PeopleSoft.

EnterpriseOne 8.10
Human Capital Management Foundation
for the United States PeopleBook

May 2004

EnterpriseOne 8.10
Human Capital Management Foundation for the United States PeopleBook
SKU ERP810HUS0504

Table of Contents

Employee History and Turnover 146

About These EnterpriseOne PeopleBooks Preface

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

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

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

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

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

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

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

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

See Also

PeopleSoft Customer Connection Website, *http://www.peoplesoft.com/corp/en/login.jsp*

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

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

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

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

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

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Overviews

The Human Capital Management system provides a shared database for human resources, payroll, and benefits data. The integrated system provides an effective way to manage this data.

This section provides overview information about the industry environment and about how the Human Capital Management system operates.

Industry Overview

In recent years, an increasing number of companies have discovered the benefits of an integrated human resources and payroll system that provides a shared database for human resources, payroll, and benefits data. Interfaces between these systems can be costly and hard to maintain and can often require a separate support staff. The Human Capital Management Foundation system provides the solution to streamlining the human resources, payroll, and benefits functions.

The Human Capital Management Foundation system does the following:

- Eliminates double entry by using a shared database that can be accessed by multiple departments. For example, when an employee is hired through the human resources department, both payroll and benefits personnel can access the applicable data such as name, address, salary, and benefit elections. This eliminates the need for the payroll and benefits departments to reenter data required by their respective systems.

- Eliminates the need for costly maintenance of interfaces among systems.

- Reduces timing problems because data is available to all authorized users after it has been updated in the database.

- Provides for consistent data because data is entered once and then shared among departments.

- Provides system security to limit use to authorized users. The software offers a variety of security options such as field-level and form-level security. For example, the benefits department might be allowed access to benefits-related fields only and might not have access to non-benefits related fields such as Job Title and Supervisor.

Human Capital Management Foundation: The Competitive Advantage

The following examples present typical problems with tracking human resources, payroll, and benefits information, the PeopleSoft solution to each problem, and the return on investment from using the PeopleSoft Human Capital Management system.

Your company needs to track separate benefit plans for union and nonunion employees.

The Group Plan DBA feature enables your company to group a set of DBAs that are unique to union members, such as union membership dues. Using benefit groups, you can set up a union group so that the eligibility and participation requirements within a union are applied specifically to union members only. You can eliminate errors during data entry by using job and union reports. Using this system, benefit plans are clearly organized and easily administered. HR time and resources can then be dedicated to other projects.

Your company needs to know exactly how much you owe to a benefit provider.

Because the Human Resources, Benefits, Payroll and Accounts Payable systems are integrated, companies can designate at the benefit plan level that an Accounts Payable voucher should be generated based on the employee deductions and employer contributions made for a certain benefit. When you run payroll, all deductions and employer contributions for the benefit are summed up in one total and a voucher is created. The voucher amount is then logged in the Accounts Payable system. Using the Human Capital Management Foundation system increases the accuracy of monies paid to benefits vendors. HR saves time by not having to manually compute payment amounts.

After a merger, your company wants to consolidate the separate payroll and human resources systems.

Using the Alternate Employee Number field, you can keep track of employee numbers that might have existed in another system while assigning a new number in PeopleSoft software. Additionally, unique data that was tracked in a former system can now be tracked in your software using category codes. To enter all employees into your software, you can use the Quick Hire feature. The consolidation of systems reduces duplicated efforts and improves accuracy and consistency of data. You do not need to pay maintenance and service fees for other systems.

Your company maintains multiple systems that do not share a database. Therefore, information common to more than one system can be inaccurate and inconsistent.

Integration of the Employee Master among the Human Resources, Payroll, Benefits and Address Book systems means that data is entered once and shared with other systems. Quick Hire allows for default information to be entered and enables fast, accurate employee entry. Accounts Payable integration provides for a shared database among the Payroll, Benefits and General Accounting systems, so you can generate vouchers for wage attachments and benefits when the payroll is processed. The consolidation of systems reduces duplicated effort and improves accuracy and consistency of data. You do not need to pay maintenance and service fees for other systems.

When large groups of employees are hired at one time, your company has the logistical problem of entering all the new employees into the system.

Using the Quick Hire function, you can enter the employees into the system rapidly with a focused entry method. You can set up Quick Hire so that information that is common to all employees in a group can be supplied automatically to each employee's record. Quick Hire saves time, which means fewer person-hours per project and reduced compensation costs.

Entering paperwork for new employees can be a disorganized and inefficient process that leads to inaccurate and incomplete information.

When you use New Hire Workflow, the process of hiring an employee is documented and followed step-by-step electronically. Tasks and approvals are automated, and rules within Workflow designate the order of the steps. The system streamlines the new-hire process when you set up requirements for how the process will be performed. Waiting time for the completion of certain steps is reduced. New employees can use Employee Self-Service to complete and submit certain new-hire forms such as the W-4. Workflow increases efficiency and saves time so that HR resources can be dedicated to other projects.

When large groups of employees are hired at one time, your company has difficulty keeping track of what company property was issued to whom and when.

Using HCM Employee Setup, HR can document what items are needed for each employee and can set up workflow to notify the appropriate personnel of those needs. When an employee terminates, the Employee Report By Data Type (R080400) generates the Company Property report during Termination workflow to alert HR if outstanding pieces of company property exist that need to be collected before the employee's departure. Keeping track of this information electronically saves time and improves the accuracy of information.

Federal regulations require most companies to notify their state when they hire a new employee. Your company has difficulty keeping track of all the information required to comply with this regulation.

PeopleSoft software provides a standard report that captures the record of each newly hired employee and organizes it into report format based on the requirements of this new-hire regulation. Using this system leads to more accurate and timely compilation of data.

Managing the departure of employees is difficult. Your company needs to understand trends behind turnover statistics.

Using the Change Reason Codes throughout the system, especially at the time of a job change, transfer, or termination, you can identify trends in reasons for departure. Also, the Employee Turnover report (R080430) is a standard report that PeopleSoft software offers to provide information about changes in the workforce. The system saves time and improves the effectiveness of recruiting and retention measures by identifying trends in turnover statistics.

Your company has international locations. You need to maintain strict confidentiality of employee personal information.

The Data Protection Standards fields on the Employee Master designate which employees are covered by the Privacy regulations and the date such coverage came into effect. The system ensures compliance with international data regulations.

Paper-based employee files quickly become overloaded, and notes are attached to documents. Paper-based files are accessible only at the site in which they are physically housed.

You can set up Supplemental Data for any item or process that you want to track. You can attach additional text or objects to the employee record with Supplemental Data and throughout the system. Any user with the security rights to access these items can review notes or referenced documentation that is attached to a record. The system saves space within a paper personnel file and improves HR efficiency by providing one place to look for all similar information.

Your company needs to keep track of who works when.

On the Employee Payroll Revisions form is a field for Work Schedule. The values within this field are user defined, so you can set up each schedule available to your employees and attach that schedule to the employee record. Efficiency is improved because you can quickly access schedules to learn who is currently on shift. You also save time researching schedules.

Your company needs to complete and track the scores of skills, personality, and employment tests to evaluate applicants before hiring them and employees before promoting them.

Your company can set up Supplemental Data for tests taken and scores achieved. You can then access this information through Multi-Skill search to determine what applicant or employee is qualified for a certain task. Competency Management tracks achievements such as passing tests or becoming proficient in a certain skill. The system saves time by storing information electronically. Tracking and comparing results is easier, more accurate, and more standardized.

Your company needs to keep track of the reporting relationships of field employees.

You can easily look up, change and review reporting relationships using the Employee and Supervisor Relationships tree. You can save time researching reporting relationships. You can easily and accurately build organizational charts. Because you can quickly enter changes, the structure stays current.

Processing a termination is inefficient and prone to error.

Termination Workflow automates the processes involved in a termination. When termination workflow is enabled, notification is sent to all appropriate personnel as soon as the termination date is reflected on the employee record.

Keeping up with the data needed to maintain governmentally mandated plans is an immense project.

To ensure compliance with governmentally mandated plans, you can track data that is updated annually for existing employees, former employees, and applicants. Ethnicity, gender, veteran status, and disability status are all items that you can track. You can use this information and reasons for change, turnover statistics, date changes, and other country-specific data changes within the Employee Master to compile statistics needed for governmentally mandated plan reports. Various reports are available to summarize each category of information. The system saves time and research effort that is usually spent compiling data.

Human Capital Management Foundation Overview

The Human Capital Management system provides a versatile, cost-effective, and timesaving solution for managing your employee information and accounting for employee time worked. You use this system to track information that human capital management users typically share. If you are not using the PeopleSoft Payroll system, you can use Human Capital Management as a stand-alone time and labor tracking system.

You can use this system to do the following tasks:

- Track employees and employee job information.
- Enter time for employees.
- Manage your worldwide labor expenses and billings.
- Track job costs by creating journal entries for the general ledger.
- Streamline your hiring processes.
- Set up the deductions, benefits, and accruals (DBAs) that you use during payroll processing and benefits administration.

See Also

- ❑ *Time and Labor Overview* in the *Time and Labor Guide* for more information about time and labor programs

System Integration

The Human Capital Management Foundation system contains the central databases for all information that human resources and payroll users typically share. For example, you use the foundation system to track the following information:

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

An integrated, central database means that, when the human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database accomplishes the following:

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

Both human resources and payroll users can enter information into the Human Capital Management Foundation system. However, to prevent unauthorized access to confidential information, you can set up system security that allows users to access only the information that they need for their jobs.

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

The following illustration shows how the Human Capital Management Foundation system supports human resources, benefits administration, and payroll:

Workforce Management System Integration

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

Benefits
- Benefits Administration
- Benefits Setup
- Employee Self-Service

Human Resources
- Application Information
- Position Control

To simplify your processes and facilitate communication within your organization, the Human Capital Management Foundation system also integrates with the following PeopleSoft systems:

Address Book

The Address Book system contains employee names, addresses, and tax IDs.

General Accounting

If you are using the Human Capital Management Foundation system for stand-alone time and labor tracking (that is, you are creating timecards, but not processing them using PeopleSoft Payroll), you can set up the foundation system to integrate with the General Accounting system. This integration allows you to update general ledger transactions and account balances. The foundation system can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on your labor accounts and summarize your liabilities and cash accounts.

Job Cost

You can use the Human Capital Management Foundation system to enter labor and equipment time by day. Then you can use the Job Cost system to analyze the labor and equipment costs for a job.

Service/Contract Billing

You can use the Human Capital Management Foundation system to enter labor and equipment time by job (business unit). Then you can use the Service/Contract Billing system to do the following:

- Bill customers for the labor and equipment expenses that are associated with the job
- Bill customers for payroll burden expenses
- Bill customers for contract time that is associated with the job

Equipment/Plant Maintenance

You can use the Human Capital Management Foundation system to enter labor and equipment time. Then you can use the Equipment/Plant Maintenance system to do the following:

- Charge a job for use of equipment
- Track labor for equipment maintenance
- Track labor for work orders

Work Orders

You can use the Human Capital Management Foundation 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.

The following illustration shows how the Human Capital Management Foundation system integrates with other PeopleSoft systems:

Workforce Management Integration With Other Systems
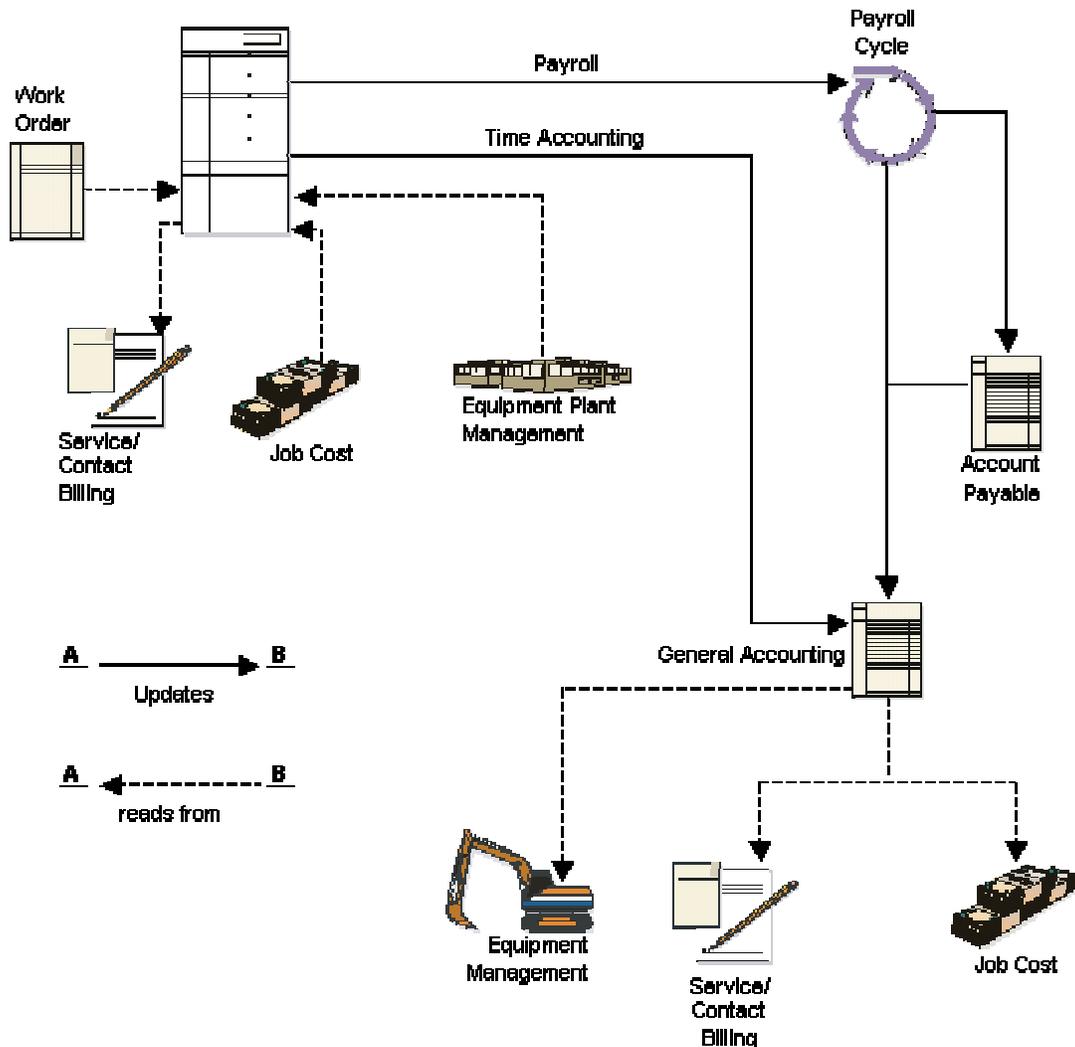
System Features

