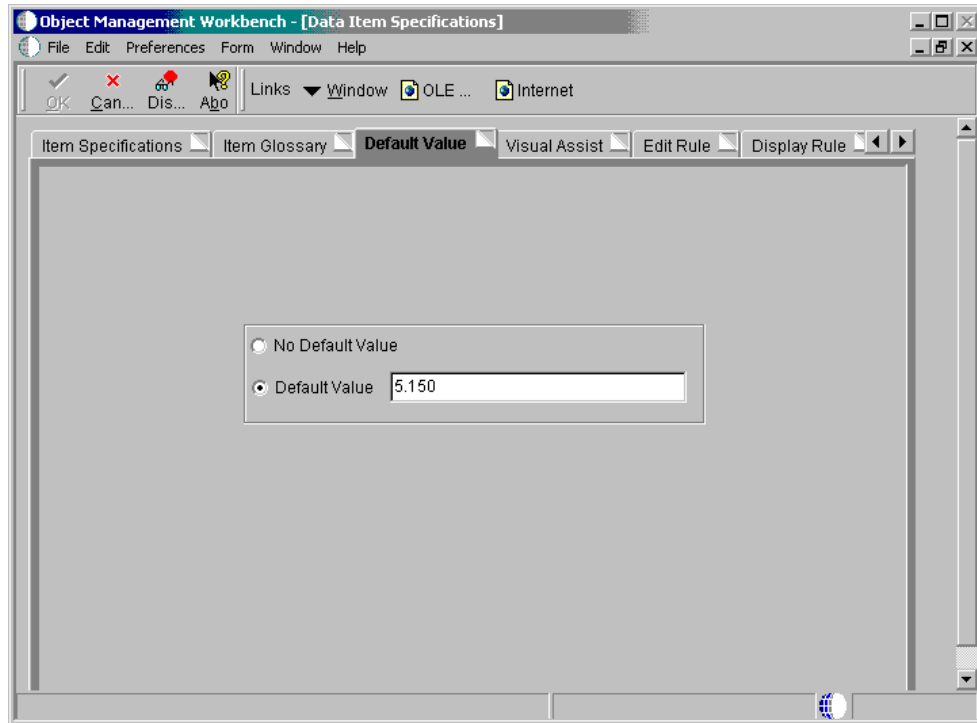
Setting Up Minimum Wage Information for Piece Rate Processing

When you pay employees using the piece rate method, you must verify that each employee is paid enough so that they meet the legal minimum wage requirements that are defined by the federal government. If the minimum wage rate is higher in your state than the rate determined by the federal government, you must verify that each employee meets your state's minimum wage requirements.

Minimum wage laws are used to ensure that employees are paid at or above a specified pay rate for each hour of labor that they perform. When you pay an employee using piece rate processing, you do not necessarily pay the employee an hourly wage. Therefore, you must determine whether the pay that an employee receives for completing a specified number of pieces, along with any other wages received, meets or exceeds the minimum wage when divided by the number of hours worked.

Using timecard automation rules and functions, the system can calculate whether an employee meets the minimum wage requirements. If an employee does not meet the minimum wage requirement, the system automatically creates additional timecards to ensure that the employee does meet the wage requirements.

You must enter the federal minimum wage rate in the default value for data item FMRT (Minimum Wage Rate). The graphic below shows a typical example of a default minimum wage:



If any of the states in which your organization does business has a minimum wage rate that is higher than the federal rate, you must also set up state minimum wage rates. To do so, you must set up UDC 06/TX and enter tax area information for each state minimum wage rate.

Before You Begin

- ❑ Add value MW to UDC 06/TX. See *Adding a User Defined Code* in the *Foundation Guide* for instructions.

► To set up minimum wage information for piece rate processing

From the Taxes and Insurance Setup menu (G07BPT14), choose Tax Area Information.

1. On Work With Tax Area Information, click Add.
2. On Tax Area Revisions, complete the following field with the two-digit GeoCode for the state:
 - Tax Area

3. Enter MW in the following field:
 - Tax Type
4. Enter the state minimum wage rate in the following field:
 - Tax Adjustment Limitation

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Area Revisions

OK Cancel Form Tools

Tax Area: 01 Description 1: AL Department of Revenue
 Tax Type: F Description 2:

Required

Statutory Code: AL
 Co/Empl Paid: E
 Method of Printing: I

Optional

A/P Voucher (Y,N):
 Provider/Trustee:
 Occ Tax With Freq:
 Arrearage Rules: N
 Taxes Priority:
 Tax Adjustment Limitation: 0.00

5. Complete the remaining steps to add tax area information.

See Also

- ❑ *Data Dictionary Triggers* in the *Development Tools Guide* for instructions for entering a default value for a data item
- ❑ *Adding a User Defined Code* in the *Foundation Guide*
- ❑ *Setting Up Tax Area Information* in the *Workforce Management Foundation Guide*

Entering Piece Rate Timecards

After you set up your system to process piece rate information, you can enter employee timecards that include pieces and piece rates. You can enter piece rate information using any of the J.D. Edwards time entry programs. Regardless of which program you use to enter employee timecards, for the system to correctly process piece rate information, you must, at a minimum, include the following information on each timecard that you enter for piece rate employees:

- Pay type (which should be set up as a piece-rate pay-type)
- Hours

- Item number
- Number of pieces

Note

If you set up multiple piece rates for a single item, you will need to include additional information on the timecards to ensure that the system retrieves the correct piece rate.

For example, if you set up a piece rate of 10 USD for item 100 and job type A, and you set up a piece rate of 12 USD for item 100 and job type B, you would need to include job type information on timecards that are entered for item 100. The system uses the item number and the job type on the timecard to determine which piece rate to use for the employee.

See Also

- *Entering Timecards for Employees* in the *Time Accounting Guide* for additional information about using the time entry programs

Processing Overtime and Minimum Wage Requirements for Piecework

When you pay employees by the number of pieces that they complete, you must ensure that the pay that they receive meets federal and state minimum wage requirements. You must also determine what the employee's average hourly rate is to pay the correct rate for any overtime that is worked.

Using the Timecard Automation module, you can automatically change existing timecards and create additional timecards to make sure that the employee is paid at the correct rate and according to legal requirements. To process timecard automation rules for overtime and minimum wage requirements, you must first create employee groups that include all of the piecework employees that you want to process. After you create the employee groups, you must process the groups using the piece rate overtime rule and the minimum wage requirement rule.

You use the following functions to set up the rule sets that you use to process overtime and minimum wage requirements for piecework:

- OCR_MinWageAdjustment_1
- OHRF_AverageRateBasedOnLumpSum

After you process these rule sets, you can review the timecards that the system automatically creates for the employees before you process the timecards through a payroll cycle.

See Also

- *Timecard Automation* in the *Time Accounting Guide* for information about working with employee groups, setting up rule sets, working with functions, and reviewing timecards

Reviewing Piece Rate History

After you process piece rate information through a payroll cycle, piece rate history is updated to the Piecework History File table (F0623). Using the Piecework History program (P0623), you can review online the piece rate history that is stored in this table by employee, business unit, item number, and unit of measure. You can also create the Time and Pay Piecework Register (R078001) to review piece rate history. You can set up the Time and Pay Piecework Register to run during the final update step of the payroll cycle, or you can run it directly from the Piece Rate menu (G07BPR).

► To review piece rate history online

From the Piece Rate menu (G07BPR), choose Piece Rate History.

- On Work with Piecework History, complete any of the following fields and then click Find:
 - Employee Number
 - Business Unit
 - Item Number
 - Unit of Measure
 - Year
- Choose a record in the detail area, and then click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Piecework by Payroll Month

OK Cancel Form Tools

Employee No. 5055 Kellerman, James Year 5
 Business Unit 5100 Potomac Hotel
 Item Number 60003 Bike Rack - Trunk Mount
 Unit of Measure EA Each
 Company 00050 Project Management Company Tax ID 840782700

Month	Gross Pay	Hours	Pieces
January	1,125.00	40.00	45.00
February	1,125.00	40.00	45.00
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
YTD Total	2,250.00	80.00	90.00
Beginning Balance			
Prior Year			
Remain Bal/Prds.			

Arrearage

3. On Piecework by Payroll Month, review the employee's history information and click OK.

Processing Options for the Piecework Register (R078001)

Defaults

1. Type of Timecards

P = Piecework Timecards

L = Labor Timecards

Blank = Piecework and Labor Timecards

2. Employee Number

A = Address Number

S = Social Security Number

T = Third Employee Number

3. Print the General Ledger Account Number.

Y = Yes

N = No

Overriding Timecard Information

When you enter information into the system that is needed to create a timecard, you do not necessarily need to complete every field on the time entry form. Depending on how you have set up your processing options and other system parameters, the system can automatically complete many time entry fields. For example, the system might derive the employee's pay rate from the Pay Rate table, and the account number from the automatic accounting instructions (AAIs). However, you might occasionally need to override system-supplied information on an employee's timecard. For example, if you wanted to pay an employee a higher hourly rate because the employee worked on a job other than her regular job during that pay period, you can override the hourly rate that the system automatically enters on the timecard.

In addition to overriding information on the timecard, you can also override DBA amounts that the system normally calculates. For example, if an employee begins employment in the middle of a pay period, you can reduce the amount of the medical insurance deduction so that the deduction covers only the portion of the pay period in which the employee actually works. Similarly, you can change the amount of a company-paid benefit, such as a meal allowance, so that the amount reflects only the portion of the pay period in which the employee works.

When you override DBA information, you can attach the override amounts to a timecard, or you can enter stand-alone overrides that are not attached to timecards. When DBA overrides are attached to a timecard, the system uses the information on that timecard to derive the account numbers that are associated with the DBA. When you enter a stand-alone DBA override, the system first tries to associate it with any existing timecards that the employee has, prorating the amount across the multiple timecards, if necessary. If the employee does not have any existing timecards, and no autopay timecards are created for the employee during pre-payroll, the system automatically generates a timecard with no hours or gross pay, using information from the Employee Master Information table (F060116). The system then uses this timecard to derive the account numbers for the DBA.

Before You Begin

- ❑ If necessary, enter timecards for the employee for whom you want to override timecard information. See *Entering Timecards for Employees* or *Entering Timecards for Employees using Speed Time Entry* in the *Time Accounting Guide*.

See Also

- ❑ *Timecard Derivation Sequence* in the *Time Accounting Guide* for information about how the system derives timecard information

Overriding an Hourly Rate for an Employee

When you enter time for an employee, you typically do not need to enter an hourly pay rate. The system derives the hourly rate in the following sequence, using the information that is entered and stored in these programs and tables:

- Speed Time Entry and Time Entry Floods (P051121 and P051191, respectively) - Hourly rate
The value in the Hourly Rate field is used as it is entered on the time entry forms for P051121 and P051191.
- Union Rates Master Revisions (P059121) - Union and Job type
This information is stored in the Union Rates File table (F069126).
- Employee Occupational Pay Rates (P050231) - Job type and Job step
This information is stored in the Employees Pay Rate File table (F060146).
- Employee Master (P0801) - Hourly rate
This information is stored in the Employee Master table (F060116).

Unless you set up your processing options differently, the system uses this sequence to derive an employee's hourly rate. For each employee, the system begins its search with the time entry programs and stops when it finds an hourly rate. To override an employee's system-supplied hourly rate for a timecard, you can enter the hourly rate on a time entry form.

If you change the pay rate for an employee on the Employee Information form after entering time for that employee, you must revise the timecard and remove the value from the Override/Rate field. The system obtains the new rate and recalculates the gross pay for that timecard.

► To override an hourly rate for an employee

From the Time Entry menu (G05BT1), choose By Individual or Speed Time Entry.

1. On Work with Time Entry by Individual or Work With Speed Time Entry, if you selected employees first, choose a record and then click Select.
If you did not select employees first, click Add.
2. On Speed Time Entry Revisions or Time Entry Revisions, complete the following field to override the system-supplied hourly rate:
 - Ovr/Rt
3. Complete any of the following optional fields and click OK:
 - Uprate
 - Shift Code
 - Shift Diff.
 - %/ Amt

Overriding DBA Amounts One Time

When an employee is processed through a payroll cycle, the system uses the information on the employee's timecards to calculate deduction, benefit, and accrual amounts. Sometimes you must override the monetary amounts associated with a deduction or a benefit, or override the amount of hours for an hourly accrual. For example, if an employee begins employment during the middle of a pay period, you might override deduction, benefit, and accrual amounts so that they reflect only the portion of the pay period in which the employee actually worked. You can attach these DBA overrides to the employee's timecards.

Occasionally, you might need to override DBA amounts when an employee does not have any timecard records to process through a payroll cycle. For example, if an employee is on unpaid leave and does not have any timecards to process, you might still want to calculate a benefit for the employee.

You might also want to enter DBA overrides without attaching them to timecards, even if the employees have timecards, or timecards will be created for them during the payroll cycle. For example, if you want to override the amount of a DBA for a group of autopay employees, you can enter the DBA overrides without entering timecards for those employees.

When you enter an override that is attached to an existing timecard, the system uses the information on that timecard to derive account information that is used to create journal entries for the DBAs. When you enter stand-alone overrides, the system uses one of the following scenarios to determine how to prorate and attach the DBA override amount across the employee's timecards.

Scenario One

If the employee is an autopay employee who does not have any additional timecards, the system generates autopay timecards for the employee during the payroll cycle. The system then prorates the DBA override amount across all of the timecards that are created using the autopay pay type, and uses the information on the timecards to derive account information for the DBAs.

Note

The system prorates only benefits and accruals; it does not prorate the amount of a deduction override across multiple timecards. Deductions are prorated only during transition periods.

Scenario Two

If the employee is not an autopay employee and does not have any timecards to process in the payroll cycle, the system generates a timecard with no hours and no gross pay, using the autopay pay type that is assigned on the employee's Employee Master Information record. The system also enters the following information from the Employee Master Information table (F060116) on the timecard.

- Job Type
- Job Step
- Business Unit
- Company
- Tax Area

- Union

The DBA override amount is attached to this timecard and the information on the timecard is then used to derive account information for the DBAs.

Caution

When you add a new override to the system, or when you change an existing override, the system displays the employee's Payroll Lockout Code. If an employee is currently being processed in a payroll cycle, you might need to reset the payroll and reprocess it, or run a changes-only payroll to include the new or changed DBA override information.

Scenario Three

If the employee has existing timecards that do not use the autopay pay type, the system uses the basis of calculation of the DBA that you are overriding to determine whether to create zero-amount timecards. If the timecards that exist for the employee use pay types that are included in the DBA's basis of calculation, the system prorates the DBA override amount across those timecards. The following example illustrates how the system uses the basis of calculation to determine how to attach the DBA override to a timecard:

You enter a stand-alone override of 100 USD for a DBA whose basis of calculation includes pay types 1 through 100. The employee, who is not an autopay employee, has the following timecards in the system at the time you process the override through a payroll cycle:

- Timecard 1 - 15 hours using pay type 2
- Timecard 2 - 15 hours using pay type 50
- Timecard 3 - 15 hours using pay type 150

The system prorates the amount of the DBA override across the existing timecards whose pay type is included in the DBA's basis of calculation. The DBA override amount is prorated and attached to the employee's timecard as follows:

- 50 USD of the DBA override is attached to timecard 1.
- 50 USD of the DBA override is attached to timecard 2.
- None of the DBA override is attached to timecard 3, as pay type 150 is not included in the DBA's basis of calculation.

If no timecards use pay types that are included in the DBA's basis of calculation, the system creates a zero-amount timecard using the autopay pay type that is assigned on the employee's Employee Master Information record. The following example illustrates how the system uses the basis of calculation to determine how to attach the DBA override to a timecard:

You enter a stand-alone override of 100 USD for a DBA whose basis of calculation includes pay types 200 through 210. The employee, who is not an autopay employee, has the following timecards in the system at the time you process the override through a payroll cycle:

- Timecard 1 - 15 hours using pay type 2
- Timecard 2 - 15 hours using pay type 50
- Timecard 3 - 15 hours using pay type 150

Because the employee does not have any existing timecards whose pay type is included in the DBA's basis of calculation, and the employee is not an autopay employee, the system creates a zero-amount timecard using the autopay pay type that is assigned on the employee's Employee Master Information record. The DBA override amount is prorated and attached to the employee's timecards as follows:

- None of the DBA override is attached to timecard 1, 2, or 3, as none of the pay types associated with those timecards are included in the DBA's basis of calculation.
- 100 USD of the DBA override is attached to a zero-amount timecard that the system creates during the payroll cycle.

Timecard Transaction Numbers

The system uses timecard transaction numbers to determine how the account information for the DBAs is derived. When you enter a DBA override, the system updates the Deduction/Benefit/Accrual Ledger File table (F0709). When you enter an override that is attached to a timecard, the system enters the transaction number of the associated timecard in the Transaction Number field in the F0709 table. When you enter a stand-alone override, the system does not populate the Transaction Number field in the F0709 until the override is processed through the payroll cycle.

Example 1: DBA Overrides that are Attached to Timecards

When you enter a DBA override that is attached to an existing timecard, the system enters the Transaction Number of the associated timecard (at the time the override is entered into the system) into the Transaction Number field in the F0709 table. The following example illustrates how the system handles a DBA override that is attached to an existing timecard:

The employee has an existing timecard in the Employee Transaction Detail File table (F06116) that includes the following information: A DBA override for DBA 7000 is entered for 100 USD. The record in the F0709 includes the following information after the override has been entered into the system, but before pre-payroll has been processed:

Pay Type	Transaction Number	Hours
1	846	40

A DBA override for DBA 7000 in the amount of \$100 USD is attached to the timecard. The record in the F0709 includes the following information after the override has been entered into the system:

PDBA Code	Transaction Number	Amount
7000	846	100.00

The information from the attached timecard is used to derive the account information for the journal entries that are created for the DBA.

Example 2: Stand-Alone DBA Overrides for Autopay Employees

If the system generates autopay timecards for the employee, the transaction numbers for those timecards are entered into the Transaction Number field in the F0709. If multiple timecards are created, based on the employee's labor distribution instructions, the system prorates the amount of the DBA overrides across the autopay timecards and assigns the Transaction Number from each timecard to the appropriate record in the F0709. The following example illustrates how the system prorates a DBA override for an autopay employee with labor distribution instructions:

A stand-alone DBA override for DBA 7000 is entered for 100 USD. The record in the F0709 includes the following information after the override has been entered into the system but before pre-payroll has been processed:

PDBA Code	Transaction Number	Amount
7000	Blank	100.00

During pre-payroll, the system creates two timecards for the employee, based on the employee's labor distribution instructions. The timecards include the following information:

Pay Type	Business Unit	Hours	Transaction Number
1	10	20	754
1	50	20	755

After the system creates the autopay timecards, the original record in the F0709 is changed to reflect prorated amounts. The records in the F0709 that are associated with this transaction now include the following information:

PDBA Code	Transaction Number	Amount
7000	754	50.00
7000	755	50.00

The system uses the timecard associated with each record in the F0709, which is determined by the transaction number, to derive the account information that is used to create journal entries for the DBA.

Example 3: Stand-Alone DBA Overrides for Non-Autopay Employees

When you enter a stand-alone DBA override for an employee who does not have any timecards in the system, and who is not an autopay employee, the system creates a timecard with zero gross pay and zero hours. This timecard is created using the autopay pay type from the employee's Employee Master Information record. When the DBA override is entered into the system, the transaction number in the F0709 is left blank. When the employee is processed in pre-payroll, the system creates the zero-amount timecard and assigns it a transaction number. After system creates the timecard, the transaction number from the newly created timecard is automatically entered in the F0709, and the information from that timecard is used to create the journal entries for the DBAs. The following example illustrates how the system handles stand-alone DBA overrides when an employee does not have any timecards:

A stand-alone DBA override for DBA 7000 is entered for 100 USD. The record in the F0709 includes the following information after the override has been entered into the system, but before pre-payroll has been processed:

PDBA Code	Transaction Number	Amount
7000	Blank	100.00

During pre-payroll, the system creates a timecard with no gross pay and no hours, using information from the Employee Master Information table (F060116). The timecard includes the following information:

Pay Type	Hours	Transaction Number
1 (from the Employee Master Information table)	0	957

After the system creates the zero gross timecard, the original record in the F0709 is updated to associate the DBA override with the newly created timecard. The record in the F0709 now includes the following information:

PDBA Code	Transaction Number	Amount
1	957	100.00

The system uses the timecard associated with the record in the F0709, which is determined by the transaction number, to derive the account information that is used to create journal entries for the DBA.

Resetting DBA Overrides

After you enter DBA overrides, you must then process the employee through a payroll cycle to update the information to history. When you enter a stand-alone DBA override, the system populates the Deduction/Benefit Override Code (PGRP) in the F0709 table with an M (manual). When you process stand-alone overrides through pre-payroll, the system prorates the amount of the override over all existing timecards for the employee, provided that the pay type on the timecard is in the basis of calculation for the DBA. If the employee does not have any existing timecards, the system creates a zero gross timecard.

When the system prorates the override amount over existing timecards, additional records are created in the F0709, and the Deduction/Benefit Code is changed to MP (manual prorated). If you reset pre-payroll after the system has prorated the override amount across multiple timecards, the system deletes the MP records in the F0709 and reverts back to the original M record in the table.

Note

When you review timecards, the system does not indicate that a DBA one-time override exists. To review all DBA overrides that exist for an employee, you must perform a search for DBA overrides. In addition, the Work With One-Time Overrides form only allows you to review overrides with a Deduction/Benefit code of M. If you have already processed pre-payroll and want to review the override, you must use the Payroll Workbench.

See Also

- ❑ *Entering Labor Distribution Instructions in the Workforce Management Foundation Guide* for additional information and instructions

See the following topics in the *Payroll Guide* for additional information and instructions:

- ❑ *Processing Pre-Payroll*
- ❑ *Resetting Payroll Cycle Steps*
- ❑ *Reviewing Payroll Cycle Information Online*

► To attach a DBA override to an existing timecard

From the *Time Entry* menu (G05BT1), choose *By Individual or Speed Time Entry*.

1. On *Work with Time Entry by Individual* or *Work With Speed Time Entry*, click *Find* to display all existing timecards, choose a record, and then click *Select*.
2. On *Speed Time Entry Revisions* or *Time Entry Revisions*, choose the record for which you need to override a DBA and choose *One Time Overrides* from the *Row* menu.

Note

This row exit is enabled only if the *Transaction Number* field in the grid is not blank. If this field is blank, you must enter DBA overrides as stand-alone overrides.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

One Time Overrides

OK Find Delete Cancel Form Row Tools

Address Number 7500 McDougle, Cathy
Work Date 07/20/05 LOCKOUT= BI-WEEKLY

DBA	Description	Amount	Basis	Arrearage Amount	Union	Job Typ	Job Step	Business Unit	Company	Work Tax Area
<input type="checkbox"/>	1016 LTD Coverage	29.40	1.00			2H-1		9 00001	9 00001	06
<input type="checkbox"/>	1017 STD Coverage	21.85	1.00			2H-1		9 00001	9 00001	06
<input type="checkbox"/>	1020 Dental EE+1	66.00	1.00			2H-1		9 00001	9 00001	06
<input type="checkbox"/>	1320 United Way	30.00	1.00			2H-1		9 00001	9 00001	06
<input checked="" type="checkbox"/>										

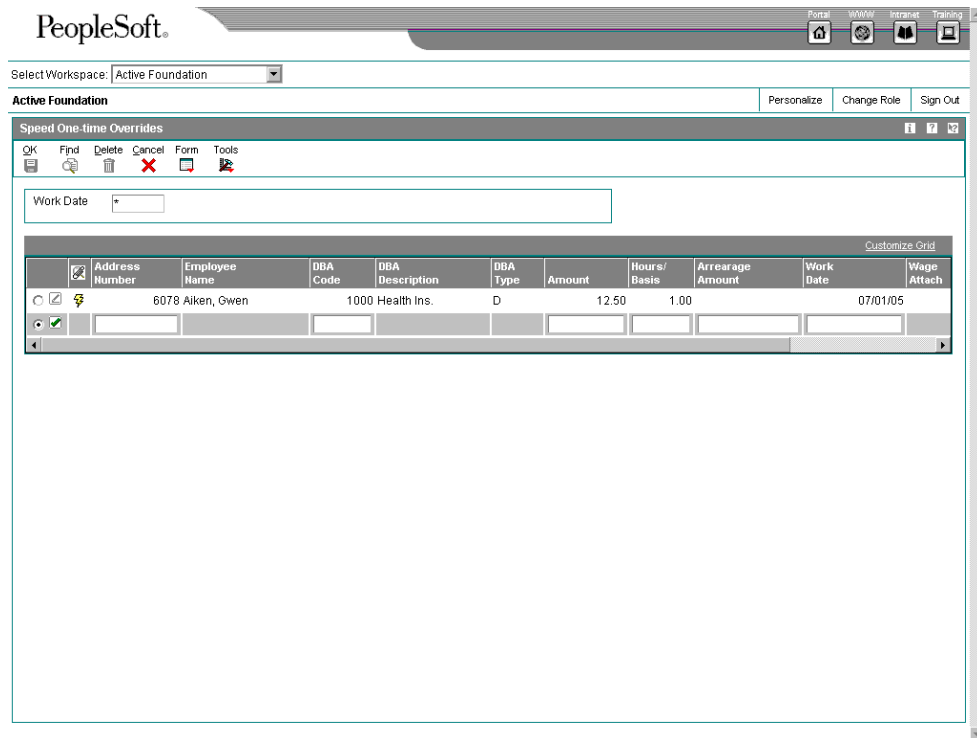
Total Amount 147.25

3. On One Time Overrides, review the information and revise any of the following fields for a specific DBA:
 - Amount
 - Basis
 - Union
 - Job Typ
 - Job Step
 - Business Unit
 - Company
 - Work Tax Area
4. To override voucher information, complete the following fields:
 - A/P Voucher
 - Payee No
5. If you are overriding a wage attachment deduction, complete the following field:
 - Wage Att
6. If you need to review or revise a DBA in the database, choose the DBA and choose PDBA Setup from the Form menu.
 - a. Proceed to the topic [Setting Up Essential DBA Information](#).
7. Click OK.

► **To enter stand-alone DBA overrides**

From the Payroll Workbench menu (G07BUSP11), choose One-Time Overrides.

1. On Work With One-Time Overrides, click Add.
2. On Speed One-Time Override Revisions, complete the following field in the header area:
 - Work Date
3. In the detail area, complete the following required fields for each DBA override that you are entering:
 - Address Number
 - DBA Code
4. Complete one of the following fields for each DBA override:
 - Amount
 - Hours/Basis



5. Complete any of the following optional fields for each DBA override:
 - Union
 - Job Typ
 - Job Step
 - Business Unit
 - Company
 - Work Tax Area
6. To override voucher information, complete the following fields:
 - A/P Voucher
 - Payee No
7. To override a wage attachment deduction, complete the following field:
 - Wage Att
8. Click OK.

► **To review DBA overrides**

From the Payroll Workbench menu (G07BUSP11), choose One-Time Overrides.

1. On Work With One-Time Overrides, click one of the following options:
 - Attached to Timecard
 - Stand Alone
 - All
2. Complete any of the following optional fields, and then click Find:
 - Address Book Number
 - Work Date
 - User ID
3. To review detailed information about the DBA override, choose a record in the detail area and click Select.
4. On Speed One-Time Override Revisions, make any necessary changes and click OK.

See Also

- *Overriding Timecard Information in the Time Accounting Guide*

Working with Time Entry Batch Processing

Time entry batch processing is a process that uploads and converts timecard information from a third-party source to the J.D. Edwards Payroll system. After the information is converted, you can create timecards in the Payroll system. You can upload timecard information from any of the following third-party sources:

- A remote PC time entry program
- Custom systems
- Electronic data interchange (EDI) transactions

The J.D. Edwards Interoperability model makes possible the sharing and processing of information between a third-party source and J.D. Edwards software. Inbound transactions are possible for release B73.3.1 and later. That is, you can upload timecard information from a third-party source. A future release will allow outbound transactions also. That is, you will be able to download timecard information to a third-party source.

The Inbound Flat File Conversion program (R47002C) for uploading batches of timecards verifies that the information entered into the Employee Transactions - Batch File table (F06116Z1) is processed correctly and copied to the Employee Transactions Detail File table (F06116). After the information is in the F06116Z1, you can create timecards.

You can upload timecard information from a third-party source as a flat file that will correspond to J.D. Edwards time entry forms. You might need to format the timecard information in your third-party source so that the information uploads in a corresponding tabular format.

The uploaded timecard information is stored in the F06116Z1 until you process the information. When you process the information, the system creates timecards and stores them in the F06116 with all other timecards. However, before you create timecards from uploaded information, you can review and revise the information in the table for accuracy. You can use the Batch File Register report to verify that the uploaded batches are accurate. After you have reviewed and revised a batch of uploaded timecard information, you can use the information to create timecards. After creating the timecards, you can include those timecards in payroll-cycle processing.

You can set processing options such that when you create the timecards, the system automatically purges the processed batches from the F06116Z1. Doing so conserves computer disk space and makes locating unprocessed batches easier.

Setting Up a Flat File Cross-Reference

The system needs to identify the flat file with the timecard information before it can upload data from a third party source. When you upload timecard information, the system retrieves the data from the flat files and stores it in the Employee Transactions - Batch File table (F06116Z1). The system uses flat file cross-reference information for the following conditions:

- For inbound transactions, the system uses flat file cross-reference information if the third party source cannot write data to the interface tables in the required format for J.D. Edwards software. The third party source can write the data to a specific flat file for each transaction and record type.
- For uploading information, the system uses flat file cross-reference information if the third party source is a new or different source.

Before You Begin

- ❑ Set up the conversion table that supports Unicode processing. For information on setting up this table, see *Flat File Encoding* in the *System Administration Guide*.

► To set up a flat file cross-reference

From the Personics menu (G05BPP41), choose Flat File Cross Reference.

1. On Work With Flat File Cross-Reference, click Add.
2. On Flat File Cross-Reference, type JDETEIN in the following field:
 - Transaction
3. Type 1 in the following field:
 - Direction Indicator
4. In the following field, enter a filename for the flat file that the data will be uploaded to:
 - Flat File Name

Note

Any folders that you specify in the filename path must already exist. The system does not create the folders. Also, you must use to use double backslashes (\\) in the filename (for example, c:\\Batch Time Entry\\F06116Z.txt).

5. Enter the name of the table from which the data is taken in the following field:
 - File Name
6. Type 2 in the following field:
 - Record Type
7. Click OK.

Completing Required Fields for the Employee Transactions - Batch File Table (F06116Z1)

When you upload flat file information to the Employee Transactions - Batch table (F06116Z1), the system must store the information in required fields on the table. These fields correlate to a OneWorld timecard. You must enter required fields in a custom program so that the system can identify the information and create a timecard with another program.

Review the following tables for the field names, alpha names, explanations, and values of required fields needed for the F06116Z1.

Required Transaction Fields

The following fields must be completed in a custom program for the system to identify the transaction and put the values in the F06116Z1:

VLEDUS (User ID)	Enter the ID of the user entering the transactions.
VLEDTN (User Transaction Number)	Enter a number to identify a specific transaction within a batch.
VLEDLN (Line Number)	Enter a number to identify each line within a given transaction.
VLEDDT (EDI Transmission Date)	Enter the Julian date of the transmission.
VLEDER (Send/Receive Indicator)	Enter R for inbound transactions. This indicates that the record was written by a system other than J.D. Edwards software, with the intent that the transaction be received in J.D. Edwards software.
VLEDSP (Processed Flag)	Enter 0 for inbound transactions. When the system finishes uploading the information, it automatically updates this field to 1.
VLEDTC (Action Flag)	Enter either A for add or D for delete. (Left justified)
VLEDTR (Transaction Type)	Enter 1 for the inbound transaction.
VLEDBT (User Batch)	Enter a batch number to identify a specific transaction for the specific user ID.

Note

VLEDUS, VLEDBT, and VLEDTN must contain values that identify the transaction within the table. You can complete any combination of these three fields to identify the transaction during the interface processing.

Required Data Fields

You must complete the following fields for the system to accept the transaction:

VLAN8 (Address Number)	Enter the employee's address book number.
VLPRTR (Transaction Number)	Enter a unique number assigned within the batch.
VLPHRW (Hours Worked)	Enter a number with implied decimals.
VLDWK (Date Worked)	Enter the date used as the actual work date or pay period ending date in Julian format.

VLPDBA (Pay Type Code)	Enter a pay type. The pay types are controlled by the Payroll Transaction Constants table (F069116).
VLICU (Batch Number)	Enter a number assigned to a batch of timecards. This can be the same as EDBT (User Batch).

Optional Fields for the Employee Transactions - Batch File table (F06116Z1)

The following fields are not required in order to upload timecard information. However, the values uploaded into these fields are passed from system to system. You can complete the following optional fields in a custom program. If necessary, contact J.D. Edwards for additional assistance.

VLANI (Account Number)	<p>A number that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Structured account (business unit, object, subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P0000).</p> <p>The value is supplied from the master business function based on labor distribution fields.</p> <p>Use either this field, or the VLMCU, VLOBJ, and VLSUB fields.</p>
VLMCU (Business Unit)	A value that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse, location, or job.
VLOBJ (Object Account)	The object account portion of the general ledger account.
VLSUB (Subsidiary)	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> <p>If you complete this field, you must also complete the VLSBLT field.</p>
VLGMCU (Recharge Business Unit)	For Payroll purposes, a business unit that represents the distribution account where the recharge (billing) amounts are to be posted. The only time that this field is generated is when you enter a 2 or a 3 in the Record Type field for an employee. In this case, the derived distribution account, or entered account, equals this business unit.
VLGOBJ (Recharge Object Account)	For Payroll purposes, the number of the account to which the recharge (billing) amounts are to be posted.
VLGSUB (Recharge Subsidiary)	For Payroll purposes, the number of the subsidiary account to which the recharge (billing) amounts are to be posted.

VLSBL (Subledger)	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment number, an address book number, and so forth. If you complete this field, you must also complete the VLSBLT (Subledger Type) field.
VLSBLT (Subledger Type)	A UDC (00/ST) that is used with the Subledger field to identify the subledger type.
VLWR01 (Phase)	A UDC (00/W1) that indicates the current stage or development of a work order. You can assign a work order to only one phase code at a time. This UDC is automatically supplied from the work order field if the speed coding method for entering a work order is used.
VLMCUO (Chargeout Business Unit)	A business unit that represents the location where the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Rates File table (F069126) and is used exclusively by the Certified Payroll Register program (R07371).
VLMAIL (Check Route Code)	A UDC (06/CR) that specifies the check routing or mail stop code. This code can be used to sequence the printing of payroll checks to facilitate their handling and delivery.
VLUN (Union Code)	A UDC (06/UN) that represents the union or plan in which the employee or group of employees work or participate.
VLJBCD (Job Type)	A UDC (06/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
VLJBST (Job Step)	A UDC (06/GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.
VLSHFT (Shift Codes)	A UDC (06/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.
VLSHD (Shift Differential)	An additional rate, expressed in currency or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH).
VLDTBT (Date Time Clock Start)	The date and time that the timecard transaction was created.
VLTCDE (Date Time Clock End)	The date and time that the timecard transaction was ended.
VLEQWO (Equipment Worked On)	The ID number for the equipment that an employee maintained or repaired, but did not use. For example, an employee might change the oil in the company dump truck. Use this field to direct labor expenses to the specific piece of equipment.

VLEQCG (Equipment Worked)	The ID number of the equipment that an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
VLQOBJ (Equipment Object Account)	The object account to which you want the system to distribute equipment utilization charges.
VLERC (Equipment Billing Rate Codes)	A UDC (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
VLEQRT (Billing Rate)	The monetary amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate-ERC).
VLEQHR (Equipment Hours)	The number of hours that the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
VLEXR (Explanation)	A name or remark that describes a timecard record.
VLP001-VLP004 (Category codes 1- 4)	Payroll system category codes for which you can define the use and description of each to fit the needs of your organization.
VLEPA (Entered Gross Pay)	A lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs.

Uploading Timecard Information

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry File Upload.

If you use a third-party source to store timecard information, you need to upload the information from a flat file into the Employee Transactions - Batch File table (F06116Z1) before you can create timecards. For example, if you keep timecard information in a Microsoft Excel spreadsheet, you need to import that information into the J.D. Edwards Time Entry system to create timecards. J.D. Edwards recommends that you always run the default version, XJDE0031. This version is set up with the proper processing option values.

After you upload timecard information from the third party system, review the information before you create actual timecards in the Employee Transactions Detail File table (F06116).

See Also

- ❑ *Revising Uploaded Timecard Information in the Time Accounting Guide*

Processing Options for Inbound Flat File Conversion (R47002C)

Transaction

1. Enter the transaction to process.

Separators

1. Enter the field delimiter.

2. Enter the text qualifier.

Process

1. Enter the inbound processor to run after successful completion of the conversion.
 2. Enter the version for the inbound processor. If left blank, XJDE0001 will be used.
-

What You Should Know About Processing Options

The following table lists information about using certain values for these processing options:

Transaction tab	JDETEIN is the default value and is set up as the Time Entry PC Upload transaction type.
Separators tab	<ol style="list-style-type: none">1. Enter a value that the system recognizes as the beginning and end of the text within each cell or field when creating a flat file.2. Enter a value that allows the system to recognize a new field or cell when creating the flat file.
Process tab	<ol style="list-style-type: none">1. Enter the program number for Time Entry Batch Processor (R05116Z11), if you want the system to automatically create timecards from the uploaded timecard information. If you want to review and revise your batch after uploading the timecard information, do not enter a value.2. Enter the version of program R05116Z11.

Revising Uploaded Timecard Information

When the system uploads timecard information, it often identifies one or more inbound transactions that contain invalid transactions. For example, an employee might have an invalid employee number. In this case, the system does not add the record to the Employee Transactions - Batch File table (F06116Z1). Instead, it generates an e-mail message indicating the transaction number for the transaction that is in error and sends the message to the user's employee work center queue.

After the system uploads timecard information to the F06116Z1, you should review the information and correct any errors before you create timecards. This process helps prevent errors on timecards and in your timecard tables.

Note

You can run the Time & Pay Entry Register For Batch File program (R053001Z) and print the associated report as an alternative to reviewing timecard information errors online.

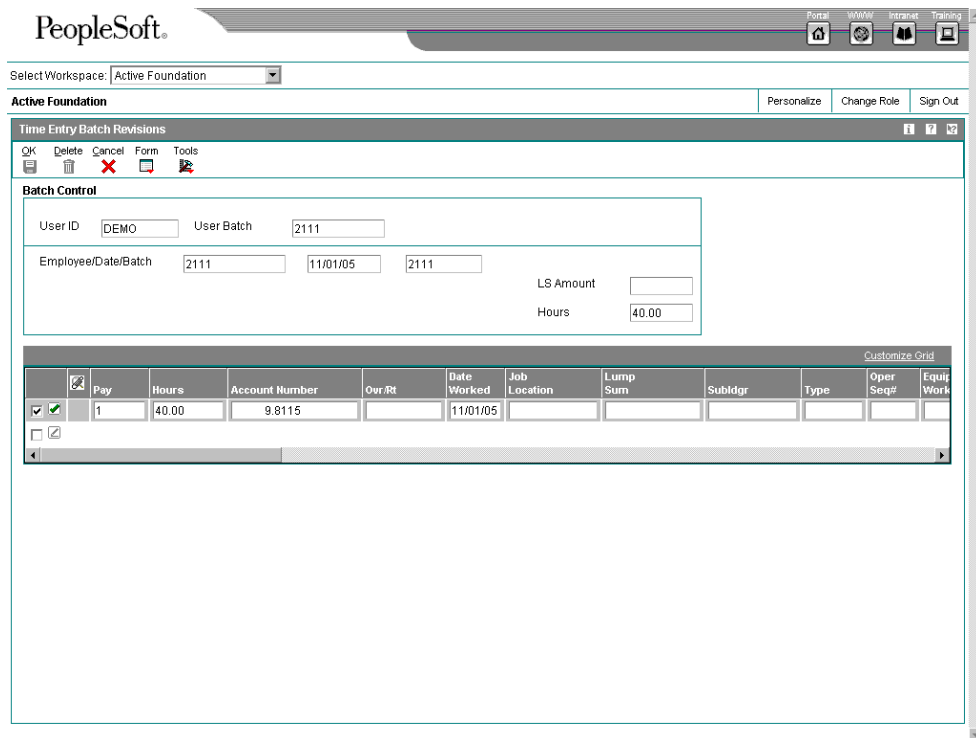
Before You Begin

- View your employee work center queue for transaction errors. See [Viewing Messages](#) in the *Foundation Guide*.

► To revise uploaded timecard information

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry File Revisions.

1. On Work with Time Entry Batch File Revisions, complete the following fields:
 - User ID
 - Batch Number
2. To further limit your search, complete one or more of the following optional fields and click Find:
 - From Date
 - Thru Date
3. Choose a record and then choose Time Entry from the Row menu.



- On Time Entry Batch Revisions, enter corrections or override information and click OK.

The server completes blank fields during processing.

See Also

- [Reviewing the Time & Pay Entry Register for Batch File Report](#) in the *Time Accounting Guide*

Reviewing the Time & Pay Entry Register for Batch File Report

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry File Register.

After you revise uploaded timecard information, you should run the Time & Pay Entry Register for Batch File program (R053001Z) to verify that the information is correct.

Processing Options for Time & Pay Entry Register for Batch File Report (R053001Z)

Defaults Tab

Use these processing options to specify the type of information that appears on the report.

1. Time Card Type

L = Labor Time Cards

R = Recharge Time Cards

E = Equipment Time Cards

Enter the type of Time Card to be printed.

Valid values are:

L Labor Time Cards

R Recharge Time Cards

E Equipment Time Cards

2. Employee Number Format

A = Address Number

O = Alternate Number

S = Tax ID

If printing Labor Time Cards (type L) then enter the type of Employee Number to be printed. Valid values are:

A Address Number

O Alternate Number

S Tax ID

3. Print GL Account Number and Tax Area

Blank = 0

0 = No

1 = Yes

**Enter a value to specify if the GL Account Number and Tax Area will be printed.
Valid values are:**

Blank 0

0 No

1 Yes

4. Print EE Totals

Blank = 0

0 = No

1 = Yes

Enter a value to specify if the Employee Totals will be printed.

Valid values are:

Blank = 0

0 =No

1 = Yes

Creating Timecards from Uploaded Information

From the Batch Time Entry Processing menu (G05BBT3), choose Batch Time Entry Processor.

After you review and revise uploaded timecard information, you can create timecards. You then include those timecards in your usual payroll-cycle processing. When you create timecards from uploaded timecard information, the system verifies the information against constants tables in the Payroll system.

When you create timecards, the system transfers the uploaded information from the Employee Transactions - Batch File table (F06116Z1) to the Employee Transaction Detail File table (F06116).

You need to set up your processing options for Batch Time Entry Processor (R05116Z11) to run this program in proof or final mode. When you run the program in proof mode, the system prints the Employee Transaction Update report and the Transaction Errors report without updating the F06116. Correct any errors before resetting your processing options to run the program in final mode.

When you run the program in final mode, the system does the following:

- Uses next numbers to assign batch numbers and transaction numbers for each timecard
- Creates and prints the Employee Transaction Update report and the Transaction Errors report
- Marks transactions as processed
- Supplies any applicable default values in the optional timecard fields

If no errors appear on the Transaction Errors report, the system creates timecards in the F06116. If errors occur, the system does not create timecards; instead, the system sends an error message to the person that you specify in the processing options. You should correct the errors and run the batch again.

You can specify in the processing options that the system automatically purge the records from the F06116Z1 when the batch runs successfully.

You cannot use the Time Entry Batch Revisions form to revise processed batches. If you find an error in processed batches, you must make revisions on individual time entry forms.

See Also

- *Revising Uploaded Timecard Information* in the *Time Accounting Guide* for information about making corrections

Processing Options for the Time Entry Batch Processor Program (R05116Z11)

Processing Tab

Use these processing options to determine whether the program runs in final or proof mode, whether the system purges processed transactions from the Employee Transactions - Batch File (F06116Z1), and how the system processes employee records that are locked to a payroll.

1. Version - Time Entry MBF

Enter a specific Time Entry MBF Version

Blank = Default version (ZJDE0001)

Use this processing option to override the processor for standard time entry. The default version for Time Entry Master Business Function (P050002A) is ZJDE0001. Additional versions might be required to meet new requirements. For example, you might need to create a new version of the Time Entry MBF for employee assignment. To change the default, enter a different version number. Only persons responsible for system-wide setup should change this option.

2. Final Flag

Blank = Proof

1 = Final

Use this processing option to specify the mode in which to run the UBE. Valid values are:

Blank

Process batch information in proof mode. The system generates a report but does not update tables. This option allows you to preview the results that occur when you process batch information in final mode.

1

Process the batch information in final mode. The system updates batch information in the relevant tables. To automate time entry template generation for Employee Assignment, you should set this option to 1.

3. Purge Flag

Blank = Do Not Purge

1 = Purge

Use this processing option to specify whether the system purges processed transactions from the Employee Transactions Batch table (F06116Z1) when the transactions are complete. Valid values are:

1

Automatically purge processed transactions from the batch file.

Blank

Flag transactions as processed, but do not purge transactions from the batch file.

4. Payroll Lockout Processing

1 = Error Message, No Upload

2 = Warning Message, Upload

3 = No Message, Upload

Use this processing option to specify how the system manages an employee record that is locked out of a payroll. Valid values are:

1

Report an error for a specific employee record that is locked out of a payroll. The system does not upload time for the locked employee record.

2

Report a warning for a specific employee address book number. The system sends a warning message to the message center indicating the employee address book number and payroll ID that caused the error, but the system uploads time for the employee. This setting can force an active payroll into a changes-only run.

3

Receive no messages. The system uploads time for the employee. This setting can force an active payroll into a changes-only run.

Select Tab

Use these processing options to specify the payroll ID, pay cycle code, and the pay period number that the program uses, and the records to select.

1. Self-Service TE

Blank = Select all records

1 = Select approved records

Use this processing option to specify the data source of the records that you want to upload. Valid values are:

Blank

Transfer all records. (Use this option when Employee Self-Service Time Entry is not implemented.)

1

Transfer records that are approved and records that do not require approval.

2. Payroll ID

Use this processing option to specify a regular payroll ID (pre-payroll version) that the program uses to select records that are transferred. If this option is specified, then the Start Date, Stop Date, Pay Cycle Code, and Pay Period Number entered on this PO tab are ignored because the system retrieves and uses the values that are associated with this payroll ID.

3. Pay Cycle Code

Use this processing option to specify the Pay Cycle Code. Valid values include:

W

Weekly

BW

Biweekly

SEMI

Semi-monthly

4. Pay Period Number

Use this processing option to specify the pay period number. If the pay period number is not specified, then the system uses a pay period number that includes the system date. When the system uses a pay period number that includes the system date, the start and stop dates are based on values from the Master Pay Cycle.

Pay periods are sequentially numbered from the first of the year. For example, a monthly payroll cycle beginning in January has a total of 12 periods, with October as period number 010. Valid value ranges include:

001-052 (Weekly payroll cycle)

001-026 (Biweekly payroll cycle)

001-024 (Semi-monthly payroll cycle)

001-012 (Monthly payroll cycle)

001-004 (Quarterly payroll cycle)

001-001 (Annual payroll cycle)

Refer to the Master Pay Cycle settings to determine how your pay periods are defined.

5. Starting Date

Use this processing option to select records that include a date worked that is equal to or greater than the current date.

6. Ending Date

Use this processing option to select records that include a date worked that is less than or equal to the current date.

Messages Tab

Use this processing option to specify the person who will receive messages directed to the Work Center.

1. User ID for Work Center Messages

Use this processing option to choose the person who receives PPAT error messages. Enter a user address book number. If you leave this field blank, the system sends error messages to the person who is running the batch application.

Interims Tab

Use this processing option to specify version information for the Batch File Upload.

1. Default Interim Payroll Version for Batch File Upload:

Use this processing option to identify the valid interim ID that is assigned to timecards that are created using the upload process.

Purging Processed Payroll Batches

From the Batch Time Entry Processing menu (GO5BBT3), choose Purge Batch Time Entry.

After you create timecards, you should purge the processed batches if your processing options are not set up to do so automatically. Purging batches conserves disk space and makes it easier to locate unprocessed batches. When you purge processed batches, the system removes records from the Employee Transactions - Batch File table (F06116Z1).

Master Business Functions

Several J.D. Edwards systems access centralized programs called master business functions. A master business function (MBF) is a program that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables.

Master business functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. They contain logic that ensures the integrity of adding, updating, and deleting information from databases.

A master business function helps to standardize data entry information across related programs. For example, a large company might have employees enter their time from multiple sites and sources.

Master business functions are most commonly used for the following situations:

- You accept records from a third-party source.
- Multiple programs are updating the same table.

To maximize efficiency when creating timecards for all employees, you can set up processing options for master business functions to customize default fields and valid values for all time entry programs across the company. You can set up processing options to define the following functions for a set of programs that the master business function supports:

- Determining data dictionary default values
- Verifying valid values
- Updating tables with field information from multiple records

Processing options for master business functions are attached to version ZJDE0001, which is provided by J.D. Edwards. J.D. Edwards recommends using this version as the default version for all of your entry programs.

Note

If you need to create different versions for other data entry programs, contact your system administrator. For more information about how to set up versions, see *Creating a Batch Version* in the *Foundation Guide*.

Setting Up MBF Processing Options for Time Entry

The HR and Payroll Foundation system has one master business function, Time Entry MBF Processing Options (P050002A), which interacts with all time entry programs.

You need to set up processing options for the time-entry master business function to define default values, valid values, and functions for time entry programs.

Caution

J.D. Edwards recommends that you set up these processing options one time only. Changing these processing options might completely change necessary business functions for your

time entry system. Contact J.D. Edwards for technical support if you want to change these processing options after you have begun processing timecard information for your organization.

Version ZJDE0001 of the master business function has security set to restrict access by certain users. An error message occurs if you try to access the version while security is turned on. Your system administrator must turn off version security before you can create a new version or access the processing options. After you have set up the appropriate values for the processing options, the system administrator must turn on security again for the version.

After setting up the processing options for P050002A, you need to choose either the default version (ZJDE0001) or a user defined version of the master business function in the processing options for the following time entry programs:

- Speed Time Entry (P051121)
- Time Entry Floods (P051191)
- EE Assignment (P0716701)

You might need to create multiple versions of the Time Entry MBF Processing Options program if you want different processes within your organization to process timecard information differently. For example, you might want to use one version of the master business function to process employee assignment information, and use a different version to process other time entry programs. Contact your system administrator if you need to use multiple versions.

Processing Options for Time Entry Master Business Function (P050002A)

Pay Rates Tab

Use these processing options to specify how the system retrieves an employee's pay rates for time entry. You can specify the tables that you want the system to search to retrieve pay rates and whether you want the system to use the highest pay rate found or the standard pay rate.

1. Pay Rate

E = Use pay rates from the Employee Occupational Pay Rates table (F060146)

U = Use pay rates from the Union Rates table (F069126)

Blank = Use pay rates from the Employee Master table (F060116)

Use this processing option to specify the tables that you want the system to search to retrieve employees' pay rates for time entry. If you are using job step progression, the system always retrieves employee rates for step progression employees from the Union Rates Table, regardless of how this option is set. Valid values are:

Blank

Use pay rates from the Employee Master table (F060116).

E

Include pay rates from the Employee Pay Rates table (F060146).

U

Include pay rates from the Union Rates table (F069126).

When you choose option (E), the system first searches the Employee Pay Rates table. If no rate exists for an employee in this table, the system uses the rate entered in the Employee Master table.

When you choose option (U), the system first searches the Union Rates table. If an employee has no rate entered in this table, the system searches for a rate in the Employee Pay Rates table. If no rate exists for the employee in the Employee Pay Rates table, the system uses the rate entered in the Employee Master table.

2. Highest Rate

1 = Use the highest pay rate found

0 = Use the standard pay rate

Use this processing option to specify whether the system uses the standard pay rate or the highest pay rate when it performs the search that you specified in the Pay Rate processing option. If you are using job step progression, you must set this option to use the standard pay rate. Valid values are:

0

Use the standard pay rate.

1

Use the highest pay rate found.

3. Piece Rate

E = Retrieve piece rate from the Employee Master table (F060116)

P = Retrieve piece rate from the Item Piece Rate table. (F06918)

Blank = Do not retrieve a piece rate. Piece rate functionality inactive

Use this processing option to specify whether you want the system to use the employee piece rate or the item piece rate when entering timecards for piece rate employees. Valid values are:

E

Retrieve piece rate from the Employee Master Information table (F060116)

P

Retrieve piece rate from the PF - Piece Rate Filetable (F06918)

4. Pay Type Multiplier Override to prevent multiplying a rate by the Pay Type multiplier when the rate is entered manually.

0 = Use Pay Rate Multiplier

1 = Do not use Pay Rate Multiplier

A code that specifies whether the system applies the Pay Type Multiplier when you manually enter pay rates on timecards. If you set this option to 1, any pay rate that you enter manually, except premium pay, will not be multiplied by the pay type multiplier. Premium pay always uses the pay type multiplier. Valid values are:

0

Use Pay Type Multiplier

1

Do not use Pay Type Multiplier

Pay Types Tab

Use these processing options to specify which pay types and pay tables the system uses to determine employee pay rates. If you are using job step progression processing, you must complete these processing options to ensure that overtime is calculated correctly.

1. Union Table - Pay Type Codes

Pay Type - Hourly

Use this processing option to specify the hourly pay type to process. If you are using pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Pay Type - Regular Overtime

Use this processing option to specify the regular overtime pay type to process. If you are using pay rates from the Employee Pay Rates table (F060146), complete only this processing option. If you are using pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Regular Overtime processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

Pay Type - Double Overtime

Use this processing option to specify the double overtime pay type to process.

If you are using pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rate table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Double Overtime processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

Pay Type - Triple Overtime

Use this processing option to specify the triple overtime pay type to process.

If you are using pay rates from the Union Rates Table (F069126), enter only pay types codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Triple Overtime processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

Pay Type - Holiday

Use this processing option to specify the holiday pay type to process. If you are loading pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Holiday processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

2. Job Type and Step Cross-Reference

1 = Validate the Pay Type

0 = Do not validate the Pay Type

Use this processing option to specify whether the system automatically enters job information into the Pay Type field. When set to 1, the system automatically enters the job type and step from the Classification and Pay Cross-Reference table (F06932) into the Pay Type field. Valid values are:

0

Do not load the Pay Type field automatically.

1

Load the Pay Type field automatically.

3. Pay Type Description

1 = Load the Pay Type Description field automatically

0 = Do not load the Pay Type Description field automatically

Use this processing option to specify whether the system automatically enters explanation text into the Pay Type Description field. This automatic function can reduce data entry. The system enters the Pay Type Description from the Payroll Transaction Constants table (F069116) in the Explanation field (YTEXR) of the Employee Transaction Detail File table (F06116). Valid values are:

0

Do not load the Pay Type Description field automatically.

1

Load the Pay Type Description field automatically.

4. Split Time

1 = Split time automatically

0 = Do not split time automatically

Use this processing option to specify whether the system splits time automatically. The system splits time according to the percentages specified in the Labor Distribution Instructions table (F06016) or the Position Account Distribution Instructions (F081012) table. The total percentages of hours must equal 100%. Valid values are:

0

Do not split time automatically.

1

Split time automatically.

Equipment Tab

Use these processing options to determine how equipment charges are handled during time entry.

1. Equipment Worked On

1 = Load the Equipment Worked On field automatically

0 = Do not load the Equipment Worked On field automatically (default)

Use this processing option to specify whether the system automatically completes the Equipment Worked On value (EQWO) from the referenced work order. Valid values are:

0

Do not load the Equipment Worked On field automatically.

1

Load the Equipment Worked On field automatically.

2. Zero Billing Rate

- 1 = Use the Zero Billing Rate**
- 0 = Do not use the Zero Billing Rate**

Use this processing option to specify whether the system uses the Zero Billing Rate when you charge employee time against specific equipment. Valid values are:

0
Do not use the Zero Billing Rate.

1
Use the Zero Billing Rate.

Batches Tab

Use this processing option to determine how the system assigns time entry batches.

1. Batch Number

- 1 = Assign batch numbers automatically**
- 0 = Do not assign batch numbers automatically**

Use this processing option to specify whether the system assigns batch numbers automatically from next numbers. J.D.Edwards recommends that you allow the system to assign batch numbers automatically. You can override the batch number that the system assigns. Allowing the system to assign batch numbers disables the Get Batch Number form exit. When you do not assign batch numbers automatically, you must either enter a batch number or use the Get Batch Number form exit to retrieve a batch number. Valid values are:

0
Do not assign batch numbers automatically.

1
Assign batch numbers automatically.

Employee Tab

Use this processing option to determine whether information from the timecard is automatically updated to the Employee Master Information table (F060116).

1. Check Route Code

0 = Update Employee Master only if Blank

1 = Always Update Employee Master

2 = Do Not Update Employee Master

Use this processing option to specify whether the system updates the check route code on the employee master record with the value entered on the timecard. Valid values are:

0

Update the employee master record only if the check route code is blank.

1

Always update the employee master record.

2

Do not update the employee master record.

Recharge Tab

Use these processing options to specify the default values that the system uses for multicurrency and recharge rate information.

1. Enable Multi-Currency Functionality

'0' = Do not enable Currency Functionality

'1' = Enable Currency Functionality

Use this processing option to enable multi-currency time accounting. Valid Values are:

0

Do not enable multi-currency time accounting

1

Enable multi-currency time accounting

3. Use Billing Markup Table for Rate Lookup

'0' = Do not use the Billing Markup Table

'1' = Use the Billing Markup Table (F48096) to retrieve rates

Use this processing option to obtain recharge billing rates from the Billing Markup Table (F48096). Valid values are:

0

Do not use Billing Markup table for recharge rates

1

Use Billing Markup table for recharge rates

4. Generation Type Payroll

- '1' = For Invoice Processing
- '2' = For Revenue Processing
- '3' = Component Amounts
- 'P' = Recharge Amount

Use this processing option to specify the type of entries for a batch and also the markup rules for the Billing Rate / Markup Table (F48096). When associated with types of entries, the system uses these codes to assign the generation type of a batch at the time the batch is created. When associated with billing rate/ markup processing, the system uses these codes to determine the markup rules for invoice, revenue, and component amounts. Depending on how you define the billing constants, different markup rules can apply to different amounts, as follows:

Type 1: When the billing constants specify that invoice and revenue amounts are always the same, the markup rule applies to revenue, invoice, and component amounts. If the billing constants specify that the invoice and revenue amounts can be different, the markup rule still applies to revenue, invoice, and component amounts if no Type 2 rule exists.

Type 2: When the billing constants specify that the invoice and revenue amounts can be different, the markup rule applies to revenue, and component amounts only.

Type 3: This type applies to component amounts. This rule is not dependent on the billing constants settings.

Type P: Payroll recharge processing is used for billing recharge rates using the J.D. Edwards time entry system.

Valid values are:

- 1
For Invoice Processing
- 2
For Revenue Processing
- 3
For Component Processing

P

For Recharge Processing

5. No Billing Markup Rate Found Action

Blank = Use Employee Distribution Rate

'1' = Use Employee Cost Rate

'2' = Return Error

Use this processing option to establish the employee's rate when not using the Billing Markup Table. Valid values are:

Blank

Use the Employee Distribution Rate

1

Use the Employee Cost Rate

2

Return Error

Leave Entry Tab

Use these processing options to specify how the system processes leave time.

1. Leave Time Available

0 = Do not perform editing

1 = Perform editing. Display hard error if insufficient available balances exist.

2 = Perform editing. Display warning message if insufficient available balances exist.

3 = Perform editing. Use available plus accrued balances. Display hard error if insufficient balances exist.

4 = Perform editing. Use available plus accrued balances. Display warning message if insufficient balances exist.

Use this processing option to activate leave administration processing in time entry. You can specify whether to display an error or a warning, as well as specify whether the system should use available balances or available plus accrued

balances for availability verification. Valid values are:

0

Do not perform editing

1

Perform editing. Display hard error if insufficient available balance exists.

2

Perform editing. Display warning if insufficient available balance exists.

3

Perform editing. Display hard error if insufficient available plus accrued balance exists.

4

Perform editing. Display warning if insufficient available plus accrued balance exists.

2. Leave History Source File

0 = Employee Transaction History Summary (F06146)

1 = Fiscal and Anniversary Year History (F06147)

Use this processing option to specify whether you want the system to calculate leave balances using the Employee Transaction History Summary table, or the Fiscal and Anniversary Year History table. Valid values are:

0

Employee Transaction History Summary (F06146)

1

Fiscal and Anniversary Year History (F06147)

Interims Tab

Use these processing options to enable the Time Entry Interim Generator and to determine which interim ID is used during timecard entry.

1. Interim Header

1 = Create Interim Header

0 = Do not Create Interim Header

Use this processing options to automatically create interim payment header records during the time entry process. If you create interim header record for timecards, you must process the interim payments using the Interim Payment Workbench in order to populate all calculated values associated with the payment. Valid values are:

1

Create interim header records.

0

Do not create interim header records.

2. Interim ID Pay Cycle Code:

Use this processing option to identify the Pay Cycle Code that the system uses to search for the default interim ID that is used to create interim payments during time entry. The system determines which interim ID to assign to interim payments that are created during time entry using the value in this processing option and the value in the Country Code processing option on this tab. The interim ID that is set up as the default interim ID for the Pay Cycle Code and Country Code combination that is entered in these processing options is assigned to the interim payments.

3. Interim ID Country Code:

Use this processing option to identify the Country Code that the system uses to search for the default interim ID that is assigned to interim payments that are created during time entry. The system uses the value in this field along with the value in the Pay Cycle Code processing option on this tab to determine which interim ID to use. The system uses the default interim ID that is set up for this Pay Cycle Code and Country Code combination.

Processing Tab

Use this processing option to specify how the system processes locked employees.

1. Time Entry Lockout: to prevent processing records that may require additional processing before running payroll.

1 = Keep Processed Records Locked to Time Entry

BLANK = Release Processed Records to Payroll

Use this processing option to specify whether you want the system to release processed records to payroll. Valid values are:

0

Release processed records to payroll (default)

1

Keep processed records locked out to Time Entry.

When you keep time entry records locked out, then the payroll system does not process them. You can set this option to 1 when you have multiple stages through which you need to process time entry records prior to running payroll. For example, in order to process your records through Time Card Automation/ Overtime Rule Evaluation, use a time entry version that releases the time entry records to payroll on the final step.

Burden Tab

Use this processing option to specify how the system calculates burden.

1. Calculate Flat Burden when Lump Sum is entered

1 = Calculate Flat Burden on Lump Sum

0 = Do not calculate Flat Burden on Lump Sum

Use this processing option to specify whether the system calculates the flat burden for a lump sum that is entered on the timecard. Valid values are:

0

Calculate burden on lump sum

1

Do not calculate burden on lump sum

Billing Rate

Use this processing option to specify whether the system allows blank billing rates.

1. Pay Rate Editing

1 = Do not Edit Pay and Billing Rate

0 = Edit Pay and Billing Rate (Default)

Use this processing option to specify whether a user can enter a blank billing rate on a timecard or through the timecard automation process. Valid values are:

1

Allow user to enter a blank billing rate

0

Do not allow user to enter a blank billing rate

Timecard Automation

Entering time for employees each pay period can be an overwhelming and time consuming task. In addition to recording time for regular hours, most companies need to calculate overtime based on federal, state, or labor union requirements. Overtime calculations can be simple or complex. For example, some organizations need to calculate overtime differently for certain groups of employees.

In addition to entering time for regular and overtime hours, you might need to calculate additional types of pay, such as time for company holidays, bonuses, or retroactive payments for salary adjustments. Using the Timecard Automation module, you can enter the calculation information for each type of payment once, after which the system automatically applies the calculation rules to each selected employee. Automating these processes can save time and reduce the probability of calculation or data entry errors.

The Timecard Automation module consists of the following components:

- Timecard Templates
- Retroactive Pay Rules
- Overtime Rule Sets
- Employee Groups

Timecard Templates

Many organizations need to enter the same types of timecards on a repeating basis. For example, you might need to enter timecards for bonus or commission pay each quarter. To automate this process, you can use the Timecard Templates program (P186301) to automatically create timecard templates. The Timecard Templates program allows you to create model timecards and apply those timecards to specified groups of employees. After you apply the template to the employee group, the system creates a timecard with the information from the template model for each employee in the group.

When you create a timecard template, you specify values for fields on the timecards, such as pay type, lump sum amount, hours, date, and account number. You can save the timecard template that you create and use it each time you need to create timecards with the specified values. In addition to creating timecards, the Timecard Templates program also generates a report so that you can review information about the newly created timecards before you process them through a payroll cycle.

Retroactive Pay Rules

Occasionally an employee's pay must be adjusted after the employee's payment has been disbursed. For example, if an employee was supposed to have received a pay increase on the first day of the month, but the increase was not entered into the system until the middle of the month, you might want to create a payment to compensate the employee for the amount of the increase from the date on which it should have become effective. This type of pay is called retroactive pay. You can use retroactive pay rules to calculate retroactive pay amounts based on current and historical time entry information.

First you define the retroactive pay calculation. After you have defined the calculation, you identify the employees for which the retroactive pay rule should apply, as well as the time period that contains the timecards that need to be adjusted. When you process the retroactive pay rules, the system creates timecards and uses the pay type that you specify when you create the rule. You can then use reports and online reviews in the Timecard Automation module to review the new timecards and the timecards from which the retroactive pay originated.

Overtime Rule Sets

Calculating overtime correctly can be difficult due to the regulations that are imposed by federal, state, and union organizations. For example, overtime regulations for California require that a company pay nonexempt employees one and a half times their hourly rate for any time worked over eight hours each day or 40 hours each week. The regulations also specify that companies must pay nonexempt employees twice their hourly rate for any time worked over 12 hours each day, and over 8 hours on the 7th day of work in a week.

To ensure that your organization pays employees according to regulations, you can create overtime rules and overtime rule sets to automate overtime calculations. You use overtime rules to specify how you want the system to calculate overtime pay. Overtime rules are created and stored in overtime rule sets. Overtime rule sets can consist of a single rule or multiple rules.

You can create an ordered set of overtime rules that the system uses to calculate overtime for a specified employee. Overtime rule sets allow you to define and maintain the overtime rules that are required to comply with overtime regulations. For example, to comply with California overtime regulations, you might create a rule set called California Overtime Rule Set; the rule set would consist of the following overtime rules:

- Calculate pay at one and a half times the regular rate when an employee works more than eight hours in a day.
- Calculate pay at one and a half times the regular rate when an employee works more than 40 hours in a week.
- Calculate twice the regular rate when an employee works more than 12 hours in a day.
- Calculate twice the regular rate when an employee works more than eight hours on the seventh day of the week.

Because the system processes the overtime rules within a set in the sequence that you specify, the sequence of the rules is important. Processing the rules out of sequence can produce results that may not match overtime requirements.

Using overtime rules, you can automate the process of calculating more complex overtime rules. For example, some organizations calculate overtime using the Chinese Overtime method, in which an employee's overtime rate decreases with each hour of overtime that is worked. Complex calculations might also be required to satisfy overtime requirements that are mandated by labor contracts.

After you create overtime rules and define an overtime rule set, you apply the rule set to an employee group. When you process the rule set, the system changes current, unprocessed timecards and, if necessary, creates new timecards to ensure that employees are paid correctly for any overtime hours that they work.

Note

You cannot use the Overtime Rule Set feature to change historical timecards. Additionally, the regulatory examples that are used in this section are used for illustrative purposes only. You should refer to your federal, state, and union labor organizations for accurate and current information about overtime pay regulations.

You can create the following types of overtime rules and attach them to Overtime Rule Sets:

- **Timecard Change Rules**

Timecard change rules use If/Then logic to change original timecards, but they do not create new timecards. For example, you can direct the system to identify timecards that include regular time on a designated company holiday, and then change the pay type from regular pay to overtime pay. In this scenario, the pay type on the original timecards is changed.
- **Timecard Accumulator Rules**

Timecard accumulator rules allow you to calculate overtime pay based on a specified limit and time period, and create additional timecards for the overtime pay. When you use timecard accumulator rules, you must use employee groups to identify eligible employees. The accumulator rule then calculates the overtime pay, changes the original timecards to remove the original overtime amounts, and creates new timecards for the overtime pay.

For example, you can create an overtime rule to pay employees one and a half times their regular rate for any hours worked in excess of 40 in a week. Thus, if an employee timecard included 45 hours of regular time in a given week, the system would change the existing timecard to include 40 hours of regular time, and create a new timecard (or timecards), which would include 5 hours of overtime.
- **Call Custom Rules**

Call Custom Rules are used to call a user-defined business function. If a company has special overtime requirements that cannot be accommodated using change or accumulator rules, you can create a custom function and direct the system call the function in the custom rule. For example, if you want to pay a meal allowance of 8 USD per day for all employees who work over 9.5 hours, you can create a call custom rule to perform this calculation.
- **Call Rule Set Rules**

Call Rule Set Rules are used to call overtime rule sets that have been defined previously. Call Rule Set Rules allow you to reuse rule sets in multiple ways and eliminate the need to re-create rule sets that are used frequently.

Employee Groups

To use timecard templates, retroactive pay rules, or overtime rule sets, you must define employee groups. Employee groups identify which employees the system includes in a selected process. The system cannot process timecard templates, retroactive pay rules, or overtime rule sets unless an employee group is attached. In addition to attaching a group to define which employees to include for processing, you can also attach a group to timecard templates, retroactive pay rules, and overtime rule sets to exclude employees from being processed.

You can create the following types of employee groups:

- **List group.** A list group is a static listing of employees by address book number. You might use a list group when you need to create a group of employees that does not have common criteria. For example, if you want to create an employee group that contained employees who work in different business units, job types, and locations, you can create a list group by entering the address book numbers of the employees. When an employee should no longer be included in the group, you must manually remove the employee from the group. A list group can contain any number of employees.
- **Select group.** A select group is a dynamic group of employees. You enter selection criteria over records in the Employee Master Information table (F060116) or the Employee Transaction Detail File table (F06116) to create the group. For example, if you want to create a group that includes all employees in business unit 100, you can create a select group. The system performs the selection criteria search each time that the employee group is used. The system automatically includes only the employees who meet the selection criteria at the time of processing. If an employee leaves business unit 100, that employee will no longer be part of that particular select group.
- **Combo group.** Combo groups are lists of multiple list groups or select groups. You can use combo groups to combine multiple lists and to reuse groups that you have already defined. For example, if you wanted to include all employees in business unit 100, and all employees in business unit 9, you can create a combo group that contains two groups that have already been set up as list or select groups.

For each type of group, you can identify an exclusion group. Exclusion groups are set up as either list, select, or combo groups, and attached as exclusion groups to list, select or combo groups. For example, you might set up a list group that contains three employees in business unit 9 who should not be included for processing with the rest of the employees in business unit 9. You would then attach the select group as an exclusion group to the select group for business unit 9.

In addition to being used by Timecard Automation, employee groups are also used by the Employee Assignment module, the Job Step Progression module, and to generate group gross-up payments using the Interim Payment module.

Timecard Review and Approval

When you process timecard templates, retroactive pay rules, or overtime rule sets, the system creates timecards in the Employee Transaction Detail File table (F06116) and assigns the newly created timecards a status of Pending. After the pending timecards have been created, you can review, revise, and delete any of the individual timecards that the system created. You can approve or cancel entire batches of timecards. When you approve a batch of timecards, the system removes the Pending status from the timecards, which enables them to be included in a payroll cycle. When you cancel a batch of timecards, the system removes them entirely from the F06116 table.

Fields and Functions

When you create timecard templates, retroactive pay rules, or overtime rule sets, you can create formulas that calculate pay rates or hours worked. The system provides several predefined business functions that calculate values for some of the variables that are commonly used when creating formulas. If a predefined business function does not exist for the variable that you need to create your formula, you can create business functions that meet the specific needs of your organization. After you have created a custom business function, you must register it in the Timecard Automation module.

Note

Creating custom business functions requires advanced knowledge about the Object Management Workbench and programming business functions. Contact J.D. Edwards for technical support if you want to create custom business functions.

Working with Employee Groups

Employee groups are the foundation of the Timecard Automation module. You cannot process timecard templates, retro pay rules or overtime rules without using an employee group. You use employee groups to specify the employees for whom you want to create or change timecards.

Timecard templates use employee groups to create a new, template-based timecard for each employee in the group. Retro pay rules use employee groups to identify employees with timecards that need to be adjusted, and to create the adjustment timecards for each applicable employee in the group. Overtime rule sets use employee groups to identify the employees to process, identify the timecards that need to be changed or created based on the rules, and create or change timecards for each applicable employee in the group.

After you define employee groups, you can use them interchangeably to process timecard templates, retro pay rules, and overtime rule sets. Employee groups can also be reused each pay period. You can use employee groups to specify the employees that you want to include in a process, and you can also use them to identify employees that you want to exclude from the group when processing timecard templates, retro pay rules, and overtime rule sets. To use a group as an exclusion group, you must first identify a group of employees to include in the process. The system processes the timecard template, retro pay rule, or overtime rule set, including the employees in the first group, and bypasses any employees who are part of the exclusion group.

After you define an employee group, you can review the group online to determine whether the correct employees are included.

Creating Employee Groups

Before you process timecard templates, retro pay rules, or overtime rule sets, you must create an employee group to specify the employees for whom you want to create or change timecards. You can create list, select, and combo employee groups. The type of group that you create depends upon your business purpose. In addition to using employee groups to specify which employees to include in a process, you can also use an employee group to exclude employees from a process.

List groups are a basic type of group that includes a static list of employees. The members of a list group change only if you manually change the group. You create list groups by entering a list of employee numbers. For example, you might create a list group of ten employees who had the highest sales performance and should therefore receive a bonus. If, after you create this list group, the top ten sales performers change, you must manually update the group.

Select groups are dynamic and flexible. You create a select group by specifying selection criteria. You can use fields from the Employee Master Information table (F060116) and the Employee Transaction Detail File table (F06116) as selection criteria. For example, you can use a select group to choose all hourly employees who work in a specific business unit. Regardless of whether employees that are assigned to the business unit change, the selection criteria for the group remains the same. Each time you run a process using a select group, the system generates the group based on the selection criteria. Therefore, you do not need to modify or re-create the group when members of the group change.

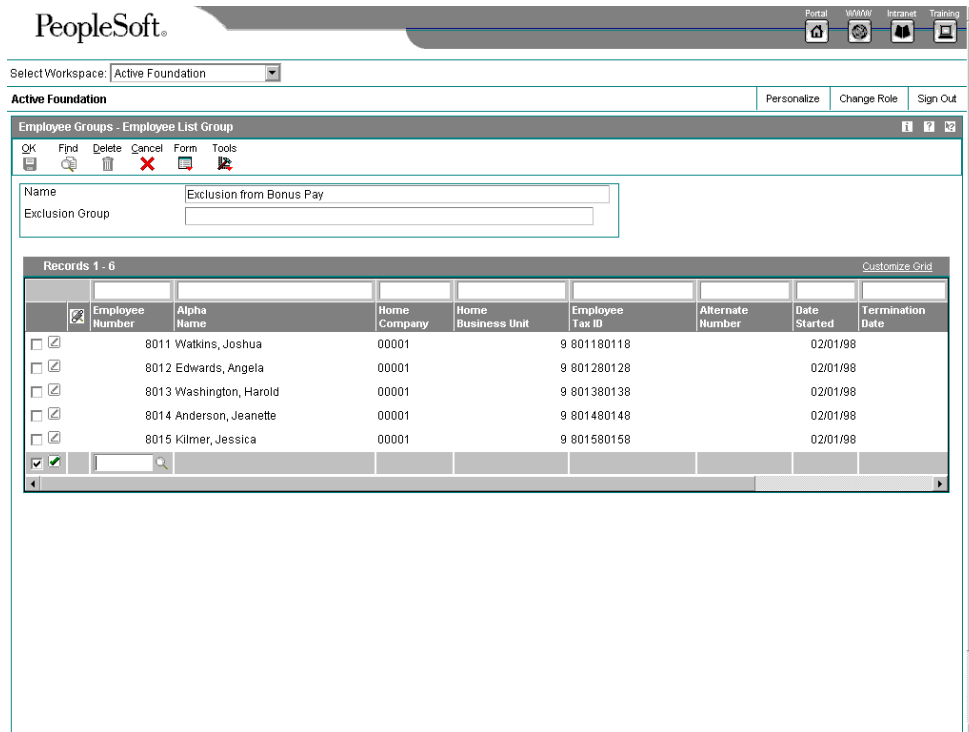
Combo groups can be created to join multiple employee groups together. You must first define list and select groups before you can create a combo group. Combo groups save time and reduce effort by allowing you to reuse existing groups. You are not limited to the number of employees that can be included in a combo group. If the system encounters duplicate employee records when compiling a combo group, the duplicate records are deleted as the group is built. For example, you might want to create bonuses for all employees in a specified business unit, along with the top performers from several other business units. Using a combo group, you could create a list group to include the top performers, and use a select group to include all of the employees in the specified business unit. You then enter both of these groups in the combo group to include all of the desired employees in one single process.

Using the Employee Groups program (P186201), you can revise employee groups at any time. You can delete an employee group as long as the group is not included in a combo group or attached to a timecard template, retro pay rule, or overtime rule set. If you attempt to delete a group that is attached to one of these items, the system displays an error message and prohibits you from deleting the group. Before you can delete the group, you must first remove it from any combo group, timecard template, retro pay rule, or overtime rule set to which it is associated.

► **To create a list group**

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, click Add.
2. On Group Type, click List Group.



3. On Employee List Group, complete the following field with a unique name:
 - Name

The group name should describe the employees that make up the group. For example, a group name might be Business Unit 9.
4. To attach an existing group for use as an exclusion group, complete the following field with the name of an existing employee group:
 - Exclusion Group
5. To choose employees, complete the following field for each employee that you want to include in the group:
 - Employee Number
6. When you are finished choosing employees, click OK.
7. Click Cancel.

The system creates the new employee list group.
8. On Work With Employee Groups, click Find to refresh the form and display your new group.

Note

List Groups are static groups. If the members of the group change, you must manually delete each employee who is no longer part of the group and add any new members.

► **To create a select group**

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, click Add.
2. On Group Type, click the Select Group button.

The screenshot shows the 'Employee Groups - Employee Select Group' form in PeopleSoft. The 'Name' field is populated with 'Business Unit 9'. The 'Exclusion Group' field is empty. The 'Selection Table Name' is 'F060116' with the label 'Employee Master'. Below these fields is a table with the following data:

And/Or	Field Name	Op	Value	Value Description
<input type="radio"/>	Business Unit - Home	EQ	9	Corporate Administration

3. On Employee Select Group, complete the following field with a unique name:

- Name

The group name should describe the employees that make up the group. For example, a group name might be Business Unit 9.

4. To attach an exclusion group, complete the following field with the name of an existing employee group:

- Exclusion Group

5. Complete the following field with the name of the table that you want to use for selection criteria:

- Selection Table Name

The table that you choose determines which fields are available when you create the selection criteria. You can select the Employee Master Information table (F060116), Employee Transaction Detail File table (F06116), or the Employee Transaction History table (F0618).

After you create a select group, you cannot change the selection table. If you need to change the selection table, you must create a new select group.

6. To create selection criteria, complete one of the following fields:

- Field Alias

If the field alias column is not available in the detail area, choose Show Alias from the Form menu. If you enter a Field Alias, the system automatically completes the field name with the information that you provide. To use Field Name (and hide Field Alias), choose Hide Alias from the Form menu.

- Field Name

Note

To view the Field Alias for a particular field, the Show Alias setting in the jde.ini file must be set to 1. Your system administrator typically completes this system setting. If your jde.ini file is set to show field aliases, the field alias is listed in a drop-down menu when you right-click the field.

7. Complete the following fields:

- Op
- Value

The system supplies values for the following field:

- Value Description

You use simple logic to create selection criteria statements for select groups. After you have specified the field on which you want to base selection criteria, you use the Op and Value fields to define the statement and identify whether the field value should be equal to, greater than or equal to, greater than, less than or equal to, less than, not equal to, not greater than, or not less than the value in the Value field. For example, to include all employees in business unit 9, enter HMCU in the Field Alias field, EQ in the Op field, and 9 in the Value field.

8. To add additional selection criteria, choose the next line in the detail area and complete the following field:

- And /Or

Use this field to add complexity to your logic statement. For example, to further define the previous statement to narrow the group to include only hourly employees in business unit 9, enter an AND statement and enter FLSA in the Field Alias field, EQ in the Op field and N in the Value field.

9. To add more selection criteria, repeat steps 6-8.

10. When you finish adding selection criteria, click OK to save the information.

11. To return to Work With Employee Groups, click Cancel.

The system creates the new employee select group.

12. On Work With Employee Groups, click Find to view the new employee select group.

► **To create a combo group**

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, click Add.
2. On Group Type, click Combo Group.

	Employee Number	Alpha Name	Home Company	Home Business Unit	Employee Tax ID	Alternate Number	Date Started	Termination Date
<input checked="" type="checkbox"/>	2111	Ingram, Paul	00001		9 211121112		03/15/05	
<input type="checkbox"/>	7500	McDougle, Cathy	00001		9 261554789		03/03/97	

3. On Employee Combo Group, complete the following field with a unique name:
 - NameThe group name should describe the employees that make up the group. For example, a group name might be Business Unit 9.
4. To attach an exclusion group, complete the following field with the name of an existing employee group:
 - Exclusion Group
5. To choose a group to be included in the combo group, complete the following field with the name of an existing employee group:
 - NameThe system supplies values for the following field to specify the type of group that you added to the combo group:
 - Type Code
6. To choose another group, choose the next line in the detail area and repeat step 5.

7. When you finish adding groups, click OK.
8. To return to Work With Employee Groups, click Cancel.
The system creates the new employee combo group.
9. On Work With Employee Groups, click Find to view the new employee combo group.

Reviewing Employee Groups

You can review employee groups to verify whether they include the employees that you intended to include, or to review members of groups that you created in the past. When you review an employee group, you can access employee master forms for any employee in the group.

► To review employee groups

From the Periodic Processing menu (G18620), choose Employee Groups.

1. On Work With Employee Groups, choose the group that you want to review.
2. From the Row menu, choose View Group or choose View Exc Group (View Exclusion Group).

A list of employees in the group appears.

Note

If you select choose Group, the system compiles the group members without the exclusion group members included. If you select View Exclusion Group, the system compiles only the exclusion group members.

3. On Employees In Group, choose the employee for whom you want to review employee information.
4. From the Row menu, choose Employee Info.
5. On Work With Employee Information, review employee information.
You can use row menu options to access other employee master forms.
6. To return to Employees in Group, click Close.

See Also

- *Adding Employee Records One at a Time* in the *Workforce Management Foundation Guide* for more information about reviewing employee information

Reviewing the Employees by Group Report

Use one of the following navigations:

From the Periodic Processing menu (G18620), choose Employees by Group.

From the Periodic Processing menu (G18620), choose Employee Groups. Then, on Work With Employee Groups, choose Selected Group or All Groups from the Report menu.

After you create an employee group, you can print the Employees by Group report (R186202) to view a list of all the employees in the group. You use this report to verify that the group includes the employees that you intended to include. For all types of employee groups, the report displays the following information about the group and the employees included in it:

- Group name
- Group type
- Associated exclusion group (if any)
- Names and address book numbers of employees
- Number of members

You typically print this report before you process a timecard template, overtime rule set, or retroactive pay rule that uses the employee group. When you print the report for a select group, the report also includes the selection table name and the selection criteria. When you print the report for a combo group, it includes the names of the other groups that are included in the combo group.

Working With Timecard Templates

You can use the Timecard Templates program (P186301) to automatically create and save timecard models to be used for certain pay situations such as holiday pay or bonuses. After you create the model, which is also called a template, you can process the template for a specified employee group. The system creates timecards that are based on the template for each employee in the group.

A timecard template consists of an employee group and field values. The system uses the employee group to determine which employees to process. The system uses the field values that you specify to create timecards for all employees in the employee group. Examples of fields for which you might supply values are as follows:

- Pay type
- Hours
- Lump Sum Amount
- Timecard Date
- Account Number

A timecard template allows you to create one timecard pattern and associate an employee group with the pattern instead of manually creating a timecard for each employee. When you process the template, the system creates the employee timecards from information in the timecard template. For example, if you want to pay all of the employees in a group eight hours of holiday pay for a company-paid holiday, you can create a timecard template to create timecards for each employee in the group. You can set up the template to automatically enter values into the timecard for date, pay type, and number of hours.

After you create a timecard template, you can save it for future use. Timecard templates can simplify the time entry process by dramatically reducing the amount of manual data entry that is necessary to create employee timecards. Timecard templates can also help to reduce errors that can occur with manual data entry.

When you submit a timecard template for processing, timecard automation creates a batch of timecards. You can use the Reviewing and Approving program (P186601) to review, approve, or cancel the timecard batch. When you review a batch, you can delete selected employee timecards within the batch. You must approve the batch before the timecards can be processed in a payroll cycle. The system also generates reports that you can review to verify the timecard information before you process the timecards in a payroll cycle.

Creating Timecard Templates

When you create timecard templates, you create a model timecard for all employees in the attached group. The fields that you use to create the template are the same fields that exist in the time entry applications, and are used the same way on timecard templates, except that you can create formulas to calculate hours worked and pay rates.

You create timecard templates using the Timecard Templates program (P186301). To ensure that you are creating all of the templates that you need, you should carefully analyze the types of pay that your organization disburses. After you have determined which templates you need, you should identify the field values for each template. Field values include items such as account number, pay type, and timecard date. The system uses field values to create batches of model timecards.