The Human Capital Management Foundation system provides convenient features that you can use to track employee, job, and time entry information. You can also perform convenient functions, such as the following:

- Future data changes
- Mass changes

Comprehensive Employee Information

You can use your Human Capital Management Foundation system to track comprehensive employee information such as the following:

- Employee pay status
- Government-required information
- Department
- Tax area
- Benefit group

You can also track any additional information that your organization needs, including information that is specific to your business, your industry, or the country in which an employee works. Examples of the type of information that you can track include:

- Job skills
- Education
- Work experience
- Foreign language competency
- Professional licenses
- Government-required information

When management requests information, you can rapidly respond to their needs by creating reports of employee data by department, supervisor, job, or other categories. Or managers can access the database to create their own reports.

Integrated Employee History and Turnover Analysis

You can set up your system so that each time you add or change employee information, the system automatically creates a historical record of the new information.

You can also set up your system to track employee turnover. Turnover is a change that involves movement, such as a promotion, a change in business unit, or employees leaving your company for any reason.

You can use history and turnover information to perform the following tasks:

- Review an employee's salary increases over time.
- Perform turnover analysis for a department or job.
- Track the reason for each change.

You can create activity reports to monitor history and turnover; if a trend develops, you can take steps to identify and resolve the issues.

Complete Job Information

You can track complete job information, including job descriptions and job evaluation information.

You can use job information to perform the following tasks:

- Match individuals to appropriate job openings.
- Compare jobs and pay ranges.
- Meet the standards that support equal pay for equal work.
- Post job descriptions from the database to your internal job listings.
- Analyze jobs to determine appropriate wage and salary ranges.

See Also

❑ *Working with Job Information* in the *Human Resources Guide* for more information about self-service applications

Complete Time and Labor Tracking

You can enter as much or as little timecard information as your organization needs. You can simplify time entry in the following ways:

- Define default job information at the employee or group level.
- Automatically create overtime pay from regular hours.
- Upload time entry information from a third-party source to create timecards.

See Also

❑ *Time and Labor Overview* in the *Time and Labor Guide* for more information about time and labor programs

Parent/Child Relationship Reporting

You can document the structure of your organization and report on the parent/child relationships among employees. For example, a report for top management might show a broad organizational structure, such as branch offices that report to the main headquarters. Individual departments might need a report that shows each employee who reports to a single manager.

Self-Service Overview

Employee and manager self-service are applications that you can purchase in addition to the human capital management products. To use employee or manager self-service, you must have purchased some or all of the human capital management products. Below is a list of the employee and manager applications that you can use based on the human capital management modules that you have purchased:

Human Resources

Employee Self-Service

- Enroll in benefits (open enrollment)
- Review employee personal profile information
- Request a verification-of-employment letter

- Enroll in benefits (based on life events)
- Enter or revise competency information
- Enter automatic deposit information

Manager Self-Service

- Use Managers workbench
- Create organizational charts
- Approve automatic deposit information

- Change an employee status
- Manage compensation
- Review upcoming employee reviews

- Approve bank information for automatic deposits
- Run managers reports
- Setup information for new employees

- Enter data for verification-of-employment letters
- Assign delegates
- Approve competency information

Payroll

Employee Self-Service

- Review pay stubs
- Review and request leave time
- Review and update IRS Form W-4

Time and Labor

Employee Self-Service

- Enter timecards
- Review timecard information

Manager Self-Service

- Review and approve self-service timecards

PeopleSoft EnterpriseOne Human Capital Management Self-Service features enable employees and managers to conduct business, initiate transactions, and obtain needed information with rapid, cost-effective, online access to HR, payroll, and life management functions at any time. These robust features free HR personnel from administrative details so that they can focus on strategic tasks.

Many companies have discovered the benefits of offering self-service features to employees by allowing them to complete tasks online through a company intranet site. Using self-service to streamline administrative processes such as benefits enrollment or time entry, HR departments can dramatically enhance service levels by virtually eliminating labor-intensive, error-prone tasks.

When employees enter changes to their personal information from a workstation or a remote location, they eliminate traditional document handling. Employees and the HR department share the resulting time savings. For example, when employees get married, they might need to change their name, address, tax withholding information, and benefit elections. To change personal information, many organizations currently require employees to fill out paper forms and then submit the forms to the HR department. An HR representative might then review the forms and enter the information into the system. Employees can save time and increase productivity when they use self-service features to enter changes through an intranet site. The HR department can eliminate redundant processes, lower expenses, and reduce errors when staff members process the changes electronically. When employees enter new or updated information, the system records the changes in a temporary workfile. A company representative can then review the changes before posting them to the employee database.

Employees can use self-service features to enter and review the following types of information:

- Name and address
- Emergency contacts
- Dependents and beneficiaries
- Requests for verification-of-employment letters
- Benefits enrollment
- Timecards
- Paid time off
- Leave planning and requests

The system administrator can set up a self-service site on your organization's intranet that focuses only on information that is appropriate for your employees. Managers, supervisors, and administrators can use self-service features to review and update the following information online:

- Upcoming employee reviews
- Organization charts
- Employee compensation
- Employee competencies
- Requests for verification-of-employment letters
- Leave requests, leave accruals, and leave trends
- Employee setup process

Benefits Enrollment Self-Service

You can use self-service features to manage your benefit plans online. You can reduce data entry by implementing self-service benefits enrollment. With benefits enrollment self-service, employees can enroll in or change their own benefits through a web site on your company's intranet during open enrollment, when a new employee is hired, or when an employee has a life change such as marriage.

Some tasks that you can complete using self-service benefits enrollment are:

- Enroll in plans during open enrollment

- Change benefit plans because of a life event

- Enroll dependents and enter beneficiary information

- Print benefits statements

Compensation Management Self-Service

The Compensation Management system provides salary-planning tools that empower supervisors to make salary decisions that are based on real-time information. Supervisors can use a flexible Web tool in Manager Self-Service to recommend adjustments to employee salaries using the budgets, rules, and approval requirements that are defined by Human Resources. Compensation management self-service features give HR personnel more control over the salary-planning process while freeing them from administrative tasks that are historically associated with salary planning.

Benefits for HR include the following:

- Rules engines allow HR to define the parameters under which supervisors can operate and remove HR from the process of manually looking for any activities that are outside the guidelines.

- Real-time information automatically updates supervisor rosters and budgets.

- Online forms prevent lost spreadsheets, therefore saving time and preventing security risks that are associated with mailing employee information.

Benefits for supervisors include the following:

- Web interface allows supervisors to plan salaries or approve recommendations from any location.

- Real-time information gives supervisors the most current data on which to base decisions.

- Online guidelines with visual indicators help supervisors make informed decisions and give them instant feedback on their recommendations.

- Summary information tells the supervisors immediately how they and their subordinate supervisors are doing against their budgets.

- Upper management can view the progress of the staff from a budget and salary review perspective.

The Compensation Management system can improve the salary review process for the Human Resources Department and management.

Competency Management Self-Service

Competency management is a method of categorizing and tracking the qualifications that employees have that make them competent to perform their job duties. You can use competency management to identify employee competencies (competencies that employees possess) and job competencies (competencies that the organization requires to perform a specific job within the organization). Employees can use competency-management self-service features to update their competency information, such as a training class attended, through a Web site on their company's intranet site. Managers can use self-service features of the Manager's Workbench program (P08712) to review employee competencies.

Benefits for employees include the following:

- Direct access to periodically review competency requirements for a job

- Direct access to review and update personal information

- Accurate, current information in the system that can be used for performance reviews, salary adjustments, or consideration for job changes

Benefits for managers include the following:

- Accurate information for employee performance appraisals, salary reviews, and job changes

- Reduced work requirements to review changes with each employee and input changes into the system

- Current information that can be shared with and used by PeopleSoft EnterpriseOne Performance Management software

Benefits for HR include the following:

- Provides accurate, real-time information updates to employee records without labor-intensive input

- Eliminates manual tracking of employee competency information

- Improves ability to accurately and impartially evaluate employee job changes

- Provides required data to track, categorize, and analyze workforce strengths and gaps

Global Leave Administration Self-Service

Global leave administration provides a convenient approach that employees can use to plan and review leave time. Employees can use self-service features to plan for vacations and other types of leave, create "what if" scenarios, and review used leave time.

Global leave administration also provides convenient leave management and tracking tools. Managers can use self-service features to track leave history, review requested leaves, and manage leave trends.

Employee Quick Hire

You can configure the New Hire Setup Workflow process to meet the needs of your organization. For example, you can set up workflow to send a message to the appropriate manager for an approval when a manager enters an employee salary amount that exceeds a predetermined amount. To automate workplace setup tasks for a new employee, you might choose to require approval at the process level or at the task level. You might also choose to escalate certain tasks if the designated individuals do not complete the tasks in an appropriate time frame.

When adding an employee using the employee quick hire program, the system automatically sends an e-mail message to the appropriate supervisor, requesting the supervisor to identify the setup tasks necessary for the employee. The system determines which supervisor to e-mail based on predetermined position relationships.

To respond to the e-mail request, the supervisor identifies setup tasks and approves the employee setup request. The system then initiates the New Hire Setup Workflow process. Sample tasks can also be supplied automatically based on the job type. The New Hire Setup Workflow process sends e-mail messages to the individuals in your organization who are responsible for completing the necessary tasks.

System Integration for Self-Service

Workflow is an integral part of many self-service features. Workflow management is a software approach that you can use to automate tasks, such as notifying a manager that a requisition is waiting for approval, using an e-mail-based process flow across a network. Workflow can send messages and approval forms to employees as a part of the process. Workflow can also e-mail one person or a group of people, or it can escalate a message that has not been answered within a certain time frame to another employee mailbox.

Your organization can set up self-service features to automatically initiate workflow processes. The employee setup process, for example, is a workflow-based process that distributes a series of tasks, approvals, and work orders to accomplish many of the setup requirements for a new employee. Managers can use the self-service employee setup feature to authorize computer equipment, set up office space, and issue a parking permit for a new employee. After a manager initiates the employee setup process, workflow displays the progress status for each task and notifies the manager when tasks are not completed within scheduled time frames.

You can also take advantage of self-service and workflow integration when an employee address change reflects a move to a different taxing locality. You can set up a workflow process that automatically responds to the locality change and e-mails a notification message to the payroll department.

Some additional tasks that you can automate by using workflow include the following:

- Discontinuing benefits and issuing a final check when terminating an employee
- Approving a requisition
- Changing an employee salary
- Initiating new employee setup
- Reviewing upcoming employee reviews by supervisor
- Processing verification-of-employment letters
- Approving a self-service tax form
- Reviewing changes in auto-deposit information

The following changes are examples of advantages that you can enjoy with the integration of self-service features and workflow:

- Eliminating redundant data entry
- Managing current, accurate information across all business operations
- Freeing personnel from administrative details

To prevent unauthorized access to confidential information, you can set up system security to allow users to view and change only their personal information, and information that they need for their jobs.