When you create a timecard template, you must attach at least one employee group. If necessary, you can change the employee group each time that you process the template. This enables you to reuse the timecard template for multiple groups of employees. You must also assign a version of the Time Entry MBF (P050002A) when you create a timecard template. The Time Entry MBF is used to define processing rules for the creation of timecards.

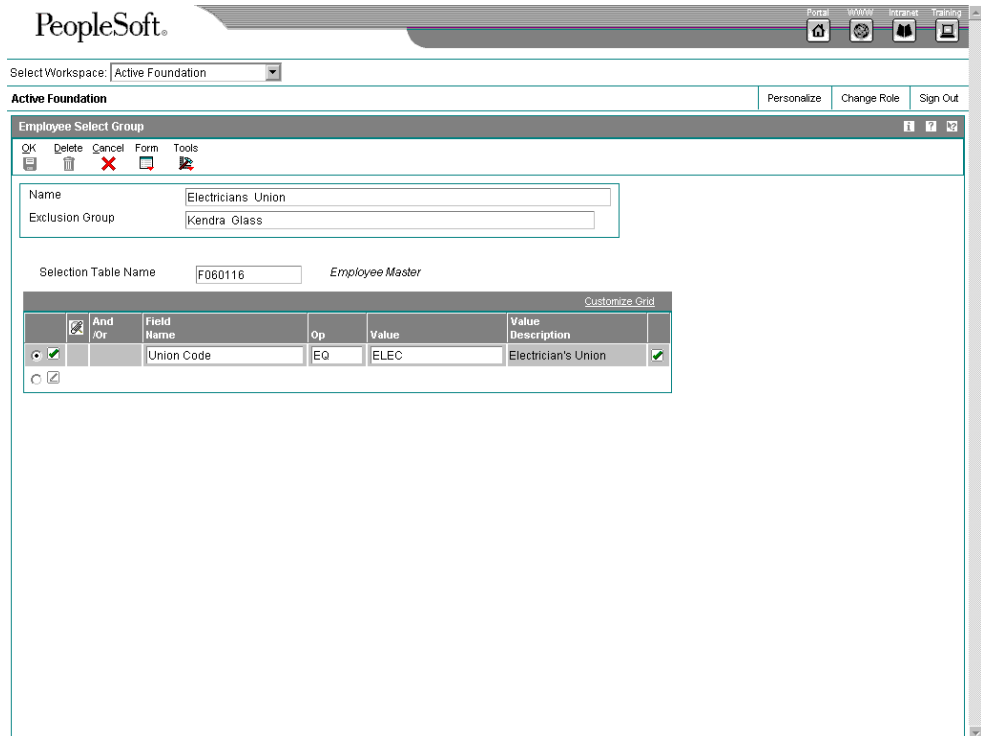
Before You Begin

- ❑ Create an employee group. See [Creating Employee Groups](#) in the *Time Accounting Guide*.

► To create timecard templates

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. On Work With Timecard Templates, click Add.



2. On Timecard Template, complete the following fields in the header area of the form:
 - Name

The name should describe the purpose of the template. For example, a timecard template name might be Holiday Timecards.
 - Employee Group
 - Time Entry MBF Version

When you choose the Time Entry MBF version for Timecard Templates, you are choosing the version that includes the processing options that you want. If you leave this field blank, the system provides the default version, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the timecard template definition, the Time Entry MBF version enters the appropriate values in the optional fields that you leave blank.
3. Click the Main tab and complete the following field with the pay type that you want to use on the newly created timecards:
 - Pay Type

4. Complete one of the following fields:

- Hours Worked
- LS Amount

You can enter a specific number of hours in the Hours Worked field, or create a formula for calculating the hours worked by clicking the visual assist field. For example, your holiday policy might stipulate that, in order to receive holiday pay, the employee must have worked at least 8 hours on the workday prior to the holiday. You would create a formula for the system to determine if employees meet this criteria.

If you are paying employees a lump sum amount rather than a specific number of hours, you must enter a value in the LS Amount field. The value that you enter in this field will be the lump sum amount that is used to create the timecards for all employees in the group.

5. Complete the following optional field:

- Account Number

If you enter a value in the Account Number field, the system uses this account number to override the automatic accounting instructions (AAI's) that are normally associated with the pay type for all of the timecards that are created by the template. If you leave this field blank, the system uses the AAIs to determine the account number.

6. Click one of the following options to specify the date that the system uses when creating timecards:

- System Date
- Day Before System Date
- Day After System Date
- Specify Date

You should review the dates of the pay period in which you want the timecard to be included before you choose a date for the timecards. The system includes only the timecards with dates that fall within the pay period dates of the payroll cycle that you are processing.

7. If you have defined any category codes that apply to this timecard template, click the Category Codes tab and complete any of the following optional fields:

- Category Code 01
- Category Code 02
- Category Code 03
- Category Code 04

8. To include detailed information about a job site or enter a routing code on the timecard, click the Organization tab and complete the following optional fields:
 - Job Location
 - Check Route Code
9. To enter work order information, click the Subledger tab and complete the following optional fields:
 - Subledger
 - Subledger Type
 - Order Number
10. To enter hourly rate information, click the Rates tab, and then complete the following optional field:
 - Hourly Rate

You can enter a specific hourly rate or create a formula for calculating the hourly rate. For example, you might want to create a formula to multiply, by two, the employees' regular hourly rate if they worked on a holiday. If you leave this field blank, the system uses the employee's rate from the employee master or union pay rates table. If you enter a specific hourly rate, the system uses that rate for all employees for whom the template is processed.
11. To enter job information, click the Job Info tab and complete the following optional fields:
 - Job Type
 - Job Step
12. Click OK.
13. To return to Work With Timecard Templates, click Cancel.

The system adds the new timecard template, which can now be used for processing.

Related Tasks

Revising timecard templates

You can change any original option, including the employee group that is assigned to the template. Changes made to timecard templates affect all batches of timecards that you process after the change, but do not affect batches of timecards that have already been processed.

Deleting timecard templates

You can delete a timecard template from the Timecard Templates program if the timecard template has no batches of timecards associated with it that are pending approval. Before you can delete a timecard template, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. If the timecard template has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

See Also

- ❑ *Working With Formulas* in the *Time Accounting Guide*
- ❑ *Master Business Functions* in the *Time Accounting Guide*

Submitting Timecard Templates for Processing

When you submit a timecard template for processing, the system creates a batch of timecards for the employee group associated with the timecard template. The timecards in this batch are created in the Employee Transaction Detail File table (F06116) with a status of Pending Approval. Timecards with a pending status cannot be included in a payroll cycle. You should review these timecards and revise them if necessary. When you are satisfied that the timecards are correct, you can approve the batch. When you approve the batch, the system removes the Pending Approval status. If you cancel the batch, the system removes the timecards from the F06116 entirely. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit a timecard template, the system also generates the following reports, which you can use to verify the timecards:

- Timecard Template Processing (R186303)
- Timecard Template Batch Review (R186304)

► To submit a timecard template for processing

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. On Work With Timecard Templates, choose the timecard template that you want to submit.
2. If you do not want to review the information in the timecard template before you submit it, choose Submit from the Row menu.
3. If you want to review the timecard template before you submit it, click Select.
4. On Timecard Template, review the information, and then choose Submit from the Form menu.

The system processes the timecard template, creates a new batch of timecards based on the options specified in the timecard template (including employee group), and creates a report that shows the processing details. After you have submitted the timecard template, review the timecards to verify that they are correct.

See Also

See the following topics in the *Time Accounting Guide*:

- ❑ *Reviewing the Timecard Template Processing Report*
- ❑ *Reviewing the Timecard Template Batch Review Report*
- ❑ *Working with Timecards for Timecard Automation*

Reviewing the Timecard Template Processing Report

When you submit a timecard template for processing, the system generates the Timecard Template Processing report (R186303). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the timecard template. The Exceptions (errors) section of the report lists employees for whom one of the following is true:

- An error prevents the system from creating the timecard.
- The system created the timecard, but an error or warning exists.

You should investigate each error and warning and make the necessary corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the template or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

In addition to the exceptions, the report also includes totals of the following:

- Employee records that the system processed
- All timecards that the system created
- Timecards that the system was unable to create
- Timecards that the system created without errors or warnings
- Timecards that contained errors
- Timecards that contained warnings
- Hours worked
- Gross pay

See Also

- ❑ *Correcting Missing Timecard Information* in the *Payroll Guide* for information about reviewing time entry errors
- ❑ *Reviewing Timecards Created by Timecard Automation* in the *Time Accounting Guide* for information about reviewing, approving, and canceling timecard batches

Reviewing the Timecard Template Batch Review Report

After you submit a timecard template for processing, you can print the Timecard Template Batch Review report (R186304). This report lists detailed information about the timecards that were created without errors and that are currently awaiting approval or cancellation. Use this report to review information about the timecards that the system created for the employees in the employee group that is associated with the timecard template.

► To review the Timecard Template Batch Review Report

From the Daily Processing menu (G18610), choose Reviewing and Approving.

1. On Work With Timecard Automation Batches, click Find.
2. Choose a record in the detail area, and then choose Report from the Row menu.
The report is automatically generated.
3. Review the information on the report.

Working With Retroactive Pay Rules

Payroll departments frequently need to adjust payments that were previously disbursed to employees. These adjusted payments, which are called retroactive payments, are usually made when salary adjustments are made effective on a date that has already passed. You can use the Retroactive Pay Rules program (P186701) to pay your employees retroactive pay. The system uses these rules to determine how to calculate retroactive pay adjustments.

The Retroactive Pay Rules program simplifies the process of paying employees retroactively, and reduces the chances for miscalculated amounts by automating the calculations. When you apply retroactive pay rules, the system does the following:

- Determines which employees in an employee group are eligible for retroactive pay
- Uses current and historical timecard information to calculate the retroactive pay that each employee earns
- Creates new timecards for the retroactive pay adjustment

For example, according to a newly ratified union contract, you might need to pay your union laborers retroactively at a 3% increase for hours worked over the last month. Instead of determining which employees are union members and calculating each employee's pay manually, you can define a retroactive pay rule that the system uses to choose employees, create timecards, and calculate pay automatically. After you have defined a retroactive pay rule, you can save it for future use. The payroll process is simpler and the output more consistent because you are using one set of criteria for all timecards.

When you create a retroactive pay rule, the Retroactive Pay Rules program uses the employee group, the date range, and the pay type inclusion criteria to determine which timecards are affected in the current and historical timecards tables. The system includes timecards from both tables and chooses the timecards based on whether you choose all timecards, timecards of certain pay types, or timecards of certain pay-type categories. After the system removes the appropriate timecards from the tables, the Retroactive Pay Rules program uses the original timecards as the basis to create new timecards. The Retroactive Pay Rules program does not change historical or current timecards. Instead, it creates new timecards for the retroactive pay adjustment. The system ignores any original voided timecards. The parent or original timecard in either the current or historical timecards tables corresponds directly to the child or new timecard in the batch.

After the batch is processed, it is submitted to the Reviewing and Approving program (P186601). You use the Reviewing and Approving program to review, approve, or cancel the batch. You can also review the submission report from within the Retroactive Pay Rules program.

Creating Retroactive Pay Rules

You create a retroactive pay rule to specify information (such as the appropriate hourly rate, number of hours worked, and pay types) that the system uses to calculate retroactive pay for an employee group. You can save and reuse retroactive pay rules. For example, instead of creating timecards manually each time that you have to retroactively pay employees, you can create a retroactive pay rule once and reuse it as needed. When you create a retroactive pay rule, you must assign an employee group. When you reuse the retroactive pay rule, you can use the existing group or change to another employee group.

The system creates timecards for retroactive pay based on the information that you enter in the retroactive pay rule. The system requires the following information to successfully process retroactive pay rules:

- The employees that you want to process, which you specify by attaching one or more employee groups to the retroactive pay rule.
- The period that you want to process, which you specify by choosing starting and ending work dates. The system uses the date range to locate current and historical timecards, which are used as the basis for the new retroactive pay timecards.
- The elements that are used to create new timecards, which you specify by choosing a new work date, new pay type, new hourly rate, new hours worked, or no hours on timecard.
- The timecards to include (based on pay type) for the basis of the retroactive pay calculation, which you specify by choosing all pay types, a specific list of pay types, or a pay type category.

Before You Begin

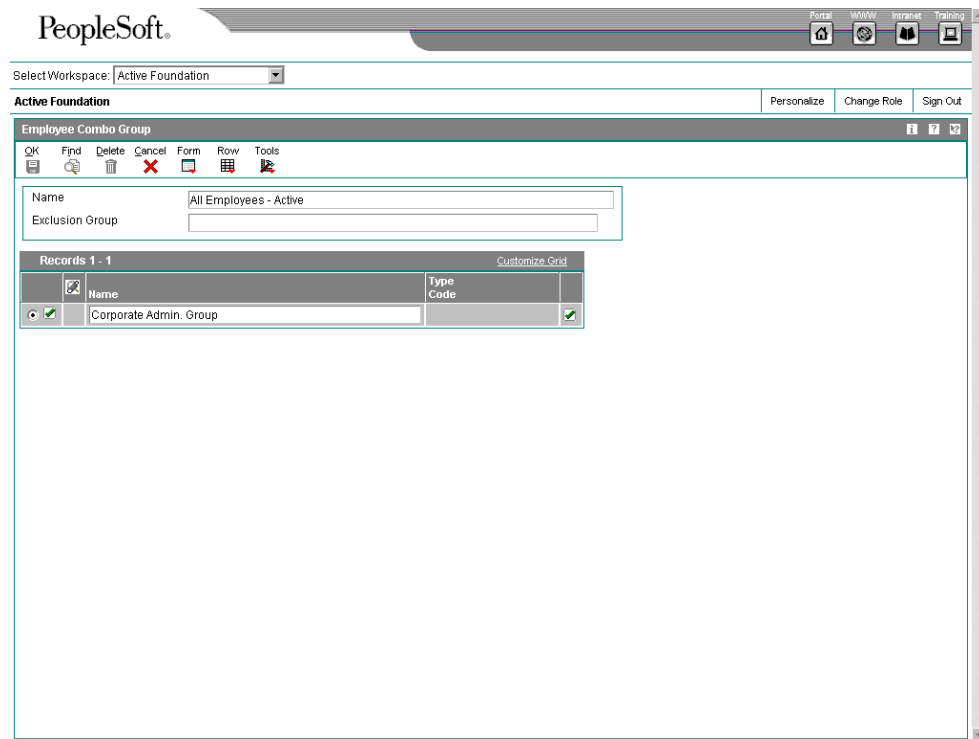
- ❑ Create an Employee Group. See [Creating Employee Groups](#) in the *Time Accounting Guide*.

► To create retroactive pay rules

From the Periodic Processing menu (G18620), choose Retroactive Pay.

1. On Work With Retroactive Pay Rules, click Add.
2. On Retroactive Pay Rule, complete the following fields:
 - Name
Enter a name that describes the purpose of the Retroactive Pay Rule. For example, if you are creating a retro pay rule to apply a 3% salary adjustment, the name for the retro pay rule might be "3% Salary Adjustment."
 - Employee Group
 - Time Entry MBF Version
If you leave this field blank, the system uses version ZJDE0001. If version that you choose has defined values for optional fields in the retroactive pay rule definition, the system enters the values that you defined into the optional fields if you leave them blank.

- Starting Work Date
- Ending Work Date



3. Click one or more of the following options to override timecard information on new timecards:
 - New Work Date

The system uses this date as the timecard date for the newly created timecards. If you complete this field, verify that the date that you enter falls within the pay period dates of the payroll cycle in which you want to process the timecards.
 - New Pay Type

The system uses this pay type to create the adjustment timecards. You might want to use a pay type with a description that indicates what the payment is for.
 - New Hourly Rate

Enter a rate or a formula to calculate the hourly rate in this field. For example, if the retroactive pay adjustment is 3% of the employees' timecard rate, you might enter the following formula:

$$.03 * RHRF_TimecardRate$$
 - New Hours Worked

Enter an amount or a formula to calculate the number of hours worked. This amount is used on the newly created timecards.
 - No Hours On Time Card

If you choose this option, the system enters a value of zero in the Hours Worked field on the new timecards. For example, if the purpose of the adjustment is to calculate 3% of the employees' timecard rate, and an employee has a timecard with 40 hours at an hourly rate of 12.50 USD that you want to adjust, the system creates a new timecard in the amount of 15 USD (40 hours X .375 USD), but enters a zero in the Hours Worked field.

4. Click one of the following options to specify which pay types the system uses to determine eligible timecards for processing:
 - All
If you choose this option, the system creates the adjustment using all eligible timecards within the specified date range as the basis of calculation. The detail area below these options is hidden if you choose this option.
 - Pay Types
If you choose this option, the detail area below these options is enabled. You must enter into the detail area the specific pay types that you want the system to include in the basis of calculation for the adjustment. For example, if the new timecards should be based only on regular and overtime hours, you would enter the pay types that you use for regular and overtime pay into the detail area.
 - Pay Type Categories
If you choose this option, the system enables the detail area below the inclusion options. You must enter into the detail area the specific pay type that you want the system to include in the basis of calculation for the adjustment. For example, if you want only regular time hours to be included in the calculation, and all of your regular pay types are in a pay type category called Regular, you would enter Regular in the detail area.
5. To return to Work With Retroactive Pay Rules, click OK, and then click Cancel.
The system adds the new retroactive pay rule.

Related Tasks

Revising retroactive pay rules

You can change any original option, including the employee group assigned to the retroactive pay rule. Changes made to retroactive pay rules affect all batches of timecards processed after the change, but do not affect batches of timecards already processed.

Deleting retroactive pay rules

You can delete retroactive pay rules from the Retroactive Pay Rules program if the retroactive pay rule does not have any batches of timecards that are pending approval. Before you can delete a retroactive pay rule, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. If the retroactive pay rule has a batch of timecards associated with it, the system displays an error message and prevents you from deleting it.

See Also

- *Working With Formulas* in the *Time Accounting Guide* for information about using formulas to calculate amounts

Submitting Retroactive Pay Rules for Processing

When you submit a retroactive pay rule for processing, the system creates a batch of new timecards for the employee group associated with the retroactive pay rule. The timecards in this batch have a status of Pending Approval. Pending timecards cannot be included in a payroll cycle. You should review these timecards and revise them if necessary. When you are satisfied that the timecards are correct, you can approve the batch, which removes the pending status from the timecards. You must approve the batch before you can process the timecards in a payroll cycle. If, after reviewing the timecards, you find that the retroactive pay rule did not achieve the desired outcome, you can cancel the batch, modify the retroactive pay rule, and resubmit it for processing. When you cancel a batch, the system deletes any timecards created in the batch.

When you submit a retroactive pay rule, the system also generates the Retroactive Pay Rule Processing report (R186702), which you can use to verify the timecard information.

► To submit retroactive pay rules for processing

From the Periodic Processing menu (G18620), choose Retroactive Pay.

1. On Work With Retroactive Pay Rules, choose the retroactive pay rule that you want to submit.
2. If you want to review the information in the rule, Click Select and then complete step 3.

If you do not want to review the rule before you submit it, choose Submit from the Row menu.

3. On Retroactive Pay Rule, review the information, and then choose Submit from the Form menu.

The system processes the retroactive pay rule, creates a new batch of timecards based on the options selected in the retroactive pay rule (including employee group), and generates a report that shows the processing details.

See Also

- ❑ *Reviewing the Retroactive Pay Rule Processing Report in the Time Accounting Guide*
- ❑ *Working with Timecards for Timecard Automation in the Time Accounting Guide for information about reviewing and approving batches of timecards*

Reviewing the Retroactive Pay Rule Processing Report

When you submit retroactive pay rules for processing, the system generates the Retroactive Pay Rule Processing report (R186702). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the retroactive pay rule. The Exceptions (errors) section of the report lists those employees for whom one of the following is true:

- An error prevents the system from creating the timecard.
- The system created the timecard, but an error or warning exists.

You should investigate each error and warning and make any corrections before you process a payroll cycle that includes these timecards. If all or most of the timecards are incorrect, you might have entered incorrect information on the retroactive pay rule or the associated employee group. If so, you can cancel the batch of timecards, correct the error, and then resubmit the batch. If relatively few timecards contain errors, you can use a time entry program, such as Speed Time Entry (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

In addition to the exceptions, the report also includes totals of the following:

- Employee records that the system processed
- All timecards that the system created
- Timecards that the system was unable to create
- Timecards that the system created without errors or warnings
- Timecards that contained errors
- Timecards that contained warnings
- Hours worked
- Gross pay

See Also

- ❑ *Correcting Missing Timecard Information* in the *Payroll Guide* for information about reviewing errors in time entry
- ❑ *Reviewing Timecards Created by Timecard Automation* in the *Time Accounting Guide* for information about reviewing, approving, and canceling batches of timecards

Working with Overtime Rule Sets

Due to federal, state, or union requirements, most organizations need to pay employees overtime pay when employees work a certain number of hours. When you pay overtime to your employees, you can use the Overtime Rules program (P186401) to automate many actions. You can create an overtime rule set, which is a group of overtime rules that the system uses to automate the calculation of overtime pay. The system uses overtime rule sets to:

- Determine which employees in an employee group are eligible for overtime pay.
- Identify the timecards that are the basis for overtime pay calculation, based on a user-defined date range.
- Calculate the overtime pay for each eligible employee.
- Change current, unprocessed timecards, or create new timecards for the overtime pay.

Note

Overtime rule sets can affect current, unprocessed timecards. Historical timecards are not affected when you process overtime rule sets.

An overtime rule set is a group of individual overtime rules that contains the employee group or groups for which you want to process the set of overtime rules. An overtime rule is a set of specifications that specify how the system calculates different types of overtime. The following example illustrates how overtime rules and overtime rule sets can be used:

A typical overtime calculation for a company might be to pay all non-exempt employees 1.5 times their base salary for any time worked over 8 hours a day or 40 hours a week. The company might also pay employees double time for any time worked over 12 hours a day. To accommodate this overtime calculation, you would use a rule set and attach an employee group consisting of all non-exempt employees. This rule set would consist of the following three rules:

- A rule to calculate time-and-a-half for all hours worked over 8 hours per day
- A rule to calculate time-and-a-half for all hours worked over 40 hours per week
- A rule to calculate double time for all hours worked over 12 hours per day

You can create four types of overtime rules within an overtime rule set, as described in the following table:

Timecard change rules	Timecard change rules use IF/THEN logic to change original timecards but they do not create new timecards. For example, if a timecard includes regular time on a designated company holiday, then change the pay type from regular pay to overtime pay. In this example, the pay types on the original timecards are changed.
Timecard accumulator rules	Timecard accumulator rules allow you to pay overtime based on a specified limit and time period, and create additional timecards for the overtime pay. When you use timecard accumulator rules, you must use employee groups to identify eligible employees. The accumulator rule then calculates the overtime pay, changes the original timecards to remove the original overtime amounts, and creates new timecards for the overtime pay. For example, you can create an overtime rule to pay employees one and a half times their regular rate for any hours worked over 40 in a week. Therefore, if an employee timecard included 45 hours of regular time in a given week, the system would change the existing timecard to include 40 hours of regular time, and create a new timecard, or timecards, which would include 5 hours of overtime.
Call custom rules	Call custom rules are used to call a user-defined business function. If a company has special overtime requirements that cannot be accommodated using change or accumulator rules, you can create a custom function and have the system call the function in the custom rule. For example, if you want to pay a meal allowance of 8 USD per day for all employees who work over 9.5 hours, you can create a call custom rule because neither the timecard change rule or the timecard accumulator rule can perform this calculation.
Call rule set rules	Call rule set rules are used to call overtime rule sets that have been defined previously. Call rule set rules allow you to reuse rule sets in a variety of situations and eliminate the need to re-create rule sets that are frequently used.

The system uses overtime rule sets to calculate overtime amounts for batches of timecards. You can have several different overtime rules within one overtime rule set. However, you must have at least one overtime rule for the system to process an overtime rule set. Also, since you create overtime rules within overtime rule sets, an overtime rule cannot exist outside of an overtime rule set.

You create an overtime rule set and then create and add the overtime rules to the set. After you have created the overtime rules within a rule set, you must sequence the rules in the appropriate processing order. The system must process certain rules before others in order to obtain the desired results. For example, the system should process the rule for time-and-a-half over 8 hours per day before it processes the rule for time-and-a-half over 40 hours per week. If the rules are processed out of sequence, the rule set might not meet overtime requirements.

The Overtime Rules program uses an employee group, a date range, and the overtime rules that you identify to determine which timecards are affected in the Employee Transaction table (F06116). After the system chooses the appropriate timecards, the Overtime Rules program uses these timecards as the basis to create new timecards or to change existing ones as necessary. The system does not change historical timecards, nor does it process any original voided timecards. The system processes but does not change the following types of timecards:

- Posted timecards
- Interim, nonvoided timecards
- Printed check timecards

After you submit the overtime rule set for processing, you can use the Reviewing and Approving program (P186601) to review, approve, or cancel a batch. If you cancel a batch, the system restores the original timecards. You can review the processing report from within the Overtime Rule Sets program. You can later review the results, without the processing notes, of submitting the overtime rule set in the Reviewing and Approving Timecards program.

Creating Overtime Rule Sets

You create an overtime rule set to define an ordered group of overtime rules that the system uses to calculate overtime for a specified batch of timecards and employee group. You can include one overtime rule set within another to eliminate the need to recreate a rule set for multiple overtime calculations. When you create a rule set, you must specify the following items before creating and sequencing overtime rules:

- The employee group that contains the employees to whom the overtime rule set applies
- The dates for which employees should receive overtime pay

You can process an overtime rule set each pay period; however, you must change the date range before you do so. You can also reuse an overtime rule set for different groups of employees. To do so, you change the employee group before you process the rule set.

Before You Begin

- Create an employee group. See [Creating Employee Groups](#) in the *Time Accounting Guide*.

► **To create an overtime rule set**

From the *Periodic Processing* menu (G18620), choose *Overtime*.

1. On *Work With Rule Sets*, click *Add*.
2. On *Rule Set*, complete the following fields:
 - **Name**
The name should describe the purpose of the overtime rule set. For example, an overtime rule set name might be “California Overtime Rules.”
 - **Employee Group**
 - **Time Entry MBF Version**
If you leave this field blank, the system uses default version ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the overtime rule set definition, the Time Entry MBF version enters the appropriate values in the optional fields that you leave blank.
3. To define the date range that the system uses to locate existing timecards that you want to use as the basis for overtime calculations, complete the following fields:
 - **Starting Work Date**
 - **Ending Work Date**

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Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Timecard Template

OK Cancel Form Tools

Name Regular Pay for Electricians

Employee Group Electricians Union

Time Entry MBF Version ZJDE0001

Main Category Codes Organization Subledger Rates Job Info

Pay Type 1 Regular

Hours Worked 8

LS Amount

Account Number

Work Date Schedule

System Date

Day Before System Date

Day After System Date

Specify Date

02/10/06

4. To save the Overtime Rule Set, click *OK*.

Note

After you have created the Overtime Rule Set, you can add, attach, and resequence overtime rules within the rule set.

Related Tasks

Revising overtime rule sets You can change any original option, including the employee group assigned to the rule. Changes made to overtime rule sets affect all batches of timecards that are processed after the change, but do not affect batches of timecards that have already been processed.

Deleting overtime rule sets You can delete an overtime rule set if the overtime rule set has no batches of timecards that are pending approval. Before you can delete an overtime rule set, you must approve or cancel any batches of timecards that are based on it, and then delete the associated header records for the timecards. The system verifies that no batches of timecards depend on the overtime rule set before it allows you to delete the rule set. If the overtime rule set has a batch of timecards associated with it, the system displays an error message and prevents you from deleting the overtime rule set.

Creating Overtime Rules

After you create an overtime rule set, you need to create the overtime rules that provide the system with the criteria that it uses to calculate overtime. Any combination of overtime rules is acceptable in overtime rule sets. The system processes overtime rules in the order in which you specify them in the overtime rule set.

You can create or delete overtime rules at any time. Changes in the order of overtime rules, or including additional overtime rules, does not affect current or past batches of timecards.

Creating a Timecard Accumulator Rule

You can create a timecard accumulator rule to control the hourly overtime rate, overtime pay type, and the way that overtime is charged. A timecard accumulator rule lets you create calculations to pay overtime based on an overtime limit for a given period of time, and charge the overtime to different timecards. Accumulator rules are created within an overtime rule set.

The system identifies eligible employees from the employee group that you specify in the overtime rule set, calculates the correct overtime amount, changes old timecards to reflect the time that is removed for overtime, and creates new timecards for the overtime. The overtime rule can specify a different pay type or rate for use on the new timecards. All other fields on the new timecards are populated with the same values as the original timecards. The system can create new timecards or change existing timecards based on the way that you set up the overtime rule.

Accumulator rules are used to calculate overtime in situations where employees must accumulate a certain amount of time before they are eligible for overtime. For example, you might pay employees time and a half for all hours worked over 8 hours per day or 40 hours per week, and double time for all hours worked over 12 hours per day. In this example, you can create an accumulator rule to calculate time and a half for all hours worked over 8, indicating an accumulation period of 1 day. Within the accumulator rule you would specify the pay types or pay type categories that the system should use to locate the timecards that are used as the basis for the overtime calculation. For example, if you specify regular pay as the basis, the system locates all timecards with regular pay that fall within the specified criteria, changes the original timecards to remove the overtime hours, and creates new timecards that contain the overtime hours with the appropriate pay type.

For the system to perform the calculation described above, you must enter time on a daily basis rather than on a summarized basis by pay period.

The timecard accumulator rule consists of the following components:

- An accumulation period
- An include section
- An overtime limit
- A charge-to method

The accumulation period is the time over which the system accumulates the hours that employees work. For example, the accumulation period for a bi-weekly payroll might be 14 days.

The include section is the criteria that the system uses to determine which timecards to include in the accumulation, based on pay type or pay type category. For example, you can include all timecards with regular time but exclude timecards with sick time.

The overtime limit is the point above which any additional hours are considered overtime. For example, if you pay employees overtime for all hours worked over eight hours in a day, the overtime limit would be eight hours.

A charge-to method specifies how and from where the system removes hours from existing timecards, and how and to where it applies overtime timecards. The following types of charge-to methods are available:

Method 1

Beginning with the most recent timecard in the period and working backwards one timecard at a time, the system removes time that should be considered overtime from the existing timecards until all overtime is accounted for. The system creates one new timecard for each original timecard on which overtime hours are removed. New timecards are created using the same data as the original timecards, with the exception of the pay type and rate, which are derived from the information that you enter in the accumulator rule. You might use this charge-to method if you track overtime by criteria, such as work order or account number.

For example, a warehouse employee works 43 hours in a week. You can pay the employee at the regular pay rate for the first 40 hours and at the overtime rate for the remaining 3 hours. The system removes 3 hours from timecards, starting with the most recent one and working backwards until all 3 hours are accounted for. The system creates new timecards for those 3 hours and changes the original timecards to reflect the time removed.

Before Processing	After Processing with Method 1	
Hours on the Original Timecard	Hours on the New Regular Timecard	Hours on the New Overtime Timecard
8	8	
10	8	2
9	8	1
8	8	
8	8	

Method 2

The system removes time from timecards and changes them the same way as in Method 1. However, the system charges the overtime to timecards in a different way. Using method 2, all overtime is charged to a single timecard. This timecard is created using the same data as the timecard with the most recent work date, with the exception of the pay type and rate, which are specified in the accumulator rule. You might use this charge-to method if you want to create few timecards for faster processing, and you do not need to track overtime by criteria.

For example, for the warehouse employee in the previous example, the system removes time from the timecards in the same way as in Method 1, but charges the 3 hours of overtime to a single timecard.

Before Processing	After Processing with Method 2	
Original Timecard Hours	New Regular Timecard Hours	New Overtime Timecard Hours
8	8	
10	8	
9	8	
8	8	
8	8	
		3

Method 3

The system removes time from and changes every timecard in the accumulation period on a prorated basis. The prorated basis is a percentage, which is calculated by dividing the amount of time on each individual timecard by the total time during the accumulation period. The system creates one new timecard for each original timecard with the corresponding prorated number of hours. The new timecards use the same data as the original timecards, with the exception of the pay type and rate, which are specified in the accumulator rule. You might use this charge-to method if you need to allocate overtime to all timecards, regardless of when it was earned.

For example, for the warehouse employee in the previous examples, the system removes a percentage of the 3 hours of overtime from each original timecard based on the percentage of total time that each original timecard represents. The system changes the original timecards to reflect the percentage of time removed. The system creates new timecards for those 3 hours based on the percentage of total time that the original timecard represents.

Before Processing	After Processing with Method 1	
Original Timecard Hours	New Regular Timecard Hours	New Overtime Timecard Hours
8	7.43	.57
10	9.34	.66
9	8.37	.63
8	7.43	.57
8	7.43	.57

Method 4

The system removes time from and changes timecards as in Method 3. The system charges all overtime to a single timecard. This timecard is created using the same data as the most recent timecard, with the exception of the pay type and rate, which are specified in the accumulator rule. You might use this charge-to method if you want faster system processing, but you do not need to track overtime by criteria.

For example, for the warehouse employee in the previous examples, the system removes the time in the same way as in Method 3, but charges the 3 hours of overtime to a single timecard.

Before Processing	After Processing with Method 2	
Original Timecard Hours	New Regular Timecard Hours	New Overtime Timecard Hours
8	7.43	
10	9.34	
9	8.37	
8	7.43	
8	7.43	
		3

► **To create a timecard accumulator rule**

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and click Select.
2. On Rule Set, choose Add Accum Rule from the Form menu.

3. On Timecard Accumulator Rule, complete the following field:

- Name

The name should describe the purpose of the accumulator rule. For example, if the rule is to calculate overtime for time worked over eight hours per day, a descriptive name might be called "Daily Over 8."

4. To enter timecard information, complete the following fields:

- Accumulation Period

This field works with the Overtime Hours field. Enter the period of time, in days, during which time can accumulate before overtime is calculated. Any time worked during this period that is over the number of hours that you enter in the Overtime Hours field is changed to overtime as a result of the rule. For example, if you are creating an accumulator rule to pay employees time-and-a-half for time worked over 8 hours per day, the Accumulation Period field should contain a value of 1 and the Overtime Hours field should contain a value of 8.

Note

Because accumulator rules accumulate time worked by day before charging excess time to overtime, you must be tracking employees' time on a daily basis; otherwise, accumulator rules do not work correctly.

- Overtime Hours

This field works with the Accumulation Period field to determine which hours are considered overtime hours. Enter the number of accumulated hours over which any excess time that is worked during the accumulation period should be considered overtime. For example, if you are creating an accumulator rule to pay employees time-and-a-half for time worked over 8 hours per day, the Overtime Hours field should contain a value of 8, and the Accumulation Period field should contain a value of 1.

- Charge To Method

Note

The Charge To Method specifies how the system creates and changes timecards for overtime. It does specify how the system directs overtime-related labor and expenses to accounts within the general ledger. Unless your processing options are set to copy the account information from the original timecards, the system uses the automatic accounting instructions (AAIs) that have been defined for your organization to determine general ledger account information and instructions.

5. To enter override information, click the options and complete the following fields:

- New Pay Type

The system uses this pay type to create the overtime timecards. You might want to use a pay type with a description that indicates the purpose of the payment.

- New Hourly Rate

Enter a rate or a formula to calculate the hourly rate.

6. To choose the types of timecards included, click one of the following options:

- All

If you choose this option, the system creates the adjustment using all eligible timecards within the specified date range as the basis of calculation. The detail area below these options is hidden if you choose this option.

- Pay Types

If you choose this option, the detail area below these options is enabled. You must enter into the detail area the specific pay types that you want the system to include in the basis of calculation for the adjustment. For example, if the new timecards should be based only on regular and overtime hours, you would enter the pay types that you use for regular and overtime pay into the detail area.

- Pay Type Categories

- If you choose this option, the system enables the detail area below the inclusion options. You must enter into the detail area the specific pay type that you want the system include in the basis of calculation for the adjustment. For example, if you want only regular time hours to be included in the calculation, and all of your regular pay types are in a pay type category called Regular, you would enter Regular in the detail area.

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Retroactive Pay Rule

OK Delete Cancel Form Tools

Name: Retro Pay for Electricians
Employee Group: Electricians Union
Time Entry MBF Version: ZJDE0001
Starting Work Date: 06/01/05 Ending Work Date: 06/30/05

Overrides

New Work Date: 07/01/05
 New Pay Type: 15 Retro Pay
 New Hourly Rate: RHRF_TimecardRate* 03
 New Hours Worked
 No Hours On Time Card

Include Timecards Based On

All Pay Types Pay Type Categories

Records 1 - 8 Customize Grid

<input type="checkbox"/>	Pay Type Code	Pay Type
<input checked="" type="checkbox"/>	801	Vacation
<input checked="" type="checkbox"/>	805	Holiday Pay
<input checked="" type="checkbox"/>	815	Vacation

7. Click OK.

The system adds the new overtime rule to the overtime rule set.

8. Click Cancel.

9. On Rule Set, to change the processing order of overtime rules, enter the appropriate order in the Processing Order field, and then click OK.

The system changes the order of the overtime rules.

Creating a Timecard Change Rule

You can use a timecard change rule to pay overtime or to change timecard information, or both, based on criteria that you enter. A timecard change rule changes original timecards based on criteria that you enter; it does not create new timecards. Timecard change rules can change current, unprocessed timecards only. Change rules cannot change historical timecards.

You can use a timecard change rule to change values in one field in a timecard, based on the value of other fields on the timecard. The rule consists of one or more IF clauses, which the system uses to determine the timecards to change, and one or more THEN clauses, which the system uses to determine what is to be changed. The Fields and Functions program (P186101) determines which fields are available to use in the process. For example, if you pay different rates of overtime for employees in different states, you can have the system identify the employees affected by state and change the hourly rate on the timecards.

You can use a timecard change rule to change a timecard field based on another field. For example, if an employee's timecard is for regular time and the work date is a company holiday, you can have the system change the pay type from regular pay to holiday pay.

If you are creating a timecard change rule to change all regular time that is charged on company holidays to holiday pay, your IF statement might look as follows:

Operator	(Field Alias	Field Name	Op	Value	Value Description)
IF		PDBA	DBA Code	EQ	1	Regular	
AND	(DWK	Date-Worked	EQ	01/01/05		
OR		DWK	Date-Worked	EQ	05/30/05		
OR		DWK	Date-Worked	EQ	07/04/05		
OR		DWK	Date-Worked	EQ	09/05/05		
OR		DWK	Date-Worked	EQ	11/24/05		
OR		DWK	Date-Worked	EQ	12/25/05)

If you are creating a timecard change rule to change all regular time charged on company holidays to holiday pay, your THEN statement might look as follows:

Operator	Field Alias	Field Name	Op	Value	Value Description
THEN	PDBA	DBA Code	EQ	110	Overtime 2.0

► To create a timecard change rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and then click Select.
2. On Rule Set, choose Add Change Rule from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Rule Set

OK Find Delete Cancel Edit Rule Form Row Tools

Name: Electricians Overtime

Employee Group: Electricians Union

Time Entry MBF Version: ZJDE0001

Starting Work Date: 12/25/05 Ending Work Date: 12/31/05

Processing Order	Name	Rule Type Code	Rule Type
1	Meal Allowance	BSFN	Call Custom Rule
2	Company Holidays	CALL	Call Rule Set
3	Standard 8/40 Overtime	CALL	Call Rule Set

3. On Timecard Change Rule, complete the following field:

- Name

The name should describe the purpose of the change rule. For example, if the rule is to change all regular time that is charged on a company holiday to a holiday pay type, a descriptive name might be "Company Holidays."

4. To create selection criteria for the rule, click the IF tab and complete the following fields:

- Operator

IF is automatically entered in the Operator field on the first line of the IF statement. On subsequent lines of logic, you can choose IF, AND, OR, or THEN for the Operator field.

- (

If you are grouping components of the statement together (for example, if you are using a string of IF operands), you might want to use this field to indicate the beginning of the grouped components.

- Field Alias

If you want to use Field Alias, but it is not available, choose Show Alias from the Form menu. If you use Field Alias, the system completes the Field Name automatically when you enter a field alias in this field. If your jde.ini file is set appropriately, you can access field aliases for each data item by right-clicking on the data item.

- Field Name

The system automatically enters a value in this field when you tab through the field if you entered a value in the Field Alias field. If you are not using aliases, you can use the search button to choose a field name for the IF statement from a list of valid fields. If you use Field Name and you want to hide Field Alias, choose Hide Field Alias from the Form menu.

5. Complete the following fields:

- Op
- Value

Enter the field value that the system should locate based on the selected operand. For example, if you want the system to search for all timecards with a pay type of 100, enter 100 in this field.

-)

Complete this field only if you have entered a value in the Open Parenthesis field.

6. To enter a new line of logic, click the New Line button on the toolbar or choose New Line from the Form menu.

7. Repeat steps 4, 5, and 6 as necessary.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Timecard Change Rule

OK Find Delete Cancel New Line Form Tools

Name Standard Holiday Changes

IF THEN

Records 1 - 8	Operator	(Field Alias	Field Name	Op	Value	Value Description)
<input checked="" type="checkbox"/>	IF		PDBA	DBA Code	EQ	1	Regular	
<input type="checkbox"/>	AND	(DWK	Date - Worked	EQ	01/01/05		
<input type="checkbox"/>	OR		DWK	Date - Worked	EQ	05/30/05		
<input type="checkbox"/>	OR		DWK	Date - Worked	EQ	07/04/05		
<input type="checkbox"/>	OR		DWK	Date - Worked	EQ	09/05/05		
<input type="checkbox"/>	OR		DWK	Date - Worked	EQ	11/24/05		
<input type="checkbox"/>	OR		DWK	Date - Worked	EQ	11/25/05		
<input type="checkbox"/>	OR		DWK	Date - Worked	EQ	12/25/05)

8. Click the THEN tab, and complete the following fields:
 - Operator
THEN is the default value in the Operator field on the first line of the THEN statement. On subsequent lines of logic, you can choose IF, AND, OR, or THEN for the Operator field.
 - Field Alias
 - Field Name
The THEN statement specifies what the system does with the records it located based on the criteria specified in the IF statement. Because you are creating a timecard change rule, the THEN statement should contain the change that you want the system to make.
 - Op
 - Value
9. To add additional lines of logic to the THEN statement, click the New Line button on the toolbar or choose New Line from the Form menu.
10. Repeat steps 8 through 10 until you have completed the THEN statement.
11. When you finish adding selection criteria, click OK.
12. To return to Rule Set, click Cancel.
13. Click OK.
The system adds the new overtime rule to the overtime rule set.
14. To change the processing order of overtime rules, type the appropriate order in the Processing Order field, and click OK.
The system changes the order of the overtime rules.
15. To return to Work With Rule Sets, click Cancel.

Creating a Call Rule Set Rule

You can use a call rule set rule to nest an overtime rule set within another overtime rule set. You typically use a call rule set rule with an overtime rule that you use regularly. If you include an overtime rule set within itself, the system ignores the duplicate overtime rule set. For example, a rule set might verify and pay weekend and holiday overtime pay. If you have an established overtime rule set for holiday pay, you can call it from within another overtime rule set. You do not have to re-create the holiday overtime rule set every time that you want to use it.

When you use an overtime rule set within another overtime rule set, you specify the employee group, starting date, and ending date on the main overtime rule set. The main rule set should not include information that is included in the embedded overtime rule sets. If any conflicts exist between the information in the rule sets, the information in the main overtime rule set overrides the information in the embedded rule set.

► **To create a call rule set rule**

From the *Periodic Processing* menu (G18620), choose *Overtime*.

1. On *Work With Rule Sets*, choose the overtime rule set to which you want to add an overtime rule and click *Select*.
2. On *Rule Set*, choose *Add Call Rule Set R (Rule)* from the *Form* menu.

The screenshot shows the 'Call Rule Set Rule' dialog box in the PeopleSoft application. The dialog is titled 'Call Rule Set Rule' and has a standard Windows-style title bar with 'OK', 'Cancel', and 'Tools' buttons. The main area of the dialog contains the following fields:

- Name:** An empty text input field.
- Overtime Rule Set To Call:** A dropdown menu with 'Company Holidays' selected.
- (Overtime Rule Set ID To Call):** A dropdown menu with 'Company Holiday' selected.
- (F16406 - Overtime Rule ID):** A text input field containing the value '100'.

3. On *Call Rule Set Rule*, complete the following field:
 - **Name**
The name should describe the purpose of the call rule set rule, or be the name of the rule set that you are calling. For example, if you are calling the *Standard 8/40 Rule*, you might also want to name the call rule set rule the *Standard 8/40 Rule*.
4. To call another overtime rule set, complete the following field:
 - **Overtime Rule Set To Call**
5. Click *OK*.
The system adds the call rule set rule to the overtime rule set.
6. Click *Cancel*.
7. On *Rule Set*, to change the processing order of overtime rules by entering the appropriate order in the following field, and then click *OK*:
 - **(Processing Order)**
The system changes the order of the overtime rules.
8. To return to *Work With Rule Sets*, click *Cancel*.

Creating a Call Custom Rule

You can choose a call custom rule to include a user-defined business function (BSFN) in an overtime rule set. A call custom rule calls a user-defined business function. You create a custom function when you need to perform complex or unusual overtime calculations that are not already provided with the software. For example, if your organization pays a meal allowance of 8.00 USD to employees who work over 9.5 hours per day, you can use a custom function to calculate the pay. The system can create timecards or change existing timecards based on this overtime rule. The Fields and Functions program determines which functions are available; therefore, after you have created your custom business function, you must use the Fields and Functions program to register it for use by the Timecard Automation module. After the BSFN has been registered, you can add it to a rule set.

Note

If you need to create custom business functions, contact your system administrator or J.D. Edwards technical support for assistance.

Defining a Call Custom Rule

When you define a call custom rule, you can specify a user-defined business function that the system uses for calculating the overtime rule. You can also specify the timecards, based on criteria such as pay types or pay type categories, for which the system performs the calculations.

► To define a call custom rule

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set to which you want to add an overtime rule, and then click Select.
2. On Rule Set, choose Add Call Custom from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Overtime - Call Custom Overtime Rule

OK Delete Cancel Form Tools

Overtime Rule Name: Meal Allowance

Function Name: OCR_MealAllowance

User Defined Parameters

User Defined String: []

User Defined Numeric: []

User Defined Integer: 0 User Defined Date: []

User Defined Character: [] User Defined Boolean: []

All Pay Type Pay Type Category

3. On Call Custom Overtime Rule, complete the following field:
 - Overtime Rule Name

Enter a name that describes the purpose of the rule. For example, if the rule creates timecards for a meal allowance, you might name the rule “Meal Allowance.”
4. To specify a user-defined business function, complete the following field:
 - Function Name

You can enter functions in this field only if they have been registered for use in the overtime portion of the Timecard Automation module. When you complete this field, the Select Field form appears.
5. On Select Field, verify all information and then click Close.
6. On Call Custom Overtime Rule, to specify criteria for the timecards to be included when the system processes this rule, click one of the following options:
 - All

If you choose this option, the system creates the adjustment using all eligible timecards within the specified date range as the basis of calculation. The detail area below these options is hidden if you choose this option.
 - Pay Types

If you choose this option, the detail area below these options is enabled. You must enter into the detail area the specific pay types that you want the system to include in the basis of calculation for the adjustment. For example, if the new timecards should be based only on regular and overtime hours, you would enter the pay types that you use for regular and overtime pay into the detail area.

- Pay Type Categories

If you choose this option, the system enables the detail area below the inclusion options. You must enter into the detail area the specific pay type that you want the system include in the basis of calculation for the adjustment. For example, if you want only regular time hours to be included in the calculation, and all of your regular pay types are in a pay type category called Regular, you would enter Regular in the detail area.
7. If you chose the Pay Types option in the previous step, complete the following field for every pay type that you want to include:
 - Pay Type Code
 8. If you chose the Pay Type Categories option in step 5, complete the following field for every pay type category that you want to include:
 - P C
 9. Click OK to save the rule.

The system adds the new call custom rule to the overtime rule set.
 10. Repeat steps 1-8 to define additional call custom rules, and then click Cancel when you finish.
 11. On Rule Set, to change the processing order of overtime rules, type the appropriate order in the following field, and then click OK:
 - Processing Order

The system changes the order of the overtime rules.
 12. To return to Work With Rule Sets, click Cancel.

If you want to specify static values to pass into the business function, you must define the user parameters after you define the call custom rule.

See Also

- *Defining the User Parameters* in the *Time Accounting Guide* for additional information and instructions

Defining the User Parameters

After you define a call custom rule, you can define user parameters to specify static values that the system passes to the business function. The user parameters allow you to choose specific string, numeric, integer, character, date, and Boolean fields into which you can enter the value that you want to pass into the function.

Before You Begin

- Define a call custom rule. See *Defining a Call Custom Rule* in the *Time Accounting Guide*.

► **To define the user parameters**

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule set that contains the call custom rule for which you want to define user parameters, and then click Select.
2. On Rule Set, choose the call custom rule for which you want to define user parameters, and then choose Edit Rule from the Row menu.
3. On Call Custom Overtime Rule, choose User Params from the Form menu.
4. On User Defined Parameter Descriptions for Custom Overtime Rule, click the Visible option for the user-defined fields that you want to use.
5. For the user-defined fields that you want to use, complete the following fields, and then click OK:
 - Data Dictionary Mapping
 - Text
6. On Call Custom Overtime Rule, complete the User-Defined Parameters fields that you defined.
7. Click OK to save the rule, and then click Cancel to return to Rule Set.
8. To return to Work With Rule Sets, click Cancel.

Processing Options for the Overtime Rules Program (P186401)

Defaults Tab

1. Time Entry MBF Version

Use this processing option to specify the default version of the Time Entry MBF to be used when timecards are added as this rule set is processed.

2. Process Interims for overtime processing

N = Do not process Interims (Default)

Y = Process Interims

Use this processing option to specify whether to include timecards associated with interim payments in the calculation of a rule set. If you choose to include interim payment timecards, you must process those interim payments through a payroll cycle. Valid values are:

Y

Apply overtime rule to interim payment timecards

N

Do not apply overtime rule to interim payment timecards

3. Copy account information

- Y = Copy new time card account
information from the original time card
- Blank = Get account information from payroll
AAls

Use this processing option to specify how the system determines the account information (cost center, object account, and subsidiary) for newly created timecards. This processing option does not affect the account information for modified timecards. Valid values are:

Blank

Retrieve the account information from the payroll AAls.

Y

Copy the account information from the original timecard to the new time card.

Submitting Overtime Rule Sets for Processing

After you create an overtime rule set, and attach and sequence the overtime rules, you can submit the overtime rule set for processing. When you submit an overtime rule set for processing, the system creates a batch of timecards for the employee group that is associated with the overtime rule set. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

When you submit an overtime rule set, the system also generates the Overtime Rule Processing report (R186402), which you can use to verify the timecards.

► To submit an overtime rule set for processing

From the Periodic Processing menu (G18620), choose Overtime.

1. On Work With Rule Sets, choose the overtime rule sets that you want to submit.
2. Click Select.
3. From the Form menu, click Submit.

The system processes the overtime rule sets, creates a new batch of timecards based on the options specified in the overtime rule set, including employee group, and generates a report that shows the processing details.

See Also

- ❑ *Reviewing the Overtime Rule Processing Reports* in the *Time Accounting Guide*
- ❑ *Working with Timecards for Timecard Automation* in the *Time Accounting Guide* for information about reviewing and approving batches of timecards

Reviewing the Overtime Rule Processing Reports

When you submit an overtime rule for processing, the system generates the Overtime Rule Set Processing report (R186405) and the Overtime Rule Set Batch Review report (R186404). Review these reports to verify that the calculations were completed as expected, and that the system processed the overtime rule without any processing errors.

You should investigate any errors or warnings on these reports, and make any necessary corrections before you approve the batch. If all or most of the timecards are incorrect, you might have entered incorrect information on the overtime rule set or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, resubmit the overtime rule set, and then use the Reviewing and Approving program (P186601) to review the newly created timecards. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

See Also

- ❑ *Correcting Missing Timecard Information* in the *Payroll Guide* for information about reviewing errors in time entry
- ❑ *Reviewing Timecards Created by Timecard Automation* in the *Time Accounting Guide* for information about reviewing, approving, and canceling batches of timecards

Reviewing the Overtime Rule Set Processing Report

Use the Overtime Rule Set Processing report (R186405) to verify that the system processed the overtime rule without any processing errors.

The Exceptions section of the report lists the employees for whom one of the following conditions is true:

- An error prevents the system from creating the timecard.
- The system created the timecard, but an error or warning exists.

In addition to the exceptions, the report also includes totals of the following:

- Employees processed
- Timecards created
- Timecards processed
- Timecards changed

Reviewing the Overtime Rule Set Batch Review Report

Use the Overtime Rule Set Batch Review report (R186404) to verify that the system performed the calculations as expected and charged any adjustments to the correct pay codes for each employee. The report included detailed information about the overtime rules that the system processed for each employee, including the hourly rate that the system calculated for overtime and the gross pay amounts for any adjustments. The report also includes totals of the following:

- Original hours worked
- Original gross pay
- New hours worked
- New gross pay

If the calculations are not correct, make any necessary corrections before you process a payroll cycle that includes these timecards.

Processing Options for the Overtime Rule Set Batch Review Report (R186404)

Display Tab

Use this processing option to specify whether piecework information appears on the report.

Display Piecework information

Blank = Do not display

1 = Display

Use this processing option to determine whether the system displays piece work rates and the number of pieces that an employee completes on the report. Valid values are:

Blank

Do not display piecework information.

1

Display piecework information.

Working with Timecards for Timecard Automation

You can use the Reviewing and Approving program (P186601) to manage batches of timecards that are created or changed by the Timecard Templates program (P186301), the Retroactive Pay Rules program (P186701), or the Overtime Rules program (P186401). For example, after you use a timecard template to create a batch of timecards with which to pay your sales staff, you can review the batch of timecards to ensure that the timecards are accurate. When you are satisfied, you can approve the batch of timecards and continue with pre-payroll processing.

After you submit a timecard template, overtime rule set, or retroactive pay rule for processing, the system assigns a number and an initial status of Pending Approval to the resulting batch of timecards. As long as the batch of timecards is pending approval, you can review and revise it in the Reviewing and Approving program. When you are finished working with the batch of timecards, you can change its status by either approving or canceling the batch.

For example, before you pay your sales staff, you review the accuracy of the batch of timecards that was created using a timecard template. After reviewing the batch, you realize that it does not cover the correct dates. You cancel the batch, thereby deleting the timecards. You then return to the Timecard Templates program, update the timecard template, and resubmit the batch. You then note that the batch of timecards is acceptable, at which point you approve it and continue with pre-payroll processing.

The processes for reviewing, approving, and canceling timecards are the same regardless of the program from which a batch of timecards originated. For example, you can approve a batch of timecards that was created with an overtime rule set to pay overtime to your warehouse staff. You can use the same process to approve a batch of timecards that was created with a timecard template to pay consultants a bonus.

You can review new or changed timecards that are pending approval. The system determines how you can review batches of timecards in the Reviewing and Approving program, based on the program in which the timecards originated. However, when you access batches of timecards directly through the Timecard Templates program, Retroactive Pay Rules program, or the Overtime Rules program, the system displays only those batches of timecards that originated in the particular program.

As long as a batch of timecards is pending approval, you can revise individual timecards by choosing the batch of timecards and the appropriate timecard. You can revise the status of batches of timecards by approving or canceling those that are pending approval. You can also run reports that show the timecards in a specific batch.

Reviewing Timecards Created by Timecard Automation

When a batch of timecards is pending approval, you can use the Reviewing and Approving program (P186601) to review, approve, or cancel the batch. Within the Timecard Automation Module, when timecards are created in the Employee Transaction Detail File table (F06116), they are marked as pending. You cannot process pending timecards in a payroll cycle.

When you approve a batch of timecards, the system removes the pending marker, which allows the timecards to be included in a payroll cycle. When you cancel a batch of timecards, the system removes the timecards created by the Timecard Automation module from the F06116 and returns to their original state any timecards that were changed. For example, when you use a timecard template to pay quarterly bonuses to your consulting staff, you might want to verify the accuracy of the timecards. You must approve the batch before you can process the timecards in a payroll cycle.

The Timecard Templates program (P186301), the Retroactive Pay Rules program (P186701), and the Overtime Rules program (P186401) each manage timecards differently. The view that you use to review batches of timecards might differ depending on which process created the timecards. Timecard templates create new timecards, retroactive pay rules create new timecards based on existing timecards, and overtime rule sets can create new timecards and change existing timecards. A *view* is the manner in which the Reviewing and Approving Timecards program displays the header information, relationships between timecards, and information that is specific to the originating program for a batch of timecards. A relationship shows the connections between originating timecards and new or changed timecards.

The views available for each program are as follows:

- Timecard Templates: Basic
- Retroactive Pay Rules: Before, After, Both
- Overtime Rule Sets: Before, After

The Timecard Templates program uses a timecard template to create new timecards. You can review new timecards using a basic view. Basic refers to the batch of timecards that the system creates. No relationships exist among these timecards.

The Retroactive Pay Rules program uses a retroactive pay rule and original timecards to create new timecards. You can review original and new timecards using before, after, or both view, as shown below:

- Before** The batch of original timecards that the system uses. These timecards provide information for creating timecards. No relationship exists among these timecards.
- After** The batch of new timecards that the system creates. These timecards are based on the original timecards shown in the Before view. No original timecards are shown, and all timecards shown are new.
- Both** The batch of timecards, including original timecards and timecards that the system creates. These timecards include the original timecards shown in the Before view, and on which they are based. Original timecards are shown in bold text; new timecards are shown in plain text.

The Overtime Rule Sets program uses an overtime rule set and original timecards to create new timecards and change the original timecards. You can review new and changed timecards in before or after view, as shown below:

- Before** The batch of original and unchanged timecards that the system uses. These timecards provide information for creating or changing other timecards. No relationships exist among these timecards.
- After** The batch of new and changed timecards that the system creates or changes. These timecards are based on the original timecards shown in the Before view. Original timecards are shown in bold text; new timecards are shown in plain text.

► **To review timecards created by Timecard Automation**

From the Daily Processing menu (G18610), choose Reviewing and Approving.

Alternatively, after you have submitted a timecard template, retro pay rule, or overtime rule set for processing, choose the template, rule, or rule set on the Work With form of the associated process, and then choose Batch Review from the Row menu.

1. On Work With Timecard Automation Batches, choose the batch of timecards with which you want to work.
2. Click Select.
3. On Timecard Automation Batch, click Find to refresh the batch and display the timecards.
4. Review the information in the detail area.

Revising Timecards Created by Timecard Automation

The Reviewing and Approving Timecards program (P186601) allows you to access the Speed Time Entry program (P051121) to revise batches of timecards. You can revise timecards from the Reviewing and Approving Timecards program only after the system processes the batch of timecards and before you approve or cancel it. For example, after you review a batch of timecards and discover that it uses an incorrect value for paying overtime to employees in your warehouse, you can revise the batch of timecards. You can revise timecards by employee or by batch number. You can also revise the status of a batch of timecards.

You can revise current timecards created or changed for an employee regardless of batch number. For example, assume that you want to pay a quarterly bonus to employees working on a project if the employees meet certain criteria, such as being employed in the quarters before and after the current quarter. After reviewing the batch of timecards, you discover that one employee was not employed during the preceding quarter. The system allows you to remove the employee instead of reprocessing the entire batch.

You can revise new timecards that are created in a specific batch of timecards. For example, assume that your organization has a division that contains several departments. If some of the employees in a department entered their time incorrectly on their timecards, you can correct the specific timecards that require changes instead of canceling the entire batch. However, when you review batches of timecards created by the Overtime Rules Sets program, only newly created timecards are displayed. Changed timecards are part of an original batch and are not included when you review timecards by batch. To change original timecards, you can review the timecards by employee. Doing so shows you all of the current timecards for each employee, regardless of batch number.

Note

You cannot revise historical timecards.

The following table describes the batch approval statuses:

Pending Approval	Batches of timecards arrive in the Reviewing and Approving Timecards program marked Pending Approval. Pending timecards cannot be included in a payroll cycle. You can revise and approve, or cancel batches of timecards or individual timecards.
Approved	After you approve a batch of timecards, the system changes the status to Approved and removes the Pending status from the Employee Transaction Detail File table (F06116). When you approve a batch of timecards, the system marks as approved all changes that were made after the timecards were generated, changed timecards, and any new timecards that have been created. After changing the status to Approved, the system creates an Approval or Cancellation report and allows you to continue the pre-payroll process. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch.
Canceled	When you cancel a batch of timecards, you reject the changes that were made to existing timecards and you reject the new timecards that were created. The system removes newly created timecards from the F06116 and restores changed timecards to their original status. After changing the status of the batch to Canceled, the system creates an Approval or Cancellation report and, as appropriate, reverses the changes and deletes the new timecards. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch.

Revising a Timecard or a Batch of Timecards

When you review the timecards that the system created from a timecard template, a retroactive pay rule, or an overtime rule set, you might need to correct errors before you approve the batch. You can access the Speed Time Entry program (P051121) from the Timecard Automation module to revise batches of timecards or individual timecards. You can revise timecards for only those batches that have not been approved or canceled. You cannot revise historical timecards.

► To revise a timecard or a batch of timecards

From the Daily Processing menu (G18610), choose Reviewing and Approving.

Alternatively, after you have submitted a timecard template, retro pay rule, or overtime rule set for processing, choose the template, rule, or rule set on the Work With form of the appropriate process, and then choose Batch Review from the Row menu.

1. From Work With Timecard Automation Batches, choose a batch of timecards, and then click Select.
2. On Timecard Automation Batches, click Find to refresh the batch of timecards.
3. If you want to revise multiple timecards in a batch, choose Time Entry Revs (Time Entry Revisions) from the Form menu.
4. If you want to revise a specific timecard in the batch, choose the timecard, and then choose Edit from the Row menu.
5. On Speed Time Entry Revisions, revise the timecard, and click OK.
6. Click Find to refresh the list of timecard batches.

Revising the Status of a Batch of Timecards

After reviewing the batch of timecards and before continuing with pre-payroll processing, you can approve the batch to accept the changes and newly created timecards, or you can cancel the batch of timecards if it is incorrect, thereby rejecting the changes and the newly created timecards.

After you change the status of the batch of timecards to Approved or Canceled, you can no longer revise it or change its status.

You cannot delete the header record from the Reviewing and Approving Timecards program for a batch of timecards pending approval. You can, however, delete the header record for a batch of timecards after you have approved or canceled it.

► To revise the status of a batch of timecards

From the Daily Processing menu (G18610), choose Reviewing and Approving.

Alternatively, after you have submitted a timecard template, retro pay rule, or overtime rule set for processing, choose the template, rule, or rule set on the Work With form of the appropriate process, and then choose Batch Review from the Row menu.

1. From Work With Timecard Automation Batches, choose a batch of timecards, and click Select.
2. On Timecard Automation Batches, to refresh the batch of timecards, click Find.
3. To approve the batch of timecards, choose Approve Batch from the Form menu.
4. On Confirmation, click one of the following options:
 - Yes
When you click this option, the system changes the status of the batch to Approved, and the pending marker is removed from the F06116, enabling the timecards to be included in a payroll cycle.
 - No
When you click this option, approval of the batch is canceled, and no changes are made.
5. To cancel the batch of timecards, choose Cancel Batch from the Form menu.
6. On Confirmation, click one of the following options:
 - Yes
When you click this option, the batch is canceled, the status is changed to Canceled, the newly created timecards are removed from the F06116, and any changed timecards are returned to their original state.
 - No
When you click this option, the batch is not canceled, and no changes are made.

The system generates an approval or cancellation report and returns to Work With Timecard Automation Batches.
7. To refresh the list of timecard batches, click Find.

See Also

- ❑ *Reviewing the Labor Rules Batch Approval/Cancellation Report in the Time Accounting Guide*

Reviewing the Labor Rules Batch Approval/Cancellation Report

When you approve or cancel a batch of timecards, the system generates the Labor Rules Batch Approval/Cancelation report (R186602). Use this report to review detailed information about the timecards in the batch. The report includes the following information:

- Header information, such as batch number, employee group name, start date, and end date
- Individual timecard information, such as transaction number, batch number, address name and number of each employee, PDBA code, work date, hours worked, hourly rate, and gross pay

Working with Functions

The Fields and Functions program (P186101) allows programmers and consultants to access the definitions of fields and functions that are used throughout the Timecard Automation module. A *field* is an area in which the system displays a specific piece of information. A field can be either an input-capable field, or a display field, for which the system retrieves the information from another part of the system. For example, the TIN field displays taxpayer identification numbers. A *function* is a calculation with variables that the system uses to perform specific actions. For example, you can use the Timecard Rate function on its own or in a formula to find employees' timecard rates.

To use different fields and functions in the Timecard Automation module, you must first register the field or the function in the Fields and Functions program. The fields in the Employee Master Information table (F060116), Employee Transaction Detail table (F06116), and the Employee Transaction History File table (F0618) are preregistered in the system. Several additional functions have also been registered in the Fields and Functions program.

The system includes several functions for calculating common methods of determining hourly rates and hours worked. When you create a timecard template, overtime rule set, or retroactive pay rule, you can use one or more of these functions. Because each function is specific to a field in a specific program, the system limits the available functions to those that are applicable to the calling program. For example, the function that is available for calculating the hourly rate for a timecard template is different from the function that is available for calculating the hourly rate for a retroactive pay rule.

You can use a function alone, or you can create a formula that includes one or more functions. You can use the Fields and Functions program (P186101) to create custom formulas. You can also use this program to validate and test a formula before you begin using it.

Occasionally, you might need a function that is not included with the system. In this case, you can customize your system by adding a new function. Custom functions are typically created using Named Event Rules (NER) through the Business Function Design Aid tool, which you access from the Object Management Workbench (OMW). Custom business functions can also be created using C programming. Programmers or consultants typically create custom business functions. J.D. Edwards recommends that you contact your system administrator for assistance with creating custom functions. After you create a custom function, you must register it for use in the applicable Timecard Automation program. Registering the function allows you to access it from the applicable program.

See Also

- The *Development Tools Guide* for more information about custom business functions

Registering Functions

You register functions to allow you to access them when you build a formula for the hourly rate or hours worked fields in the Timecard Automation programs. Functions are registered specifically for use with timecard templates, retroactive pay rules, or overtime rule sets. The functions that are included with the Timecard Automation module are already registered. Occasionally, you might need to use a function that is not registered, such as any custom functions that you create. You can use functions alone or in formulas.

When you register a function, you can choose whether to make it active or inactive. An active field or function is one that other users can access from a Timecard Automation program. You can use inactive mode to verify whether the function works properly before you make it active for other users.

Before registering a function, you should identify the following information:

- The usage code that the system uses to determine the program by which the function is used. Usage codes are listed as follows:
 - THRF – identifies a timecard template hourly rate function
 - THWF – identifies a timecard template hours worked function
 - RHRF – identifies a retroactive pay rule hourly rate function
 - RHWF – identifies a retroactive pay rule hours worked function
 - OHRF – identifies an overtime rule hourly rate function
 - OCRI – identifies an overtime change rules IF statement
 - OCRT – identifies an overtime change rules THEN statement
 - OCR – identifies an custom overtime rule that is created using a custom business function
- The source module, which is the object name to which the function belongs. Object names associated with named event rule business functions begin with N. For example, N1861411 is the object name (or source module) that contains the various overtime hourly rate functions.
- The function name within the source module. Event rule logic and data structures are attached to individual functions within a source module.
- The status of the field availability (either active or inactive).

► **To register a function**

From the *Advanced & Technical* menu (G18630), choose *Fields and Functions*.

1. On *Work With Field/Function Definitions*, click the following option, and then click **Add**:

- **Functions**

The screenshot shows the PeopleSoft interface for defining a function. The main window is titled 'Active Foundation' and contains a sub-window 'Fields and Functions - Field/Function Definition'. The sub-window has a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons. The form fields are as follows:

Usage Code	<input type="text" value="OCR"/>	Overtime Custom Rule
Source Module	<input type="text" value="N186405"/>	
Function Name	<input type="text" value="OCR_MealAllowance"/>	

Active

2. On *Field/Function Definition*, complete the following fields:

- **Usage Code**

Enter a usage code that represents the purpose of the function. For example, if you are registering a function that calculates a custom overtime rule, enter usage code OCR. The value that you enter in this field determines whether the function can be used in specific areas of the Timecard Automation module. For example, if you enter OCR (custom overtime rule), the function is available for use in the call custom rule area of overtime rule sets only.

- **Source Module**

Enter the object name that contains the function that you are registering. Multiple functions can be grouped within a single source module. For example, the source module N1861411 – Overtime Hourly Rate Formulas might contain all of the functions that retrieve various hourly rates to be used within overtime accumulator rules.

- **Function Name**

3. If you want other users to be able to access the function from the applicable Timecard Automation program, click the following option to turn it on:

- Active

You can activate or deactivate a function at any time.

4. Click OK.

The system registers the new function for use within the Timecard Automation module.

Related Tasks

Revising functions

You can use the Field/Function Definition form to revise information about a function, such as its active status. The changes that you make to functions affect all batches of timecards that use changed fields and functions and that are processed after the change. Changes do not affect timecards that have already been processed.

Deleting functions

You can delete a function from the Fields and Functions program, thereby making it unregistered in the Timecard Automation module. Deleting a function removes it from the search list for the appropriate Hourly Rate or Hours Worked field, but does not remove it from the system.

Understanding Functions

To simplify the process of creating formulas for calculating hourly rates and hours worked, the Timecard Automation module includes several predefined functions. You can use these functions alone or include them in formulas.

To meet the specific needs of your organization, you can also create your own custom functions. Each function uses a data structure, which lists the data item name, the input or output status, and a description of the data item.

Note

Creating a custom function is a form of system customization that requires knowledge of J.D. Edwards development tools.

Hours Worked Function for Timecard Templates

The hours worked function for timecard templates is included in the Template Hours Worked Functions module (N1861312). This function uses data structure D186132. You also use this data structure when you create a custom hours worked function for timecard templates. The following table illustrates input and output information about the data items in this data structure:

LRSTTID	Input: Timecard Template ID
AN8	Input: Address Number (Employee Number)
PHRW	Output: Hours Worked

The predefined hours worked function for timecard templates is `THWF_8HoursIf8OnPrevWorkDate`.

The 8 Hours if Employee Worked 8 or More Hours on a Previous Day function returns eight hours worked if the employee worked eight or more hours, not including sick pay, on the previous work date. Saturdays and Sundays are not considered work dates. If the employee did not work at least eight hours, the returned value is zero. The work date is identified on the timecard template in the Work Date Schedule. For example, you might use this function if you want the timecard template to use eight hours for the amount of work an employee is paid each day, based on the criteria specified.

Hours Worked Function for Retroactive Pay Rules

The hours worked function for retroactive pay rules is included in the Retropay Hours Worked Functions module (N1861712). This function uses data structure D186172. You also use this data structure when you create a custom hours worked function for retroactive pay rules. The following table illustrates input and output information about the data items in this data structure:

LRSRRID	Input: Retroactive Pay Rule ID
PRTR	Input: Payroll Transaction No
LRSCHF	Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the Employee Transaction Detail File table (F06116) or a historical timecard in the Employee Transaction History table (F0618).
PHRW	Output: Hours Worked

The predefined hours worked function for retroactive pay rules is `RHRF_TimecardHours`.

The Hours Worked On Timecard function returns the hours worked from the PHRW field on a timecard currently being processed by a retroactive pay rule for one of the pay types that you identify. For example, you might use this function when you pay employees retroactive pay for the hours worked, based on their original timecards.

Hourly Rate Function for Timecard Templates

The hourly rate functions for timecard templates are included in the Template Hourly Rate Functions module (N1861311). These functions use data structure D186131. You also use this data structure when you create a custom hourly rate function for timecard templates. The following table illustrates input and output information about the data items in this data structure:

LRSTTID	Input: Timecard Template ID
AN8	Input: Address Number (Employee Number)
SHRT	Output: Hourly Rate

The predefined hourly rate function for timecard templates is `THRF_EmployeeMasterRate`.

The Employee Master Rate function returns the rate from the Rate-Hourly field (PHRT) in the Employee Master Information table (F060116) for the employee records that are processed using the timecard template. For example, you might want to pay an employee based on the established master pay rate.

Hourly Rate Functions for Retroactive Pay Rules

The hourly rate functions for retroactive pay rules are included in the Retropay Hourly Rate Functions module (N1861711). These functions use data structure D186171. You also use this data structure when you create a custom hourly rate function for retroactive pay rules. The following table illustrates input and output information about the data items in this data structure:

LRSRRID	Input: Retroactive Pay Rule ID
PRTR	Input: Payroll Transaction No
LRSCHF	Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the Employee Transaction Detail File table (F06116) or a historical timecard in the Employee Transaction History table (F0618).
SHRT	Output: Hourly Rate

The predefined hourly rate functions for retroactive pay rules are:

RHRF_EmployeeMasterRate

The Employee Master Rate function returns the rate from the Rate-Hourly field (PHRT) in the Employee Master Information table (F060116) for the employee on the current timecard that the system is processing using the retroactive pay rule. For example, you might want to pay employees retroactive pay based on the master hourly pay rate.

RHRF_MaxRate

The Maximum Rate from Timecard vs. Employee Master function returns the greater rate of the timecard hourly rate from the Hourly Rate field (SHRT) or the employee master hourly rate from the Rate-Hourly field (PHRT). For example, you might want to pay employees retroactive pay based on either the master hourly pay rate or the timecard hourly rate. This function provides you with the larger of these two hourly rates.

RHRF_PayRateMultiplier

The Pay Rate Multiplier function returns the pay rate multiplier from the field Multiplier-Pay Type Multiplier (PAYM) on the current timecard that the system is processing using the retroactive pay rule.

RHRF_TimecardRate

The Timecard Rate function returns the hourly rate from the Hourly Rate field (SHRT) on the current timecard that the system is processing using the retroactive pay rule. For example, you might want to pay employees retroactive pay based on the rate on the timecard instead of another rate.

RHRF_UnionRateX where X is A, B, C, D, or R

The Union Rate X function returns the rate for a chosen employee from a particular column of the Union Rates File table (F069126). You identify the appropriate column. This function returns the union rate by calling the Retrieve Union Rates function (N0500015), using fields on the current timecard that the system is processing in the retroactive pay rule. For example, you might want to pay employees retroactive pay based on a particular union rate. This function provides you with the appropriate union rate.

RHRF_WeightedAverageHourlyRate

The Weighted Average of Employees' Timecards in Retroactive Pay Period function returns an hourly rate weighted by hours worked. The function uses all timecards in the overtime period for one of the pay types that you identify. For example, you might want to pay employees retroactive pay based on an average of the hourly pay rates received in the past.

Hourly Rate Functions for Overtime Accumulator Rules

The hourly rate functions for overtime accumulator rules are included in the Overtime Hourly Rate Functions module (N1861411). These functions use data structure D186141. You also use this data structure when you create a custom hourly rate function for overtime accumulator rules. The following table illustrates input and output information about the data items in this data structure:

LRSORSID	Input: Overtime Rule Set ID
LRSORID	Input: Overtime Rule ID
AN8	Input: Address Number (Employee Number)
PRTR	Input: Payroll Transaction No

LRSCHF Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the Employee Transaction Detail File table (F06116) or a historical timecard in the Employee Transaction History table (F0618).

SHRT Output: Hourly Rate

The predefined hourly rate functions for overtime accumulator rules are as follows:

OHRF_EmployeeMasterRate

The Employee Master Rate function returns the hourly rate from the Rate-Hourly field (PHRT) in the Employee Master Information table (F060116) for the employee that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the master hourly pay rate.

OHRF_HoursWorked

The Hours Worked on Timecard function returns the hours worked from the PHRW field on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the hours worked on the current timecards.

OHRF_MaxRate

The Maximum Rate from Timecard vs. Employee Master function returns the greater rate of the timecard hourly rate from the Hourly Rate field (SHRT) or the hourly rate in the Rate-Hourly field (PHRT) in the Employee Master table. For example, you might want to pay employees overtime pay based on either the master hourly pay rate or the timecard hourly rate. This function provides you with the larger of these two hourly rates.

OHRF_PayFrequency

The Employee Master Pay Frequency function returns an employee's numeric pay frequency (which is derived from the Description 2 field in UDC 07/PF) based on the value in the PFRQ field (Pay Frequency) on an employee record. For example, this function would convert a value of W (Weekly) in the PFRQ field to the numeric value of 52, which can then be used in payroll calculations.

OHRF_PayRateMultiplier

The Pay Rate Multiplier function returns the pay rate multiplier from the Multiplier-Pay Type Multiplier field (PAYM) on the current timecard that the system is processing using the overtime rule set.

OHRF_Salary

The Employee Master Salary function returns the employee's salary from Rate-Salary, Annual field (SAL) on an employee record for the employee being processed by the overtime rule. For example, you might want to pay employees overtime pay based on the master salary.

OHRF_TimecardRate

The Timecard Rate function returns the hourly rate from the Hourly Rate field (SHRT) on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the rate on the timecard instead of another rate.

OHRF_TotHoursWorked

The Total Hours Worked function returns the total hours worked by a given employee within the overtime period for a pay type of one of the pay types that you identify. For example, you might want to pay employees overtime pay based on the total hours that each employee worked.

OHRF_UnionRateX where X is A, B, C, D, or R

The Union Rate X function returns the rate for a chosen employee from a particular column of the Union Rates File table (F069126), where you identify the appropriate column. This function returns the union rate by calling the Retrieve Union Rates function (N0500015) using fields on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on a particular union rate. This function provides you with the appropriate union rate.

OHRF_WeightedAverageHourlyRate

The Weighted Average of Employees' Regular Timecards in Overtime Period function returns an hourly rate weighted by hours worked. The function uses all timecards in the overtime period for a pay type of one of the pay types that you identify. For example, you might want to pay employees overtime pay based on an average of the hourly pay rates received in the past.

Custom Overtime Rules Functions

The predefined functions for custom overtime rules are included in the Custom Overtime Rules module (N186405). These functions use data structure D186405A. You also use this data structure when you create a custom hourly rate function for overtime accumulator rules. The following table illustrates input and output information about the data items in this data structure:

LRSORSID	Input: Overtime Rule Set ID
AN8	Input: Address Number
LRSBAT	Input: LRS Batch Number
GNUM0	Output: Timecards Processed
GNUM1	Output: Timecards Created
GNUM2	Output: Timecards Changed
GNUM3	Output: Errors
GNUM4	Output: Warnings

The predefined hourly rate functions for custom overtime rules are as follows:

OCR_MealAllowance

The Meal Allowance custom rule pays a meal allowance of 8.00 USD for days on which employees work 9.5 or more hours of regular time (pay type of 1). The system creates a gross pay timecard with a pay type of 999 for 8.00 USD for that day. For example, you might want to pay your consultants a meal allowance when they have worked a certain number of hours within a specific period.

OCR_SpreadOvertime

The Spread Employee's Salary custom rule spreads a salaried employee's salary over all hours worked and does not generate overtime. For example, you might want to pay your salaried employees the same amount regardless of overtime worked. With this function, you can spread employee overtime across all hours worked, which, in essence, reduces the hourly rate; but pays employees the same amount.

Working with Formulas

When you need to perform simple, complex, or unusual calculations to determine the appropriate hourly rate or number of hours worked for a particular situation, you can create a formula. Your formula can use the standard functions that are included with the system, or you can use custom functions that you have created. You can also use a combination of both types of functions.

When you create a formula, you create it within a specific timecard template, retroactive pay rule, or overtime rule set. Based on the program that you choose, the system provides you with a list of appropriate functions available for use in the formula. You then create mathematical statements that include one or more of these functions.

For example, assume that you need to average two different union rates to pay your warehouse employees retroactive pay. To calculate the correct rate, you enclose within parentheses the multiple of the two union rates and divide the result by two. The formula for the new rate is:

$$\text{New Rate} = (\text{RHRF_UnionRateA} * \text{RHRF_UnionRateB}) / 2$$

You cannot use a formula outside of the initial timecard template, overtime rule set, or retroactive pay rule for which it was created. You cannot save and reuse formulas; however, if you need to use a formula often, you might consider asking your system administrator to create a custom function for it. You can save and reuse the timecard template, retroactive pay rule, or overtime rule set that contains the formula that you created.

You use the Build Formula form to create custom formulas. You cannot access this form from a menu; instead, you access it using the visual assist in the hours worked and hourly rate fields in Timecard Templates, Retroactive Pay Rules, and Overtime Rule Sets programs. The following table shows the forms and fields from which you can access the Build Formula form:

Timecard Template form Hours Worked field (Main tab) and Hourly Rate field (Rates tab)

Timecard Accumulator Rule form (within Overtime Rule Sets) New Hourly Rate field

After you create the formula, but before you begin using it, you should test it to validate its mathematical logic and to ensure that it calculates the appropriate results.

Rate Calculation Formulas

Depending on government regulations, industry standards, union contracts, and company processes, different organizations calculate overtime rates using different methods. Some examples of the formulas for these overtime hourly rate calculations are provided below. The functions that are used in these formulas are predefined in the system and are available for use in the overtime rule type specified in the formula description.

Time-and-a-half overtime based on average hourly rate

This formula averages the hourly rates of all of the regular timecards within the specified accumulation period and multiplies the average rate by 1.5 to determine the new hourly rate for overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = 1.5*OHRF_WeightedAverageHourlyRate

Chinese Overtime

This formula calculates the new hourly rate for Chinese Overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = OHRF_TimcardRate+1/2 OHRF_Salary/OHRF_Frequency
OHRF_TotHoursWorked

Time-and-a-half overtime based on employee master rate

This formula multiplies the employee's rate, as specified in the Employee Master Information table (F060116), by 1.5 to determine the new hourly rate for overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = 1.5*OHRF_EmployeeMasterRate

Time-and-a-half overtime based on union rate

This formula multiplies the union rate of a specified column in the union rates table by 1.5 to determine the new hourly rate for overtime.

OHRF_UnionRateA, OHRF_UnionRateB, OHRF_UnionRateC, OHRF_UnionRateD, or OHRF_UnionRateR should be substituted for OHRF_UnionRateX in the formula. A, B, C, D, and R each specify particular columns in the union rates table from which to retrieve the rate. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = 1.5*OHRF_UnionRateX

Regular portion of overtime based on employee master rate, and premium portion of overtime based on average hourly rate

This formula uses the employee's rate, as specified in the Employee Master Information table (F060116), to derive the regular portion of overtime. The system then multiplies the average hourly rate from the timecards by .5 to determine the premium portion and adds the two rates together to determine the new hourly rate for overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate =
OHRF_EmployeeMasterRate+(0.5*OHRF_WeightedAverageHourlyRate)

Spread Employee's Salary

This function does not calculate an overtime rate; rather it calculates a new hourly rate for salaried employees by spreading an employee's salary over all of the hours worked.

Spread Employee's Salary is a pre-defined function that is available for use in the custom rule set rule within an overtime rule set.

Overtime rate based on timecard rate and pay rate multiplier

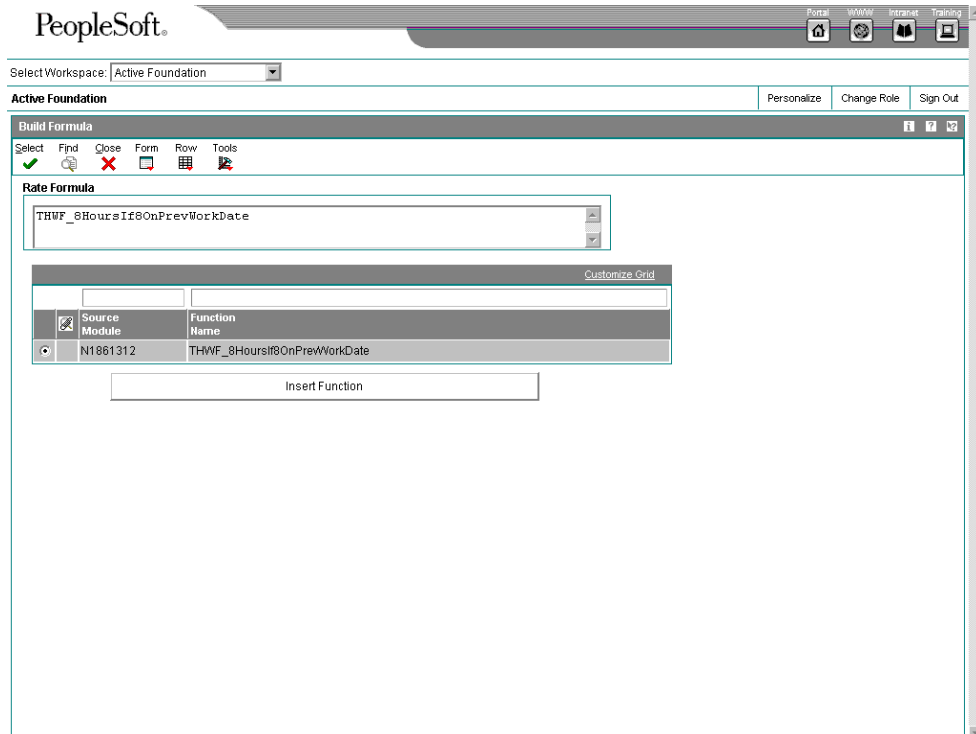
This function calculates the overtime rate by retrieving the hourly rate from the original timecard and multiplying it by the pay rate multiplier that is specified on the timecard. This method is typically used for employees in the United States who receive tips. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = OHRF_PayRateMultiplier*OHRF_TimecardRate

► To create a formula

From the Periodic Processing menu (G18620), choose either Timecard Templates, Retroactive Pay, or Overtime.