See Also

❑ *Employee Self-Service* in the *Human Capitol Management Self-Service Guide* for more information about self-service applications

Tables Used by Human Capital Management Foundation

The following list includes the primary tables in the Human Capital Management Foundation system:

Address Book Master (F0101)	Contains name and address information for all employees. This information has a search type of E (Employee).
Employee Master Information (F060116)	Contains detailed information about employees, such as salary, pay grade, birth date, and job type.
Employee Master Additional Information File (F060120)	Contains additional information about each employee.
Employee Master - International Data (F060117)	Contains country-specific information about each employee.
Future Data EE Master Revisions (F06042)	Contains future changes to employee master records.
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.
HR History (F08042)	Contains employee history records for each employee master field.

Supplemental Database Setup (F00090)	Contains data types and their respective column headings. Use these data types to specify the types of supplemental information that you want to track for jobs, employees, applicants, and requisitions.
Supplemental Data (F00092)	Contains multiple values with a specific type of data for individual applicants, employees, jobs, and requisitions.
Payroll General Constants (F069096)	Contains default information that applies to all Human Capital Management payroll records in the system. This table also contains default information that applies to specific modules.
HR History Constants (F08040)	Contains default information that applies to all Human Capital Management records in the system. This table also contains default information that applies to specific modules.

Employee Information

Before you can analyze and report on employee information, you must create a record for each employee. This record contains personal, company, job, tax, and pay information about the employee. You also need to enter certain employee information so that employees can receive their payments.

After you create a record of employee information, you can do the following:

- Make changes, corrections, or updates.

- Review the information as necessary.

- Process a timecard for the employee.

- Process the employee in a payroll.

- Terminate the employee.

- Rehire the employee.

To simplify the process of managing employee information, you can set up your system for employee self-service. Employee self-service enables employees to update certain information in their employee records, such as addresses and emergency contacts.

Hiring Employees

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

- Adding employee records one at a time

- Adding multiple employee records

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

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

Adding Employee Records One at a Time

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

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

Note

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

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

Prerequisite

❑ Review the processing options for each program in this series of tasks. They define how much information you must enter. For example, processing options for organizational assignments define whether the Job Information table (F08001) supplies default job information when you add or change employee information.

❑ In the Address Book system, review the processing options for the Fixed Asset Constants program (P001012) to ensure that the tax ID is set to appear.

Entering Basic Employee Information

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

► **To enter basic employee information**

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

1. On Work With Employee Information, click Add.

2. On Employee, complete any of the following employee identification fields that are not already supplied by the system:

   - Security Business Unit
   - Home Company
   - Pay Frequency
   - Pay Status

- Original Hire Date
- Date Started
- Country

3. To enter benefits information, complete any of the following fields that are not already supplied by the system:

   - Employee Benefit Status
   - Benefit Group
   - Participation Date

4. To include additional employee identification information, complete the following optional fields:

   - Alternate Employee No
   - Check Route Code

5. Complete the following fields if the system displays them for your country of preference:

   - Data Protection Code
   - Data Protection Date

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

Employee Information - Employee

Cancel   Con't   Form   Tools
✕   ⚙   📋   📝

| Employee Number | 12346 |
| Employee Tax ID | |

Alternate Employee No		
Security Business Unit	1	*Financial/Distribution Company*
Home Company	00001	*Financial/Distribution Company*
Check Route Code		*Default value*
Pay Frequency	S	*Semi-Monthly*
Pay Status	0	*Active*
Employee Benefit Status	A	*Active*
Benefit Group	SALARY	*Salary Employee Benefit* Participation Date

Original Hire Date	01/03/05	Date Started	
Leave Begin Date		Leave End Date	
Expected Recall Date		Termination Date	
Date Pay Starts		Date Pay Stops	

Data Protection Standards

| Data Protection Code | | . |
| Data Protection Date | | |

Upon Termination

☐ Move to Applicant Pool

Country of Employment

| Country | | USA |

6. Click Con't (Continue).

The Address Book Revision form appears.

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

Entering Address Book Information

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

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

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

Note

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

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

See Also

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

Entering Employee Personal Information

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

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

When you need to update employee personal information that has already been entered, you can use the Employee Information program (P0801) on the Employee Management menu (G05BE1) to choose an employee, choose Personal from the Row menu, and enter changes. If your organization uses PeopleSoft self-service software, employees can also enter their own changes.

► **To enter employee personal information**

After you enter basic employee information, you must enter personal information. The system displays the appropriate form automatically.

1. On Personal, complete the following fields:

   • Ethnic Code

   Note

   The system does not display the Ethnic Code field for Canadian employees.

   • Gender
   • Date of Birth

2. Complete any of the following optional fields:

   • Preferred Name
   • Birth Name
   • Name - Employee
   • Additional Name
   • Salutation
   • Suffix
   • Marital Status

- Life Ins. (Annual Salary 1)
- Life Ins. (Annual Salary 2)

3. Complete the following fields if the system displays them for your country of preference (these fields might not appear, depending on the employee's country code):

- Country Of Birth
- Alien Reg. No
- Currency Code
- Employee Age (As of Jan 1st)
- Language
- 1st Nationality-Citizenship
- 2nd Nationality
- 3rd Nationality

PeopleSoft.

Employee Information - Personal

Cancel   Back   Con't   Form   Tools

Employee No.	12436	Broun, Susan

Preferred Name	
Birth Name	
Name - Employee	
Additional Name	
Salutation	Suffix

Ethnic Code	03 *Hispanic*	Gender	F
Marital Status	M	Country Of Birth	
Date of Birth	03/12/56	Life Ins. (Annual Salary 1)	
Alien Reg. No		Life Ins. (Annual Salary 2)	
Currency Code		Employee Age (As of Jan 1st)	
Language			
1st Nationality-Citizenship			
2nd Nationality			
3rd Nationality			

4. Click Continue.

Continue the current process by completing the next form. If you need to return to employee personal information, click Back.

Entering Organizational Assignment Information

After you complete the preceding form, you must enter organizational assignment information.

Organizational assignment information includes detailed information about the employee's work assignment, such as job type, job step, home business unit, performance appraisal types and dates, and employee competency levels.

When you want to review job history for values on this form, first place your cursor in the desired field and then choose the Job Hist. Tracking menu option. To review history for other values on this form that you might be tracking, place your cursor in the desired field and then choose the History Tracking menu option. To track historical information, you must first set up the values that you want to track.

Performance Appraisals and Organizational Information

If you are using the Performance Appraisal module in the Human Resources system to create employee appraisals, the system automatically updates the Last Review Type and Last Review Date fields on the Organizational Assignment form when an appraisal is completed. You can then review the employee's appraisal directly from the Organizational Assignment form using the Performance Appraisal menu option.

For example, if a dispute arose about the level of an employee's salary, a human resource administrator could easily review the employee's record, and also access the employee's performance appraisal directly, to ensure that all necessary information is taken into account.

If no appraisals have been created for the employee, the Performance Appraisal option is disabled.

You can also review current and historical performance appraisals that were completed by a specified supervisor. On the Work With Organizational Assignments form, you choose an employee who is assigned to the specified supervisor, and then choose the Performance Appraisal menu option. You can choose any employee who is associated with that supervisor, regardless of whether that employee has a completed performance appraisal.

For example, human resource administrators might need to verify whether a supervisor has completed all of the performance appraisals for the department. Using this option, you can review all completed appraisals, or all appraisals that have not yet been completed by a specified supervisor.

► **To enter organizational assignment information**

After you enter employee personal information, you must enter organizational assignment information. The system displays the appropriate form automatically.

1. On Organizational Assignment, complete any of the following fields that are not already completed by the system:

   - Supervisor
   - Home Business Unit
   - Mentor
   - Team
   - Position ID
   - Job Type/Step
   - Locality

- EEO Job Category
- Employment Status
- Date Pay Starts

2. To enter job competency information, complete the following fields:

- Organizational Business Unit
- % Competency Achieved
- Last Competency Review Date

3. To enter performance appraisal control information, complete the following fields:

- Perf. Appraisal Level
- Last Review Type
- Last Review Date
- Next Review Type
- Next Review Date

4. Complete the following optional fields:

- Job Title
- Union Code
- Shift Code
- Date Pay Stops

PeopleSoft.

Employee Information - Organizational Assignment

Cancel   Back   Con't   Form   Tools

Employee No.	12436
Date Started	01/03/05

Supervisor	7500	McDougle, Cathy
Home Business Unit	9	Corporate Administration
Mentor		
Team		Default

Position ID		Date in Current Position	01/03/05
Job Type/Step	1M-1	MIS Manager Date in Current Job	
Job Title	MIS Manager-North America		
Union Code	.	Locality	
EEO Job Category	002	Professionals Shift Code	

Employment Status			
Date Pay Starts	01/03/05	Date Pay Stops	

Job Competency

Organizational Business Unit			
% Competency Achieved	0.00	Last Competency Review Date	

Performance Appraisal

Perf. Appraisal Level	0.000		
Last Review Type		Last Review Date	
Next Review Type		Next Review Date	

5. Click Continue.

    If you set the processing options for the Employee Organizational Assignment program (P0801ORG) to use default job information from the Job Information table (F08001), the system displays Job Default Window.

6. If Job Default Window appears, review the information on this form, make any necessary changes, and then click OK.

Continue the current process by completing the next form. If you need to return to Organizational Assignment, click the Back button.

See Also

❏ *Assigning Competencies to Employees* in the *Human Resources Guide* for additional information about employee competencies

❏ *Performance Appraisals* in the *Human Resources Guide* for additional information about creating and reviewing employee performance appraisals

❏ *Employee History and Turnover* in the *Human Capital Management Foundation Guide* for additional information about setting up fields for history tracking

Processing Options for Employee Organizational Assignments (P0801ORG)

Defaults Tab

Use these processing options to determine what default job-related information the system uses to fill in the employee master information record when you add or change the job type for an employee.

The program uses default information from the Job Information table (F08001) and the Business Unit / Job ID. X-Ref table (F08005), depending on which combination of processing options is set.

The Job Information Add and Job Type Change processing options use data in the F08001 table unless the Business Unit/Job ID Information processing options are set to 1 (default). When the Business Unit/Job ID Information Add and Business Unit/Job ID Information Change processing options are set to 1 and there is a matching business unit / job type record in the F08005 table, the union code, benefit group, and workers compensation information comes from the F08005 table. All other data comes from the F08001 table. If there is no matching business unit/job type record in the F08005 table, all data comes from the F08001 table.

The Job Category Add and Job Category Change processing options use data in the F08001 table if a matching job type/step record exists in that table. If no matching record exists, no data is used and no data is retrieved for the Job Information Add and Job Type Change processing options.

The Job Default Window processing options specify the setting that the system uses to automatically provide information from the F08001 table for the Job Default Window (P08JD). The system displays the Job Default Window only when you are entering a new employee into the system.

The Business Unit/Job ID Information Add and Business Unit/Job ID Information Change processing options use data in the F08005 table. If the Job Information Add and Job Type Change processing options are set to 1 and a matching record does not exist in the F08005 table, the system uses data from the F08001 table.

---

1. Job Information Add
   0 = Do not use default data.
   1 = Use default data.

Use this processing option to determine whether the system enters default job information into the employee record when you specify a job type for a new employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and subclass. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

0
Do not use default data.

1
Use default data.

2. Job Information Change

0 = Do not use default data.
1 = Use default data.

Use this processing option to determine whether job information defaults into the employee record when you change a job type for an existing employee.

The application will default pay frequency, union code, EEO job category code, pay class, pay grade, overtime exempt, pay grade step, benefit group, workers compensation, and sub class. (Note: Only union code and EEO job category display on the Organizational Assignment form. The rest of the information is used throughout the Employee Master table.) Valid values are:

0
Do not use default data.

1
Use default data.

3. Job Default Window
   0 = Always Use Default Job Information
   1 = Only Use Defaults to Overwrite Blanks

Use this processing option to specify which of the radio buttons, in the job Default Window, will be selected when first entering the window. Valid values are:

0
To specify the button "Always use default job information"

1
To specify the button "Only use defaults to overwrite blank values'"

4. Job Category Add
   0 = Do not use default data.
   1 = Use default data.

Use this processing option to determine whether job category codes default into the employee record when you specify a job type for a new employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

0
Do not use default data.

1
Use default data.

5. Job Category Change
      0 = Do not use default data.
      1 = Use default data.

Use this processing option to determine whether job category codes default into the employee record when you change a job type for an existing employee.

The application will check F08001 to see if the user-selected job type/step exists. If it does, the application will use any payroll Category Codes (10 in all) associated with the job type/step in the Employee/Job Category Codes form. Valid values are:

0
Do not use default data.

1
Use default data.

6. Business Unit/Job ID Information
      Add
      0 = Do not use default data.
      1 = Use default data.

Use this processing option to determine whether the business unit/job information cross-reference defaults into the employee record when you specify a job type for a new employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

  0 Do not use default data.

  1 Use default data.

7. Business Unit/Job ID Information
      Change
      0 = Do not use default data.
      1 = Use default data.

Use this processing option to determine whether the business unit/job information cross-

reference defaults into the employee record when you change a job type for an existing employee.