1. Complete one of the following, depending on whether the formula is for a timecard template, retroactive pay rule, or overtime rule set:
 - On Work With Timecard Templates, choose a record in the detail area, click Select, and then click the Search button for the Hours Worked field (Main tab) or the Hourly Rate field (Rates tab) on the Timecard Template form.
 - On Work With Retroactive Pay Rules, choose a record in the detail area, click Select, and then click the Search button for the New Hourly Rate field on the Retroactive Pay Rule form.
 - On Work With Rule Sets, choose a record in the detail area, click Select, and then choose Add Accum Rule from the Form menu on the Rule Set form. In the Overrides area, click the New Hourly Rate option to turn it on, and then click on the Search button for the New Hourly Rate field.



2. On Build Formula, to include a function in the formula, choose a record in the detail area, and then click the Insert Function button.
The system displays the function in the Rate Formula field.
3. To complete the formula, enter the appropriate characters in the Rate Formula field.
4. Choose Validate from the Form menu.
If the formula is mathematically valid, the system displays a confirmation message. If the formula is not mathematically valid, the system highlights the Formula To Test area in red.
5. If the formula is not valid, revise it and repeat step 4.
6. When the Confirmation window appears, click OK.
7. To test the formula and ensure that the system creates accurate timecards, choose Test from the Form menu, and then complete the steps for testing formulas.

Before You Begin

- Create a timecard template, retroactive pay rule, or overtime rule set. See any of the following topics in the *Time Accounting Guide*:
 - [Creating Timecard Templates](#)
 - [Creating Retroactive Pay Rules](#)
 - [Creating Overtime Rule Sets](#)

Related Tasks

Revising or deleting formulas

You can change or delete a formula. When you change or delete a formula, the action affects all batches of timecards processed after the change, but not those batches of timecards that have already been processed.

Testing Formulas

After you create a formula and before you process the timecard template, overtime rule set, or retroactive pay rule to which it is attached, you should test the formula to verify that it is mathematically valid and accurate. The system includes a feature that you can use to automatically validate the formula. However, you need to confirm whether the calculations produce the results that you expect. For example, for a formula that averages two union pay rates, you should verify that it calculates the correct rate.

Using the formula testing functionality, you can automatically calculate the formula for one record at a time. You can then review the results to determine whether they are correct.

You can also test the formula by submitting the timecard template, retroactive pay rule, or overtime rule set for processing, and then reviewing the new timecards to ensure that they are correct. If the timecards are incorrect, you can cancel the batch.

Before You Begin

- ❑ Complete the steps for creating a formula. See *Working With Formulas* in the *Time Accounting Guide* for instructions.

► To test a formula for a timecard template

From the Periodic Processing menu (G18620), choose Timecard Templates.

1. Complete the steps to create a formula.
2. From the Build Formula form, choose Test from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Formula Tester

Usage Code: THWF *Template Hours Worked Formula*

Formula To Test: THWF_8HoursIf8OnPrevWorkDate

Input:

Timecard Template: Holiday Pay for Electricians ID#: 107

Employee Number: [Empty]

Output:

Hours Worked: [Empty] [Validate Formula] [Calculate Formula]

3. On Formula Tester, verify the following fields:
 - Formula to Test
 - Timecard Template Name
4. Complete the following field with the employee who you want to use to test the formula:
 - Employee Number
5. Click the Calculate Formula button.
The system calculates the formula and displays the results in the Output hourly rate box.
6. Verify that the output is correct.
7. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 4.
You can use the Validate Formula button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system changes the Formula To Test area to a contrasting color.
8. When the output is correct, click OK.
9. On Build Formula, click Select to choose the formula and return to the originating program.

► **To test a formula for a retroactive pay rule**

From the Periodic Processing menu (G18620), choose *Retroactive Pay*.

1. Complete the steps to create a formula.
2. From the Build Formula form, choose Test from the Form menu.
3. On Formula Tester, verify the following fields:
 - Formula to Test
 - Retroactive Pay Rule Name

The screenshot shows the PeopleSoft Formula Tester interface. At the top, there's a navigation bar with 'Portal', 'Work', 'Intranet', and 'Training' links. Below that, the 'Active Foundation' workspace is selected. The main window is titled 'Formula Tester' and contains the following fields and controls:

- Usage Code:** RHRF (Retropay Hourly Rate Formulas)
- Formula To Test:** RHRF_TimecardRate * .03
- Input Section:**
 - Retroactive Pay Rule:** Retro Pay for Electricians
 - Employee Number:** (empty)
 - ID#:** 104
 - Timecard Type:** Radio buttons for Current (selected) and History.
 - Timecard Transaction No:** (empty)
 - Pay Type:** (empty)
 - Work Date:** (empty)
 - Hours Worked:** (empty)
 - Hourly Rate:** (empty)
 - Gross Pay:** (empty)
- Output Section:** Hourly Rate (empty), Validate Formula button, Calculate Formula button.

4. Choose the following option to test a formula using a timecard from the Employee Transaction Detail File table (F06116):
 - Current
 5. Choose the following option to test a formula using a timecard from the Employee Transaction History table (F0618):
 - History
 6. Complete the following field:
 - Timecard Transaction No

If you do not know the transaction number, you can use the visual assist to choose a timecard with which to test the formula.
 7. Click the Calculate Formula button.
- The system calculates the formula and displays the results in the Output Hourly Rate box.

8. Verify that the output is correct.
9. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 8.

You can use the Validate Formula button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system changes the Formula To Test area to a contrasting color.

10. When the output is correct, click OK.
11. On Build Formula, click Select to choose the formula and return to the originating program.

► **To test a formula for an overtime rule set**

From the Periodic Processing menu (G18620), choose Overtime.

1. Complete the steps to create a formula.
2. From the Build Formula form, choose Test from the Form menu.
3. On Formula Tester, verify the following fields:
 - Formula to Test
 - Overtime Rule Type
4. Choose the following option to test a formula using a timecard from the Employee Transaction Detail File table (F06116):
 - Current
5. Choose the following option to test a formula using a timecard from the Employee Transaction History table (F0618):
 - History
6. Complete the following field:
 - Timecard Transaction No
7. Click Calculate Formula.

The system calculates the formula and displays the results in the Output hourly rate box.
8. Verify that the output is correct.
9. If the output is not correct, click Cancel to return to Build Formula, revise the formula, and then repeat steps 2 through 8.

You can use the Validate Formula button to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system changes the Formula To Test area to a contrasting color.
10. When the output is correct, click OK.
11. On Build Formula, click Select to choose the formula and return to the originating program.

Processing Journal Entries

You process journal entries to update the general ledger with labor, payroll burden, and equipment expenses. The way in which you process journal entries depends on whether you use the J.D. Edwards Payroll system.

If you use the J.D. Edwards Payroll system, you process journal entries as part of each payroll cycle. You also process journal entries when you process an interim payment for an employee. In some cases you might choose to process journal entries at other times during a pay period. For example, labor-intensive organizations might need to monitor and analyze labor expenses daily. These organizations can process journal entries for timecards daily.

If you are not using the J.D. Edwards Payroll system but you are using the time accounting features of the Workforce Management Foundation system to enter timecards and to track labor and equipment expenses, you can process journal entries for timecards.

You process the following two types of journal entries for payroll and time accounting:

Pro forma journal entries Preliminary, review-level journal entries that the system stores in the Payroll Journal (Compressed) File table (F063951).

Actual journal entries Journal entries that the system posts to the Account Ledger table (F0911) and, optionally, the Account Balances table (F0902).

When you process journal entries for Payroll, you create pro forma journal entries during each payroll cycle. After you review the pro forma journal entries, you can create the actual journal entries that you post to the general ledger. You can set up your company options so that the system automatically posts actual journal entries during the final update step of the payroll cycle. If your company options are set up so that the system does not post the actual journal entries automatically, you must post the journal entries manually. You also must post the actual journal entries manually when an error prevents the system from posting them automatically.

When you process journal entries for timecards, you run a batch program to create the pro forma journal entries. After you review the pro forma journal entries and correct any errors, you run another batch program to create the actual journal entries and post them to the general ledger.

You can create journal entries for the following document types:

- Document types for payroll**
- T1 Payroll disbursement
 - T2 Payroll labor distribution
 - T3 Actual burden
 - T4 Labor billing distribution
 - T5 Equipment distribution
 - T6 Payroll accruals and deferrals
 - T7 Payroll vouchers

The system creates document-type T7 journal entries only when your Payroll system is integrated with the J.D. Edwards Accounts Payable system.

- Document types for time accounting**
- T2 Payroll labor distribution
 - T4 Labor billing distribution
 - T5 Equipment distribution

You process pro forma journal entries for timecards only when you are not processing the journal entries associated with a payroll cycle. You can use the Journal Batch Proof report to review the pro forma journal entries before you post them to the general ledger. You also can use this report to review the pro forma journal entries that the system created during a payroll cycle. If errors occur in the journal batch, you can correct the errors, delete the batch, and reprocess the pro forma journal entries.

When the pro forma journal entries are error-free and approved for posting, you post them to the general ledger. You can post either of the following types of pro forma journal entries:

- Timecard journal entries
- Payroll journal entries that were not posted during the payroll cycle, either because of errors or because of the way in which your company options are set up

When you post journal entries, the system creates, posts, and removes the timecard batch details from the Payroll Journal (Compressed) File table (F063951) and updates the Account Ledger table (F0911) and the Account Balances table (F0902) with the timecard transactions.

See Also

- *Interactive Versions for Applications in the Foundation Guide*

Processing Pro Forma Journal Entries for Timecards

From the Timecard Post/History Update menu (G05BT11), choose Generate Timecard Journals.

You process pro forma journal entries for timecards only if you are not creating the journal entries associated with a payroll cycle.

When you process pro forma journal entries for timecards, the system converts the Employee Transaction Detail File table (F06116) into the Payroll Journal (Compressed) File table (F063951) and the Burden Distribution File table (F06241). When you process these journal entries, you can do the following:

- Specify the general ledger date for the journal entries.
- Choose timecards based on a range of dates.

In addition to generating pro forma journal entries, this program generates the Journal Batch Proof report. You review this report to verify the accuracy of the transactions that the system generated from the journal data. This report includes individual entries and totals for document type, period, and company, as well as a grand total for the batch report. You can rerun this report without rerunning the pro forma journal entries.

See Also

- *Processing Pro Forma Journal Entries* in the *Payroll Guide* for information about processing journal entries during a payroll cycle
- *Reviewing the Payroll Journal Proof/Edit Report* in the *Time Accounting Guide* for more information about that report

Processing Options for the Generate Timecard Entries Program (R052901)**Date Tab**

Use this processing option to specify the date that the system uses to post journal entries.

General Ledger Date

1. G/L Date

Blank = System Date

Use this processing option to define whether the program uses the G/L date or the system date when it posts journal entries. To use the system date, leave this processing option blank. Timecards that have multiple work dates are posted on the date that you define in this processing option. To account for daily timecards, you must run this program every day with the processing option set to the system date.

Process Tab

Use these processing options to specify values for processes related to Benefits, Intercompany Settlements, Components, and Premiums.

1. Benefits

0 = Do not process benefits and accruals.

1 = Process non-monthly benefits and accruals.

2 = Process monthly and non-monthly benefits and accruals.

Use this processing option to define how the system processes benefits and accrual when it posts journal entries for timecards. Valid values are:

0 Do not calculate any benefits or accruals for the employees.

1 Calculate only non-monthly benefits and accruals for the employees.

2 Calculate monthly and non-monthly benefits and accruals for the employees. Enter this value only when you are processing the last timecards for calendar month. The system uses the month that corresponds to the general ledger date.

Non-monthly benefits and accruals are those for which you entered M in the fifth Pay Period of the Month field on the Basic DBA Information form (W059116E). An M in this field indicates that the system calculates the benefit or accrual during daily timecard post.

Monthly benefits and accruals are calendar-month DBAs, including those that are non-monthly, that have the following characteristics:

- o Are set up to calculate for the employee for an entire calendar month

- o Have a value of 2 or Blank in the Limit Method field on the Advanced DBA Information form (W059117A).

2. Intercompany Settlements

1 = Process intercompany settlements.

0 = Do not process intercompany settlements.

Use this processing option to define whether you want to process intercompany settlements when you post timecard journal-entries. Valid values are:

1 Process intercompany settlements. When processing intercompany settlements, the system uses the general accounting constants and the company number on the timecard.

0 Do not process intercompany settlements This processing option applies only when the journal type IC is set up in the Debit/Credit-Accruals Clearing table (P069041).

3. Components

1 = Distribute time billed from parent item

to components.

0 = Bill only for parent item.

Use this processing option to define how you want to post timecard journal-entries for equipment time when the equipment is used to build an item that is comprised of multiple components.

Valid values are:

1 Distribute equipment time billed from the parent item to its components.

0 Bill equipment time to parent item only.

In the Asset Master table (F1201), you define the parent/child relationship between parent items and their components. You enter billing rates for the components in the Equipment Rates table (F1301).

4. Premiums

1 = Updates units field with premium.

0 = Does 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.

5. Summarization Rules

1 = Override summarization rules:

Create Journal Entries in full detail.

0 = Do not override summarization rules.

(Default = 0)

Use this processing option to define how Journal Entries are created and printed. Each account number has a summarization rule defined for it in the Journal Summarization Rules program (P06914). This processing option enables you to override the summarization code, so it will be a Type 6, so you can see the Journal Entries in the highest level of detail possible. Valid values are:

1 This option overrides any summarization rules, making the summarization code a Type 6. Choose this option when you want the Journal Entries to be created and printed in full detail.

0 This option is the default, so the pre-defined summarization rule will be used.

6. Hours Only Timecards

1 = Effect on GL can be H or N

0 = Effect on GL must be H

Use these processing options to specify which "Effect on GL" codes (set up in a PDDBA) create T2 and T4 entries for timecards that include hours worked, but do not include a recharge amount.

0

"Effect on GL" codes must be H.

1

"Effect on GL" codes can be H or N. T2 entries are created for all record type 1 or 2 timecards with hours worked. T4 entries are created for all record type 2 or 3 timecards with hours worked.

Reviewing the Payroll Journal Proof/Edit Report

From the Timecard Post/History Update menu (G05BT11), choose Journal Batch Proof.

After you process pro forma journal entries, you review the Payroll Journal Proof/Edit Report (R05229). Use this report to review the accuracy of the journal entries before you post the information to the general ledger. The system generates this report when you do either of the following:

- Process pro forma journal entries for timecards.
- Process the journal entry step of a payroll cycle.

The Journal Batch Proof report lists the journal entry information by document types. Grouping journal entries by document type enables you to separate various types of accounts. The system uses the following document types to group payroll journal entries:

- T1 - Payroll Disbursement Entries
- T2 - Payroll Labor Distribution
- T3 - Actual Burden Journal Entries
- T4 - Labor Billing Distribution

T4 journal entries are the only entries that have transactions involving multiple currencies and conversions. All other document types have entries made in the currency of the employee's home company, and there is no currency conversion.

- T5 - Equipment Distribution
- T6 - Payroll Accruals and Deferrals

Caution

If errors appear on the Payroll Journal Proof/Edit report, you must correct the errors and rerun the pro forma journal entries.

The following list contains examples of what might cause errors to appear on the Payroll Journal Proof/Edit report:

- Inaccurate AAls
- An account number not yet added to the chart of accounts
- Incorrect setup of nontaxable benefits or accruals that were processed in the journal entries step
- Incorrectly entered timecard information

In this case, if you are processing journal entries for a payroll cycle, you also must rerun pre-payroll.

The system does not recognize the corrections until you rerun the pro forma journal entries. If you do not rerun the pro forma journal entries after you correct the errors, the system creates the actual journal entries with errors.

When you are processing journal entries as part of a payroll cycle and you have not yet printed the payments, you can complete the following procedure to correct inaccurate timecard information:

- Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards.
- Correct the inaccurate timecards.
- Run a changes-only pre-payroll.
- Rerun the journal entries step.

You can reprint the Payroll Journal Proof/Edit report when you want to print the report without recreating the pro forma journal entries. The system prints the same proof report that was created during the last iteration of the process. The related payroll ID appears on the report when you reprint it. You can print this report as many times as necessary before you run the final update. After you run the final update, the system clears the Summarized Journal Entry Workfile (F063951), and the report does not produce any information.

Note

If you are processing multicurrency timecards, the system automatically creates intercompany settlement entries to account for currency differences, even if you have not enabled intercompany settlements. These journal entries are printed on the report so that you can review all of the information associated with multicurrency processing before you post the journal entries to the General Ledger.

See Also

- ❑ *Processing Pro Forma Journal Entries in the Payroll Guide*
- ❑ *Processing Changes-Only Pre-Payroll in the Payroll Guide*
- ❑ *Setting Up AAls for Payroll and Time Accounting in the Time Accounting Guide*
- ❑ *Setting Up Deductions, Benefits, and Accruals in the Workforce Management Foundation Guide*

Processing Options for the Payroll Journal Proof/Edit Report (R05229)

Defaults

1. Enter the Batch Number to print.

Batch Number

2. Enter a '1' to send ALL errors to the report. If left blank, errors will be sent to the Employee Work Center.

Errors to Report

Reviewing Batches of Journal Entries

From the Timecard Post/History Update menu (G05BT11), choose Timecard Journal Batch Review.

After you generate pro forma journal entries, you can review them to verify whether they are correct. You can review batches of journal entries based on your user ID, the batch number, a posting status, or a specific date range. You can review batches of pro forma journal entries to verify that they are error-free before you post them. You can review the pro forma journal entries that were generated from the payroll cycle, as well as those that were generated from timecards.

You also can review actual journal entries that the system creates when you post timecard journal entries to the general ledger, as well as the actual journal entries that were created during the final update step of the payroll cycle. Depending on how your company options are set up, the system might automatically post these actual payroll journal entries.

The system uses batch types to group the various kinds of journal entries. You can review the following batch types:

- 51** Timecard pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors.
- 41** Payroll pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors.
- P** Actual timecard journal entries that have been posted to the general ledger.
- 7** Actual payroll journal entries that have been posted to the general ledger.

If you discover errors when you review batches of pro forma journal entries, you must delete the entire batch, correct the errors, and then generate the pro forma journal entries again.

If you discover errors when you review batches of actual journal entries, you can use the General Journal Review program to do any of the following to individual journal entries:

- Revise unposted journal entries.
- Delete unposted journal entries.
- Void posted journal entries.

You can revise and delete actual journal entries only. You cannot revise or delete pro forma journal entries.

See Also

- *Batch Journal Entry Processing* in the *General Accounting Guide* for the steps to review and revise journal entries
- *Deleting a Batch of Pro Forma Journal Entries* in the *Time Accounting Guide*
- *Deleting an Unposted Journal Entry* in the *General Accounting Guide*
- *Voiding a Posted Journal Entry* in the *General Accounting Guide*

Deleting a Batch of Pro Forma Journal Entries

From the Timecard Post/History Update menu (G05BT11), choose Batch Delete.

You delete an unposted batch of pro forma journal entries when the batch contains errors, and you must correct the timecard entries before you regenerate the corrected batch.

Processing Options for the Create Payroll JE's - Batch Delete Program (R05227)

Select Tab

Use this option to specify the daily timecard journal batch that you want to delete. Be aware that you cannot recover batches after they have been deleted.

1. Batch Number

Enter the batch number that the system assigned to the Daily Timecard Journal Batch that you wish to delete. Use caution when exercising this option, because you cannot recover batches after they have been deleted.

Posting Journal Entries for Payroll or Time Accounting

Use one of the following navigations:

From the Timecard Post/History Update menu (G05BT11), choose Post Journals to General Ledger.

From the Payroll Workbench menu (G07BUSP11), choose Manual Payroll Journal Post.

For time accounting, you must run a program to post the batch of timecard journal entries to the general ledger and to update timecard history. The batch that you post for timecards contains pro forma journal entries. During the posting process, the system creates the actual journal entries in the Account Ledger table (F0911) and automatically posts them to the Account Balances table (F0902). The system also creates timecard history record in the Employee Transaction History table (F0618).

If you use the Time Accounting system to process timecards without the Payroll system, you must manually run the post program to update timecard history and the general ledger. If you process timecards through the payroll cycle, you can set up your company options for either of the following to occur:

The system automatically posts actual journal entries during final update. You use the manual post program only if an error occurred during final update that prevented the system from posting the journal entries.

The system does not automatically post actual journal entries. After you run the final update, you run the manual post program to post the actual journal entries to the general ledger. The batch might need to be approved before you run the post program.

If the General Ledger Post Report program (R09801) encounters errors, the system creates the actual journal entries in the Account Ledger table (F0911) but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Because the batch contains actual journal entries, you must post the journal entries directly from the general ledger.

When you run the manual post program, the system updates timecard history and general ledger tables and also generates the General Ledger Post report. If errors occur during the posting process, the system also generates the Post Detail Error report. Review these reports to verify whether the journal entries were posted successfully.

The General Ledger Post report lists all journal entries. The column titles and information are similar to the Journal Batch Proof report. However, the General Ledger Post report includes the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

Before You Begin

- ❑ Review the batch of journal entries to verify whether it is approved for posting. You might need to approve the batch before the system will post it. See the following topics:
 - *Approving Batches of Journal Entries for Posting* in the *Fixed Assets Guide*
 - *Basic Journal Entry Processing* in the *General Accounting Guide*

See Also

- ❑ *Posting Journal Entries* in the *General Accounting Guide* for information about using a General Accounting program to post batches

Processing Options for General Ledger Post (R09801)

Print Tab

1. Account Format

Blank = Default Account Format

1 = Structured Account

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Blank = No error message will print

1 = Error message will print

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

1. Detail Currency Restatement Version

Blank = No Detail Currency Restatement entries created

Enter a version of Detail Currency Restatement (R11411) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Blank = No Fixed Asset entries created

Enter a version of Fixed Asset Post (R12800) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Blank = No 52 Period Post entries created

Enter a version of 52 Period Post (R098011) to execute (i.e. ZJDE0001).

Use this processing option to specify the version of the 52 Period Post program (R098011) to update the Account Balances table and the Account Balances - 52 Period Accounting table. If you leave this field blank, the 52 Period Post Program does not run and does not update the tables.

1. Update Transaction

Blank = No editing

1 = Update transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

1. Update Tax File

Blank = No update to Tax File

1 = VAT or Use Tax only

2 = For all Tax Amount

3 = For all Tax Explanation Codes

Use this processing option to specify whether and how to update the Taxes table (F0018)

when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

- o Tax on Gross Including Discount
- o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

- o Adjustment to the gross amount (extended price) = discount taken
- o Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken
- o Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original

amount:

- o Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- o Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- o Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

3. Update VAT Receipts and W/O

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

- o Adjustment to the gross amount (extended price) = write-off amount
- o Adjustment to the taxable amount = $(\text{taxable amount} / \text{gross amount}) \times \text{write-off amount}$
- o Adjustment to the tax amount = $(\text{tax amount} / \text{gross amount}) \times \text{write-off amount}$

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- o Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- o Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

1. Explode parent item time

Blank = No exploding

1 = Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

1. Units Ledger Type

Blank = ZU

Enter a valid value from the UDC 09/LT or blank will default the ZU ledger type.

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must use a valid ledger type from UDC 09/LT. If you leave this processing option, the system uses a default ledger type of ZU.

Reviewing Timecard History for Stand Alone Time Accounting

When you run the General Ledger Post Report program (R09801) without processing payroll, the system creates timecard history records in the Employee Transaction History table (F0618) for all of the timecards that you process. After records have been created in the F0618, you can view them online. If the timecards are type 1 (payroll only) timecards, you can review them using the PDBA History Review program (P079951). If you process type 2 (payroll and recharge) or type 3 (recharge only) timecards, you can review them using the Recharge History program (P059951).

Note

In order to update tables in the General Ledger system, you must enter T in the G/L Integration field in the Company Options for Company 00000. See *Setting Up Company Options* in the *Workforce Management Foundation Guide* for additional information about integrating with the General Ledger.

► To review type 1 timecard history

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 any of the following optional fields and then click Find:
 - Employee Identification
 - PDBA Code
 - Company
 - Year
2. Choose the record in the detail area that you want to review and then choose Pay Detail from the Row menu.
3. On Pay Detail, review the timecard records and then click Cancel.
4. On Work With DBAs History (Payroll Month), click Close.

► **To review type 2 and type 3 timecard recharge history**

From the Timecard Post/History Update menu (G05BT11), choose Recharge History.

1. On Work With Recharge History, complete any of the following optional fields and then click Find:
 - Employee Identification
 - PDDBA Code
 - Company
 - Year
2. Choose the record in the detail area that you want to review and then click Select.
3. On Pay Detail, review the timecard records and then click Cancel.
4. On Work With Recharge History, click Close.

Global Leave Administration

Most organizations need to track the amount of time that employees are on leave. Although various payroll software products can track basic accrual balances and timecard history, many organizations need additional planning and tracking tools that track more detail and allow managers to evaluate and act upon trends. Global leave administration offers robust time reporting and payroll features that establish leave eligibility, accruals, and balance tracking. Global leave administration allows you to immediately validate leave availability during the time entry process. The system also provides an automated workflow feature that enhances the management approval process.

Global leave administration allows you to track medical and maternity leave (known as Family and Medical Leave Act—FMLA—for United States employers). The system tracks advanced information that is necessary for medical leave approval. After medical leave begins, the system continues to track the progress of each approved leave and gather additional information that is necessary to meet company and governmental requirements.

Global leave administration includes Employee Self-Service and Manager Self-Service features. You can use Employee Self-Service to do the following:

- View leave balances.
- Request leave time.
- Cancel or modify existing requests.
- Submit FMLA requests and information for United States employees.

You can use the Manager Self-Service features to do the following:

- View leave requests and available balances.
- Approve, modify, and reject leave requests.
- View scheduled leave in the Work Order Employee Scheduling module.
- Review leave trends.

The setup processes for global leave administration includes setting up system controls and setting up leave types.

Setting Up Global Leave Administration

The setup process for global leave administration includes entering appropriate system settings to enable features of the global leave administration programs, defining medical leave policy, and specifying leave types. After you complete these setup procedures and set the appropriate processing options for the interactive programs, employees and managers can enter leave requests, track medical leave information, and review other leave-related information.

Setting Up Global Leave System Controls

You use the Leave Administration Setup program (P07600) to specify company constants settings that are associated with leave processing, and to define the basic parameters for the medical leave policy of your organization. For example, you can specify whether the following features are enabled:

Automatic creation of timecards for leave requests	When you enable automatic timecard creation, the system generates a timecard for the leave period each time that an employee leave request is approved by a manager.
Resource scheduling	When you enable resource scheduling, the system copies approved leave requests into tables that are used by the Resource Assignments module, which is part of the Enterprise Asset Management system. You can then use information associated with employee leave to plan and schedule company resources.
Medical leave tracking	When you enable medical leave tracking, the system tracks time entry and leave information that is required to comply with the Family and Medical Leave Act (FMLA).

If different companies within your organization have different leave policies, you can set up company-specific information for leave system controls. Alternatively, you can create a default set of leave system controls for Company 00000 that are used by all of the companies within the organization. At a minimum, you must set up leave system controls for Company 00000. You can then set up company-specific controls. The system uses the leave system controls that you set up for Company 00000 to process leave information for any company that does not have specific controls. Leave administration setup information is stored in the Leave Administration Control table (F07600).

The system uses the information that you enter in the leave system controls to validate employee leave balances and to determine whether an employee has enough leave time available to fulfill a leave request. You can set up your controls so that the system returns a warning or hard error when an employee enters a leave request for which they do not have enough available leave time, or you can allow employees to enter leave requests regardless of their available leave balance.

When verifying leave balances for sick and vacation leave requests, the system calculates the available balance in one of the following ways, depending on the sick and vacation leave policy of the organization:

- If the leave policy is based upon a calendar year, the system uses information from the Employee Transaction History Summary table (F06146) to calculate the number of leave hours that the employee has accumulated. Then, using information from the Employee Transaction History table (F0618), the system calculates the amount of leave time that the employee has taken. Last, the system subtracts the amount of leave time taken from the amount of leave time accumulated to determine the available leave balance.
- If the leave policy is based upon a fiscal, anniversary, or other non-calendar year, the system uses information from the Fiscal and Anniversary Year History table (F06147) to calculate the number of leave hours that the employee has accumulated. The system then calculates the amount of leave time that the employee has taken using information from the Employee Transaction History table. Last, the system subtracts the amount of leave time taken from the amount of leave time accumulated to determine the available leave balance.

When it verifies leave balances for medical leave requests, the system calculates the amount of medical leave time that the employee has taken during the specified medical-leave time period using information from the Employee Transaction Detail History table. The system then subtracts the amount of medical leave taken from the value that you enter on the Leave Administration Setup form.

Note

For a pay type to be considered a medical leave pay type, and for time associated with that pay type to be included in the calculation for determining available medical leave balances, the pay type must be set up for medical tracking using the Leave Type Setup program (P07601).

► **To set up global leave system controls**

From the Leave Administration Setup menu (G07GLVA1), choose Leave Administration Setup.

1. On Work With Leave Administration Setup, to create new company settings, click Add:

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Leave Administration Setup

Company: 00001

Company Properties

Available Balances	4	Leave Validation Location	0
Timecard Creation	2		
Resource Scheduling	1		

Company Medical Leave Policy

Medical Leave Tracking Enabled	1	Medical Leave Paid Entitlement	1
Medical Leave Hours	0	Medical Leave Months	12
FMLA Leave Amount	480		
<input type="radio"/> Calendar Year <input type="radio"/> Defined Date Range <input checked="" type="radio"/> 12 Month Revolving			
Defined Begin Date		Defined End Date	

2. On Leave Administration Setup, complete the following field:
 - Company
3. Complete the following field to specify how the system handles situations in which insufficient leave time is available to fill a leave request:
 - Available Balances
4. Complete the following field to specify whether the system automatically creates timecards when leave requests are approved:
 - Timecard Creation
5. Complete the following field to specify whether you want to integrate employee leave information with the Resource Assignment module:
 - Resource Scheduling
6. Complete the following field to specify which table the system uses to validate employee leave balance information:
 - Leave Validation Location

If the company's vacation policy is based on a calendar year, choose the F06146. If the vacation policy is based on a fiscal, anniversary, or other noncalendar year, choose the F06147.

7. Complete the following field in the Company Medical Leave Policy section to determine whether the system tracks detailed medical leave information:
 - Medical Leave Tracking Enabled

Note

Enabling medical leave tracking allows your Human Resources department to use additional programs to track detailed information about employee medical leave request. If you do not enable this feature, employees can still enter medical leave request and managers can still review, approve, or decline those requests. However, without the Medical Leave Tracking feature, company personnel will not have access to these additional tracking programs.

8. Complete the following fields in the Company Medical Leave Policy section so that the system can accurately process FMLA leave requests:
 - Medical Leave Hours
 - FMLA Leave Amount
 - Medical Leave Paid Entitlement
 - Medical Leave Months

Note

J.D. Edwards recommends that you contact the Federal and State department offices that are responsible for labor regulations to verify that the information that you enter in this field is accurate.

9. To define the date basis for your company leave administration setup, click one of the following options:
 - Calendar Year
 - Defined Date Range
 - 12 Month Revolving
10. If you choose Defined Date Range in the previous step, complete the following fields:
 - Defined Begin Date
 - Defined End Date
11. Click OK.
12. Click Cancel to close Leave Administration Setup.
13. On Work With Leave Administration Setup, click Find to display all global leave company settings.

14. Review the following fields to verify that the settings for each company are correct:

- Company
- Medical Leave Tracking Enabled
- Available Balances
- Timecard Creation
- FMLA Yearly Limit (Hours)

Setting Up Leave Types

You use the Leave Type Setup program (P07601) to define leave types. The system stores setup information about leave types in the Leave Type Setup table (F07601). When you set up leave types, you can do the following:

- Use existing leave types and define additional leave types.
- Define the relationship of a leave type to a pay type.
- Define the display sequence for all pay types within each leave type.
- Define medical leave types.

You can use any of the existing leave types that are included in user defined code table 07/LV and add additional leave types to this table to meet the needs of your organization. When you specify that a leave type is active, the system automatically displays the leave type for the employee when they enter leave requests in the Employee Self-Service Leave Planning And Request program (P07620). The sequence number that you specify determines the order in which the system displays the leave types.

For example, if you want the first pay type in the list of vacation pay types to be 801, the second pay type to be 802, and the third pay type to be 803, you might assign the following sequence numbers to each pay type when you set up leave types:

Pay Type	Sequence Number
801	05
802	10
803	15

Note

When you review leave types using the Leave Type Setup program, the system displays leave types by sequence number, from the highest to the lowest. However, when employees enter leave requests using the Employee Self-Service Leave Planning And Request program, the system displays pay types from the lowest sequence number to the highest.

Also, J.D. Edwards recommends that you use sequence numbers that can accommodate future additions or changes to the order in which you want to display your pay types. For example, use sequence numbers 5, 10, and 15 rather than using sequence numbers 1, 2, and 3.

You can also use this program to set up medical leave types. To ensure that the system accurately calculates medical leave balances and processes medical leave requests, you must set up all medical leave pay types for medical tracking. The system only considers history for medical leave pay types that have been set up to track history. Therefore, if an employee takes medical leave and uses a pay type that is not set up to track medical leave, the hours that the employee takes will not be used in calculating the amount of medical leave time that is available to the employee.

► To set up leave types

From the Leave Administration Setup menu (G07GLVA1), choose Leave Type Setup.

1. On Work With Leave Type Setup, click Add to define new leave types.

The screenshot shows the PeopleSoft interface for the 'Leave Type Setup Revisions' dialog box. The dialog box is titled 'Leave Type Setup Revisions' and has a toolbar with 'OK', 'Cancel', and 'Tools' buttons. The main area contains a table with the following fields:

Leave Type	<input type="text" value="F"/>
Active	<input type="text" value="Y"/>
Leave Display Sequence	<input type="text" value="8"/>
Medical Tracking	<input type="text" value="1"/>
Primary Pay Type	<input type="text" value="850"/>
Secondary Pay Type	<input type="text"/>
Third Pay Type	<input type="text"/>

The background shows the PeopleSoft navigation bar with 'Active Foundation' selected, and buttons for 'Personalize', 'Change Role', and 'Sign Out'. The top right corner has icons for 'Portal', 'Work', 'Inmate', and 'Training'.

On Leave Type Setup Revisions, complete the following fields:

- Leave Type
- Active
- Leave Display Sequence
- Medical Tracking
- Primary Pay Type
- Secondary Pay Type
- Third Pay Type

Note

The Secondary Pay Type and Third Pay Type fields are reserved for future use. Entering pay type information in these fields will not affect the way that the system processes leave request information.

2. Click OK.
3. To define additional leave types, repeat steps 1 through 3 until you have defined all leave types.
4. Click Cancel to close Leave Type Setup Revisions.
5. On Work With Leave Type Setup, type an asterisk in the following field, and then click Find to review all of your leave types:
 - Active Leave
6. Review the following fields for each leave type to ensure the correct settings:
 - Leave Type
 - Active
 - Primary Pay Type
 - Leave Display Sequence
7. Click Close.

Planning, Requesting, and Reviewing Leave Time

Employees and managers can use global leave administration for planning, requesting, and approving leave requests. You can use the Employee Leave Request program (P07620) to plan and request leave time. In addition, you can review or update previously requested leave time and review existing leave balances.

When they use this Web-based program, employees navigate through a series of forms that provide an intuitive approach to enter leave request information. Upon completion of the planning stage, employees can use this program to submit leave requests to their managers.

Employees can enter requests for sick leave, vacation leave, or medical leave. When an employee enters a request for medical leave, the system prompts the employee to enter additional information about the leave time that is being requested. Because this information might be considered personal and private, medical requests can be submitted directly to the human resources department.

When an employee submits a request, the system automatically sends a message to the work center of the employee who initiates the request and to the work center of the employee's reporting manager for manager review. Managers can review the pending request from the work center and then approve or decline the leave request, or indicate that it is under review.

When a manager enters a decision for a pending request, the system automatically sends a response to the work center of the originating employee about the manager's decision regarding the leave request.

The system stores employee leave request information in the Employee Leave Request table (F07620).

► To plan and request leave time

From the Daily Processing menu (G07GLVA2), choose Employee Leave Request.

1. On Leave Planning And Request Director, click the following option:
 - Plan and Request Leave Time
2. On Leave Planning, complete the following field:
 - Manager
3. Click one of the leave types shown to specify a value for the following field:
 - Leave Type

The underlined leave types are links. When you click one of the leave types, the system enters that leave type into the Leave Type field and then displays a list of pay types that are available for that leave type.

4. Choose a pay type from the list of available pay types.

5. Complete the following fields and then click the Refresh Month button:
 - Month
 - Year
 - Hours Per Day
6. For each day of leave that you want to specify, click the corresponding day on the calendar. The system displays the days that you choose in a contrasting color.

Note

If you want to choose dates from more than one month, choose the days from the first month and then complete steps 5 and 6 for each additional month. If you accidentally select days in one month and then display another month during which you want to request leave time, the system does not automatically delete the days that you selected during the first month from the leave request. You must manually deselect the days before you display any additional months, or those days will be included in the leave request.

For example, if you initially load the January calendar on the form and select January 30 and January 31 as the days that you want off, but you then determine that you actually need to take 2 days off during February instead, you must deselect January 30 and 31 before you load the February calendar onto the form.

Alternatively, you can complete the following fields in the Leave Request Date Range 1 section of the form:

- Start Date
 - End Date
 - Hours Per Day
7. To enter an additional date range for the leave request, complete the following fields in the Leave Request Date Range 2 section of the form:
 - Start Date
 - End Date
 - Hours Per Day
 8. To exclude weekend days from the date ranges that you enter, click the following options to clear the checkmarks:
 - Include Weekends
 - Include Weekends 2
 9. When you finish choosing leave dates, click the Select Dates button and then click Next.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Leave Planning

Form Tools

To request a date select the leave type and then click the date on the calendar or enter a date range below.

Address Number: 8011 Manager: 6001 Allen, Ray Leave Type: Sick

[Vacation](#) [Sick](#) [Holiday](#) [FMLA](#) [Disability](#) [Juv Duty](#)

August 2005 Hours Per Day: 8.00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Leave Request Date Range 1

Start Date: 03/07/05 End Date: 03/09/05 Hours Per Day: 8.00 Include Weekends

Leave Request Date Range 2

Start Date: End Date: Hours Per Day: 8.00 Include Weekends2

Select Dates

Cancel Refresh Month Next

10. If you are not entering a medical leave request, skip this step. If you are entering a medical leave request, on Medical Request Information, complete the following fields and then click Next:

- Enter relationship of person with medical condition
- Enter spouse's address book number if they are an employee and you are requesting time off for a reason related to him/her
- Enter name of person with medical condition
- Enter medical condition
- Enter name of caring physician

11. On Leave Planning And Request Director, choose Review/Update Requested Leave Time.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Review / Update Requested Leave Time

Included in the grid below is the leave you have requested to review/update. To update a record, highlight the row in the grid and make the appropriate changes. To add additional records complete Leave Date and Leave Duration. When you have completed your review / modifications click the Submit Button.

Current Leave Request

Leave Request Number: 1557 Leave Type: FMLA
 Approving Manager: Allen, Ray

Leave Balances Additions

Leave Hours Available: 480.00

Leave Balance Subtractions

Current Leave Duration: 24.00 Previous Leave Requested Not Yet Approved: 0.00
 Previous Leave Requested and Approved: 0.00

Ending Balance

Predicted Ending Balance: 456.00

Records 1 - 4 Customize Grid

	Request Number	Line Number	Leave Status	Leave Date	Leave Duration
<input checked="" type="checkbox"/>	1557	1,000	P	03/07/05	8.00
<input type="checkbox"/>	1557	2,000	P	03/08/05	8.00
<input type="checkbox"/>	1557	3,000	P	03/09/05	8.00
<input type="checkbox"/>					

Cancel Delete Submit

12. On Review/Update Requested Leave Time, review the following fields in the Current Leave Request section of the form:
 - Request Number
 - Approving Manager
 - Leave Type

13. Review the following field to identify the number of leave hours that are available before the leave is processed:
 - Leave Hours Available

14. Review the following fields in the Leave Balance Subtractions section of the form for information about current, pending, and approved leave requests:
 - Current Leave Duration
 - Previous Leave Requested and Approved
 - Previous Leave Requested Not Yet Approved

15. Review the following field to verify the ending leave balance after all current and pending requests are approved:

- Predicted Ending Balance

Note

The system does not allow you to submit a medical request that would cause the predicted ending balance to be less than zero. If you are entering a medical leave request and this field contains a value that is less than zero, you must change the dates of your request so that the predicted ending balance is greater than or equal to zero before you can submit it.

16. For detailed information about current and pending leave requests, review the following information in the detail area of the form:

- Request Number
- Line Number
- Leave Status
- Leave Date
- Leave Duration

You can change the values in any of the fields, and you can add leave days to your request by completing additional rows.

17. When your leave request is complete, click Submit.

18. Depending on your company's leave policy and whether you have enough available leave time to fulfill the request one of the following events occur when you submit your request:

- If you have enough available leave time to fulfill the request, the system automatically provides a confirmation notice indicating that your request has been successfully completed and has been submitted for approval.
- If you do not have enough available leave time to fulfill your request, and your company allows you to submit requests regardless of your available vacation balance, one of the following might happen, depending on system setup:
 - The system automatically provides a confirmation notice that your request has been successfully completed and has been submitted for approval.
 - The system generates a warning message to notify you that your request might be denied, due to a lack of available leave time. It then provides a confirmation notice that your request has been successfully completed and has been submitted for approval.
- If you do not have enough available leave time to fulfill your request, and your company does not allow you to request more leave than you have available, the system generates an error and does not let you submit the request. You must change your leave request so that the predicted ending balance is greater than or equal to zero.

► **To review or update requested leave time**

From the Daily Processing menu (G07GLVA2), choose *Employee Leave Request*.

1. On Leave Planning And Request Director, choose the following option:
 - Review/Update Requested Leave Time
 - On Review Requested Leave Time, review any pending leave requests.
2. To revise a leave request, choose a request, and then click Update Request.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Review / Update Requested Leave Time

Included in the grid below is the leave you have requested to review/update. To update a record, highlight the row in the grid and make the appropriate changes. To add additional records complete Leave Date and Leave Duration. When you have completed your review / modifications click the Submit Button.

Current Leave Request

Leave Request Number: 1557 Leave Type: FMLA

Approving Manager: Allen, Ray

Leave Balances Additions

Leave Hours Available: 480.00

Leave Balance Subtractions

Current Leave Duration: 24.00 Previous Leave Requested Not Yet Approved: 0.00

Previous Leave Requested and Approved: 0.00

Ending Balance

Predicted Ending Balance: 456.00

Records 1 - 4 Customize Grid

	Request Number	Line Number	Leave Status	Leave Date	Leave Duration	
<input checked="" type="checkbox"/>	1557	1.000	P	03/07/05	8.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1557	2.000	P	03/08/05	8.00	<input type="checkbox"/>
<input type="checkbox"/>	1557	3.000	P	03/09/05	8.00	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>

Cancel Delete Submit

3. On Review/Update Requested Leave Time, review the following fields:
 - Request Number
 - Line Number
 - Leave Status
4. Review the following fields and revise them if necessary.
 - Leave Date
 - Leave Duration
5. When your leave request is complete, click Submit.

The system confirms that your request has been successfully completed and has been submitted for approval. If the manager has already addressed the original request, only the changed portion of the request is sent to the manager for approval. For example, if you initially request 8 hours of leave on January 30 and submit the request for processing, and then you update the request to include 8 additional hours of leave on January 31, the approving manager receives an additional request for 8 hours of leave on January 31. After the leave is approved, the system updates the original leave request to include the changes.

► **To review existing leave balances**

From the Daily Processing menu (G07GLVA2), choose Employee Leave Request.

1. On Leave Planning And Request Director, choose the following option:
 - Review Existing Leave Balances
2. On Paid Time Off, review your existing leave balances in the following fields:
 - Beginning Balance
 - Additions
 - Taken
 - Available

The system lists information by leave type and includes all accruals as of your last paycheck date.

Processing Options for Employee Leave Request (P07620)

Defaults Tab

1. Approvals

1 = Allow employees to edit the approving manager field.

0 = Force employees to submit leave requests to their supervisor in F060116.

Use this processing option to specify whether the user is allowed to edit the Approving Manager field. If you do not allow users to edit the field, the manager from the Employee Master Information table (F060116) is populated in this field and cannot be edited. Valid values are:

1

Allow user to edit the field. (Default)

0

Do not allow user to edit the field.

2. Enter the version for P053020.

Default = ZJDE0001

► To review leave trends

From the Daily Processing menu (G07GLVA2), choose Attendance Trend Summary Review.

1. On Review Time Attendance Trends, complete any of the following fields to sort employee leave request records, and then click Find:
 - Company
 - Job Type / Step

- Job Step
- Employee
- Union Code
- Shift Code
- Request Number
- Business Unit
- Week Day
- Leave Type
- PDBA Code
- Work Date From
- Work Date Through
- Fiscal Year

2. Review the following Attendance Trend Summary fields:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Total Occurrences
- Total Hours

3. To review detailed information about each record, review the following fields in the detail area:
 - Employee Number
 - Leave Request Number
 - Leave Type
 - Work Date Through
 - Hours
 - PDBA Code
 - Amount
 - Company
 - Union Code
 - Home Business Unit
 - Job Typ
 - Job Step
4. Click Close.

Approving Leave Requests

Managers can review pending leave requests from the work center and then approve or decline them, or indicate whether a leave request is under review. You can also use the Manager Self-Service Leave Review program (P076311) to review leave requests and leave trends. Because managers can view all pending and historical leave requests for their employees in this program, they can identify potential problems and make more informed decisions about pending leave requests. When a manager enters a decision for a pending request, the system automatically sends a response to the employee work center that notifies the originator of the request about the status of the pending leave request.

You can specify the leave requests that appear by entering any combination of the following criteria:

- Employee address number
- Leave status
- Leave type
- Leave request number

Review the Leave Status field before choosing a leave request record on the first form. If the status for a given request is anything other than P (pending), you cannot enter changes to the record on the next form.

If the system is set up to automatically create timecards, you can change an approved leave request by entering changes to the timecard. If you delete a leave request record, the system automatically removes the associated timecard. When you delete a timecard that is associated with a leave request, the system automatically removes the associated leave request.

When you respond to a leave request, you can click the Approval, Denial, or Pending button to assign a status to the leave request.

You can enter text in the Leave Action window to explain the response. Although you can enter text to accompany any response, you typically enter an explanation when you deny a request or assign a pending status to a request.

If an employee makes a change to a leave request after it has been approved, only the changed portion of the request is sent to the manager for approval. If the additional part of the leave request is also approved, the system deletes the initial leave request and replaces it with an updated request that reflects both the initial request and the changes. For example, assume that an employee originally requested 8 hours of leave on January 30 and submitted the leave request for approval. After the manager approved the request, the employee decided to request an additional 8 hours of leave on January 31. In this example, the manager would receive a new request, with the same request number, asking for approval for the additional 8 hours. At this point, the following leave requests, with the same leave request numbers, are in the system:

- An approved request for the original 8 hours
- A pending request for the additional 8 hours

If the manager approves the additional request, the system deletes both the original request *and* the new request, and then creates a single request for 16 hours using the original leave request number. If the manager did not approve the request, the two original records remain in the system, but with different statuses.

The Manager Self-Service Leave Review program displays information from and records information into the Employee Leave Request table (F07620). Changes that you enter into the program can also affect the following tables:

- Employee Transaction Detail File table (F06116)
- Employee Transactions - Batch File table (F06116Z1)

► **To approve leave requests**

From the Daily Processing menu (G07GLVA2), choose Manager Self-Service Leave Review.

1. On Work With Manager Self Service Leave Review, complete the following field and click Find to display leave requests for all of your employees.
 - Approving Manager
2. Choose a leave request record and then click Select.

The screenshot displays the PeopleSoft Manager Self-Service Leave Review interface. The top navigation bar includes the PeopleSoft logo and utility icons. The main content area is titled 'Manager Self-Service Leave Review' and contains several sections:

- Current Leave Request Information:** A form with fields for Address Number (8011), Request Begin Date (03/07/05), Leave Type (F), Leave Duration (24.00), Request End Date (03/09/05), and Leave Status (P). The employee name 'Watkins, Joshua' is displayed.
- Leave To Inquire Detail For:** A section with a dropdown menu set to 'March' and the year '2005', a 'Leave Type' dropdown, and a checkbox for 'Display All Requests For Month'.
- Leave Action:** A section with 'Request Number' fields containing '1557' and '6001', a 'Text1' field, and a rich text editor.
- Grid:** A table with columns for Employee Number, Employee Name, Request Number, Leave Status, and days of the week (1st through 14th). The data row shows employee 8011, Watkins, Joshua, with request number 1557 and status P, and 8.00 hours on the 7th, 8th, and 9th. A 'Totals' row shows 8.00 hours.

3. On Manager Self Service Leave Review, review the following fields:
 - Address Number
 - Request Begin Date
 - Leave Type
 - Leave Duration
 - Request End Date
 - Leave Status

Note

These fields display information about the leave request record from the previous form. The table displays all of the leave request records for the approving manager.

4. Use the following fields to display the leave request records that you want to review:
 - Month
 - Year
 - Leave Type
5. To include all request records for the month that you specified, choose the following option:
 - Display All Requests For Month
When you choose this option, the system displays all of the leave time requested by the employees whom you manage. You might choose to display this information when deciding whether to approve a single leave request, based on whether other employees have already requested leave time for the dates in question.
6. Click the Update Grid button.
The system displays all leave requests that match your selection criteria in the detail area of the form.
7. Review the following fields for each record in the detail area:
 - Employee Number
 - Request Number
 - Leave Status

8. Each day of the selected month is represented by a column in the grid. Review the list of dates for requested time off. For example, if the employee requested leave time on the first, second, and third day of the month, review the following fields:
 - 1st
 - 2nd
 - 3rd
9. To specify an approval decision about a leave request, choose the record in the detail area, and then click one of the following buttons:
 - Approved
The Approved button is indicated by a check mark.
 - Declined
The Declined button is indicated by an X.
 - Pending
The Pending button is indicated by a question mark.
10. If necessary, enter an explanation for the approval decision in the text box of the Leave Action section of the form.
11. Review and enter decisions for additional leave requests as necessary, and then click Close.

Processing Options for Manager Self-Service Leave Review (P076311)

Defaults Tab

1. Enter "1" to allow changes to the approving manager field. Enter "0" or blank to not allow changes to the approving manager field. Default = blank.
-
-

2. Enter the Time Entry version to process
-

Tracking Medical Leave Information

Human resources personnel can use the Medical Information Tracking program (P076210) to review medical leave information and to track the progress of an employee's health while they are on medical leave. You can also use this program to send medical leave forms to employees via the employee work center. Employees can print the forms from the work center.

For example, if you require a physician to verify an employee's physical condition before you allow the employee to return to work, you can use this program to send a message to the employee's work center with the medical form attached.

You can also use this program to attach medical opinion information to the request, and to track historical medical opinions from doctors, which might provide important information about the progress and status of an employee's medical condition and fitness for work.

Note

Typically, this program is used by human resources personnel only. Because the information that is tracked using this program can be private and confidential employee information, J.D. Edwards recommends that you set up a high level of security for this program. Contact your system administrator or J.D. Edwards technical support for assistance with security setup.

When medical leave tracking is enabled in the Leave Type Setup program (P07601), and employees submit requests for medical leave, the system creates records in the following tables:

- Employee Leave Request table (F07620)
All employee leave requests, including medical leave requests, are recorded in this table.
- Employee Medical Leave Information table (F07621)
Only medical leave requests are recorded in this table.

The employee's manager has access to the record that the system creates in the F07620. This record contains the information that the manager uses to review, approve, or deny a leave request. Human resources personnel have access to the record that the system creates in the F07621.

If you use this feature, the employee's manager and a human resources administrator must approve each medical leave.

► **To track medical leave information**

From the Daily Processing menu (G07GLVA2), choose Medical Leave Tracking.

1. On Work With Medical Information Tracking, complete any of the following fields:
 - Leave Request ID
 - Employee Number
 - Leave Begin Date
 - Leave Return Date
2. Click one of the following Leave Status options and then click Find:
 - Show All
 - Pending
 - Approved
 - Declined
 - Current
3. Choose a record and click Select.

The screenshot shows a window titled "Medical Leave Tracking - [Medical Information Tracking]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can...", "Dis...", "Algo", "Links", "Medic...", "OLE ...", and "Internet". The main area contains several input fields and checkboxes:

Leave Request ID	72	Approval Action	<input checked="" type="checkbox"/> <input type="checkbox"/>
Employee Number	8014	Scheduled Leave Begin	1/1/02
Current Status	P	Scheduled Leave End	1/4/02
Person With Medical Condition	Jeanette Anderson		
Employee Relationship	E		

Below these fields is a section titled "Employee Form Notification" with several checkboxes:

- Fitness Certification
- Key Employee Status
- Medical Certification - Employee
- Job Restoration Denial
- Medical Certification - Family Member

4. On Medical Information Tracking, review the following fields:
 - Leave Request ID
 - Employee Number
 - Current Status
 - Person With Medical Condition
 - Employee Relationship
 - Scheduled Leave Begin
 - Scheduled Leave End
5. Click any of the following form options to specify the forms that you want to send to the employee with your response:
 - Fitness Certification
 - Medical Certification - Employee
 - Medical Certification - Family Member
 - Key Employee Status
 - Job Restoration Denial
6. If the employee provides a doctor's medical opinion that you want to associate with the leave request, choose Medical Opinion from the Form menu.
7. On Work With Medical Opinions, click Find to review previous opinion records.
8. To create a new medical opinion record, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Medical Opinions

OK Cancel Form Tools

Leave Request ID 1557

Employee Number 8011

Opinion Number 1.000

Doctor Name Dr. A. Hehr

Opinion Date 07/10/05

Medical Condition Fever

Perform Work Flag

Treatment Flag

Work Function Acceptance

Patient Assistance Recovery

Patient Assistance Recovery

9. On Medical Opinions, complete the following fields:
 - Leave Request ID
 - Employee Number
 - Doctor Name
 - Opinion Date
 - Medical Condition
 - Perform Work Flag
 - Treatment Flag
 - Work Function Acceptance
 - Patient Assistance Recovery
10. To include additional notes or to attach a file, such as a scanned image of a doctor opinion, choose a leave request record, and then choose Attachments from the Form menu.
11. Choose New from the File menu.
12. Choose an appropriate media object option.

Depending on the media object that you choose, you might need to enter text, a URL, or browse to choose a file name (for example, for a scanned image).
13. Choose Save & Exit from the File menu.

14. On Medical Opinions, click OK.
15. On Work With Medical Opinions, click Close.
16. On Medical Information tracking, click one of the Approval Action options:
 - Approve
 - Deny
 - Pending
17. On Work With Medical Information Tracking, click Find to review the revised leave request record or to choose an additional record.

Tracking Leave History and Accrual Balances

You can use the Leave History Tracking - By Employee program (R07531, version ZJDE0001) and the Leave History Tracking - By Leave Type program (R07531, version ZJDE0002) to review employee leave information and make informed decisions about authorizing future leave requests. J.D. Edwards provides two versions of this program so that you can automatically produce leave history reports that the system organizes by employee or by leave type. You can set processing options for the version that you are running to sort leave information by the following parameters:

- Leave type
- Business unit
- Company

You can also set processing options to specify whether the system displays paid and unpaid totals.

Both versions of this program display company, employee, and business unit totals. Depending on processing option settings, individual reports can display total paid hours and total unpaid hours for each category. For example, if you run the Tracking Leave History By Employee report and specify that the system report totals by business unit, the system displays the following:

- Employee total
- Company total
- Business unit total
- Business unit paid hours
- Business unit unpaid hours

If you leave the processing option on the Totals tab blank, the system does not display paid or unpaid hour totals.

You can use the Accrual Roster report (R074501) to review accrued leave time and evaluate the value of the time to the organization. You can set processing options to specify whether the information is based on historical information for a fiscal anniversary or payroll month. You can also specify whether values are expressed in current or historical dollars.

Tracking Leave History by Employee

From the Periodic Processing menu (G07GLVA3), choose Leave History Tracking by Employee.

You can use the Leave History Tracking By Employee report (R07531, version XJDE0001) to review employee leave information. The system gathers information for this report from the Employee Transaction History table (F0618). Although this report provides information by employee, you can use processing options to specify the amount and type of information that appears. For example, you can specify whether the system does the following:

- Includes paid and unpaid totals for each employee
- Sorts by leave type

- Sorts by business unit
- Sorts by company
- Includes all totals

Tracking Leave History by Leave Type

From the Periodic Processing menu (G07GLVA3), choose Leave History Tracking by Leave Type.

You can use the Leave History Tracking By Leave Type report (R07531, version XJDE0002) to review employee leave information. The system gathers information for this report from the Employee Transaction History table (F0618). Although this report provides information by leave type, you can use processing options to specify the amount and type of information that appears. For example, you can specify whether the system does the following:

- Includes paid and unpaid totals for each employee
- Sorts by leave type
- Sorts by business unit
- Sorts by company
- Includes all totals

Processing Options for Leave History Tracking Report (R07531)

Totals Tab

1. Print Paid and Unpaid Totals

Type 'E' to print paid and unpaid totals for each employee

Type 'L' to print for each leave type

Type 'B' to print for each business unit

Type 'C' to print for each company

Type 'A' to print all totals

Leave blank to print no paid and unpaid totals

Tracking Accrual Balances

From the Periodic Processing menu (G07GLVA3), choose Accrual Roster.

You can use the Accrual Roster report (R074501) to track and review leave balances for employees. You can display accrued hours and the value of accrued time in current or historical dollars. For example, an employee might accrue leave time during the previous year and then carry that time over to the current year. If the employee had earned a lower rate of pay when the time was accrued than the employee's current rate of pay, then the value of the current time is different than that when the leave time was accrued.

You can set processing options to specify date ranges and DBAs that you want to include in the report. You can also specify whether the system gathers information from history tables based on historical information for a fiscal year, anniversary year, or calendar year.

Processing Options for Accrual Roster Report (R074501)

Defaults Tab

1. Source Table

1 = Fiscal Anniversary history

Blank = Payroll Month history

Use this processing option to specify whether you want the system to retrieve information from the Payroll History table or the Fiscal Anniversary History table. Valid values are:

1

Retrieve balances from the Fiscal Anniversary Table.

Blank

Retrieve balances from the Payroll Month History table.

2. Print Dollars

1 = Print dollar amounts.

Blank = Print hours.

Use this processing option to specify whether you want to print dollars or hours on the report. Valid values are:

1

Print dollars

Blank

Print hours

3. Employee Number

A = Address Number

T = Tax ID number

O = Other ID number

Use this processing option to specify which employee number you want to print on the report. Valid values are:

A

Address Number

T

Tax ID Number

O

Other ID Number

4. Current Dollars

1 = Print current dollars.

Blank = Print historical dollars.

Use this processing option to specify whether the system prints current or historical dollars. Current dollars are calculated by multiplying the historical hours by the current pay rate in F060116. Valid values are:

1

Print current dollars

Blank

Print historical dollars

1. Enter the from date for the range from which the data will be reported.

Use this processing option to specify the beginning date of the date range that the system uses when running the report. If left blank, the system date is used.

2. Enter the thru date for the range from which the data will be reported.

Use this processing option to specify the ending date of the date range that the system uses when running the report. If this option is left blank, the system date is used.

1. Enter up to 5 DBA's to process or leave blank to process all DBA's.

Purging Leave Requests

From the Period Processing menu (G07GLVA3), choose Purge Leave Request.

You can use the Purge Leave Request program (R07520) to delete records from the Employee Leave Request table (F07620). In some instances, this table might contain approved requests for leave time that the employee did not take. In such an instance, the employee might not be aware that the leave request is still active.

The table might also contain denied requests that you want to remove. When requests are denied, the record remains in the system so that the leave request originator can review the record, including any notes that the manager includes in the response.

When you process this program, you select a date range. You can then choose to delete any of the following types of records that meet the date criteria:

- Denied leave requests
- Completed requests for leave time that the employee takes
- Approved leave requests

You can run this program in proof or update mode. When run this program in the proof mode, the system generates a report so that you can view the requests that the system will purge. When you run the program in update mode, the system deletes those records from the table. J.D. Edwards recommends running this program in proof mode before running it in update mode to ensure that you delete the correct records from the system.

Processing Options for Purge Leave Request Report (R07520)

Purge Selections

1. Purge Date

Purge records with leave end dates prior to the date entered.

Use this processing options to specify a date by which leave records are purged from the system. Records with dates prior to this date are purged from the leave request tables.

2. Purge Types

Enter 'D' to purge all denied leave request records

Enter 'T' to purge all completed (taken) leave request records

Enter 'A' to purge all approved leave request records

Blank will purge all leave request records with leave end dates prior to the date entered in the processing option.

Use this processing option to designate the leave request records that you want to purge. You can purge denied leave requests, taken leave requests, or all leave requests. If you leave this option blank, the system deletes all leave requests with leave end dates that are prior to the date entered in processing option 1. Valid values are:

D

Purge denied leave requests.

T

Purge taken leave records.

A

Purge all leave requests.

Blank

Purge all leave requests with leave end dates that are prior to the date entered in processing option number 1.

1. Enter a '1' to run the report in Proof mode. A report will be generated, but no records will be deleted.

Enter Blank to run the report in Final mode. A report will be generated and records will be deleted.

Use this processing option to specify the processing mode to use. You can run the report in proof mode or in final mode. When you use proof mode, the system generates a report, but no records are deleted from the system. When you use final mode, the system generates a report and deletes records from the system. J.D.

Edwards recommends that you run this report in proof mode and review the report before you run the program in final mode. Valid values are:

Blank

Final Mode

1

Proof Mode

Employee Assignment

Companies that hire many different people to perform a wide range of tasks for different departments, and companies that have divergent payment arrangements—both need the ability to create flexible work assignments and payment arrangements that go beyond many time entry and payroll system capabilities. For example, one employee might work different assignments for different companies during the same pay period. When you activate employee assignment to work with the Time Accounting system, factors that are assignment-specific, such as pay and billing rates, Workers Compensation, and tax basis are used to create employee timecard records.

Regardless of whether companies require the complexity to accommodate employees who work on multiple assignments in the same pay period, companies can benefit from the ability to use templates to automatically enter a variety of time entry information collected from an employee's assignment.

Setting Up Employee Assignment

Before you enter new employee assignments and generate new time entry templates, you need to set up information in your software to enable and automate the process. You must set the employee assignment processing options in the Time Entry MBF program (P050002A). The processing options that are specific to employee assignment are located on the Pay Rates tab and the Processing tabs. You must also set up default cross-references for pay types.

See Also

- *Setting Up MBF Processing Options for Time Entry* in the *Time Accounting Guide*

Setting Up Default Pay Type Cross-References

When you use the employee assignment program to create time entry templates, you specify the payment method that you are using by specifying one of the following payment methods on the Basic tab of the Time Entry Template form:

- Pay Basis
- Pay Type

If you specify Pay Basis, then you need to use the EE Assignment Default Pay Types program (P0716704) to create cross-reference records in the Employee Assignment Default Pay Type table (F0716704) that the system uses when it processes time entry. If you specify the Pay Type option instead of the Pay Basis option on the time entry template form, then you do not need to use this setup procedure.

The following pay bases currently exist in UDC 07/AB:

- HR (Hourly)
- LS (Lump Sum)
- SAL (Salary)

You can create additional pay bases as required to meet the needs of your organization. These pay bases are available options that you can choose when you complete the TE Template form in the EE Assignment program (P0716701). Choosing one of these options determines the pay basis for an employee assignment.

► **To set up default pay type cross-references**

From the Employee Assignment menu (G05EA10), choose EE Assignment Default Pay Type.

1. On Work With EE Assignment Default Pay Types, click Add.
2. On EE Assignment Default Pay Types, complete the following fields:
 - Pay Basis
The UDC Code that you reference in the Pay Basis field must already exist in UDC 07/AB.
 - PDBA Code
3. Enter additional records as required.
4. Click OK.

Creating Employee Assignments

You can use the EE Assignment program (P0716701) to create employee assignments and to define time entry templates for each assignment. This assignment approach allows a human resources administrator to create flexible employee assignments that are specific to a range of work assignments that use various billing rates, recharge arrangements, and so on. After all assignment and time entry template information is complete, the administrator can use a batch process to automatically generate semi-complete timecards that contain assignment-specific information. After you create these templates, you can use the Speed Time Entry program (P051121) to locate the timecards by batch number, and complete them with information that is specific to the pay period, such as the number of hours worked.

To use the employee assignment process, you must do both of the following:

- Create employee assignments.
- Define time entry templates for each assignment.

To begin, you must create an employee assignment record. After you create the assignment, you can define the time entry template that is associated with each assignment. When you define the time entry template, you specify the information that you want to include on all timecards that are created for that assignment, including the job description, pay rates, and billing rates.

When the system processes employee assignment information in Service Billing, the job description is printed as an explanation on the bill.

When you define a time entry template for an assignment, you must set up at least one pay rate for regular pay. The system automatically enters this rate on all timecards that are associated with the specified assignment. For example, you might set up an assignment that pays employees 10 USD per hour for regular time, and 15 USD for overtime. When you enter this information on the assignment, the system automatically uses these rates to create the employee's timecards. You must, at minimum, enter a pay rate for regular pay; however, you can set up rates for additional pay types, such as overtime, double-time, or holiday pay.

You might also need to enter billing rate information for the assignment. If you have set up the system to derive billing rates using a markup table, or if you are not creating billing records for the assignment, you can leave the billing rate blank. However, if you are not using a markup table, you must set up a billing rate if you want to create billing records for the time associated with an assignment.

If a job description is not entered and pay rate information is not set up, the system does not create an assignment record.

The employee assignment number that the system creates for each record is a unique, system-assigned number generated from the next numbers feature of your software. This number is not accessible for manual changes.

On the T/E Template form, the fields on the series of tabs provide an opportunity for you to temporarily override, but not permanently overwrite, information in the Employee Master Information table (F060116). For example, if you have set up the employee as part of Home Company 100 in the F060116, but want to pay the employee under Home Company 50 for a specified assignment, you can override the Home Company at the assignment level. If you want to use the information from the F060116 table when creating timecards for the assignment, you do not need to enter values.

The tables that the system uses when you are setting up time entry templates with the employee assignment program are as follows:

- Employee Master Information (F060116)
- Employee Assignment T/E Template Information (F0716701)
- Resource Assignments (F48311)

After you create employee assignments and define time entry templates for those assignments, you might find that you want to change the information. For example, if an employee continues to work in a specified assignment, but receives a pay rate increase, you can update the existing assignment and template information, rather than creating a new assignment with updated information.

Calculating Overtime for Employee Assignments

If you need to calculate overtime differently for different assignment records, you can use the Timecard Automation module to perform the calculations. First, you must set up an overtime rule and enter that rule in UDC 07/OR before you create employee assignments. You then enter the overtime rule on each assignment. After you create timecard templates, you can process the timecards through the Timecard Automation module to calculate the correct overtime amounts for the timecards. When you process the overtime rule, you must enter the overtime rule code in the data selection criteria to ensure that only the timecards that are associated with the assignment records which use that overtime rule are processed.

Alternatively, you can create an employee group, using the overtime rule as the data selection criterion when you create the group. After the employee group exists, you apply a specific overtime rule to the group. For example, assume that your company pays union employees at an overtime rate that is different from nonunion employees. To satisfy this distinction, you can create and assign overtime rule code 555 to union employee assignments. You then create an employee group, based on overtime rule code 555, and apply the overtime rule to this group.

Nonunion employees might receive a different overtime rate, so you apply a different overtime rule to those employees by including them in a separate group with its own overtime rule. Although this UDC is specific to Employee Assignment, you can use this feature to separate employees or employee groups for overtime processing when you create employee assignments.

Caution

If you use the employee group method to calculate overtime rules for timecards that are created using the Employee Assignment module, be aware that the system calculates all of the timecards for a single employee using the same overtime rule. For example, if an employee is included in an employee group that is associated with overtime rule 555, all of the timecards for that employee are processed using overtime rule 555.

Therefore, if you want some of the employee's timecards to be processed using overtime rule 555, and other timecards to be processed using overtime rule 777, you cannot use the employee group method to process overtime rules.

Before You Begin

- ❑ Set up overtime rules in UDC 07/OR. See *User Defined Codes* in the *Foundation Guide* for additional information about user defined codes.

► To create employee assignments

From the *Employee Assignment* menu (G05EA10), choose *Employee Assignment*.

1. On *Work With EE Assignment*, click *Add*.

The screenshot shows the PeopleSoft web interface for creating an employee assignment. The page title is "Employee Assignment - EE Assignment". The workspace is set to "Active Foundation". The form includes the following fields and options:

- Task Number:** []
- Description:** Receptionist []
- Work Order / Chargeout BU:** Order Number [896345], Order Type []
- Copy WO or Chargeout BU description to Task Description
- Employee Identification:** [8012]
- Scheduled Start Date:** [06/01/05], **Scheduled Start Time (HH/MM/SS):** []
- Scheduled End Date:** [06/30/05], **Scheduled End Time (HH/MM/SS):** []
- Assigned Hours:** [160], **Assignment Percentage:** [100.00], **Date Assigned:** [05/31/05]

2. If a work order exists for the assignment, skip to step 3. If a chargeout business unit exists for the assignment, skip to step 4. If no work order or chargeout business unit exists for the assignment, on *EE Assignment*, complete the following fields:

- Description
- Description Line 2

You can use either a work order number or a chargeout business unit to identify the employee assignment, but not both. The system does not require either of these options to enter a new employee assignment.

3. If a work order exists, complete the following field on the *Work Order* tab:

- Order Number

The Order Number is not transferred to the timecard when time entry templates are created, as the timecard does not have a Work Order field. This field is for informational purposes only. Additionally, if the work assignment is outside the employee business unit, the work order normally includes the business unit to which the work is billed.

4. If a chargeout business unit exists, complete the following field on the Chargeout BU tab:
 - Chargeout Business Unit
The value that you enter in this field overrides the Job Location field on the timecard when you generate timecard templates.
5. If you enter an existing work order number or chargeout business unit, check the following option if you want the system to populate the Description field:
 - Copy WO or Chargeout BU description to Task Description
6. Complete the following required fields:
 - Employee Identification
 - Scheduled Start Date
 - Scheduled End Date
7. Complete the following optional fields:
 - Scheduled Start Time (HH/MM/SS)
 - Scheduled End Time (HH/MM/SS)
 - Assigned Hours
 - Assignment Percentage
 - Date Assigned
8. Click OK to save the record.

► **To define a time entry template for an employee assignment**

From the Employee Assignment menu (G05EA10), choose Employee Assignment.

1. On Work With EE Assignment, click Find.
2. Choose an assignment record and then choose TE Template (Time Entry Template) from the Row menu.
3. On TE Template, complete one of the following fields on the Basic tab:
 - Pay Basis
 - Pay Type

An error results if you enter values in both fields. The employee assignment must be based on either the employee pay basis or pay type.

4. Complete the following optional fields:
 - Overtime Rule
Complete this field only if you are using timecard automation to calculate overtime rates. Also note that the overtime rate process is not automatically launched if you complete this field. You must process overtime rule information using the Timecard Automation module.
 - Recharge Code
If you enter a 3 in this field, you should also enter a value in the Remit To Rate field on the EE Assignment Pay/Bill Rates form. This form appears when you complete step 17 of this task. If you use recharge, then the assignment must be billed out, as opposed to payment through the payroll system.
5. Choose any of the following optional options:
 - Daily T/E Req
When you choose this option, daily time entry records are required. When you generate new time card templates, the system generates daily time cards. If you leave this option blank, only one time card is required for each time reporting period.
 - Inactive Assignment
Choosing Inactive Assignment deactivates the employee assignment even if the end date of the assignment is still in the future. The system does not create timecard templates.
6. On the CO/BU tab, complete the following optional fields:
 - Home Company
 - Home Business Unit
 - Chargeout Business Unit
 - Account Number
 - Customer Number
 - Check Route Code
7. On the Job/Pos tab, complete the following optional fields:
 - Job Type / Step
 - Position ID
 - Union Code
 - Equipment Worked On

- Amount - Uprate
 - Shift Code
 - Shift Differential
 - Percent or Amount
8. On the Cat Codes P/R tab, complete the following optional fields:
- Category Code 01
 - Category Code 02
 - Category Code 03
 - Category Code 04
9. On the Subledger tab, complete the following optional fields:
- Subledger
 - Subledger Type
10. On the P/R Tax tab, complete the following optional fields:
- Tax Area (Work)
 - Worker's Comp
 - Sub Class
11. On the Sales Tax tab, complete the following optional fields:
- Tax Expl Code
 - Tax Rate/Area
 - GeoCode Ship From
 - GeoCode Order Accept
 - Vertex Transaction Type
 - Vertex Product Category

You can use these fields for information only. Unless custom modifications are made to your service billing software, the system does not use this information.

12. On the Equipm Bill tab, complete the following optional fields:
 - Equipment Worked
 - Equipment Rate Code
 - Equipment Object Account
 - Billing Rate
13. To assign an employee assignment job description, choose Job Desc from the Form menu.
14. On EE Assignment Job Description, complete the following fields:
 - Date Effective
 - Job Description
15. To save the employee assignment job description, click OK.
16. To set up rates that the system uses when processing a payment to a contracting entity, choose Pay Rates from the Form menu.
17. On EE Assignment Pay/Bill Rates, complete the following fields:
 - Date Effective
 - PDBA Code
 - Description
 - UM
 - Pay Rate
 - Billing Rate
 - Remit To Rate

You enter a value in this field when you need to manually pay a third party instead of an employee. For example, if a temporary agency does not have the staff to fill an assignment, they might need to contract with another temporary agency to fill the assignment. The Remit To Rate field can be used to enter the rate that must be paid to the third-party temporary agency for the use of their employee.

As the billing circumstances for each company might require different programming, this field requires custom programming to function correctly. Additionally, you must enter 3 for the Recharge Code on the Basic tab of the TE Template form that is associated with this assignment record.
18. To save the employee assignment rates record, click OK.
19. On TE Template, to save your assignment record, click OK.

Processing Options for the EE Assignment Program (P0716701)

Defaults/Basic

1. Pay Basis
 2. Pay Type
 3. Overtime Rule
 4. Recharge Code
 5. Daily Time Entry Required
- Defaults/Cat Codes P/R

1. Category Codes - Payroll1
 2. Category Codes - Payroll2
 3. Category Codes - Payroll3
 4. Category Codes - Payroll4
- Defaults/Subledger

1. Subledger - G/L

2. Subledger Type
Manufacturing

1. Manufacturing (future use)
Recharge

1. Enable Multicurrency Functionality (future)

2. Recharge Mode
-

Generating and Saving Time Entry Templates

You use the Generate Timecard Templates in F06116Z1 program (R0716711) to create new employee time entry templates. When you generate new time entry templates, the system creates the new template records in the Employee Transactions - Batch File table (F06116Z1). The system uses this temporary table initially so that if employee self-service features are enabled, employees can enter their time without affecting live tables.

After timecard information is stored in the F06116Z1, you use the Time Entry Batch Processor program (R05116Z1I) to transfer the template records to the Employee Transaction Detail File table (F06116). If you use employee self-service, you run this program after employees complete their time entry. If you are not using employee self-service, the system can automatically process this program when you create the time entry templates. To run the Time Entry Batch Processor program automatically, you enter the version number in a processing option for the Generate Timecard Templates program. Then, when you run the Generate Timecard Templates program, the system automatically runs the Time Entry Batch Processor program to move the template files to the F06116.

You can purge records from the F06116Z1 table after copying them to the F06116 table by setting the Purge Flag processing options on the Time Entry Batch Processor program.

Generating Time Entry Templates

From the Employee Assignment menu (G05EA10), choose Generate Timecard Template.

After employee assignment records are created and the setup process for time entry templates is complete, you need to create and save time entry templates. You use the Generate Timecard Template program (R0716711) to automatically create time entry templates that are ready for time entry.

The Generate Timecard Template program creates template records in the Employee Transactions - Batch File table (F06116Z1) that you then need to record in the Employee Transaction Detail File table (F06116). If employee self-service time entry is not implemented in your system, you can automatically move the processed records to the F06116 table. After you run the Generate Timecard Template program, if processing options are set appropriately, the system automatically runs the Time Entry Batch Processor program (R05116Z1I). If you do not automate this process using processing options, then you must run the Time Entry Batch Processor program separately and specify a version each time that you run the program.

A human resources representative can then use the Speed Time Entry Revisions program (P051121) to locate employee time cards by batch number and enter the time worked.

The system uses the following tables when creating time entry templates:

- Employee Transactions - Batch File (F06116Z1)
- Employee Transaction Detail File (F06116)
- Employee Master Information (F060116)
- Employee Assignment T/E Template Information (F0716701)
- Resource Assignments (F48311)

If you use a regular Payroll ID value in the processing options to identify a group of employees for whom you are processing payroll, then you can set up the Generate Timecard Template program on a scheduled basis to run automatically. If you do not use a Payroll ID, then you must manually run the program.

Processing Options for the Generate Timecard Template Program (R0716711)

Payroll Tab

Use these processing options to specify Payroll information that the system uses to select records and generate the template.

Use data selection of Payroll ID's Version

Blank = Default (Do not use data selection)

1 = Use data selection of Payroll ID's Version

Use this processing option to include the selection criteria defined in the specified Payroll ID version when selecting assignment records to process. All of the assignment records will be compared to the selection criteria that is associated with the Payroll ID that is defined in the Payroll ID processing option on this tab. If this option is left blank then all active assignment records will be processed through template generation. Valid values are:

Blank

Do not use data selection from the Payroll ID (default)

1

Use the data selection from the Payroll ID

2. Pay Cycle Code

W = Weekly

BW = Biweekly

SEMI= Semi-monthly etc.

Use this processing option to specify the Pay Cycle Code. Valid values include:

W

Weekly

BW

Biweekly

SEMI

Semi-monthly

3. Pay Period Number

Default = System date falls within pay period

Use this processing option to specify the pay period number. If the pay period number is not specified, then the system uses a pay period number that includes the system date. When the system uses a pay period number that includes the system date, the start and stop dates are based on values from the Master Pay Cycle.

Pay periods are sequentially numbered from the first of the year. For example, a monthly payroll cycle beginning in January has a total of 12 periods, with October as period number 010. Valid value ranges include:

001-052 (Weekly payroll cycle)

001-026 (Biweekly payroll cycle)

001-024 (Semi-monthly payroll cycle)

001-012 (Monthly payroll cycle)

001-004 (Quarterly payroll cycle)

001-001 (Annual payroll cycle)

Refer to the Master Pay Cycle settings to determine how your pay periods are defined.

4. Pay Period Start Date

Use this processing option to select records that include a date worked that is equal to or greater than the current date.

5. Pay Period End Date

Use this processing option to select records that include a date worked that is less than or equal to the current date.

6. Generate Template(s)

Blank = (Default) Use value from Employee Assignment

1 = One per pay period (Work Date = Pay Period End Date)

2 = One template per day within the Pay Period Start/End date

Use this processing option to generate one template for each day of the pay period or to generate one template per pay period. Valid values are:

Blank

One per pay period (the work date is the same as the pay period end date)

1

One template per day, within the pay period start and end dates

The Generate Timecard Template program can automatically override the Daily Time Entry setting in the Employee Assignment program (P0716701) for this processing option. If the system detects that a change in the rate or job description occurred during the pay period, then the system automatically creates daily time entry templates.

Time Entry Tab

Use these processing options to specify whether the system creates assignment records in the Employee Transaction Detail File and the version to use if the assignment records are created.

1. Create assignment records in EE Transaction Detail File F06116

Blanks = Do not create records in F06116 (Default)

1 = Create assignment records

(UBE R05116Z1I PO # 2 Final Flag must be turned on)

Use this processing option to create time entry records in the Employee Transaction Detail File (F06116). Valid values are:

Blank

Do not create time entry records. You can create these records at a later time by running the Time Entry Batch Processor program (R05116Z1I).

1

Automatically create time entry records. In R05115Z1I, the Final Flag option in processing option number 2 must be set to 1.

2. Batch Time Entry Processor Version to Submit, if records are to be created in EE Transaction Detail File F06116

Default: 'XJDE0001'

Use this processing option to enter a batch time entry processor version (R05116Z1I) . The system uses the default version (XJDE0001) if you leave this field blank. For the system to create time entry records automatically in the Employee Transaction Detail File (F06116), you must set the Final Flag to 1 in processing option number 2.

Edits Tab

Use this processing option to specify the assignment records that the system displays.

Print All or Print only Exceptions

Blanks = Print Only Exceptions (Default)

1 = Print All

Use this processing option to determine whether the system displays only exceptions or displays all assignment records that are processed. If you leave this field blank, the system displays only exceptions. The system does not process records with exceptions. You need to correct all errors and then run this program again. Valid values are:

Blank

Display only exceptions.

1

Display all processed records.

Archiving and Restoring Employee Assignments

You can use the Archive EE Assignment T/E Info program (R0716709) to store old, closed assignments in a history file.

You can use the Restore History option in the EE Assignment program (P0716701) if you need to view the historical records. The Restore History option copies the historical records into the live table.

The system uses the following tables when archiving historical records:

- Employee Assignment T/E Template Information (F0716701)
- Resource Assignments (F48311)

Archiving Employee Assignments

From the Employee Assignment menu (G05EA10), choose Archive EE Assignment T/E Information.

You can use the Archive EE Assignment T/E Info program (R0716709) to archive old, closed assignments in a history file.

The system uses the following tables when archiving historical records:

- Employee Assignment T/E Template Information (F0716701)
- Resource Assignments (F48311)

Processing Options for the Archive EE Assignment T/E Information Program (R0716709)

Dates Tab

Use these processing options to specify an ending date or a number of days prior to the current system date.

1. Prior To Date

Use this processing option to specify an ending date. You normally use this option when you run the program manually. The system archives all records with a scheduled end date that is less than the date entered. If you specify a date, then do not enter a value for the Prior To Number Of Days option.

2. Prior To Number Of Days

Use this processing option to specify a number of days prior to the current system date. You normally use this option when you run the program using the scheduler. The system calculates a date by subtracting the number of days that you enter from the current system date and then archives all records prior to this date. If you specify a value for the number of days, then do not enter a value for the Prior To Date option.

Restoring Employee Assignments

You can use the EE Assignment program (P0716701) to view historical assignment records. When you choose the Restore History option, the system copies the historical records into a live table. You can review, change, and reprocess these records.

► To restore employee assignments

From the Employee Assignment menu (G05EA10), choose Employee Assignment.

1. On Work With EE Assignment, click Find to display existing employee assignment records.
2. On Work With EE Assignment, review the following column of the employee assignment records:
 - Arch Flag
A value of 1 in this field indicates that this record exists in the EE Assignment T/E Template Info History table (F0716709).
3. Choose one or more records that indicate existing history records.
4. Choose Restore History from the Row menu.
5. On EE Assignment T/E Template Info History, click OK.
The system restores the history records.
6. On Work With EE Assignment, click Find to display the new records.

Multicurrency Time Accounting

As companies become more involved in international business, they find that they must send their employees abroad or employ workers in foreign countries. Payroll departments must be able to disburse wages and account for international payroll transactions in multiple currencies. For example, your organization might need to pay employees in one currency, but bill the labor costs in another currency. J.D. Edwards Payroll and Time Accounting software provides such multicurrency features.

The system includes multicurrency time accounting features in all of the programs that you use to enter employee time. When multicurrency time accounting is enabled, the currency information from specified accounts is used to provide domestic and foreign recharge rates if the Billing Rate/Markup Table (F48096) is used. If the F48096 is not used, the system calculates the billing rate by using the currency of the company associated with the business unit that is entered in the account number and job location. The system also uses this currency information during the journal entry process to determine correct amounts for entries to the general ledger.

Multicurrency time accounting uses two types of currency:

Base currency	The currency of the company associated with the employee's home business unit
Transaction, or recharge currency	The currency of the company associated with the job location to which time is charged

You can specify whether the billing rate or the foreign billing rate is fixed. The fixed rate can be manually entered on the timecard, derived from the Employee Master Information table (F060116), or derived from the Billing Rate/Markup table (F48096). The other rate is then calculated from the conversion rates that you set up using the Currency Exchange Rates program (P0015A).

To account for different billing rates, the system uses the Billing Rate/Markup Table to maintain foreign billing rates. This table includes rates for each specified currency code and allows you to set up billing rates that can be used for multiple transactions.

For example, if an employee based in the United States works in Japan on two jobs, each with a different billing rate, you can account for the additional billing rate. After you create a user-defined generation type, you can retrieve payroll billing rates from the F48096.

If you are not using the F48096, the system retrieves currency rates from the Work With Currency Exchange Rates program (P0015A). You set up the currency for each company. The system determines which company is associated with the specified business unit, and then uses the currency that is associated with that company, as defined in the Company Constants table (F0010). The system then uses the business unit and job location to derive the additional currency.

After both currencies have been identified, the system uses the Work With Currency Exchange Rates program (P0015) to find the conversion rate on the specified date.

Note

The system initially uses the work date on the timecard to determine the exchange rate. However, the system uses the GL date to derive the rate when creating journal entries. For example, if a conversion rate of 2.0 is valid from 01/01/05 through 01/31/05 and a conversion rate of 3.0 is valid from 02/01/05 through 02/28/05, the rate of 2.0 would be used when entering a timecard with a work date of 01/31/05. However, if the timecard is posted on 02/03/05, the journal entries associated with that timecard are created using the exchange rate of 3.0.