The application will use the union code, workers compensation, and benefit group from the F08005 table. (Note: Only union code appears on this application. The remaining two are used in the Employee Master table.) Valid values are:

0
Do not use default data.

1
Use default data.

Versions Tab

Use these processing options to specify the program version that the system uses for Resource Competency Information (P05100), Competencies Gap Analysis (P08008), and Employee Performance Appraisals (P087712). If a custom version does not exist and you do not enter the version number, the system uses the default version of each program.

1. Resource Competency Information Version

    Blank = ZJDE0002
    A valid version

Use this processing option to specify the version of the Resource Competency Information program (P05100) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the Resource Competency Information program, you can use a processing option to specify the Competency Update Event Code.

2. Gap Analysis Version

    Blank = ZJDE0003
    A valid version

Use this processing option to specify the version of the Competencies Gap Analysis program (P08008) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0003.

A program version is a set of user-defined specifications. When you define a version of the Competencies Gap Analysis program, you can set processing options to specify the

audience and a default version of the Job Competencies In An Organization program (P08006).

3. Performance Appraisal Version

   Blank = ZJDE0006
   A valid version

Use this processing option to specify the version of the Employee Performance Appraisals program (P087712) that the system uses. If you leave this processing option blank, the system uses the default version, ZJDE0006.

A program version is a set of user-defined specifications. When you define a program version of the Employee Performance Appraisals program, you can set processing options that control various aspects of the program.

Entering Basic Compensation Information

After you complete the preceding form, you must enter compensation information.

Basic compensation information includes pay information, such as salary, hourly rate, pay class, and pay grade.

When you want to update compensation information that has already been entered, you can choose the Basic Compensation program (P0801CMP) from the Employee Management menu (G05BE1), locate the employee whose record you need to change, and then choose Basic Compensation from the Row menu.

When you want to review job history for values on this form, first place your cursor in the desired field and then choose the Job Hist. Tracking menu option. To review history for other values on this form that you might be tracking, place your cursor in the desired field and then choose the History Tracking menu option. To track historical information, you must first set up the values that you want to track.

► **To enter basic compensation information**

After you enter organizational assignment information, you must enter compensation information. The system displays the appropriate form automatically.

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

1. On Basic Compensation, if the employee is in the salaried pay class, complete the following field:

   - Salary

2. If the employee is in the hourly pay class, complete the following field:

- Hourly Rate

3. Complete the following fields:

- Std Hrs/Day
- Pay on Std Hours
- Std Hrs/Year
- Std Days/Year
- Default Auto Pay Type
- FTE

4. Complete the following fields if your processing options are not set up to use the default job information:

- Pay Class
- Pay Grade/Step
- Overtime Exempt

5. If you want to review pay history information, click in one of the following fields and then choose Pay Hist. Tracking from the Form menu:

- Pay Grade
- Grad Step

Choosing the Pay Hist. Tracking option displays the Pay History Window form. Pay History Window uses information from the Employee Master Information table (F060116) and the Employee Jobs History File table (F060119).

6. If you want to review HR history information, click in any field except Job Type/Step and then choose History Tracking from the Form menu.

Choosing the History Tracking options displays the History Window form. History Window uses information from Employee Master Information table (F060116) and the HR History table (F08042). The data that the system displays, which is based on the menu choices of Job Hist. Tracking and History Tracking, might be different, depending on whether the system option for history tracking is enabled.

7. Click Continue.

The system uses the value that you entered in the Country field on the Employee form to determine if a country-specific form appears next.

Continue the current process by completing the next form. If you need to return to Basic Compensation, click Back.

Processing Options for Basic Compensation (P0801CMP)

Process Tab

Use these processing options to specify whether the system sends a Workflow message when a salary change exceeds the specified amount or percentage. When the threshold is exceeded, the system activates the Employee Salary Change Approval process (EEMAST1) in Workflow. The system updates the new salary change only after the Workflow request is approved.

1. Workflow - Salary Threshold

   0 = Default

Use this processing option to specify an amount that, if the salary is increased by the amount entered or increased by more than the amount entered, then the system initiates the Employee Salary Change Approval Process (EEMAST1) workflow. The system sends an approval message to the workflow recipient, and the salary is updated after the change is approved.

2. Workflow - Salary Percent Change Threshold

Use this processing option to specify the percentage of salary increase at which the system starts the Change Approval Workflow Process (EEMAST1). When the salary is increased to or beyond the percent entered, the system starts the workflow process. The system sends an approval message to the workflow recipient and the salary is updated only after the change is approved.

Entering Country-Specific Information for an Employee

After you complete the preceding form, you must enter country-specific information.

When you enter country-specific information, the system displays fields for only the information that applies to the country code that you entered for the employee. Many of these fields are user-defined fields that you can customize to meet the specific needs of your organization.

Country-specific information includes information that is required only in the country in which the employee works.

▶   **To enter country-specific information for an employee**

After you enter basic compensation information, you must enter country-specific information. The system displays the appropriate form automatically.

1. On National and Fiscal Data - USA, if you set the processing options for Employee Information to require a tax area, complete the following fields:

    -   Tax Area (Work)
    -   Tax Area (Residence)

    Note

    If you use the GeoCoder, the system uses the employee address information to determine the GeoCode for the Tax Area (Residence) field, and uses the GeoCode from the employee's home business unit as the GeoCode for the Tax Area (Work) field. The system automatically populates these fields if there is only one possible GeoCode available for the field. If you are using the GeoCoder to interactively assign tax area information and the fields remain blank, or if you use the batch GeoCoder, see *Assigning Tax Area Information Using the GeoCoder* in the *Human Capital Management Foundation Guide* for additional information.

2. To enter additional tax information, complete the following fields:

    -   School District Code
    -   Work Tax Area Source
    -   Marital Status (Federal)
    -   Marital Status (State)
    -   Marital Status (Local)
    -   Marital Status (Resident)
    -   Source of SUI/SDI Reporting
    -   EIC Status
    -   Tax Method
    -   Worker's Comp
    -   S C

Note

When you enter information for employees in Missouri, you must enter A, H, J, or S in the Marital Status (State) and Marital Status (Resident) fields. If you enter any other codes in this field for employees in Missouri, the system processes information as if the fields were populated with S.

3. To enter government reporting information, complete the following fields:

    • I9 Status

    • Disability

    • Disabled Veteran

    • Veteran

4. Enter any of the following additional fields:

    • Residency Status

    • Region

    • Standard Occ Class

PeopleSoft.

National and Fiscal Data - USA

Cancel Back Finish Form Tools

Employee No.	12346	

First Name Initial	S	Tax Area (Work)	06
Middle Name Initial	L	Work Tax Area Source	
Tax Area (Residence)	06	Region	
School District Code		Standard Occ Class	
Residency Status			

Marital Status (Federal)	M	Marital Status (Local)	M	EIC Status	
Marital Status (State)	M	Source of SUI/SDI Reporting		Tax Method	
Marital Status (Resident)	M				

Worker's Comp			No Workers' Comp C	Disability	N
I9 Status	N			Veteran	N
				Disabled Veteran	N

5. To add the current employee record to the Employee Master Information table (F060116), click Finish.

Continue the current process by completing the next form.

Entering Employee History Information

After you complete the preceding form, you can enter employee history information. You enter this information only if your system is set up to track employee history.

You can set up your system to track employee history when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the HR History table (F08042).

When you need to access the History Window form after the initial hiring process, you can choose the Employee Information program (P0801) from the Employee Management menu (G05BE1), and then choose an employee record. Then, from the Employee form, you can choose History Tracking from the Form menu.

► **To enter employee history information**

After you enter country-specific information, you must enter employee history information. The system displays the appropriate form automatically.

On Change Reason, complete the following fields and click OK:

- Effective On
- Change Reason

If you click Cancel on the Change Reason form, the system does not create a history record. However, the current employee record is saved in the Employee Master Information table (F060116).

Depending on your country of preference, the system might provide an employee tax form.

Entering Tax Withholding and Override Information

After you complete the preceding form, you can enter tax withholding and override information for a new employee or change existing employee information.

When you need to change tax withholding and override information that has already been entered, you can choose Employee Tax Overrides - USA from the Employee Management menu (G05BE1).

You enter tax withholding and override information to indicate the number and type of exemptions that employees claim on their withholding allowance forms. Quantum for Payroll Tax, the tax calculation system that integrates with the EnterpriseOne Payroll system, uses this information to calculate employees' taxes each pay period. The system provides the tax area and tax type for federal income tax (tax type A) with no exemptions and no override withholding amount. If the employee has any exemptions, you must enter the number of exemptions. The system uses the number of federal exemptions to calculate all taxes unless you enter separate override records for state and local taxes.

Quantum for Payroll Tax currently supports percentage or flat amount overrides of federal and state tax calculations for non-supplemental pay. These flat or percentage amount overrides can be taken in addition to the taxes that the system calculates or they can replace the tax amounts that the system would calculate.

When an employee receives supplemental pay along with non-supplemental pay in the same payment, and that employee has tax amount overrides, the system uses the tax overrides when calculating the tax amount to be withheld from the employee's non-supplemental pay and uses the federal supplemental tables to calculate tax for supplemental pay. However, when an employee who has tax override amounts receives a payment containing only supplemental pay, the system disregards the federal tax overrides and taxes the employee using the applicable federal supplemental pay tax rates supplied by Quantum for Payroll Tax. The following examples illustrate the differences in tax results when an employee receives supplemental pay and has tax overrides. Please note that the numbers in the following examples are for illustration purposes only, and are not intended to reflect actual tax amounts as defined by governmental taxation authorities.

Example 1

Employee A has no tax overrides and receives regular gross pay of 2307.33 USD. The resulting tax amount for the payment is 475.33 USD. This example is used to illustrate what the tax amount might be for an employee with no tax overrides and no supplemental pay. If you compare the amounts in this example to those in the following examples, you can see how tax overrides and supplemental pay can affect tax results.

Example 2

Employee A has an additional tax override for 10 USD. The employee receives regular gross pay of 2307.33. The resulting tax amount for the payment is 485.33 USD, which includes the 475.33 USD which is associated with the regular pay, along with the additional 10 USD entered as an override. In this example, the tax override amount is used to calculate the final tax amount.

Example 3

Employee A has no tax overrides and receives regular gross pay of 2307.33 USD along with 250 USD of supplemental pay on the same payment. The resulting tax amount is 544.08 USD, which includes the 475.33 USD associated with the regular pay, along with 68.75 USD, which is the tax amount associated with the supplemental pay.

Example 4

Employee A has an additional tax override for 10 USD. The employee receives regular gross pay of 2307.33 USD along with 250 USD of supplemental pay on the same payment. The resulting tax amount is 554.08 USD, which includes the 475.33 USD associated with the regular pay, the 10 USD tax override, and the 68.75 USD associated with the supplemental pay.

Example 5

Employee A has an additional tax override of 10 USD. The employee receives supplemental pay of 250 USD. The resulting tax amount for the payment is 68.75 USD. In this example, the additional tax override of 10 USD is ignored because the supplemental pay is generated as a single payment.

Caution

If you enter a flat dollar override of 0 (zero) for the Federal A tax, "Statutory Exempt" appears on the employee's year-end tax forms. To prevent the system from calculating federal income taxes without indicating that the employee is exempt from tax, enter 99 for the employee's number of exemptions.

► **To enter tax withholding and override information**

The system displays the appropriate form automatically.

1. On Employee Tax Overrides, complete the following field for the Federal A tax type:

   - Fe Ex

2. Complete any of the following optional fields:

   - Additional Federal Withholding
   - F T
   - E O

   The first record in the detail area is the Federal A tax type. Use it to specify tax exemptions and overrides for federal income tax. The system uses exemptions that you enter into this record for all state and local authorities for which there is no specific entry lower in the detail area. However, the override amounts do not carry forward.

3. To enter an override for a state or local tax, move the cursor to the first blank row and complete the following fields:

   - Tax Area Overridden
   - Tax Type
   - F T
   - E O

4. Complete one or both of the following optional fields for state or local taxes:

   - Fe Ex
   - Tx Cr

5. Repeat steps 5 and 6 for as many tax types as necessary.

6. To add an additional local residence tax, move the cursor to the next blank line, complete the following fields, and then click OK:

   - F T
   - E O

If you set system options to track requisition information, the system displays the Employee Assignment form. Use the Employee Assignment form to update position and requisition information when you add an employee or change an employee job.

Updating Position and Requisition Information

When your system options are set to display the Employee Assignment form, the Employee Assignment form appears after the previous form. You enter the employee's home business unit, job type, or position ID so that the system updates requisition activity and headcount automatically. This is important for forecasting and budgeting.

► **To update position and requisition information**

After you complete the preceding form, you must enter position and requisition information. The system displays the appropriate form automatically.

On Employee Assignment, complete the following fields and click OK:

- Effective Date
- Requisition No. to be Filled
- Filled Requisition Status
- Requisition No. to Detach
- Detached Requisition Status

If the employee fills a requisition with a new position assignment, the system automatically fills the requisition and updates the Requisition Information table (F08102). If the position change opens a requisition, the system updates the Requisition Activity table (F08105) and the Employee Master Information table (F060116).