If the system finds different rates on the timecards than on the journal entries, the following tables are updated with the rate used on the journal entries to ensure that the data between the general ledger and the timecard history tables is accurate:

- Employee Transaction Detail File (F06116)
 - Payroll Journal (Compressed) File (F063951)
 - Account Ledger (F0911)
-

The system uses the following tables to manage multicurrency time accounting:

- Employee Transaction Detail File (F06116)
- Employee Transaction History (F0618)
- WF - Payroll Journal (Detail) (F05290)
- Payroll Journal (Compressed) File (F063951)
- Employee Transactions - Batch File (F06116Z1)
- Account Ledger (F0911)
- Billing Rate/Mark up Table (F48096)

After payroll processing is complete, the F0618, F48096, and F0911 are the only tables, of the ones mentioned above, that retain multicurrency records.

When multicurrency time accounting is enabled, the following reports contain multicurrency time accounting information:

- Payroll Journal Proof/Edit Report (R05229)

This report shows a pro forma version of the journal entries that will be posted to the general ledger for timecard entries. All journal entries (T1-T6), as well as intercompany settlements, appear on the report. The report lists one entry for each transaction amount in the transaction currency. However, when the batch is posted, the system splits this entry into two entries. The first entry shows the base amount of the transaction in the transaction currency. The second entry, noted by the AM journal type, shows the transaction currency for the difference between the base and transaction amounts.

In addition to normal payroll information, the currency code is displayed for all multicurrency debit and credit entries created during payroll.

Note

If you are posting entries with no currency amounts (hours only), the system does not display a currency code on the report; however the currency code exists in the Payroll Journal (Compressed) File table (F063951).

- Time and Pay Entry Register (R053001)

This report shows detailed information about all of the timecard records that you include in a batch. When multicurrency time entry is enabled, this report includes currency information.

See Also

- *Multicurrency Setup* in the *Contract Billing Guide* for information about setting up multicurrency, domestic currency codes, and exchange rates
- *User Defined Codes* in the *Foundation Guide* for information about setting up UDC codes

Setting Up Multicurrency Time Accounting

To set up multicurrency time accounting, you need to perform the following:

- Set Up Company Options
- Set Up General Accounting Constants
- Set up a billing rate/markup table
- Set up Currency Exchange Rates
- Set up employee Payroll information
- Set up the Time Entry Master Business Function processing options
- Set up the Generate Timecard Journals Program (R052901) processing options

The setup procedures listed below apply only to multicurrency time accounting; separate procedures exist for setting up the Time Accounting system.

Set Up Company Options

To enable multicurrency time accounting, you must enable multicurrency functionality and General Ledger Integration on the Additional Company Options form for Company 00000.

Set up General Accounting Constants

To enable multicurrency time accounting information to be updated in the general ledger, you must set up the multicurrency conversion option in the General Accounting Constants (P0000) to use either the multicurrency account multiplier or account divisor. You must also set up the General Accounting Constants to use the Flex - Create Interco w/o Hub method (method 2) when creating multicurrency intercompany settlement transactions.

Set Up a Billing Rate/Markup Table

You need to define billing rate mark up rules in the Billing Rate/Markup table (F48096). This table is used to supply information that the system uses to convert rates for multicurrency time accounting. When you set up this table, you should enter the following information:

Set Up Employee Payroll Information

Multicurrency information is based on the assumption that the work that employees perform is billable. Therefore, in order for the system to create multicurrency information, the employees in your organization must be set up to create billing, or recharge, records. Timecards for employees who are set up for payroll and recharge processing (Type 2), or who are set up for recharge processing only (Type 3), will generate multicurrency information.

See Also

- ❑ *Setting Up MBF Processing Options for Time Entry* in the *Time Accounting Guide*
- ❑ *Setting Up Company Options* in the *Workforce Management Foundation Guide*
- ❑ *Defining Billing Rate/Markup Rules* in the *Contract Billing Guide*

- ❑ *Entering Payroll Information for Employees in the Workforce Management Foundation Guide*
- ❑ *Exchange Rates in the Multicurrency Guide* for additional information about setting up and using exchange rates
- ❑ *Setting Up Intercompany AAIs for the Hub Method in the General Accounting Guide* for additional information about setting up the ICH AAI

Setting Up Processing Options for Multicurrency Time Accounting

To use multicurrency time accounting, you must set processing options for the Batch Time Entry File Revisions program (P05116Z1) and the Time Entry MBF Processing Options program (P050002A). Processing options in the Batch Time Entry File Revisions program do the following:

- Enable multicurrency time accounting.
- Specify whether amounts that you enter are in the domestic currency of a contract or the foreign currency of a supplier.
- Specify whether the system dynamically creates new accounts.

Processing options in the Time Entry MBF Processing Options program also enable multicurrency time accounting. The processing options in the Time Entry MBF Processing Options program also specify how the system uses the Billing Rate / Mark up Table (F48096), and whether the system dynamically forces account creation. You also use the processing options to determine which currency (base or foreign) is fixed and which is calculated. All of the multicurrency processing options are on the Recharge tab of the Time Entry MBF processing options.

You use the processing options in the Time Entry MBF program to do the following:

- Enable multicurrency time accounting.
- Specify whether the system uses the currency associated with the employee's business unit or the currency associated with the recharge business unit as the fixed currency. If you choose the employee's business unit as the fixed currency, the system allows you to enter a value in the Billing Rate field on the timecard. The Foreign Billing Rate field is then disabled and the value for that field is calculated by the system. Conversely, if you use the recharge business unit as the fixed currency, the system allows you to enter a value in the Foreign Billing Rate field on the timecard. The Billing Rate field is then disabled, and the value for that field is calculated by the system. The following examples illustrate how the system differentiates between the home and recharge business units:
 - If the employee's home business unit is 9, which is part of a company that is associated with United States dollars (USD), the system uses USD for the base amount. For this example, the Billing Rate/Mark Up table (F48096) must be defined for USD currency, or the exchange rates must have been set up using the Work With Currency Exchange Rates program (P0015).
 - If the employee's recharge business unit is Business Unit 77, which is part of a company that is associated with Canadian currency (CAD), the system uses CAD for the base amount. For this example, the F48096 must be defined for CAD currency, or the exchange rates must have been set up using the Currency Exchange Rates program (P0015A).

- Specify whether the system uses the F48096 to retrieve rates. If you do not use the F48096, the system uses the exchange rates that you set up using the Currency Exchange Rates program.
- Specify the generation type.
- Specify the action the system is supposed to take if no record is found in the F48096.
- Specify the version of the Billing Rate / Markup Table program (P48096).
- Specify whether the system uses dynamic account creation. The dynamic account creation process creates a valid account when you enter a timecard that includes an account number that is not active in the system. However, the account number must exist in the model business unit. Dynamic account creation does not create records in the F48096.

Note

If you use the F48096, you need to enter recharge account numbers, specify billing rate information, and define effective dates in this table. The system does not require that accounts entered into this table be active.

See Also

- *Setting Up MBF Processing Options for Time Entry* in the *Time Accounting Guide*
- *Processing Options for the Time Entry Batch Processor Program (P05116Z11)* in the *Time Accounting Guide*
- *Working with Interactive Versions* in the *Foundation Guide*
- *Defining Billing Rate and Markup Rules* in the *Contract Billing Guide*

Entering Multicurrency Time Cards

The basic procedures for multicurrency time accounting are the same as for normal time entry. This topic provides the additional steps required to use multicurrency features.

In the processing options for the Speed Time Entry program (P051121), enter the version that you set up for the Time Entry MBF Processing Options program (P050002A) in the Time Entry Version processing option on the Time Entry tab.

After multicurrency time accounting is enabled, the following additional fields appear in each of the time entry programs:

- **Base Currency Code**
The system obtains base currency information from the currency designation for the home company in the Company Constants table (F0010).
- **Recharge Currency code**
The system obtains the currency code from the client company designation in the Company Constants table.
- **Foreign Bill Rate**
If you use the recharge business unit to determine the fixed currency, you enter a value in this field. Otherwise, the system generates the foreign billing rate from the rate information that is established in the Billing Rate / Mark up Table (F48096) or the Currency Exchange Rates table (F0015).

When you enter timecard information, you can enter account numbers that identify multicurrency accounts. You can access the F48096 during time entry to locate these account numbers. Each attempt to look up rate information for these accounts is date-sensitive. If you encounter an error in one of the fields above, check the effective dates in the F48096. The date that you enter on each timecard must be within the effective dates of the account number. If you are not using the F48096 to determine currency rates, the system uses the rates that are set up in the F0015. These currency rates are also date-sensitive.

After you enter timecards, you can review the Foreign Bill Rate, Bill Rate, Base Cur Code, and Rech Cur Code fields to verify that the values are correct. The system generates the billing rate from the rate information established in the F48096 or the F0015, based on the following:

- The processing options for the Time Entry MBF Processing Options program
- The currencies of the home business unit from the Employee Master Information table (F060116) record
- The business unit associated with the charges

In the following example, the system converts the amount from CAD to USD. The Company Constant Multi Currency Conversion flag is set to use the divisor of .66666667; therefore, the calculation is as follows:

$$250.00 / .66666667 = 375.00.$$

Bill Rate	Foreign Bill Rate	Base Cur Code	Rech Cur Code
375.000	250.000	USD	CAD

Note

If you are processing multicurrency timecards using the Time Accounting system only, you can enter employees from different countries in one batch. However, if you are processing multicurrency timecards through a payroll cycle, all of the employees that are included in a batch must have the same country code. Payroll data selection is based on country code, and entering employees with different country codes in a single batch might cause the payroll system to process incorrect information.

Example: Multicurrency Timecard Entries**Setup**

Employee Information

Hourly Rate (PHRT, hourly wage on employee's Compensation form) = 25.00

Distribution Rate (PBRT, on employee's Payroll form) = 45.00

Home Business Unit = 9, attached to Company 00001, United States currency (USD)

Exchange Rates

To Canadian currency (CAD) from USD

Dates	Multiplier	Divisor
01/01/05	2.0	.50
02/01/05	1.50	.666667
03/01/05	1.50	.666667

To USD from CAD

Dates	Multiplier	Divisor
04/01/05	1.50	.666667
05/01/05	1.50	.666667
06/01/05	1.1764706	.85

General Accounting Constants

Multicurrency Conversion = Y (multiply)

Foreign x Exchange Rate = Domestic

Domestic / Exchange Rate = Foreign

Labor Account

77.1341 Business Unit, CAD (Canadian currency)

Note

Business unit 77 belongs to company 00077, which is set up in the Company Names & Numbers program (P0010) to use currency code CAD.

Test Cases

The following test cases are based on using the home business unit of the employee (USD).

Time Entry MBF Processing Options (P050002A), Recharge Tab, processing option 2
(Business Unit Currency for Base Amount) = 0 (Home BU of Employee)

Billing Rate and Markup Table

Gen Type	Key Type	Table Key	Curr Code	Begin Date	End Date	Markup Rate Override	Markup Percent	Markup Amount
P	6	9	USD	01/01/05	01/31/05	250.00		
P	6	9	USD	02/01/05	02/28/05		150.00	
P	6	9	USD	03/01/05	03/31/05			100.00

Timecard Entry with Override Rate

Date	Pay	Hours	Account Number	Foreign Bill Rate	Base Curr	Curr Code	Bill Rate	Home BU
01/01/05	1	1	77.1341	500.00	USD	CAD	250.00	9

Bill Rate = Markup rate override from the billing rate and markup table

Foreign Bill Rate = Domestic Bill Rate x Exchange Rate Multiplier (USD to CAD)

$$250.00 \times 2.0 = 500.00$$

Note

The value of the exchange rate multiplier change when the G/L date has a different exchange rate than the date worked.

Timecard Entry with Percent

Date	Pay	Hours	Account Number	Foreign Bill Rate	Base Curr	Curr Code	Bill Rate	Home BU
02/01/05	1	1	77.1341	93.75	USD	CAD	62.50	9

Bill Rate = Hourly Rate (PHRT) + Markup

$$25 + 150\% \text{ Markup} = 62.50$$

Foreign Bill Rate = Domestic Bill Rate x Exchange Rate Multiplier (USD to CAD)

$$62.50 \times 1.50 = 93.75$$

Note

The value of the exchange rate multiplier changes when the G/L date has a different exchange rate than the date worked.

Timecard Entry with Amount

Date	Pay	Hours	Account Number	Foreign Bill Rate	Base Curr	Curr Code	Bill Rate	Home BU
03/01/05	1	1	77.1341	187.50	USD	CAD	125.00	9

Bill Rate = Hourly Rate (PHRT) + Markup Amount

$$25 + 10 = 125.00$$

Foreign Bill Rate = Domestic Bill Rate x Exchange Rate Multiplier (USD to CAD)

$$125.00 \times 1.50 = 187.50$$

Note

The value of the exchange rate multiplier changes when the G/L date has a different exchange rate than the date worked.

The following test cases are based on using the Recharge business unit.

Time Entry MBF Processing Options (P050002A), Recharge tab, processing option 2 (Business Unit Currency for Base Amount) = 1 (Recharge Business Unit)

Billing Rate / Markup Table

Gen Type	Key Type	Table Key	Curr Code	Begin Date	End Date	Markup Rate Override	Markup Percent	Markup Amount
P	6	77	CAD	04/01/05	04/31/05	250.00		
P	6	77	CAD	05/01/05	05/28/05		150.00	
P	6	77	CAD	06/01/05	06/31/05			100.00

Timecard Entry with Override Rate

Date	Pay	Hours	Account Number	Foreign Bill Rate	Base Curr	Curr Code	Bill Rate	Home BU
04/01/05	1	1	77.1341	250.00	USD	CAD	375.00	9

The Foreign Bill Rate is fixed, and the bill rate is calculated based on the Time Entry MBF Processing Options (P050002A) setting.

Bill Rate = Foreign Bill Rate x Exchange Rate Multiplier (CAD to USD)

$$250.00 \times 1.50 = 375.00$$

Note

The value of the exchange rate multiplier changes when the G/L date has a different exchange rate than the date worked.

Timecard Entry with Percent

Date	Pay	Hours	Account Number	Foreign Bill Rate	Base Curr	Curr Code	Bill Rate	Home BU
05/01/05	1	1	77.1341	62.50	USD	CAD	93.75	9

Foreign Bill Rate = Hourly Rate (PHRT) + Markup

$$25 + 150\% \text{ Markup} = 62.50$$

Bill Rate = Foreign Bill Rate x Exchange Rate Multiplier (CAD to USD)

$$62.50 \times 1.50 = 93.75$$

Note

The value of the exchange rate multiplier changes when the G/L date has a different exchange rate than the date worked.

Timecard Entry with Amount

Date	Pay	Hours	Account Number	Foreign Bill Rate	Base Curr	Curr Code	Bill Rate	Home BU
06/01/05	1	1	77.1341	125.00	USD	CAD	147.059	9

Foreign Bill Rate = Hourly Rate (PHRT) + Markup Amount

$$25 + 10 = 125.00$$

Bill Rate = Foreign Bill Rate x Exchange Rate Multiplier (CAD to USD)

$$125.00 \times 1.1764706 = 147.06$$

Note

The value of the exchange rate multiplier changes when the G/L date has a different exchange rate than the date worked.

Automatic Accounting Instructions for Payroll and Time Accounting

You set up automatic accounting instructions (AAIs) to assign account numbers to journal entries. These account numbers allow the system to distribute labor and equipment billings, payroll disbursement, and actual burden journal entries to specified accounts in the general ledger.

During the payroll cycle, the system creates a journal entry of every calculation for every employee. These calculations include salary and wage expenses, burden, cash disbursements, and liabilities. You can create journal entries for labor and equipment billings and accruals for payrolls that cross accounting periods. After the journal entries are created and assigned account numbers, the system summarizes the entries and passes them to the general ledger.

You can set up rules to summarize journal entries. For example, because full detail exists in payroll, you might not need to track full detail in the general ledger. You can set up rules to summarize account ranges and business units.

When to Create Journal Entries

The system can create journal entries during any of the following processes:

- A regular payroll cycle.
- The processing of interim checks in a regular payroll cycle.
- The generation of journal entries for timecards using the Time Entry system. You can also generate journal entries for timecards when you need to post in-between payroll cycles.

If you use J.D. Edwards Payroll, the system initially creates pro forma journal entries during the journal entry step of the payroll cycle. The pro forma journal entries are created in the Payroll Journal (Compressed) File table (F063951), and at that point they become part of the Payroll system.

During the final update, the system posts actual journal entries to the Account Ledger table (F0911). At this point, the journal entries are part of the General Accounting system.

If you are using the Time Entry system, the system creates journal entries when you generate journal entries for timecards using the Generate Timecard Entries program (R052901). You can then review, revise, and approve journal batches for posting to the general ledger.

See Also

- ❑ *Processing Journal Entries* in the *Time Accounting Guide* for information about generating journal entries for timecards
- ❑ *Processing Pro Forma Journal Entries* in the *Payroll Guide* for information about journal entries created during the journal entry step of the payroll cycle

The General Ledger Account Structure

The system uses the standard business-unit object-subsidary and subledger account structure. The general ledger account structure is composed of two parts:

- Where - business unit
- What - account number

Business unit is a 12-character, alphanumeric field that is the lowest level of organizational reporting. Each business unit is assigned to a company and can be associated with 20 category codes for higher-level reporting. For example:

- Department
- Branch
- Asset (revenue and maintenance expense)

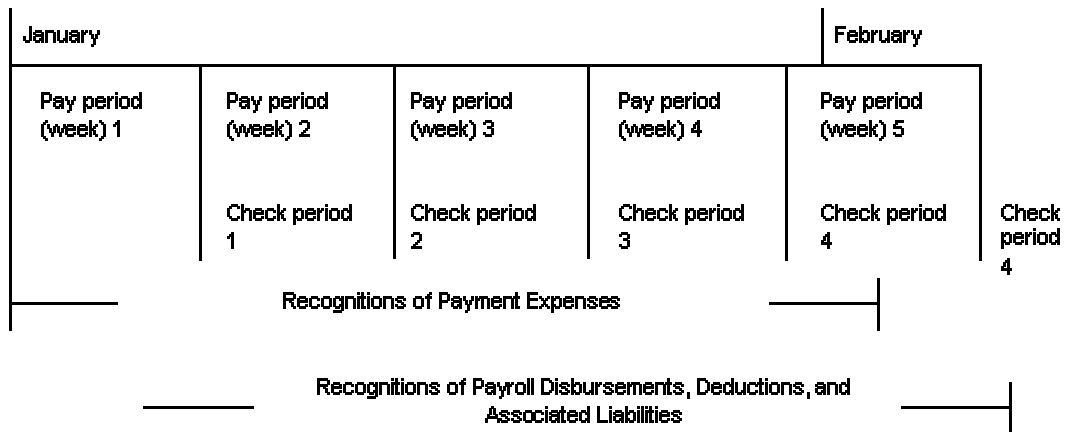
The account number identifies whether the account is an asset, liability, or expense. The account number contains two parts:

- Object account, a 6-character, alphanumeric field that is required on all journal entries.
- Subsidiary, an 8-character, alphanumeric field that is optional on journal entries. For example, use this field to identify an employee number, equipment number, or asset number.

Dates That You Associate With Journal Entries

The following chart shows the timing relationships that are important to payroll journal entries:

Dates Associated with Journal Entries



The following definitions are important in understanding payroll and time accounting journal entries:

General ledger date The date that the system uses for posting to the proper general ledger. The table that defines date ranges for each accounting period is in the Date Fiscal Patterns table (F0008) for the General Accounting system.

For payroll, the system always uses the G/L date.

For stand-alone time accounting, the system uses either the G/L date or the system date, as set up in the processing options for Generate Timecard Entries (R052901).

Pay period ending date The last day of the pay period, as defined in your master pay cycles.

Payment date The payment date of the pay period, as defined in your master pay cycles.

Work date The actual date entered on a timecard.

Transition period Any pay period that has working days in two accounting periods.

Accounting period ending date The last day of the general accounting period.

Cost period The pay period that can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates that fall into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing.

Override date When defined in the journal entries step of the payroll cycle, the date that is used as the general ledger date for all payroll journals.

Payroll Journal Entries

When journal entries are created in the payroll cycle, the system assigns a general ledger date using a date associated with the payroll, such as pay period ending date or payment date. You define the general ledger date to be used for labor distribution and burden journals (T2, T3, T4, and T5) in the payroll journal entries step of the payroll cycle. Cash disbursement and liability journals (T1 and T7) use the payment date as the general ledger date. The accrual factor, a method for allocating a percentage of the T1s, T2s, and T3s back to a prior month, creates an accrual entry (T6).

The Pay Cycle Review tracks your choice of general ledger date for labor distribution to reference when you submit the next payroll.

You can define an override date when you submit the journal entry creation job. The override date that you define becomes the general ledger date for all journal entries created for all document types.

You can also use an accrual factor to allocate a portion of your T1, T2, and T3 entries back to a prior month. For example, if 40% of the pay period occurs in one month, and 60% of the pay period occurs in the next month, you can enter an accrual factor of 40 to accrue 40% of the T1, T2, and T3 journal entries to the previous month and 60% to the current month. Journal entries that are generated for the previous month use the ending date of that month and entries generated for the current month use the pay period ending date. When you use an accrual factor to create journal entries, the system generates T6 journal entries.

Time Accounting Journal Entries

When you use the Time Accounting system to create journal entries, you define in the processing options for Generate Timecard Entries (R052901) to determine whether the system uses the general ledger date or the system date for posting journal entries. You can also use this program to post timecard journal entries between payroll cycles.

Example: Payroll Journal Entry

The following example of a Payroll Cycle Journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Time Card: 01/28/98 (Pay Code 001) 1,000 USD
3. Payroll Taxes and Insurance (P.T.I.): FICA (Tax Type D & E) 70 USD
4. Payroll Taxes and Insurance (P.T.I.): UIC (Tax Type CC & CD) 70 USD
5. Deductions: Savings Bond (Ded Code 2000) 50 USD
6. Benefits: Union 1000 (Ben Code 6000) 30 USD
7. Payment Date: 02/05/98

Date	Account	Description	DR	CR
Labor Distribution Journals				
01/28/98	1.4205	Wages Payable		1000
01/28/98	25.8115	Labor Expenses	1000	
Total			1000	1000
Actual Burden Journals				
01/28/98	25.8146	Union Fringe	30	
01/28/98	25.8135	FICA Burden	70	
01/28/98	25.8135	UIC Burden	70	
01/28/98	1.4333.FR	Burden Clearing - Fringe		30
01/28/98	1.4333.TX	Burden Clearing - Tax		140
Total			170	170
Disbursement Journals				
02/05/98	1.4205	Wages Payable	1000	
02/05/98	1.1110.PAY	Cash in Bank		880
02/05/98	1.4316	Savings Bonds		50
02/05/98	1.4332	Union Fringe		30
02/05/98	1.4212.EE	FICA Employee		70
02/05/98	1.4212.ER	FICA Employer		70
02/05/98	1.4212.EE	UIC Employee		70
02/05/98	1.4212.ER	UIC Employer		70
02/05/98	1.4333.FR	Burden Clearing - Fringe	30	
02/05/98	1.4333.TX	Burden Clearing - Tax	70	
Total			1100	1100

Codes That Are Used to Identify Journal Entries

When the system creates a journal entry for the general ledger, it assigns to the journal entry a document type and reference number. The document type code is a two-character code that classifies journal entries into one of seven document types, as follows:

- *Type T1 - Payroll disbursement*
- *Type T2 - Labor distribution and flat burden*
- *Type T3 - Actual burden*
- *Type T4 - Labor billing distribution*
- *Type T5 - Equipment distribution*
- *Type T6 - Payroll accruals and deferrals*
- *Type T7 - Payroll vouchers*

You can create journal entries for the following document types:

- Document types for payroll**
- T1 Payroll disbursement
 - T2 Payroll labor distribution
 - T3 Actual burden
 - T4 Labor billing distribution
 - T5 Equipment distribution
 - T6 Payroll accruals and deferrals
 - T7 Payroll vouchers

- Document types for time accounting**
- T2 Payroll labor distribution
 - T3 Actual burden (when you calculate monthly benefits)
 - T4 Labor billing distribution
 - T5 Equipment distribution

The reference number, composed of journal type and the general ledger date (or another date used on journal entries), further identifies the source of each journal entry within a document type.

The reference number of a journal entry becomes the Reference 2 value in the actual Account Ledger table (F0911).

Document Type T1 - Payroll Disbursement Journal Entries

Document type T1 contains all journal entries associated with the writing of payments. The journal entries include cash-in-bank, relief of accrued wages, deduction, tax and benefit liabilities, and burden clearing entries.

The system creates T1 journal entries in the payroll cycle only.

All T1 journal entries carry the same general ledger date, that is, the payment date or the override date.

The specific journal types used for these journal entries include the following:

AL	Accrued liabilities (deductions, benefits)
AT	Accrued liabilities (taxes)
AW	Accrued wages - debit entry
CF	Burden offset (clearing) - Fringe - debit entry
CT	Burden offset (clearing) - Taxes - debit entry
DA	Auto-deposit amount
DP	Printed computer payments
IC	Intercompany settlements

Document Type T2 - Labor Distribution Journal Entries

The system creates journal entries for document type T2 directly from timecards for labor expenses and associated offsets for accrued wages. You can also generate journal entries to allocate an estimated or flat burden expense.

The system creates T2 journal entries during the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Period ending	The general ledger date is the pay period ending date.
Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay-period ending date in pre-payroll processing.
Override date	You provide an override date when you submit the journal entry creation job. The date that you define becomes the general ledger date for all journal entries.

If you use Payroll, define which general ledger date to use for T2s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for the Generate Timecard Entries program (R052901).

The specific journal types used for labor distribution journal entries are as follows:

AW	Accrued wages - credit entry
FB	Flat burden expense - debit entry
FC	Flat burden offset (Clearing) - credit entry
LD	Labor distribution straight time - debit entry
PR	Labor distribution premium time - debit entry
IC	Intercompany settlements

Document Type T3 - Actual Burden Journal Entries

The system calculates company-paid payroll taxes, insurance, and benefits on an employee-by-employee basis. These expenses are collectively referred to as burden. Actual burden journal entries are created when the employee burden expenses are allocated to expense accounts based on the individual timecards entered for each employee.

The system generates journal entries for document type T3 either during the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Actual burden journal entries have the same general ledger date as the associated labor expense.

The specific journal entry types used for actual burden journal entries are as follows:

BF	Fringe burden (benefits and accruals) - debit entry
BT	Payroll tax and insurance burden (PTI) - debit entry
CF	Burden offset (clearing) - Fringe - credit entry
CT	Burden offset (clearing) - Taxes - credit entry
IC	Intercompany settlements

Document Type T4 - Labor Billing Distribution Journal Entries

Document type T4 journal entries are for labor billings (also known as recharge) and associated revenue offsets.

You use T4 labor billings for the following:

Billing internally For example, charging other departments for maintenance people or charging a supervisor's billing rate to a job

Billing externally For example, service billing for consulting services

The system creates these journal entries from the billing rate value. To create T4s for an associated timecard, you must set the Record Type field (originally set up in the Employee Master table) on the timecard to one of the following settings:

- 2 (Payroll and recharge processing)
- 3 (Recharge processing only)

The system creates journal entries for labor billing distribution from timecards during the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Four possible general ledger dates exist for journal entries that are created during the payroll cycle:

- Work date** The general ledger date is the work date on the timecard.
- Pay period ending date** The general ledger date is the pay period ending date.
- Cost period** The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing.
- Override date** You can provide an override date when you submit the journal entry creation job. The date that you define becomes the general ledger date for all journal entries.

If you use the Payroll system, define which general ledger date to use for T4s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for the Generate Timecard Entries program (R052901).

The specific journal types used for labor-billing distribution journal entries are as follows:

- RD** Labor billing (recharge) distribution - debit entry
- RO** Labor billing (revenue) offset - credit entry
- IC** Intercompany settlements

Document Type T5 - Equipment Distribution Journal Entries

Document type T5 journal entries designate billings associated with the use of equipment and the offsets for equipment revenue.

The system creates journal entries for equipment distribution from timecards. Equipment distribution journal entries can be generated during either the payroll cycle or when you generate timecard journal entries using the Time Entry system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

- Work date** The general ledger date is the work date on the timecard.
- Pay-period ending date** The general ledger date is the pay period ending date.
- Cost period** You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last date of the preceding accounting period for journal entries for those timecards with work dates that fall into the preceding accounting period. The system assigns a general ledger date equal to the pay period ending date in pre-payroll processing for journal entries for those timecards with work dates that fall in the succeeding accounting period.
- Override date** You can provide an override date when you submit the journal entry creation job. The date that you define becomes the general ledger date for all journal entries.

If you use the Payroll system, define which general ledger date to use for T5s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the Time Accounting system, you must specify whether the system uses the general ledger date or the system date in the processing options for Generate Timecard Entries program (R052901).

The specific journal entry types used for equipment distribution journal entries are as follows:

- ED** Equipment billing distribution - debit entry
- EO** Equipment billing (revenue) offset - credit entry

Note

You must set up the credit entry in the equipment AAls. See [Working with AAls for Equipment Billing](#) in the *Equipment Billing Guide* for instructions.

Document Type T6 - Payroll Accruals and Deferrals

The Payroll system allows you to specify an accrual factor for transition pay periods instead of using the cost-period option of creating payroll journal entries. This feature allows you to use the accrual factor to accrue a portion of payroll expenses in the previous month and defer the expense to the following month. Prior period entries are made to the last day of the prior accounting period.

The journal entry types for T6 are the same as those for T2, T3, T4, and T5.

The system creates journal entries for document-type T6 during the payroll cycle. You enter the accrual factor (percentage) in the journal entries step of the payroll cycle.

The accrual entries have a general ledger date that is equal to the last date of the prior accounting period. The reference number is equal to the journal entry type plus the original general ledger date.

The deferred entries have a general ledger date that is equal to the date of the original entries.

Document Type T7 - Payroll Vouchers

Document-type T7 journal entries designate accounts payable vouchers. Document-type T7s are created during the payroll cycle. All T7 journal entries have the same general ledger date, which is the payment date.

The specific journal-entry types used for payroll voucher journal entries are the following:

AL Accrued liabilities - Credit entry

AT Accrued taxes - Credit entry

Note

No AAIs exist for T7s. The account numbers are assigned the same way that T1 account numbers are assigned.

Example: Journal Entry with Document and Journal-Entry Types

The following example of a payroll-cycle journal entry is based on the following simple payroll conditions:

- Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
- Timecard: 01/28/98 (Pay Code 001) 1,000 USD
- Payroll Taxes and Insurance (P.T.I.): FICA (Tax Type D & E) 70 USD
- Deductions: Savings Bond (Ded Code 2000) 50 USD
- Benefits: Union 1000 (Ben Code 6000) 30 USD
- Payment Date: 02/05/98

Type	Journal-Entry Type	Date	Account	Description	DR	CR
Type T2 - Labor Distribution Journal Entries						
T2	AW	01/28/98	1.4205	Wages Payable		1000
T2	LD	01/28/98	25.8115	Labor Expenses Labor Expenses	1000	
Total					1000	1000
Type T3 - Actual Burden Journal Entries						

Type	Journal-Entry Type	Date	Account	Description	DR	CR
T3	BF	01/28/98	25.8146	Union Fringe	30	
T3	BT	01/28/98	25.8135	FICA Burden	70	
T3	CF	01/28/98	1.4333.FR	Burden Clearing - Fringe		30
T3	CT	01/28/98	1.4333.TX	Burden Clearing - Tax		70
Total					100	100
Type T1 - Disbursement Journal Entries						
T1	AW	02/05/98	1.4205	Wages Payable	1000	
T1	DA	02/05/98	1.1110.PAY	Cash in Bank		880
T1	AL	02/05/98	1.4316	Savings Bonds		50
T1	AL	02/05/98	1.4332	Union Fringe		30
T1	AT	02/05/98	1.4212.EE	FICA Employee		70
T1	AT	02/05/98	1.4212.ER	FICA Employer		70
T1	CF	02/05/98	1.4333.FR	Burden Clearing - Fringe	30	
T1	CT	02/05/98	1.4333.TX	Burden Clearing - Tax	70	
Total					1100	1100

The Search Criteria That the System Uses

Each time that the system creates a journal entry, it follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the system data, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument information.

On the first search, the system uses data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then, one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal type. In addition, you can have a line in an accounting instruction table that has no search criteria other than the journal type. This is the default line.

The system first searches the rules for a specific company. If it finds no applicable rules (matches) for that company, it continues with the rules for Company 00000.

Company 00000 is the default company in all of the AAI tables. Always start by setting up generic entries in Company 00000. Such entries provide a source for default accounts for all of the various types of journal entries. After you complete table entries for Company 00000, you can set up other companies. Entries for other companies should only be exceptions to the generic rules set up under Company 00000.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

Setting Up AAls for Payroll and Time Accounting

You set up automatic accounting instructions (AAls) for Payroll and Time Accounting to automatically assign account numbers to the journal entries created in the system. When you set up AAls, you specify a series of rules for the system to use to charge time, labor, and equipment billing to certain accounts.

You can set up AAls for each company and for the default company (Company 00000). It is important to set up AAls for Company 00000 first so that the system can use these AAls if it cannot find AAls for a specific company. However, you cannot set up a business unit for Company 00000 because each business unit can be attached to a different company.

The rules are flexible and changeable within the payroll cycle. For example, labor distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. You can also define instructions for labor distribution at the employee level for certain employees that need separate instructions.

In addition to defining instructions in the individual AAI tables, you can also set up rules for how the system summarizes journal entries.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

Depending on how you set your processing options, you can use either of two formats to set up and edit AAls: use the multiple edit format to set up and edit a group of AAls, or set up and edit a single AAI by using the single edit format.

Setting Up AAls for Labor, Billings, and Equipment Distribution

You set up AAls for direct labor, billings, and equipment distribution to define accounts for transactions related to labor, labor billing (recharge), and the use of equipment. You do this by defining search criteria for employee or timecard information and the account number information for the system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

You can set up AAls separately for each company. Always set up generic instructions in Company 00000 first. When searching for AAls, the system searches for a specific company. If it finds no AAls for the specific company, it uses the AAls defined for Company 00000.

The minimum information that you need to set up an AAI is the journal type. When you set up direct labor, billings, and equipment distribution AAls, the following are the minimum setup requirements for journal type:

Payroll labor distribution (LD)	Required if you use employee hourly and salary rates
Labor billing distribution (RD)	Required if you use billing (recharge) rates
Equipment distribution (ED)	Required if you use equipment rates

The system accesses this AAI table during time entry as well as during pre-payroll when it creates timecards for autopay employees. The system uses the values from the timecard, which obtains the values from the Employee Master table (F060116), other sources, or the overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

Note

If you enter an account number in an AAI table, you must first set up that account number in your chart of accounts. When you enter timecards for employees, the system allows you to enter any account number that is set up in your chart of accounts, regardless of whether the account is set up in your AAI tables. When you run the journal entries step of the payroll-cycle process, you will receive errors on your Journal Batch Proof Report for any timecards that contain account numbers that were not set up in the AAI tables. You must either change the account number on the timecard to reflect an account number that is set up in the AAI table, or you must add the account number to the AAI table. After you make the account number corrections, you must reprocess the timecards through pre-payroll.

Search Criteria for Labor Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of labor, billings, and equipment entries. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the search criteria defined in the AAI for labor distribution and attempts to match the AAI search criteria to the appropriate journal type.
2. On each successive pass the system drops a value and uses a different combination of data fields for the search criteria.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example identifies the search criteria that the system uses to match information from the timecard for a specific company:

Business Unit	Union	Job Type	Job Step	Pay Type	Journal Type
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD

Business Unit	Union	Job Type	Job Step	Pay Type	Journal Type
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

The following example identifies additional search criteria that the system can use to match information from the timecard for Company 00000:

- On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and attempts to match these search criteria fields to the appropriate journal type.
- On each successive pass, the system drops a value and uses a different combination of data fields as search criteria.
- Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default journal type, LD.

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

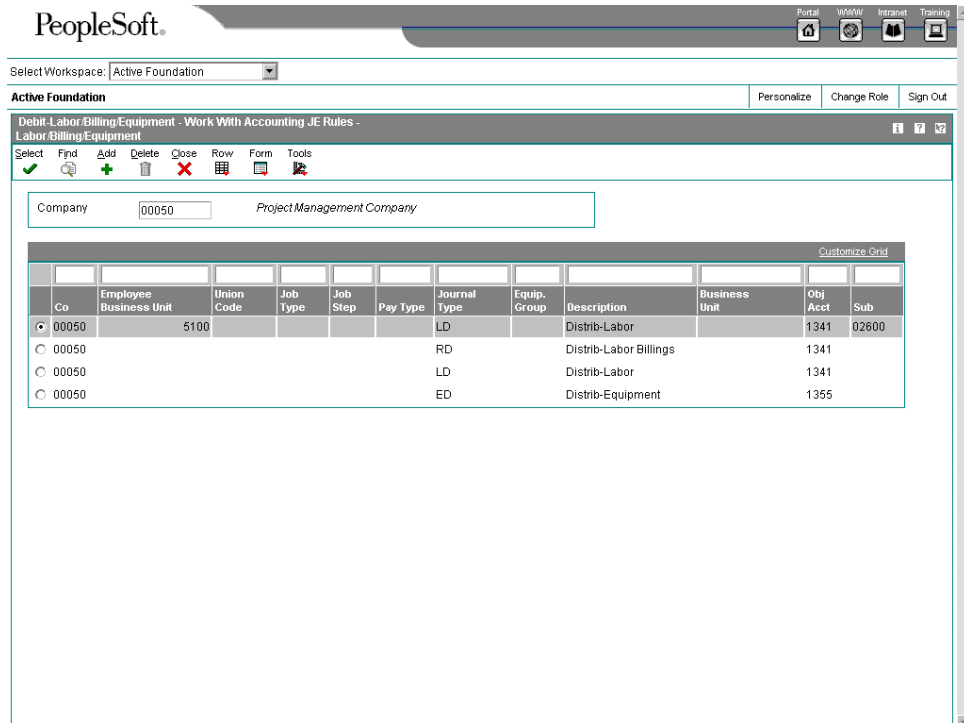
Before You Begin

- Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAls whether you are adding single or multiple accounts. This task demonstrates how to set up AAls for multiple accounts.

► To set up AAls for labor, billings, and equipment distribution

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Labor/Billing/Equipment.

1. On Work With Accounting JE Rules - Labor/Billing/Equipment, click Add.



2. On Revise Multiple Labor/Billing/Equipment, complete the following fields:
 - Company
 - Journal Type
 - Obj Acct
3. Complete the following optional fields:
 - Employee Business Unit
 - Union Code
 - Job Type
 - Job Step
 - PDBA Code
 - Business Unit
 - Sub
4. Click OK to save the record.

See Also

- *Entering Default Journal Types in the Time Accounting Guide*

Processing Options for Debit-Labor/Billing/Equipment (P069043)

Default

1. Enter a '1' for the program to use the Multiple Entry form when selecting a record or when the ADD button has been pressed. When left blank, the program will use the Single Entry form when a selection has been made or when the ADD button has been pressed.

Setting Up AAIs for Burden and Premium Labor Distribution

You set up AAIs to define accounts for actual burden, flat burden, and premium time transactions for labor distribution. You can choose a hierarchy method that controls the search criteria by which the system searches for accounts.

You can set up AAIs separately for each company. The system searches for a specific company first. If it finds no instructions for the specific company, it searches for Company 00000. Always set up generic instructions in Company 00000.

Burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include the following:

- Payroll taxes and insurance (PTI) - Company-paid taxes and insurance, such as workers compensation insurance
- Fringe benefits - Company-paid benefits, such as health insurance and company contributions to a 401(k) or RRSP plan

The following table provides information that you should consider before you set up AAIs that are associated with burden:

Flat burden considerations

Flat burden:

- Is an estimate that is a predetermined percentage of an employee's gross wages. This estimate is approximate to actual burden costs.
- Distributes the expense in the same amount throughout the entire year.
- Can be calculated per employee, union, or business unit for each timecard during time entry.
- Is not calculated for lump sum amounts.
- Is a median calculation of actual burden for the year.

Actual burden considerations

Actual burden:

- Is heavier at the beginning of the year until limits are reached. Examples in the U.S. are FICA, FUI, SUI, and SDI.
- Can be turned on and off by company to complete the calculation.

Burden considerations for the Time Accounting system

The Time Accounting system calculates flat burden instead of actual burden.

The following graphic illustrates how expenses are distributed throughout an entire year according to flat burden and actual burden:

When you set up flat burden distribution debit instructions, you must, at a minimum, include the following journal type code:

- FB - Flat burden

When you set up premium labor debit instructions, you must, at a minimum, include the following journal type code:

- PR - Payroll premium labor distribution

You can specify whether the system splits the premium portion of overtime and creates separate journal entries for straight time versus premium time.

When you set up actual burden distribution debit instructions, you must, at a minimum, include the following default journal type codes:

- BF - Burden fringe benefits for actual burden

Use this journal type for the burden fringe benefits that you do not want to distribute separately. The system uses the account number associated with this journal type when it does not find an entry for a specific fringe benefit.

- BT - Burden taxes for actual burden

Use this journal type for the burden taxes that you do not want to distribute separately. The system uses the account number associated with this journal type when it does not find an entry for a specific tax.

Search Criteria for Burden Fringe

The system uses certain fields as search criteria to determine a valid account for the distribution of burden fringe entries. The system searches the AAIs for a specific company according to the following sequence:

1. On the first pass, the system compares the time entry record's business unit, object, subsidiary, PDBA code, and journal type to the search criteria defined in the AAI for burden fringe, and attempts to match the AAI search criteria to the appropriate journal type.
2. On the second pass, the system searches for business unit, object, subsidiary, and journal type.
3. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following table illustrates how the system can match information from a timecard for a specific company for burden fringe:

Timecard Business Unit	Timecard Object	Timecard Subsidiary	PDBA Code	Journal Type
1	1340	02200	1000	
1	1340	02200		BF
1	1340		1000	
1	1340			BF
	1340		1000	
	1340			BF

The following table illustrates how the system can match information from a timecard for Company 00000.

Timecard Business Unit	Timecard Object	Timecard Subsidiary	PDBA Code	Journal Type
	1340	02200	1000	
	1340	02200		BF
	1340		1000	
	1340			BF
	00000		1000	
	00000			BF

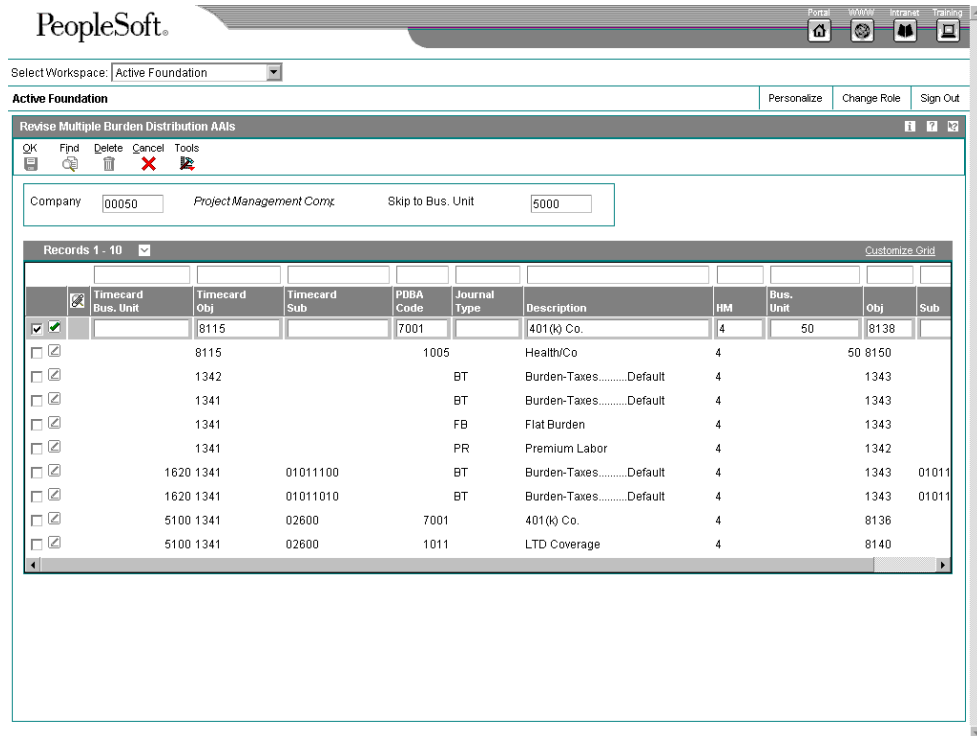
Before You Begin

- ❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAls whether you are adding single or multiple accounts. This task demonstrates how to set up AAls for multiple accounts.

► To set up AAls for burden and premium labor distribution

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Burden/Premium-Labor Dist.

1. On Work With Burden Distribution AAls, click Add.



2. On Revise Multiple Burden Distribution AAls, complete the following fields:
 - Company
 - PDBA Code
 - HM
The Hierarchy Method controls the Business Unit and the Subsidiary values.
 - Obj
3. To set up Company 00000, type 00000 in the following field; otherwise, to set up a specific company, enter a valid object:
 - Timecard Obj
4. For tax types and journal types FB and PR, complete the following field:
 - Journal Type
5. For a specific company, complete the following optional field:
 - Timecard Bus. Unit
6. Complete the following optional fields:
 - Timecard Sub
 - Bus. Unit
 - Sub

7. Click OK to save the record.

See Also

- ❑ *Entering Default Journal Types in the Time Accounting Guide*
- ❑ *Setting Up Company Burden Rules in the Time Accounting Guide*

Processing Options for Debit-Burden/Premium-Labor Dist (P069042)

Defaults

1. Enter a '1' for the program to use the Multiple Entry form when selecting a record or when the ADD button has been pressed. When left blank, the program will use the Single Entry form when a selection has been made or when the ADD button has been pressed.
-

Setting Up Company Burden Rules

You can set up company burden rules to split the premium portion of overtime into a separate journal entry.

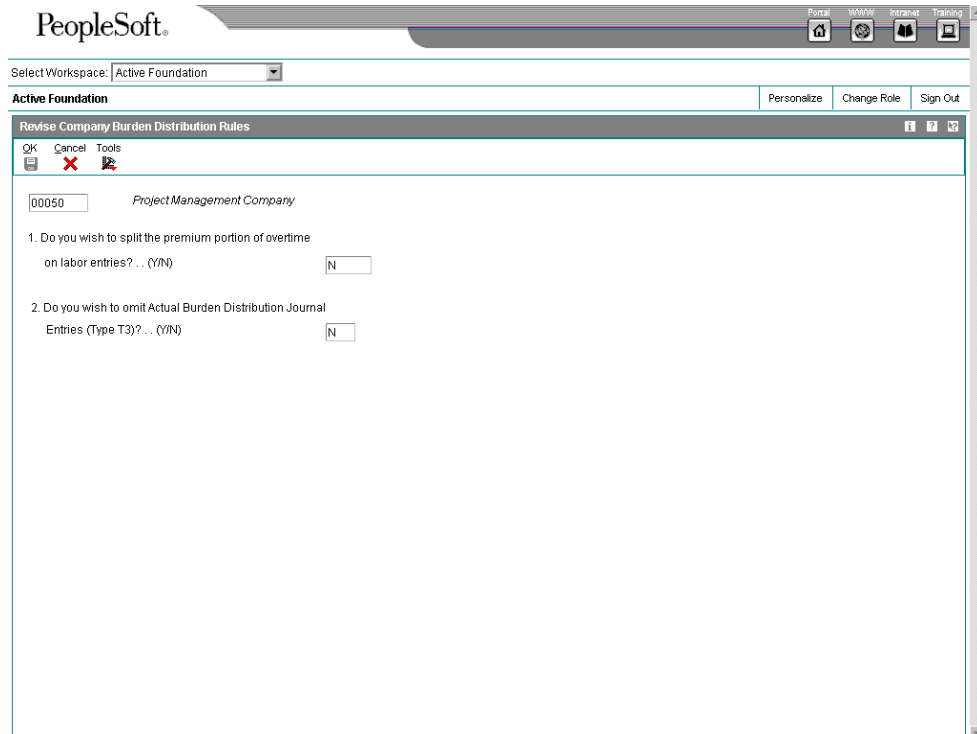
Note

You must set up company burden rules for a specific company. You cannot use Company 00000.

► To set up company burden rules

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Burden/Premium-Labor Dist.

1. On Work With Burden Distribution AAls, complete the following field and click Find:
 - Co
2. Choose a company in the detail area and then choose CO Burden Rules from the Row menu.



3. On Revise Company Burden Distribution Rules, complete the following fields and click OK:
 - Do you wish to split the premium portion of overtime on labor entries?
 - Do you wish to omit Actual Burden Distribution Journal Entries (Type T3)?

Setting Up Business Unit Burden Rules

You can create and store actual burden detail for every timecard. Typically, you need to track this information for government jobs or for auditing by an outside agency. When you set up business unit burden rules, you define a burden rule that applies to a single business unit. This AAI is useful for tracking detailed cost-plus burden expenses by job and business unit.

If you do not set up burden rules, the system creates T3s, but it does not write records to the Burden Distribution worktable (F07241) during the payroll process. If you set up burden rules, the system populates the Burden Distribution worktable (F07241), and updates the Burden Distribution table (F0724) during the final update step of the payroll process.

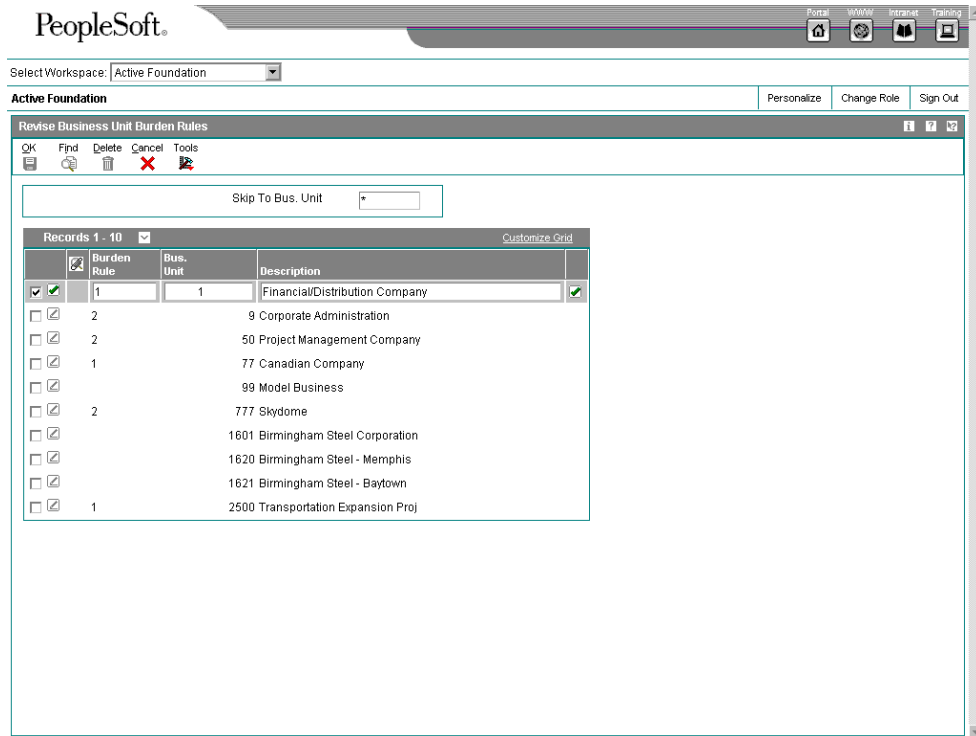
Before You Begin

- ❑ You must set up each business unit for which you want to track burden information in the Business Unit Constants program (P059051A). See *Setting Up Business-Unit Constants* in the *Workforce Management Foundation Guide*.

► **To set up business unit burden rules**

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Burden/Premium-Labor Dist.

1. On Work With Burden Distribution AAls, from the Form menu, choose BU Burden Rules (Business Unit Burden Rules).



2. On Revise Business Unit Burden Rules, complete the following field and click OK:
 - Burden Rule

Setting Up AAls for Cash-in-Bank Account Distribution

You set up AAls for cash-in-bank account distribution to define accounts for payroll disbursements. You can define different accounts for the following types of disbursements:

- Cash disbursements
- Computer checks
- Automatic deposits
- Interim manual checks
- Interim computer checks

When you set up cash-in-bank account distribution instructions, you must, at a minimum, set up the default journal type DP. You can use other journal types when other types of payments are drawn on different bank accounts.

If you create automatic deposits for interim payments, you must set up journal type DD. The Payroll Journal Proof/Edit Report (R05229) lists payments processed with journal type DD as journal type DI. These payments are also created in the Account Ledger table (F0911) under journal type DI.

The system derives cash-in-bank account numbers during pre-payroll processing. If your cash account is incorrect, after correcting the cash account, you must rerun pre-payroll.

The following table lists the various journal types and their purpose (the journal type represents the type of payment):

DA	Automatic deposits
DC	Currency disbursement (cash)
DD	Interim automatic deposits
DI	Interim computer checks
DM	Interim manual checks
DP	Printed computer checks from payroll cycle
DF	Create separate payments by business unit

Note

You set up DF entries only if you want the system to create separate payments for each business unit in which an employee works. To generate separate payments for each business unit, you must create an AAI entry using the DF journal type for each business unit in your organization. Each of these entries must also have a unique account number. Journal type DF is not used to derive the account number for payroll payments. Journal type DF is used to derive temporary account numbers that are unique for each business unit.

For example, if an employee works in two different business units during a pay period, you would set up an entry in the Cash-in-Bank Account AAI table for each business unit using journal type DF. You would also assign a unique account number to each of these entries. Then, by referencing the business unit on each of the employee's timecards, the system would create two separate payments for the employee.

Temporary account numbers from the DF entries are used to create separate payments in one of the following ways:

- Using the Time Entry Interim Generator, the DF account number is assigned to the GL Bank Account field (GLBA) on the payment record in the Payment File table (F07350) when the timecard is added to the Employee Transaction Detail File table (F06116). Separate payments are generated for payment records with different DF account numbers.
- When processing regular timecards, the DF account number is assigned to the GL Bank Account field (GLBA) on the payment record in the Payment File table (F07350) during pre-payroll. Separate payments are generated for payment records with different DF account numbers.

These account numbers are used only during pre-payroll to determine whether separate payments are necessary. The actual cash-in-bank account for the payments is created using the DA, DC, DD, DI, DM, and DP entries in the AAI table.

Search Criteria for Cash-in-Bank Account Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of Cash-in-Bank during pre-payroll processing. The system uses the following sequence to search for AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit and journal type to the search criteria defined in the AAI for Cash-in-Bank accounts and attempts to match the AAI search criteria to the appropriate journal type.
2. On each successive pass, the system locates either the business unit or the journal type.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following table illustrates how the system matches the type of payment and the home business unit for a specific company:

Business Unit	Journal Type
1	DA
1	DP
None	DA
None	DP

The following table illustrates how the system can match the type of payment for Company 00000:

Business Unit	Journal Type
None	DA
None	DP

When the Business unit = none, the journal type can be DA or DP.

Before You Begin

- ❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

► **To set up AAls for cash-in-bank account distribution**

From the Automatic Accounting Instruction Setup menu (G05BT4), choose *Credit-Cash Bank Account*.

1. On Work With Accounting JE Rules - Cash/Bank Account, click Add.

Company: 00050 Project Management Company

<input type="checkbox"/>	Employee Business Unit	Journal Type	Description	Business Unit	Obj Acct	Sub	<input type="checkbox"/>
<input checked="" type="checkbox"/>		DP	Printed Computer Check	50	1110	PAYROLL	<input checked="" type="checkbox"/>
<input type="checkbox"/>		DM	Manual Checks		50 1110	PAYROLL	<input type="checkbox"/>
<input type="checkbox"/>		DI	Interim Checks		50 1110	PAYROLL	<input type="checkbox"/>
<input type="checkbox"/>		DD	Interim Auto Deposit		50 1110	PAYROLL	<input type="checkbox"/>
<input type="checkbox"/>		DC	Currency Disbursement		50 1110	PAYROLL	<input type="checkbox"/>
<input type="checkbox"/>		DA	Auto Dep. Check		50 1110	PAYROLL	<input type="checkbox"/>

2. On Revise Multiple Cash/Bank Account, complete the following fields:
 - Company
 - Journal Type
 - Obj Acct
3. Complete the following optional fields:
 - Business Unit
 - Sub
 - Employee Business Unit
4. Click OK.

See Also

- *Entering Default Journal Types in the Time Accounting Guide*

Setting Up AAIs for Liabilities

You set up AAIs for liabilities to define accounts for the payroll disbursements journal.

At a minimum, you must set up the following default journal type codes when you set up AAIs for liabilities:

AL Accrued liabilities for deductions and benefits

AT Accrued liabilities for payroll taxes

Search Criteria for Liabilities

The system uses certain fields as search criteria to determine a valid account for the distribution of liabilities. The system uses the following sequence to search for AAIs for a specific company:

- On the first pass, the system compares the home business unit PDBA code and journal type of the time entry record to the search criteria defined in the AAI for Liabilities and attempts to match the AAI search criteria to the appropriate journal type.
- On each successive pass, the system uses the business unit or the journal type.
- Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following table illustrates the fields that the system uses as search criteria for a specific company. For tax liabilities, the system matches the journal type and, optionally, the employee's business unit. For PDBA liabilities, the system matches the PDBA code and, optionally, the employee's business unit.

Business Unit	PDBA Code	Journal Type
1		H
1		AT
		H
		AT
1	5000	
1		AL
	5000	
		AL

The following table illustrates the fields that the system uses as search criteria for Company 00000. The system matches the PDBA code; if it does not locate a match, it uses the default journal type.

Business Unit	PDBA Code	Journal Type
		H
		AT
	5000	
		AL

Understanding Distribution Account Fields for Liabilities

You can override the value, or use one of the following constants in the Subsidiary field so that the system can designate distribution account information. You must have valid general ledger account numbers set up.

- *STAT** To move the statutory code to the Subsidiary field for a tax. Use *STAT to charge taxes to specific accounts without having to define each account in the table. For example, the system uses CA for California.
- *EMP** To move the employee number to the Subsidiary field for a DBA.
- *PAY** To move the pay or DBA code to the Subsidiary field.
- *UNION** To move the union code to the Subsidiary field for a DBA.

You can use the following constants in the Subledger field:

- *SBLE** To move the employee number to the Subledger field.
- *SBLP** To move the DBA code to the Subledger field.

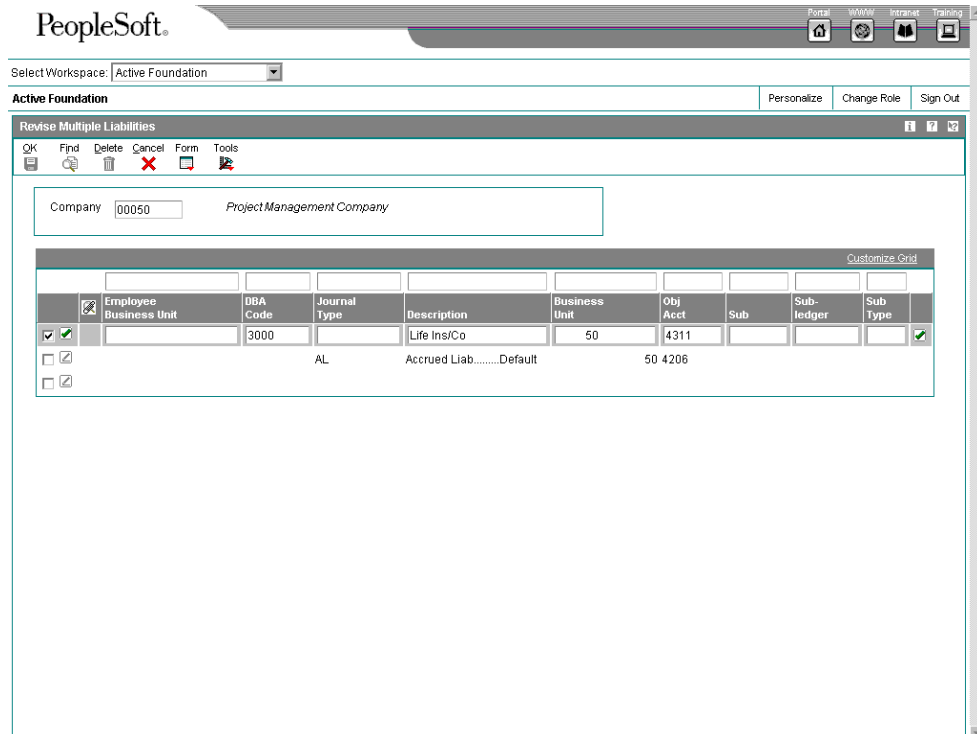
Before You Begin

- Create accounts in the chart of accounts before you add them to your payroll AAls. See *Account Setup* in the *General Accounting Guide*.
- Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAls whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

► To set up AAls for liabilities

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Credit-Liabilities.

1. On Work With Accounting JE Rules - Liabilities, click Add.



2. On Revise Multiple Liabilities, complete the following fields:
 - Company
 - Obj Acct
3. For deductions and benefits, complete the following field:
 - DBA Code
4. For taxes and for AL and AT journal types, complete the following field:
 - Journal Type
5. Complete the following optional fields:
 - Employee Business Unit
 - Business Unit
 - Sub
 - Subledger
 - Sub Type
6. Click OK.

Setting Up AAls for Labor Billings

You set up AAls for labor billings to define accounts for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. Entries for labor billings are generally credit entries. If your company does not use labor billings, you do not need to set up these AAls.

For your most common account distribution, you can use the journal type RO with the appropriate account information to define a default rule for labor billings. The system uses the default rule when it does not find a rule for a specific business unit in a specific company.

Search Criteria for Labor Billings

The system uses certain fields as search criteria to determine a valid account for the distribution of labor billings. The system searches the following AAls for a specific company:

1. On the first pass, the system compares the time entry record's home business unit, charge to unit, PDBA code, and journal type to the search criteria defined in the AAl for Labor Billings and attempts to match the AAl search criteria to the appropriate Journal Type.
2. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default company (Company 00000).

The following table illustrates the search sequence:

Home Business Unit	Charge to Unit	PDBA Code	Journal Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following table identifies the fields that the system uses as search criteria to match information from the timecard to the default company (Company 00000):

Home Business Unit	Charge to Unit	PDBA Code	Journal Type
	501	1	RO
	501		RO
		1	RO
			RO

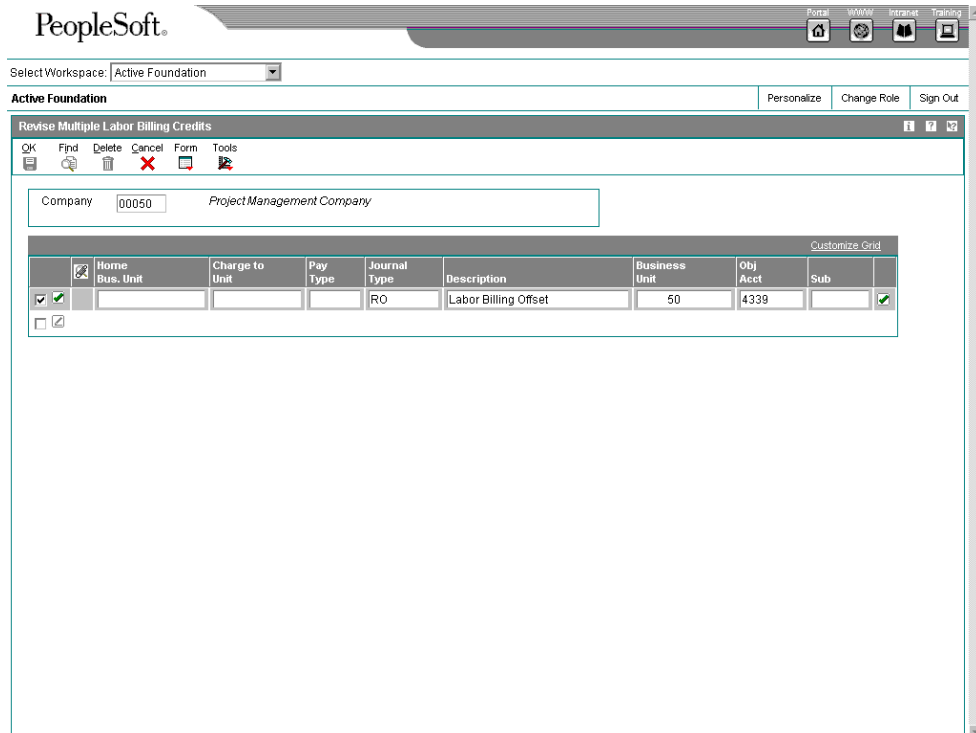
Before You Begin

- ❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAls whether you are adding single or multiple accounts.

► To set up AAls for labor billings

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Credit-Labor Billings.

1. On Work With Accounting JE Rules - Labor Billing Credits, click Add.



2. On Revise Multiple Labor Billing Credits, complete the following fields:
 - Company
 - Obj Acct
 - Journal Type
3. Complete the following optional fields:
 - Home Bus. Unit
 - Charge to Unit
 - Pay Type
 - Business Unit
 - Sub

Note

The Charge to Unit and Home Business Unit fields allow you to account for billing revenue.

4. Click OK.

See Also

- *Entering Default Journal Types in the Time Accounting Guide*

Processing Options for Credit-Labor Billings (P069044)

Default

1. Enter a '1' for the program to use the Multiple Entry form when selecting a record or when the ADD button has been pressed. When left blank, the program will use the Single Entry form when a selection has been made or when the ADD button has been pressed.

Setting Up AAls for Accruals and Clearing

For the Payroll system, you set up AAls for accruals and clearing to define accounts for the following:

- Accrued wages (T1, T2)
- Flat burden clearing (T2)
- Recharge flat burden clearing
- Intercompany settlements (T1-T6)
- Actual burden clearing (T1-T3)

For the time accounting process, you set up AAIs for accruals and clearing to define accounts for the following:

- Accrued wages (T2)
- Flat burden clearing (T2)

When you set up the accrued wages account, you must, at a minimum, include the following journal type code:

- AW - Accrued wages for the labor distribution and payroll disbursements journals

When you set up the flat burden clearing account, you must, at a minimum, include the following journal type code:

- FC - Flat burden clearing for the labor distribution journal

When you set up intercompany settlement accounts, you must, at a minimum, include the following journal type code:

- IC - Intercompany settlements for the actual burden expense, labor distribution, and payroll disbursements journals

When you set up the recharge flat burden clearing account, you must, at a minimum, include the following journal type code:

- RC - Recharge burden relief for the actual burden expense and payroll disbursements journals

When you set up actual burden clearing accounts, you must, at a minimum, include the following journal type codes:

- CF - Burden clearing fringe for the actual burden expense and payroll disbursements journals
- CT - Burden clearing tax for the actual burden expense and payroll disbursements journals

Search Criteria for Accruals and Clearing

The system uses certain fields as search criteria to determine a valid account for distribution of accrued wages, flat burden clearing, intercompany settlements, and recharge flat burden clearing. The system searches the following AAIs for a specific company:

- On the first pass, the system compares the time entry record's business unit and journal type to the search criteria defined in the AAI for Accruals and Clearing and attempts to match the AAI search criteria to the appropriate journal type.
- On the next pass, the system looks only at journal type.
- Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following table identifies the search criteria that the system uses to match information from the timecard for a specific company for clearing tax burden:

Business Unit	PDBA Code	Journal Type
1		H
		H
1		CT
		CT

The following table identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing tax burden:

Business Unit	PDBA Code	Journal Type
		H
		CT

The following table identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing fringe burden:

Business Unit	PDBA Code	Journal Type
1	1000	
	1000	
1		CF
		CF

The following table identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing fringe burden:

Business Unit	PDBA Code	Journal Type
	1000	
		CF

The following table identifies the search criteria that the system can use to match information from the timecard for a specific company for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	PDBA Code	Journal Type
1		AW, FC, IC, or RC
		AW, FC, IC, or RC

The following table identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	PDBA Code	Journal Type
		AW, FC, IC, or RC

Understanding Distribution Account Fields for Accruals and Clearing

You can enter values in the Business Unit and Subsidiary fields when you create AAI tables. However, if you enter an actual value, that value is used in the account number for all journal entries that are created using that entry in the AAI table. You can enter wildcard values in the Business Unit and Subsidiary fields so that the system creates more detailed account information for certain journal entries. The following information can help you determine what values to enter in the account number fields when you set up your AAI tables so that the system can automatically derive detailed account information.

- **Business Unit**
Enter *LABOR in the Business unit field if you want the business unit for all FC journal entries to use the same business unit as the associated labor, even if the employee's home business unit is different.
- **Subsidiary**
Enter *PAY in the Subsidiary field if you want the subsidiary for all CF journal types to be the DBA associated with the journal entry. This feature works for benefits and accrual DBAs only.

If you are creating intercompany settlements during the payroll cycle, enter *CO in the subsidiary field if you want the company associated with the intercompany settlement to be used as the subsidiary for all IC journal types.

Note

If you enter a subledger in the AAI table, you must also enter a subledger type.

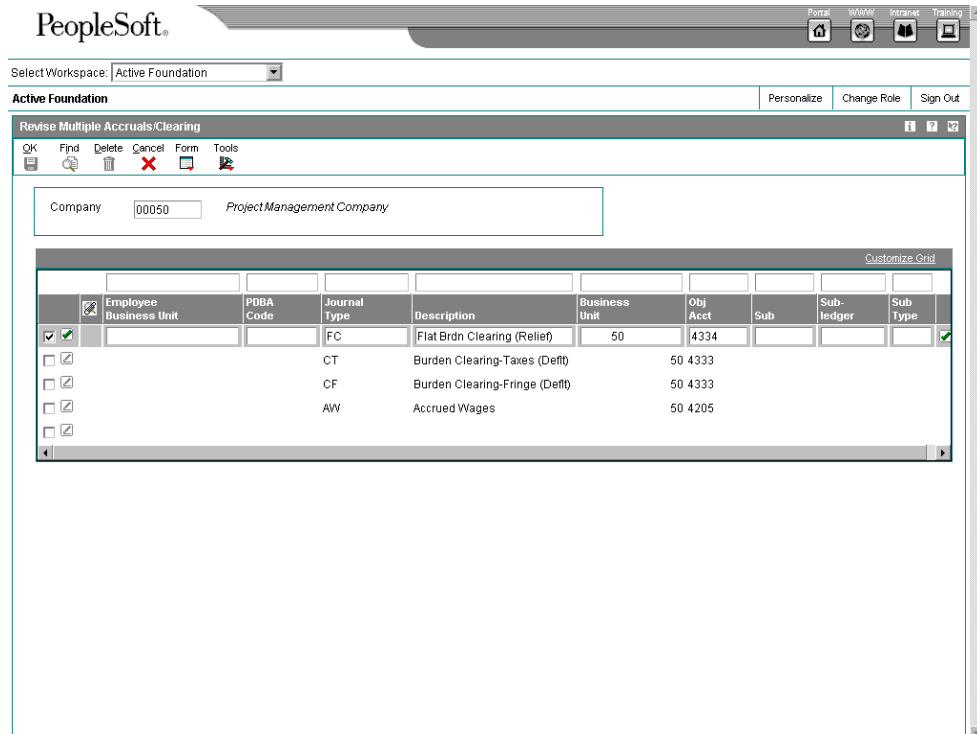
Before You Begin

- Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts at a time.

► To set up AAIs for accruals and clearing

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Dr/Cr-Accruals/Clearing.

1. On Work With Accounting JE Rules - Accruals/Clearing, click Add.



2. On Revise Multiple Accruals/Clearing, complete the following fields:
 - Company
 - Obj Acct
3. Complete one of the following fields, as appropriate:
 - PDBA Code
 - Journal Type
4. Complete the following optional fields:
 - Employee Business Unit
 - Business Unit
 - Sub
 - Subledger
 - Sub Type
5. Click OK.

See Also

- *Entering Default Journal Types in the Time Accounting Guide*

Setting Up Journal Summarization Rules

You set up journal summarization rules to define how the Payroll system summarizes pro forma journal entries before it creates actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

Note

If you use the Time Accounting System to generate journal entries, you can set a processing option in the Generate Timecard Journals program (R052901) to override the journal summarization rules that you set up in this task.

Defining journal summarization rules allows you to do the following:

- Summarize journal entries for specific companies and for Company 00000.
- Create both summarized and detail journals.
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit.

If the system does not find summarization rules for a specific company, it uses those that are set up for Company 00000. If it finds no summarization rules for an account, it assumes full summarization.

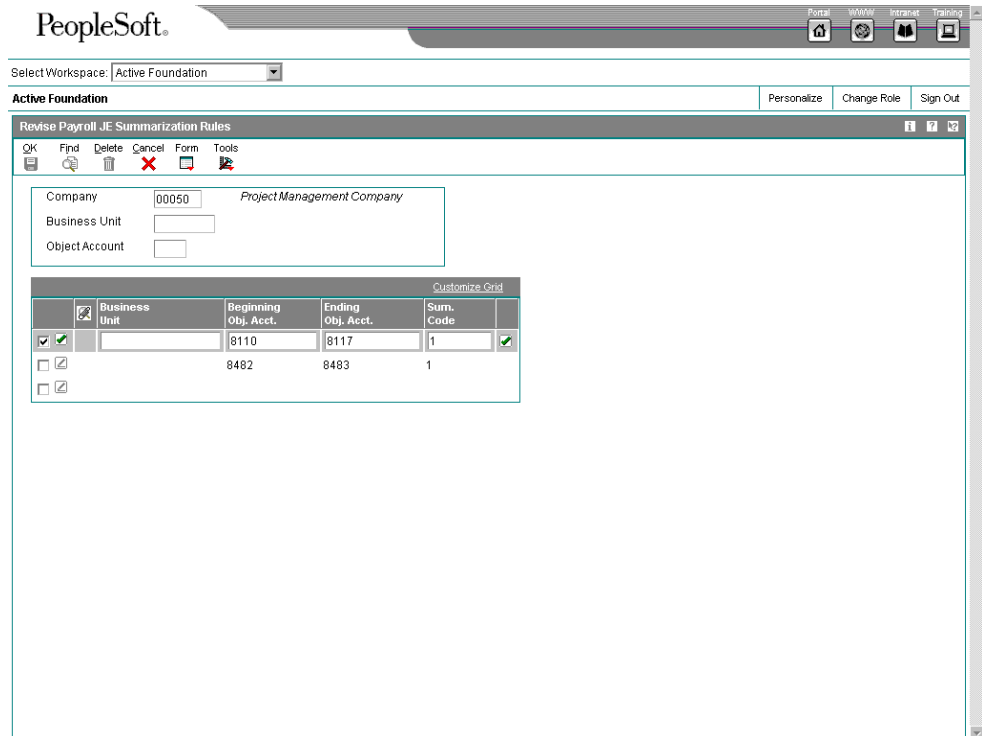
Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which increases processing time. Therefore, J.D. Edwards recommends that you do the following:

- Set up summarization rules for Company 00000.
- Avoid setting up summarization rules at the business unit level.
- Whenever possible, define the same summarization code for each object account range.

► To set up journal summarization rules

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Journal Summarization Rules.

1. On Work With Payroll JE Summarization Rules, click Add.



2. On Revise Payroll JE Summarization Rules, complete the following fields:
 - Company
 - Object Account

3. Complete one or more of the following fields and click OK:
 - Business Unit
 - Beginning Obj. Acct.
 - Ending Obj. Acct.
 - Sum. Code

Entering Default Journal Types

Each AAI table can have a default journal type. For example, LD is the default journal type for the labor distribution table. When the timecard or employee criteria do not match up to any instructions, the system uses the instructions assigned to the default journal type. You can use a default journal type for a specific company and for Company 00000.

The following table lists the default journal types and a description of how each is used:

LD and RD	Use in labor, billings, and equipment distribution tables.
PR	Use in premium labor tables.
RO	Use in labor billings tables.
AW	Use in accrued wages in accruals and clearing tables..
IC	Use in intercompany settlements in accruals and clearing tables
BF and BT	Use in actual burden tables.
AL and AT	Use in liabilities tables.

You can also use a default journal type to indicate that you are missing instructions from a table.

If you set up a default with an invalid account number, the system prints a warning on the Journal Proof report.

► To enter default journal types

From the Automatic Accounting Instruction Setup menu (G05BT4), choose any AAIs form.

1. On any AAIs form, complete the following fields for the default journal type:
 - Journal Type
 - Obj Acct
2. Complete the following optional distribution account fields:
 - Business Unit
 - Sub
3. Click OK.

Intercompany Settlements

If your organization consists of multiple companies and your employees sometimes work in companies other than their home companies, intercompany settlements allow you to expense labor to one company and the associated liabilities to the home company.

Intercompany settlements keep the payroll journal entries for each company in balance by document type. These journal entries ensure that each company's net balance equals zero or that the debits equal the credits.

Example: Intercompany Settlements Using Document Type T2

In this example, assume that an employee, whose home company is Company 1, works in Company 50, business unit 501. The employee's gross wages are 1,000.00. All liabilities are posted to the home company.

Scenario One

Assuming that you *have not* set up intercompany settlements in the Payroll system, the journal entries for the employee are:

- In balance by document type across all companies
- Out of balance by company
- Out of balance by document type within a company

The document type T2 (labor distribution) journal entries for the employee are the following:

Document Type	Journal Type	Account	Description	Debit	Credit
Company 1					
T2	AW	1.4205	Wages Payable		1000
Company 1 Total				00	1000
Company 50					
T2	LD	501.8115	Labor Expense	1000	
Company 50 Total				1000	00
Grand Total				1000	1000

Scenario Two

Assuming that you *have* set up intercompany settlements in the Payroll system, the entries for the employee are:

- In balance by company
- In balance by document type within a company

The document type T2 (labor distribution) journal entries for the employee are the following:

Document Type	Journal Type	Account	Description	Debit	Credit
Company 1					
T2	AW	1.4205	Wages Payable		1000
T2	IC	1.1291.000 50	Intercompany	1000	
Company 1 Total				1000	1000
Company 50					
T2	LD	501.8115	Labor Expense	1000	
T2	IC	50.1291.00 001	Intercompany		1000
Company 50 Total				1000	1000
Grand Total				2000	2000

How Do You Generate Intercompany Settlements?

To generate intercompany settlements for payroll transactions, your Payroll system must be integrated with the J.D. Edwards General Accounting system. You can set up either of these systems to generate intercompany settlements for payroll transactions. You choose the method that works best for your environment.

When you use the General Accounting system to generate intercompany settlements, the system processes all of the balancing journal entries through a single hub (main) company. The hub company is the same for all employees. You can designate the hub company in the intercompany constants for the General Accounting system. If you do not designate a hub company, the post program uses the first company that it encounters as the hub company. Therefore, the hub company might not be the employee's home company.

When you use the Payroll system to generate intercompany settlements for payroll transactions, the system creates the balancing entries before journal entries are posted to the general ledger. The Payroll system ignores the intercompany constants for the General Accounting system and designates the employee's home company as the hub (main) company for processing balancing entries.

Note

Intercompany settlements in the Payroll system apply to document types T1, T2, T3, T4, and T6. They do not apply to document types T5 and T7.

Setting Up Intercompany Settlements in Workforce Management Foundation

You use intercompany settlements if your organization consists of multiple companies and your employees occasionally work in companies other than their home companies. When an employee works in a company other than the home company, the home company typically charges the other company for the employee's labor expenses.

Before you can set up AAIs for intercompany settlements, you should verify that your chart of accounts contains intercompany settlement accounts.

After verifying your chart of accounts, you set up AAIs for intercompany settlements. After you set up AAIs for intercompany settlements, you should create a payroll ID that generates intercompany settlements in the Payroll system rather than in the General Accounting system.

Before You Begin

- ❑ Set up intercompany accounts in your chart of accounts. See [Creating and Updating Your Chart of Accounts](#) in the *General Accounting Guide*.

Verifying Your Chart of Accounts

Before you can set up AAIs for intercompany settlements, you should verify that your chart of accounts contains intercompany accounts.

All intercompany accounts must use the same object number. The subsidiary (the third part of the account number) can represent either the company from or the company to which intercompany amounts are due.

For example, the following table shows intercompany accounts for companies 1, 7, and 50, where 1291 is the object account for intercompany settlements:

Company 1	Company 7	Company 50
1.1291.00007	7.1291.00001	50.1291.00001
1.1291.00050	7.1291.00050	50.1291.00007

You must use the General Accounting system to set up the accounts. Typically, you verify your chart of accounts from the General Accounting system. If you do not have access to the General Accounting system, you can verify your chart of accounts from the AAI tables in the Payroll system. To verify your chart of accounts from the AAI tables, choose the Help function for the business unit, object, or subsidiary fields.

Setting Up AAIs for Intercompany Settlements

You use this AAI table to set up the AAIs for generating intercompany settlements. You define journal types for intercompany settlements so that the system tracks intercompany transactions for each company in your organization. You should set up intercompany settlements for Company 00000 only.

When you set up AAls for intercompany settlements, you do not enter a business unit. When the system creates journal entries for intercompany accounts, it enters Company 00000, in which the journal entry is created as the business unit.

Note

For intercompany settlements to function correctly, you must also set up AAls for accruals and clearing accounts.

Setting Up a Payroll ID for Intercompany Settlements

After you set up AAls for intercompany settlements, you should set up a payroll ID for intercompany settlements. When you use this payroll ID to process a payroll cycle, the Payroll system, rather than the General Accounting system, generates intercompany settlements before posting them to the general ledger.

Use this payroll ID to process payroll for employees who worked in companies other than their home companies. When you process this payroll ID, the system automatically creates balancing journal entries for intercompany settlements.

See Also

- ❑ *Setting Up AAls for Accruals and Clearing* in the Time Accounting Guide for additional information about AAls for intercompany settlements
- ❑ *Creating a New Payroll ID* in the Payroll Guide

Timecard Derivation Sequence

This appendix indicates the sequence that the system uses to derive values for fields on the timecard entry forms. The system first uses the field value that is described in the Step 1 column. If no value exists, the system then uses the field value that is described in the Step 2 column. If no value is found, the system uses the value that is described in the Step 3 column, and so on, until a value is derived for the specified field.

For example, the system derives a value for the Timecard Record Type field as follows:

- Step 1 - The system determines whether a value has been manually keyed into that field on the timecard. If a value has been keyed on the timecard, the system uses this value to process the timecard, and no further action is taken. If no value was entered on the timecard, the system proceeds to Step 2.
- Step 2 - The system tries to retrieve the value that is in the Timecard Record Type field in the Employee Master Information table (F060116). If a value exists in this table, the system uses it to process the timecard and no further action is taken. If no value has been entered in this table, the system proceeds to Step 3.
- Step 3 - The system populates the Timecard Record Type field on the timecard with a default value of 1.

Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Timecard Record Type	Keyed on timecard	Employee Master Information table (F060116)	Default - 1		
Pay Type	Keyed on timecard	Option - U Union Rate table (F069126)	Option - E Occupational Rate table for Regular Pay Only (F060146)	Labor Distribution table	
Date Worked	Keyed on header of timecard	Defaults to Pay Period Ending for autopay			
Home Company	Keyed on timecard	Employee Master Information (F060116)			

Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Home Business Unit	Local Union Override (F0693006)	Keyed on timecard	Employee Master Information (F060116)		
Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Union Code for Wages and Reporting	Keyed on timecard	Local Union Override (F0693006)	Employee Master Information (F060116)		
Job Type	Keyed on timecard	Employee Master (F060116)			
Job Step	Keyed on timecard	Employee Master Information (F060116)			
Labor Distribution Account	Keyed on timecard	Employee Labor Distribution Instructions (for autopay employees)	Position Account Instructions (F081012)	AAIs (F06904)	
Billing Distribution (Recharges)	Keyed on timecard	AAIs for any Missing Element RD (F06904)			
Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Equipment Distribution	Keyed on timecard	AAIs for Object Account ED (F06904)			
Job Location	Keyed on timecard	Business Unit associated with Primary Distribution			

Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Shift Code	Keyed on timecard	Employee Master Information (F060116)			
Shift Differential and Method	Keyed on timecard	Shift Differential table \$/HR or % (F069246)	If Shift Code is blank, retrieve from Pay Type table \$/HR (F0690116)		
Hours Worked	Keyed on timecard	Autopay Instructions	Labor Distribution table		
Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Rate	Keyed on timecard	Option - U Union Rate table (F0609126)	Option - U Occupational Rate table (F060146)	Option - E Occupational Rate table (F060146)	Employee Master Information (F060116)
Base Rate	See explanation at the end of the table.				
Gross Pay	Entered Lump Sum Amount	Calculated			
Flat Burden %	Employee Master Information (F060116)	Option - U Use Union Rate table (F069126)	Labor Distribution Business Unit (F0006)		

Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
W/C Insurance	Keyed on timecard	Labor Distribution Account, update in Cost Code Master (F0901)	Employee Labor Distribution Instructions (F06106)	Option - U Union Rate table (F069126)	Employee Master Information (F060116)
Field on the Timecard	Step 1	Step 2	Step 3	Step 4	Step 5
Work Tax Area	Keyed on timecard	Labor Distribution Payroll Business Unit (F0006)	Employee Master Information (F060116)		
Check Route Code	Keyed on timecard	Employee Master Information (F060116)			
Equipment Rate Code	Keyed on timecard (F1301)	Distribution Account, update in Cost Code Master (F0901)	Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)	Rental Rules table (F1302)	
Equipment Rate	Keyed on timecard	Equipment Rate table			
Bank Account	Defined in Pre-payroll processing option	Interim check entry	AAIs		

The derivation of the base rate depends on the derivation of the hourly rate, as follows:

- If the Union Rates table is used to derive the hourly rate, the base rate is found by dividing the hourly rate by the pay-type multiplier.
- If the Occupation Rates table is used to derive the hourly rate, the same rate is also used as the base rate.
- If the hourly rate is manually entered, the base rate is found by dividing the hourly rate by the pay-type multiplier.
- If the hourly rate is retrieved from the Employee Master Information table, the same rate is also used as the base rate.