This task completes the current process.

Processing Options for Employee Master (P0801)

Defaults Tab

Use these processing options to define the defaults for the following fields: Security Business Unit, Tax Area (Residence), and Tax Area (Work).

1. Security Business Unit

    1 = Updates the Address Book
    0 = Does not update the Address Book

Use this processing option to define whether the system updates the Address Book record for the employee with the security business unit that you enter on the Employee form (P0801EMP).

2. Tax Area

    1 = Fields not required
    0 = Fields required

Use this processing option to specify whether the Tax Area (Residence) and Tax Area (Work) fields are required fields when you add or change an employee record. The PeopleSoft Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

    1   Tax area fields are not required. Choose this option only if you are not using the PeopleSoft Payroll system to process payroll for employees.

    0   Tax area fields are required. If you are using the PeopleSoft Payroll system, choose this option.

Versions Tab

Use these processing options to define the versions that the system uses for Organizational Assignment, Basic Compensation, and Address Book Revision forms.

1. Organizational Assignment Version

    Blank = default version

Use this processing option to define the version of the program that you want to use when you add or change information on the Organizational Assignment form (P0801ORG). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Organizational Assignment, you can set processing options that control the type of job information that you want the system to default onto the Organizational Assignment form (P0801ORG) when you add or change an employee record.

2. Basic Compensation Version

    Blank = default version

Use this processing option to define the version of the program that you want to use when you add or change information on the Basic Compensation form (P0801CMP). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Basic Compensation, you can set processing options that control information that the system needs when you have activated the salary change workflow process.

3. Address Book Version

    Blank = ZJDE0002

Use this processing option to specify the version of the Address Book program (P01012) that the system uses when you add or change information on the Address Book Revision form. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the Address Book program, you can set processing options that control how the application functions. For example, you can specify whether the form displays the Tax ID field.

Termination Tab

Use these processing options to define default codes that are supplied to various records when an employee is terminated.

1. Candidate Req Status

Use this processing option to define the user defined code (08/CN) for the candidate requisition status that you use to indicate that an employee record is no longer attached to a requisition. This candidate requisition status must have DET entered in the special handling code field. When you terminate an employee, the system uses the code that you define in this processing option to update the candidate requisition status for all of the requisitions that the employee filled.

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to

automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS)

for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

Use this processing option to define the user defined code (01/TS) for the organizational structure type that you use to indicate the parent/child relationship between terminated employees and their supervisors. The system uses the termination date to update the parent/child relationship. If you leave this processing option blank, the system will not update the parent/child relationship between the terminated employee and the supervisor.

4. Applicant Status

Use this processing option to define the user defined code (08/AS) for the applicant status that you want to assign to terminated employees who will be returned to the applicant pool for future hiring considerations. If you leave this field blank, the system does not assign an applicant status to the terminated employee.

Canadian Tax Tab

Use these processing options to specify tax values for various Canadian taxing authorities.

1. Canadian Tax Credit/ADD

Use this processing option to specify whether the system automatically includes the net Canadian federal tax credit and the net Quebec tax credit when you add a new employee. The amounts that the system includes come from the Net Canadian and Quebec Tax Credit forms. Valid values are:

0
The system does not include tax credits.

1
The system Includes tax credits.

2. Canadian Tax Credit/Change

Use this processing option to specify whether the system automatically includes the net Canadian federal tax credit and the net Quebec tax credit when you change an employee record. The amounts that the system includes come from the Net Canadian and Quebec Tax Credit forms. Valid values are:

0
The system does not include tax credits.

1

The system includes tax credits.

3. Net Canadian Federal Tax Credits

Use this processing option to specify the dollar amount that the system automatically includes for area residence tax information. For federal taxes, find the net amount claimed on your TD1 (Personal Tax Credit Return) and enter that value here.

4. Net Canadian Quebec Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Quebec) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

5. Net Canadian Alberta Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Alberta) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

6. Net Canadian British Columbia Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (British Columbia) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

7. Net Canadian Manitoba Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Manitoba) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

8. Net Canadian New Brunswick Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (New Brunswick) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

9. Net Canadian Newfoundland Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Newfoundland) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

10. Net Canadian Northwest Territory Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Northwest Territory) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

11. Net Canadian Nova Scotia Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Nova Scotia) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

12. Net Canadian Ontario Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Ontario) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

13. Net Canadian Prince Edward Island Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Prince Edward Island) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

14. Net Canadian Saskatchewan Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Saskatchewan) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

15. Net Canadian Yukon Territory Tax Credit

Use this processing option to specify the net claim amount. The net claim amount applies

to federal taxes. This amount comes from the TD1 form (Personal Tax Credit Return). For provincial (Yukon Territory) taxes, the net claim amount comes from the MR-19-V form (Exemptions and Deductions).

U.S. Processing Options for Employee Master (P0801)

Defaults Tab

Use these processing options to define the defaults for the following fields: Security Business Unit, Tax Area (Residence), and Tax Area (Work).

1. Security Business Unit

   1 = Updates the Address Book
   0 = Does not update the Address Book

Use this processing option to define whether the system updates the Address Book record for the employee with the security business unit that you enter on the Employee form (P0801EMP).

2. Tax Area

   1 = Fields not required
   0 = Fields required

Use this processing option to specify whether the Tax Area (Residence) and Tax Area (Work) fields are required fields when you add or change an employee record. The PeopleSoft Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

   1   Tax area fields are not required. Choose this option only if you are not using the PeopleSoft Payroll system to process payroll for employees.

   0   Tax area fields are required. If you are using the PeopleSoft Payroll system, choose this option.

Versions Tab

Use these processing options to define the versions that the system uses for Organizational Assignment, Basic Compensation, and Address Book Revision forms.

1. Organizational Assignment Version

   Blank = default version

Use this processing option to define the version of the program that you want to use when you add or change information on the Organizational Assignment form (P0801ORG). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Organizational Assignment, you can set processing options that control the type of job information that you want the system to default onto the Organizational Assignment form (P0801ORG) when you add or change an employee record.

2. Basic Compensation Version

   Blank = default version

Use this processing option to define the version of the program that you want to use when you add or change information on the Basic Compensation form (P0801CMP). If you leave this field blank, the system enters the default version, ZJDE0001.

A version is a set of user-defined specifications. When you define a version for Basic Compensation, you can set processing options that control information that the system needs when you have activated the salary change workflow process.

3. Address Book Version

   Blank = ZJDE0002

Use this processing option to specify the version of the Address Book program (P01012) that the system uses when you add or change information on the Address Book Revision form. If you leave this processing option blank, the system uses the default version, ZJDE0002.

A program version is a set of user-defined specifications. When you define a version of the Address Book program, you can set processing options that control how the application functions. For example, you can specify whether the form displays the Tax ID field.

Termination Tab

Use these processing options to define default codes that are supplied to various records when an employee is terminated.

1. Candidate Req Status

Use this processing option to define the user defined code (08/CN) for the candidate requisition status that you use to indicate that an employee record is no longer attached to a requisition. This candidate requisition status must have DET entered in the special handling code field. When you terminate an employee, the system uses the code that you define in this processing option to update the candidate requisition status for all of the requisitions that the employee filled.

2. Requisition Status

This processing option applies only if you have set up your system options (P05001S) to automatically create a new requisition when an employee is terminated. Use this processing option to define the user defined code (08/RS)

for the requisition status that you want to assign to the new requisition. If you leave this processing option blank, the system will not create a new requisition when you terminate an employee.

3. Organizational Structure Type

Use this processing option to define the user defined code (01/TS) for the organizational structure type that you use to indicate the parent/child relationship between terminated employees and their supervisors. The system uses the termination date to update the parent/child relationship. If you leave this processing option blank, the system will not update the parent/child relationship between the terminated employee and the supervisor.

4. Applicant Status

Use this processing option to define the user defined code (08/AS) for the applicant status that you want to assign to terminated employees who will be returned to the applicant pool for future hiring considerations. If you leave this field blank, the system does not assign an applicant status to the terminated employee.

Adding Employee Records Using Employee Quick Hire

You can use Employee Quick Hire (P060116Q) to add multiple employee records when you hire groups of individuals that have common job information. Using Employee Quick Hire reduces typing errors and data entry time. You can define the common job information as default information that the system supplies for each employee record that you add. You must also set your processing options to define certain default information and processes related to Employee Quick Hire.

Employee Quick Hire offers a robust capability to track various types of user-defined information. Thirty category code fields are available for tracking address book codes that can be assigned to addresses in your Address Book system. Twenty category codes are available for tracking Payroll system issues. Ten category codes are available that can be used to specify employee eligibility for participation in various user defined plans or activities.

Setting Up Default Information for Employee Records

Before you add employee records for individuals with similar job information, you set up the job information as default information to reduce data entry time. Then when you add employee records, Employee Quick Hire supplies the default information. For example, if you are hiring 50 production employees for the same business unit who have the same supervisor, you set up the Job Type, Business Unit, and Supervisor fields as default information.

You can change the default information for each group of employees for whom you are going to enter records.

► **To set up default information for employee records**

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

1. On Employee Quick Hire, choose Defaults from the Form menu.
2. On Pending Employee Defaults, complete any of the following fields:

   - Security Business Unit
   - Home Business Unit
   - Home Company
   - Date Pay Starts
   - Date Started
   - Job Type
   - Job Step
   - Supervisor
   - Check Route Code
   - Locality

PeopleSoft.

Employee Quick Hire - Pending Employee Defaults

OK   Cancel   Tools

Security Business Unit	1	☐	Job Type		☐
Home Business Unit	9	☐	Job Step		☐
Home Company	00001	☐	Supervisor	7500	☐
Date Pay Starts	01/01/05	☐	Check Route Code		☐
Date Started	01/01/05	☐	Locality		☐
Date of Original Employment		☐	Participation Date		☐

3.   Click the option next to each field that you completed and click OK.

This action activates the field and allows the system to recognize the field as a default value.

If you activate a blank field, the system overwrites the field for each record that is entered in the Employee Quick Hire form.

Now you are ready to add employee records. Proceed to the task to add employee records for applicants, rehires, and new hires.

Adding Employee Records for Applicants, Rehires, and New Hires

Perform this task after you set up default information for employee records.

After you offer employment to individuals who have common job information, you can use Employee Quick Hire (P060116Q) to add multiple employee records to the Employee Master Information table (F060116) with minimal data entry. You can add employee records for applicants, rehires, and new hires.

To add employee records for applicants, you select the applicants from the Applicant Master table (F08401). Employee Quick Hire automatically copies the applicant's information to the Employee Quick Hire form.

You can add employee records for rehires or groups of terminated employees if they have applicant records in the Applicant Master table. When you select the record in Employee Quick Hire, the system searches the individual's information in the Employee Master Information table for a termination date with the associated Tax ID, Employee Number, or Alternate Number. When the system finds the search criteria it copies the information from the record to the Employee Quick Hire form.

If the system does not find a termination date for the individual in the Employee Master Information table, it issues an error and stops the process. The system also searches for a duplicate employee number. This process prevents the system from duplicating employees and employee numbers in the database.

To add employee records for new hires, you enter employee information in the required fields on the Employee Quick Hire form. The default information and processing options that you already defined minimize the number of fields that you need to enter. Also, if your processing options are set appropriately, a new hire record is created automatically in the Employee Setup Workbench program (P08710) for self-service.

The following scenarios are examples of situations in which you might use Employee Quick Hire:

- Your company has acquired another company and you need to enter the newly acquired employees into PeopleSoft EnterpriseOne. Using Employee Quick Hire, you can enter the new employees in groups based on their supervisor. You might decide to specify the start date, supervisor, business unit, home company, and locality as default information.

- Your company uses seasonal employees and rehires many of the same employees each year. Using Employee Quick Hire, you can select the employees that are eligible for rehire from the terminated employee database and activate their employee records. In addition, you might choose to specify the pay start date and the supervisor as default information.

When you add employee records with Employee Quick Hire, you can set an Employee Quick Hire processing option to specify whether the new employee information updates the Employee Master Information, Address Book Master (F0101), Requisition Activity (F08105), and Applicant Master (F08401) tables as you complete the process. Or you can set the processing option to store the new employee information in the Unedited Quick Hire Transaction File table (F060116Z). Storing the information in this table allows you to review and revise the employee records before running the Process Pending Employees program (R060116P) to update the tables.

Setting the processing option to directly update the Employee Master Information and other tables updates the HR History table (F08042). Setting the processing option to use the Unedited Quick Hire Transaction File table does not update the HR History table until you run the Process Pending Employees program.

You can also set a processing option to activate the new hire process. This process automatically updates the Address Book table and the Employee Setup Master table (F08710).

You can set processing options to automatically supply various types of information that will reduce the time required to use the Employee Quick Hire process. For example, you can set a processing option so that the system supplies all the job information related to a specific job type when you enter the job type on Employee Quick Hire.

You can also set an Employee Quick Hire processing option so that the system copies the applicant's supplemental data to the new employee record. If you do this, you also need to set the Transfer Supplemental Data processing option in the XJDE0001 version of Applicant Entry (P08401).

Prerequisite

- ❑ Set up default information for every new group of individuals that you hire with similar job information. See *Setting Up Default Information for Employee Records* in the *Human Capital Management Foundation Guide*.

- ❑ If you need to initiate the employee setup process after you add employee records, set the processing option for Employee Quick Hire on the Action tab to activate the new hire process.

- ❑ If you want the system to automatically supply a range of information for job type, job category codes, business unit, or supplemental data, set the applicable processing options for Employee Quick Hire on the Defaults and Versions tabs.

► **To add employee records for applicants**

When you use Employee Quick Hire to add employee records for applicants, the system copies applicant information from the Applicant Master table (F08401) to the Employee Quick Hire form.

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

1. On Employee Quick Hire, choose Applicant from the Form menu.
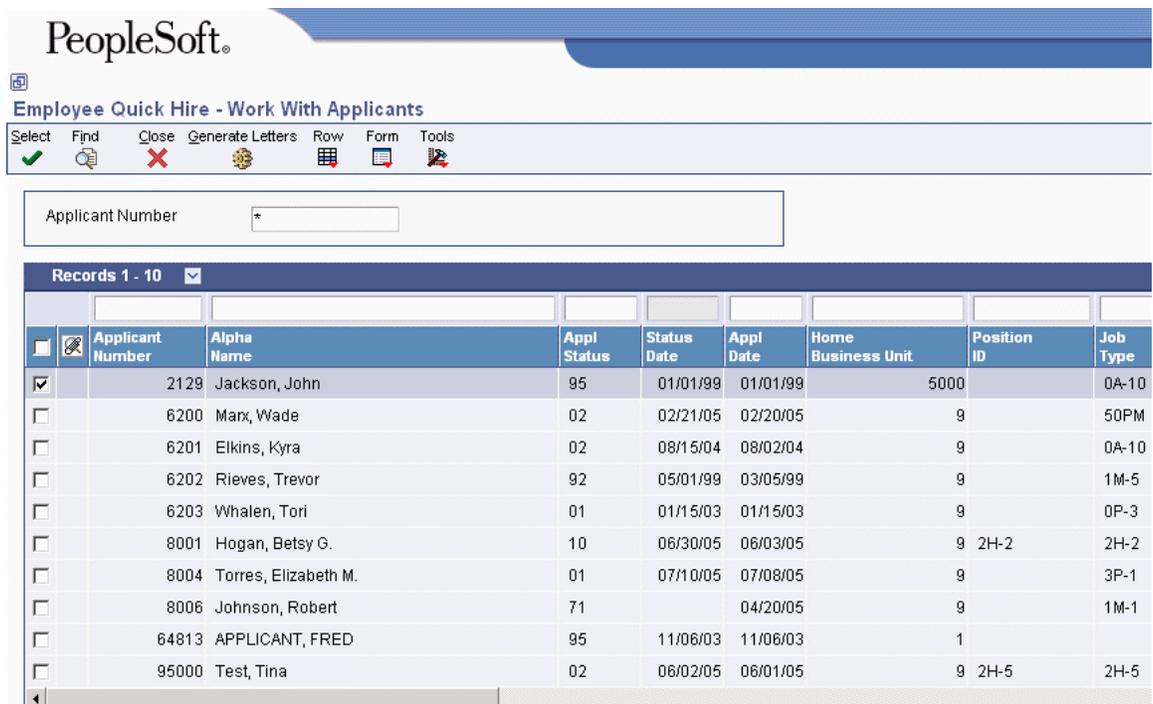
PeopleSoft

Employee Quick Hire - Work With Applicants

Select Find Close Generate Letters Row Form Tools

Applicant Number [*]

Records 1 - 10

		Applicant Number	Alpha Name	Appl Status	Status Date	Appl Date	Home Business Unit	Position ID	Job Type
☑		2129	Jackson, John	95	01/01/99	01/01/99	5000		0A-10
☐		6200	Marx, Wade	02	02/21/05	02/20/05	9		50PM
☐		6201	Elkins, Kyra	02	08/15/04	08/02/04	9		0A-10
☐		6202	Rieves, Trevor	92	05/01/99	03/05/99	9		1M-5
☐		6203	Whalen, Tori	01	01/15/03	01/15/03	9		0P-3
☐		8001	Hogan, Betsy G.	10	06/30/05	06/03/05	9	2H-2	2H-2
☐		8004	Torres, Elizabeth M.	01	07/10/05	07/08/05	9		3P-1
☐		8006	Johnson, Robert	71		04/20/05	9		1M-1
☐		64813	APPLICANT, FRED	95	11/06/03	11/06/03	1		
☐		95000	Test, Tina	02	06/02/05	06/01/05	9	2H-5	2H-5

2. On Work With Applicants, complete the following field and click Find:

- • Applicant Number

3. Choose applicant records and click Select.

   A check mark appears for each selected row.

4. Click Close to return to the Employee Quick Hire form.

   Applicant information from the Applicant Master table and the Address Book Master table (F0101) appear on the Employee Quick Hire form. The system also supplies values from the Pending Employee Defaults form.

5. Complete the following fields on the Employee Quick Hire form to update employee information:

   - Date Started
   - Date Pay Starts
   - Chg Rsn

6. Complete any other fields needed to update employee information and click OK.

   Note

   If you use the GeoCoder, the system uses the employee address information to determine the GeoCode for the Tax Area (Residence) field, and uses the GeoCode from the employee's home business unit to determine the GeoCode for the Tax Area (Work) field. The system automatically populates these fields if there is only one possible GeoCode available for the field. If you are using the GeoCoder to interactively assign tax area information and the fields remain blank, or if you use the batch GeoCoder, see *Assigning Tax Area Information Using the GeoCoder* in the *Human Capital Management Guide* for additional information.

If your processing options for the Employee Quick Hire program (P060116Q) are set to update the Unedited Quick Hire Transaction File table (F060116Z), review the employee information and, if correct, proceed to the task for working with new employee information to update the Employee Master Information (F060116), Applicant Master, Address Book Master, and Requisition Activity (F08105) tables.

► **To add employee records for rehires**

When you use Employee Quick Hire to add employee records for rehires, the system copies the applicant's information from the Applicant Master table (F08401) to the Employee Quick Hire form.

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

1. On Employee Quick Hire, choose Rehire from the Form menu.

2. On Work With Employee Information, complete the following fields to help narrow your search and then click Find:

   - Home Company
   - Home Business Unit

3. Choose applicant records and click Select.

   A check mark appears for each selected row.

4. Click Close to return to the Employee Quick Hire form.

   The employee information from the F08401 table and the Address Book Master table (F0101) appear on the Employee Quick Hire form. The system also supplies values from the Pending Employee Defaults form.

5. Complete the following fields to update employee information:

- Date Started
- Date Pay Starts
- Chg Rsn

6. Complete any other fields needed to update employee information and click OK.

> **Note**
>
> If you use the GeoCoder, the system uses the employee's address information to determine the GeoCode for the Tax Area (Residence) field, and uses the GeoCode from the employee's home business unit as the GeoCode for the Tax Area (Work) field. The system automatically populates these fields if there is only one possible GeoCode available for the field. If you are using the GeoCoder to interactively assign tax area information and the fields remain blank, or if you use the batch GeoCoder, see *Assigning Tax Area Information Using the GeoCoder* in the *Human Capital Management Foundation Guide* for additional information.

7. If your processing options for the Employee Quick Hire program (P060116Q) are set to update the Unedited Quick Hire Transaction File table (F060116Z), review the employee information and, if correct, proceed to the task for working with new employee information to update the Employee Master Information (F060116), Applicant Master, Address Book Master, and Requisition Activity (F08105) tables.

► **To add employee records for new hires**

To add employee records for new hires, you enter job information on the Employee Quick Hire form that is not provided as default information. The system automatically supplies values for the default fields as you tab through each field.

From the Employee Quick Hire menu (G05BE11), choose Employee Quick Hire.

1. On Employee Quick Hire, if the new Hire processing option is set to enable the Employee Setup Workbench program (P08710), complete the following required fields:

- Employee Number
- Supervisor
- Date Started
- Job Typ
- Job Step

2. If the New Hire processing option is not set to enable the Employee Setup Workbench program, complete the following required (gray) fields that are not supplied by default values:

- Search Type
- Alpha Name
- Employee Tax ID
- Pay Freq
- Pay Cl
- Annual Salary

- Hourly Rate
- Home Business Unit
- Security Business Unit
- Co
- Country of Employment
- Ethnic Code
- Gender
- Res. Tax Area
- Work Tax Area
- Original Hire Date
- Date Started
- Date Pay Starts

Note

If you use the GeoCoder, the system uses the employee's address information to determine the GeoCode for the Tax Area (Residence) field, and uses the GeoCode from the employee's home business unit to determine the GeoCode for the Tax Area (Work) field. The system automatically populates these fields if there is only one possible GeoCode available for the field. If you are using the GeoCoder to interactively assign tax area information and the fields remain blank, or if you use the batch GeoCoder, see *Assigning Tax Area Information Using the GeoCoder* in the *Human Capital Management Foundation Guide* for additional information.

---

3. To record job information, complete any of the following fields that are not already supplied by a default value:

- Employee Number
- Supervisor
- Job Typ
- Job Step
- S h
- Loc
- Emp St
- R C
- Part. Date
- B S
- Pay Grade
- Grade Step
- F L
- WCI Code
- Benefit Group
- S C
- Union Code

4. To record tax information, complete any of the following fields that are not already supplied by a default value:

- I9
- MS TX
- MS State Tax
- Pay St
- R S
- T S
- SUI/SDI Rpt
- T M
- Stat. Code
- Lc St

5. Complete any of the following fields for reporting purposes:

- Vet
- Dis Vet
- Disb

6. To record personal information, complete any of the following fields that are not already supplied by a default value:

- Birth Date
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- ST
- Postal Code
- County
- Prefix Phone-Work
- Phone Number-Work
- Prefix Phone-Home
- Phone Number-Home
- Salu
- Suff
- Mailing Name
- Contact Name
- Contact Prefix
- Contact Phone Number

7. Complete any of the following fields for administrative purposes:

- Check Route Code
- P C
- Req No.
- Candidate Req. Status
- E M
- Remark 1 (Email)
- Days/ Year

8. Complete any of the following fields for tracking purposes and click OK:

- AB Cat 01
- P/R 001
- Elig 1

These fields are examples of multiple, similar fields that are user defined. You can use up to 30 Category Code - Address book fields that can be assigned to addresses in the Address Book system for tracking purposes. You can use up to 20 Category Codes - Payroll fields for Payroll tracking needs. You can also use up to ten Eligibility Codes to specify employee eligibility for participation in various user defined plans or programs. For example, you might want to track employee eligibility for programs such as overtime call-up, profit sharing, political action committees, or an office coffee fund.

Processing Options for Employee Quick Hire (P060116Q)

Defaults Tab

These processing options specify the defaults that are applied during employee quick hire.

---

1. Security Business Unit
  1 = Default Security Business Unit
  0 = Do not default

Use this processing option to specify whether the system automatically supplies the security business unit from the Address Book table (F0101). Valid values are:

0 or blank
Do not supply the security business unit (default).

1
Supply the security business unit.

If you complete the Security Business Unit field on Pending Employee Defaults (W060116QB), and this processing option is set to 1, then the system uses the value from the Pending Employee Defaults form when you add an employee record.

If you enter 0, then you must manually enter the security business unit when you add an

employee record.

2. Tax Areas
   1 = Fields not required
   0 = Fields are required

Use this processing option to specify whether the Residence Tax Area and Work Tax Area fields are required when you add or change an employee record. The J.D. Edwards Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

   1   Tax area fields are not required. Enter this value only if you are not using the J.D. Edwards Payroll system to process payroll for employees.

   0   Tax area fields are required. Enter this value if you are using the J.D. Edwards Payroll system. Blank means the same as 0.

3. Job information
   1 = Default Job Information
   0 = Do not default

Use this processing option to specify whether the system automatically supplies the Employee Quick Hire form (W060116QA) with certain job information when you complete the Job Type field. The system retrieves information in the following job information fields from the Job Information table (F08001): Pay Type, Pay Frequency, WCI Code (Workers Comp Insurance Code), SC (Sub Class-Workers Comp), Benefit Group, and Union Code. Valid values are:

   1   Supply job information.

   0   Do not supply job information.

4. Job Category Codes
   1 = Default Category Codes
   0 = Do not default

Use this processing option to specify whether the system automatically supplies values for job category codes. Valid values are:

   1   Supply default job category codes.

   0   Do not supply default job category codes.

5. Emergency Contact Type
   Enter UDC Code

Use this processing option to specify the user defined code for a contact type in the Address Book Who's Who table (F0111). The contact name and phone number entered on the Quick Hire form (W060116QA) update the Employee Master and Address Book tables with the type of contact you specify. If you leave this processing option blank, the system uses E (emergency contact) as the default.

To see the valid codes, click the visual assist.

6. Business Unit/Job ID Cross Reference

   1 = Default Business Unit/Job ID

     Information

   0 = Do not default

Use this processing option to specify whether the system automatically supplies values for the business unit/job ID information for the new employee. Valid values are:

1

Use default business unit/job ID information.

0

Do not use default business unit/job ID information.

7. Home Phone Number Type

   Enter UDC Code

Use this processing option to specify the user defined code for a home phone type in the Contact Phone table (F0115). The phone number entered on the Quick Hire form (W060116QA), updates the Employee Master and Address Book tables as the type of home phone number you specified with the code.

8. Work Phone Number Type

   Enter UDC Code

Use this processing option to specify the user defined code for a work phone type in the Contact Phone table (F0115). The phone number entered on the Quick Hire form (W060116QA), updates the Employee Master and Address Book tables as the type of work phone number you specified with the code.

Versions Tab

These processing options specify the versions that are used during employee quick hire.

1. Applicant Information Version

Use this processing option to specify the program version that the system uses for transferring applicant information. If the applicant records that you are adding include supplemental data, you can specify a program version that the system uses to transfer the supplemental data along with the applicant information to the new employee records. If

you leave this processing option blank, the system uses the default version, ZJDE0001, which does not transfer supplemental data.

Note: For the system to transfer an applicant's supplemental data, you must also set a processing option to transfer supplemental data in the processing options for the Applicant Entry program (P08401).

2. Address Book MBF Version

Use this processing option to specify the version that the system uses for the Address Book Master Business Function (MBF). If you are using interoperability transactions, you might want to specify a version that updates the Address Book table (F0101). If you leave this processing option blank, the system uses the default version, ZJDE0001.

Note: If you specify an Address Book MBF version, you must also set a processing option to indicate the interoperability outbound transaction in the processing options for the Address Book Master Business Function (P0100041).

3. Address Book Search Form Version

Use this processing option to specify the version to use for the Address Book Search form. If you leave this processing option blank, the system uses the default version, ZJDE0001.

Action Tab

These processing options specify whether to update the master files and whether to activate the new hire process during employee quick hire.

1. Update Master Files
   1 = Update Employee Master and Address Book
   0 = Update Pending Employee Worktable

Use this processing option to specify the tables that the system updates when you use Employee Quick Hire to add employee records. When you enter 0 (Blank), the system updates only the Unedited Quick Hire Transaction File table (F060116Z). When you enter 1, the system also updates the following tables in addition to the F060116Z table:

o Employee Master Information (F060116)

o Requisition Activity (F08105)

o Applicant Master (F08401)

o Address Book (F0101)

o HR History (F08042).

Valid values are:

0

Update only the Unedited Quick Hire Transaction File table.

1

Update all of the linked tables.

If you set the processing option to 0, you can review and revise the employee information before the system updates the databases. After you review and revise information, you need to run the Process Pending Employees program (R060116P) to update the databases.

2. New Hire
   1 = Enabled
   0 = Disabled

Use this processing option to specify whether to activate the new hire process. Valid values are:

   1   Activate the new hire process.

   0   Do not activate the new hire process.

When the new hire process is activated (the processing option is set to 1),the following fields are required:

   o Alpha Name

   o Supervisor

   o Start Date (Effective Date)

   o Job Type and Step In addition, the following will occur:

   1.   For each record added to the Unedited Quick Hire Transaction table (F060116Z), an address book record is added to the Address Book table (F0101). The address book records are added with a search type of N.

   2.   For each record added to the Unedited Quick Hire Transaction table (F060116Z), a record is added to the Employee Setup Master table (F08710).

   3.   Workflow notifies the supervisor with an e-mail.

Working with New Employee Information

When you hire a new employee into an organization, you need to perform many tasks to prepare for the new employee and to ensure that any preliminary employment activities are completed. These tasks might vary depending on the employee's location and job duties. For example, an administrative assistant might need to have a telephone, computer, network signon, ID badge, parking sticker, and building key to start working. A hospital nurse might need to have an ID badge, parking sticker, and locker assignment, and to have completed a blood test and attended safety orientation prior to starting work. Most new employee setup tasks require management approval, and these approvals were accomplished by routing a paper approval form.

The new hire employee setup program automates and streamlines the initiation of these tasks by sending e-mail messages through workflow to the individuals responsible for completing these tasks.

When you add employee records using Employee Quick Hire (P060116Q), you can set an Employee Quick Hire processing option to specify whether the new employee information updates the Employee Master Information (F060116), Address Book Master (F0101), Requisition Activity (F08105), and Applicant Master (F08401) tables as you complete the process. Or you can set the processing option to store the new employee information in the Unedited Quick Hire Transaction File table (F060116Z). Storing the information in this table allows you to review and revise the information before running the Process Pending Employees report (R060116P) to update the other tables.

If your Employee Quick Hire processing option is set to update the F060116Z table, you must complete one or more of the following tasks after you add the employee records:

- Running the Process Pending Employees report
- Revising new employee records
- Purging pending employee information

The Process Pending Employees report updates the F060116 and F0101 tables after you review and revise the new employee records.

You can add, change, or delete the new employee records from the F060116Z table. Revising new employee records is mandatory if you find errors in the R060116P report. You must correct the errors and rerun the report to update the Employee Master and Address Book Master tables with the new employee information.

After you update the F060116 and F0101 tables with batches of new employee records, you need to purge the information from the F060116Z table to free up space in the table. Purging the table deletes the pending employee records so that you can continue to add new employee records. You can run this process if you are experiencing performance problems with Employee Quick Hire or if you want to avoid scrolling through many processed employee records to view the records that you want to find.

Understanding the Relationship Between Quick Hire and New Hire Employee Setup

The Employee Quick Hire program (P060116Q) integrates with the Employee Setup Workbench program (P08710) by automatically generating the setup record and initiating a workflow process. For the two programs to integrate, you must set your processing options appropriately on Employee Quick Hire. The following steps are performed when you integrate the Employee Quick Hire program with the Employee Setup Workbench program to initiate the new hire setup Workflow process:

1. When an employee record is added to the Employee Master Information table (F060116) through Employee Quick Hire, the system automatically creates the new Hire Employee setup record.

2. The system automatically sends an e-mail message to the employee's supervisor, requesting the supervisor to identify the setup tasks necessary for the employee. The system determines which supervisor to e-mail based on the entry in the Supervisor field in the Employee Quick Hire program. If this field is left blank, the system does not send a message.

3. Using Manager Self-Service, the new employee's manager the Employee Setup Workbench program to enter the setup tasks that are necessary for the employee. The setup tasks can also be supplied automatically based on the employee's job type.

4. When the tasks are identified for the new employee and the employee setup record is approved, the system initiates the new hire setup Workflow process, which e-mails the individuals in your organization who are responsible for completing the necessary tasks. For example, if the manager indicates that the new employee needs a network signon, security badge, and building key, the workflow process sends e-mail to the IT Manager, Security Manager, and Facilities Manager, respectively.

You can customize the new hire setup Workflow process to meet the needs of your organization. Processing options for the Employee Setup Workbench program allow you to easily customize the process. For example, your organization might choose to require approval at the process level or at the task level. Or, you might choose to escalate certain tasks if the designated individuals do not complete the tasks in an appropriate time frame.

Running the Process Pending Employees Report

From the Employee Quick Hire menu (G05BE11), choose Process Pending Employees.

The Process Pending Employees report (R060116P) updates the Employee Master Information table (F060116) and the Address Book Master table (F0101).

The R060116P report generates an error report in all cases. If the system finds errors or incomplete employee records, error messages are printed and the databases are not updated with the new employee information. If no errors are found, the report indicates that none occurred. This report compares all new information to the data in the F060116 file before any of the new information is transferred.

If you receive error messages, you can use the Employee Work File Revisions program (P060116P) to correct employee records and then rerun the report to update the F060116 and F0101 tables with the new employee records. The system processes each record individually. The system records a completed status for each record when updates to the F060116 and F0101 tables are successful.

Processing Options for Process Pending Employees (R060116P)

Defaults Tab

Use these processing options to specify the values that the system automatically provides and values that must be supplied by entering a UDC code.

---

1. Security Business Unit

   1 = Default
   0 = Do Not Default

Use this processing option to specify whether the system automatically supplies the security business unit from the Address Book table (F0101). Valid values are:

0 or blank
Do not supply the security business unit (default).

1
Supply the security business unit.

If you complete the Security Business Unit field on Pending Employee Defaults (W060116QB), and this processing option is set to 1, then the system uses the value from the Pending Employee Defaults form when you add an employee record.

If you enter 0, then you must manually enter the security business unit when you add an employee record.

2. Tax Areas

   1 = Not Required
   0 = Required

Use this processing option to specify whether the Residence Tax Area and Work Tax Area fields are required when you add or change an employee record. The J.D. Edwards Payroll system uses the tax area fields to calculate payroll taxes for employees. Valid values are:

   1   Tax area fields are not required. Enter this value only if you are not using the J.D. Edwards Payroll system to process payroll for employees.

   0   Tax area fields are required. Enter this value if you are using the J.D. Edwards Payroll system. Blank means the same as 0.

3. Job Information

   1 = Default

---

0 = Do Not Default

Use this processing option to specify whether the system automatically supplies the Employee Quick Hire form (W060116QA) with certain job information when you complete the Job Type field. The system retrieves information in the following job information fields from the Job Information table (F08001): Pay Type, Pay Frequency, WCI Code (Workers Comp Insurance Code), SC (Sub Class-Workers Comp), Benefit Group, and Union Code. Valid values are:

1   Supply job information.

0   Do not supply job information.
4. Job Category Codes

1 = Default
0 = Do Not Default

Use this processing option to specify whether the system automatically supplies values for job category codes. Valid values are:

1   Supply default job category codes.

0   Do not supply default job category codes.
5. Country Code

   Enter UDC Code

Use this processing option to specify the country code.
6. Contact Type

   Enter UDC Code

Use this processing option to specify the user defined code for a contact type in the Address Book Who's Who table (F0111). The contact name and phone number entered on the Quick Hire form (W060116QA) update the Employee Master and Address Book tables with the type of contact you specify. If you leave this processing option blank, the system uses E (emergency contact) as the default.

To see the valid codes, click the visual assist.
7. Home Phone Type

   Enter UDC Code

Use this processing option to specify the user defined code for a home phone type in the

Contact Phone table (F0115). The phone number entered on the Quick Hire form (W060116QA), updates the Employee Master and Address Book tables as the type of home phone number you specified with the code.

8. Work Phone Type

    Enter UDC Code

Use this processing option to specify the user defined code for a work phone type in the Contact Phone table (F0115). The phone number entered on the Quick Hire form (W060116QA), updates the Employee Master and Address Book tables as the type of work phone number you specified with the code.

9. Business Unit/Job ID Cross Reference

    1 = Default
    0 = Do Not Default

Use this processing option to specify whether the system automatically supplies values for the business unit/job ID information for the new employee. Valid values are:

1
Use default business unit/job ID information.

0
Do not use default business unit/job ID information.

Versions Tab

Use these processing options to specify program versions that you want the Process Pending Employees program to use.

1. Applicant Information

Use this processing option to specify the program version that the system uses for transferring applicant information. If the applicant records that you are adding include supplemental data, you can specify a program version that the system uses to transfer the supplemental data along with the applicant information to the new employee records. If you leave this processing option blank, the system uses the default version, ZJDE0001, which does not transfer supplemental data.

Note: For the system to transfer an applicant's supplemental data, you must also set a processing option to transfer supplemental data in the processing options for the Applicant Entry program (P08401).

2. Address Book MBF

Use this processing option to specify the version that the system uses for the Address Book Master Business Function (MBF). If you are using interoperability transactions, you might want to specify a version that updates the Address Book table (F0101). If you leave this processing option blank, the system uses the default version, ZJDE0001.

Note: If you specify an Address Book MBF version, you must also set a processing option to indicate the interoperability outbound transaction in the processing options for the Address Book Master Business Function (P0100041).

Actions Tab

Use these processing options to specify to specify whether you want to run this report in final mode so that master files are updated and processed records are deleted.

1. Update Master Files

   1 = Update
   0 = Do Not Update

Use this processing option to specify the tables that the system updates when you use Employee Quick Hire to add employee records. When you enter 0 (Blank), the system updates only the Unedited Quick Hire Transaction File table (F060116Z). When you enter 1, the system also updates the following tables in addition to the F060116Z table:

   o Employee Master Information (F060116)

   o Requisition Activity (F08105)

   o Applicant Master (F08401)

   o Address Book (F0101)

   o HR History (F08042).

Valid values are:
0
Update only the Unedited Quick Hire Transaction File table.
1
Update all of the linked tables.
If you set the processing option to 0, you can review and revise the employee information before the system updates the databases. After you review and revise information, you need to run the Process Pending Employees program (R060116P) to update the databases.

2. Purge Processed Records

1 = Purge
0 = Do Not Purge

Use this processing option to allow the system to delete records automatically after they have been successfully updated in the master tables. If you do not have the records deleted automatically, you can delete them later by running the Purge Pending Employees program (P060116PP). Valid values are:

1   Delete successfully processed records.

0   Do not delete processed records.

Revising New Employee Records

To ensure accuracy of your new employee records, you can add, change, or delete records from the Unedited Quick Hire Transaction File table (F060116Z) before or after running the Process Pending Employees report (R060116P).

If you need to correct errors that display in the Process Pending Employees report (R060116P), you can use the Employee Work File Revisions program (P060116P) to make changes that the system saves in the Unedited Quick Hire Transaction File (F060116Z).

You need to correct the errors and then rerun the report to update the Employee Master Information (F060116) and Address Book Master (F0101) tables. The system saves your entire batch of records in the Employee Master Information and Address Book Master tables only when the report runs successfully.

► **To revise new employee records**

From the Employee Quick Hire menu (G05BE11), choose Employee Work File Revisions.

1. On Work With Pending Employees, complete the following fields:

   - User ID
   - Batch Number
   - Transaction Number

2. Click one of the following options and click Find:

   - All
   - Unprocessed

   If you need to add a record, click Add.

3. Choose a record or a group of records that need changes and click Select.

4. On Pending Employee Revisions, change the appropriate fields and click OK.

5. Rerun the Pending Employee report and repeat this task as many times as necessary until your batch runs successfully.

Purging Pending Employee Information

From the Employee Quick Hire menu (G05BE11), choose Purge Pending Employees.

After you update the Employee Master Information (F060116) and Address Book Master (F0101) tables with batches of new employee records, you need to purge the information from the Unedited Quick Hire Transaction File table (F060116Z) occasionally to free up space in the table. Purging the table removes the information so that you can continue to add new employee records. You can run this process if you are experiencing performance problems with Employee Quick Hire or if you want to avoid scrolling through many processed employee records to view the ones for which you are looking.

Assigning Tax Area Information Using the GeoCoder

To calculate employee payroll taxes correctly, each employee is assigned a tax area, also known as a GeoCode, for their work location and their residence. You can use the GeoCoder to automatically assign a GeoCode to each employee work tax area and residence tax area. You can also use the GeoCoder to assign a GeoCode to the payroll tax area for each business unit in your organization automatically.

The GeoCoder uses the employee address, city, state, province (if applicable), and postal code to determine which GeoCode to use for the employee's residence tax area. The GeoCoder uses the GeoCode that is assigned to the employee home business unit to populate the employee work tax area. You can set up the GeoCoder to assign tax area information interactively, or you can process batch versions of the GeoCoder to assign tax area information to groups of employees or business units simultaneously.

A Vertex compression capability can also be used in combination with the GeoCoder to improve the ability of the system to recognize many city names that contain abbreviated words and phonetic misspellings. You activate this feature by choosing the Quantum City Compression option in the Quantum Sales and Use Tax Constants program (P7306).

If you assign tax areas using batch processes, to ensure that the correct GeoCode is used for each employee's work tax area, you should run the Cost Center Tax Area Processing program (R079052) before you process the GeoCoder Employee Batch Processing program (R070103). The R079052 program assigns a GeoCode to each cost center, or business unit, using the address, city, state, and postal code for each cost center. The system then uses this GeoCode value for the employee work tax area when you run the R070103 program. You might want to run each of these programs before each payroll cycle to ensure that all employee payroll history is updated to the correct tax area.

You can also use the GeoCoder to assign tax area information when an employee's address is changed using self-service.

Note

You must use Quantum for Payroll Taxes to calculate employee payroll taxes and to use the GeoCoder.

Prerequisite

❑ Activate the GeoCoder for the Human Resource Management system. See *Setting Up the GeoCoder* in the *Human Capital Management Foundation Guide* for instructions.

❑ Verify that the Tax Area processing option on the Defaults Tab for the Employee Master program (P0801) is set to allow the tax area fields to be left blank during employee entry. See *Processing Options for Employee Master (P0801)* in the *Human Capital Management Foundation Guide* for more information.

❑ Enter employees into the system. See *Employee Information* in the *Human Capital Management Foundation Guide* for instructions.

Assigning Tax Areas Interactively

You can interactively assign tax areas to employee records and to business unit records using the GeoCoder. When you assign employee tax areas interactively, the GeoCoder assigns the correct work and residence tax area information to the employee at the time that you enter the employee's information into the system. Similarly, when you enter or update business unit constants, the GeoCoder assigns a tax area to the business unit.

The GeoCoder uses the employee address information to determine the correct GeoCode for the residence tax area. Similarly, the GeoCoder uses the address information associated with a business unit to assign the correct GeoCode to the Tax Area - Payroll field in the business unit constants. The GeoCode from the employee's home business unit is used to populate the employee's work tax area.

If only one possible tax area exists, given the address information, the system automatically populates the Tax Area (Work) and Tax Area (Residence) fields during employee entry. When assigning tax area information to business units, the system automatically updates the Tax Area - Payroll field. If multiple tax area codes exist that might be valid for the employee or business unit, the system displays the possible choices when you click the visual assist on any of the tax area fields.

You can use the GeoCoder interactively to assign employee tax areas when you enter employee records one at a time or when you enter groups of employees using Employee Quick Hire (P060116Q).

See Also

See the following topics in the *Human Capital Management Foundation Guide*:

❑ *Adding Employee Records One at a Time* for additional information about entering information when hiring an employee

❑ *Adding Employee Records Using Employee Quick Hire* for additional information about entering information when hiring an employee

❑ *Setting Up Business-Unit Constants* for additional information about setup procedures

► **To assign tax areas interactively**

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

To access the Retrieve GeoCode form and complete this task, click the Search button for the Tax Area (Work) or Tax Area (Residence) fields during the employee entry process, or when you change an employee's address information. Alternatively, click the Search button for the Tax Area - Payroll field during entry or maintenance of business unit constants.

Note

Before you access this form, you must enter all of the employee or business unit address information, including city, county, state, province (if applicable), postal code, and country code. If this information is incomplete when you access this form, the system cannot retrieve the correct GeoCodes.

1. On Retrieve GeoCode, verify that the following fields contain the correct information:

   - State
   - County
   - City
   - Zip Code

2. Choose the record in the detail area that includes the correct GeoCode, and then click Select.

Assigning Tax Areas using Batch Processes

Use one of the following navigations:

From the Employee Management menu (G05BE1), choose Cost Center Tax Area Processing to update business unit tax areas.

From the Employee Management menu (G05BE1), choose GeoCoder Employee Batch Processing to update employee tax areas.

You can assign tax area information for employees and business units using batch versions of GeoCoder programs. When you assign tax areas using the batch process, you do not have to enter tax area information at the time that you enter employee or business unit records into the system. After you enter business unit records into the system, you can run the Cost Center Tax Area Processing program (R079052) to assign tax areas to each business unit. Similarly, after you enter employee records into the system, you can run the GeoCoder Employee Batch Processing program (R070103) to assign work and residence tax areas to the employee.

This program automatically enters values for work and resident tax areas for each employee in the system. Or, depending on how you set the processing options, the program enters values for only the resident tax area. The GeoCoder Employee Batch Processing program enters values for the resident tax area using the employee address information, and enters values for the work tax area with the GeoCode from the Business Unit Constants for the employee home business unit. Because the program uses tax area information from the business unit to update the employee work tax area, you should update business unit tax area information before updating employee tax area information.

If multiple GeoCodes exist that are valid for an employee or business unit tax area, the system produces an exception report that lists all of the valid GeoCodes for the specified employee or business unit. You then choose the correct GeoCode and manually enter it in the employee or business unit record.

Processing Options for Cost Center Tax Area Processing (R079052)

Process Tab

Use this processing option to select the processing mode for this program.

Update Business Unit (Required)

Blank = print report
1 = Update Business Unit Master

Use this option to specify the processing mode for Cost Center Tax Area Processing (R079052). You can run this report in proof mode to produce a report without updating the Business Unit Master table, or you can run this report in final mode to produce a report and update the Business Unit Master table. Valid values are:

Blank

Proof Mode - Print report only.

1

Final Mode - Print report and update table.

Processing Options for GeoCoder Employee Batch Processing (R070103)

Process Tab

Use these processing options to specify the processing mode for this program, the type of number that is required for employee identification, and the tax areas that the system automatically assigns.

1. Update Tax Area in Employee Master (Required)

blank = No
1 = Yes

Use this option to determine the processing mode for the GeoCoder Employee Batch Processing program (R070103). You can run this program in proof mode and print a report only, or you can run this program in final mode and produce a report and update the tax areas in the Employee Master table. Valid values are:

Blank

Proof Mode - Print report only.

1

Final Mode - Print report and update table

2. Employee Type (Required)

blank = Address Book Number

A = Address Book Number

S = Social Security Number

O = Third Employee Number

Use this option to indicate which number is used as the employee's identification number. Valid values are:

Blank or A

Address Number (Default)

S

Social Security Number

O

Other Third Party Number

3. Validate Tax Area (Required)

blank = Resident and Work

1 = Resident only

Use this option to determine which tax areas the GeoCoder automatically assigns, and which fields the program updates in the Employee Master table when the program is run in final mode. You can assign GeoCodes to the employee's work and resident tax areas, and update both fields in the Employee Master table, or you can assign a GeoCode to the resident tax area only, and update only the resident tax area in the Employee Master table. Valid values are:

Blank

Resident and Work Tax Areas

1

Resident Tax Area Only

Entering Additional Employee Information

You can use the Human Capital Management Foundation system to track detailed information about your employees. Use this information to analyze and report on your employees and to meet government reporting requirements. Additional employee information includes user-defined information, such as information that is unique to your organization or your industry.

See Also

❑ *Understanding Employee Compensation* in the *Human Resources Guide*

❑ *Compensation Management* in the *Human Resources Guide*

Entering Payroll Information for Employees

You must enter payroll information for employees before you can process a payroll for them. You enter payroll information to identify information that the system needs in order to calculate an employee's pay. This information includes items such as the following:

- Geographic information
- Labor distribution information
- Wage attachment payees
- Pay cycle code

▶ **To enter payroll information for employees**

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

1. On Work With Employee Information, complete the following field and click Find:

   - Employee No

2. Choose the employee record and then choose Payroll from the Row menu.

3. On Employee Payroll Revisions, complete the following fields:

   - Pay Cycle Code
   - Employee Classification Status

4. To enter geographic tax information, complete the following fields:

   - Home State
   - Home City
   - Work State

5. To enter labor distribution instructions, complete the following fields:

   - Labor Distribution Method
   - Labor Distribution Multiplier
   - Distribution Rate

6. Complete any of the following additional fields:

- Work Schedule
- Record Type
- Pre-Note Code
- Wage Attachment Payee
- Vacation Factor
- Max/Min Net Pay
- Pay Cycle Bypass Count
- Date of Next Raise
- Business Unit - Last Worked

7. Click OK.

Entering Additional Benefits Information for Employees

Additional benefits information includes information related to the following:

- Benefits eligibility
- Nondiscrimination testing (NDT)
- Benefits participation

To track additional eligibility information that is specific to your organization, you can enter eligibility codes. Eligibility codes are one-digit codes that you can use to track any type of additional eligibility information that your organization needs.

If your organization offers retirement pension plans as part of its employee benefit package, the government in some countries requires that you perform nondiscrimination testing. You use nondiscrimination testing to demonstrate that your organization's highly compensated employees do not take unfair advantage of retirement pension contributions.

To specify whether employees are participating in certain benefit plans, you enter participation information.

Prerequisite

- ❑ Set up eligibility codes in UDC 05/YB.

▶ **To enter additional benefits information for employees**

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

1. On Work With Employee Information, complete the following field and click Find:
   - Employee No
2. Choose the employee record and then choose Eligibility/NDT from the Row menu.
3. On Eligibility, NDT, and Participation, complete the following field to specify user-defined eligibility information:
   - Eligibility Code 001
4. To enter participation information, complete the following fields and click OK:
   - Pension
   - Oregon Insurance

Entering User Defined Information for Employees

After you add an employee record, you can enter additional information for the employee that is unique to your organization or industry. For example, you might need to track the date that employees' driver's licenses expire.

Your software includes user-defined category codes and user-defined dates that facilitate tracking this information. You define these codes and dates when you set up your system. You can use this information for reporting and analysis purposes. For example, you can set up geographic data codes that you use to prepare unemployment reports.

When you define category codes and dates, you enter a name (label) for the information that you want to track. For example, you might enter driver's license expiration date for user-defined date field 1.

When you enter employee information, you attach a value from a category code or a date to the employee.

► **To enter information in category codes**

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

Note

You use Work With Employee Information to access category codes 11 through 20. You use Work With Organizational Assignment to access category codes 1 through 10. Category codes 1 through 4 are reserved for Time Entry information.

1. On Work With Employee Information or Work With Organizational Assignments, complete the following field and click Find:

   - Employee No

2. Choose the employee record and then choose the applicable user-defined category-codes option from the Row menu.

3. On either Employee/Job Category Codes 01 - 10 or User Defined Category Codes 11 - 20, complete all applicable fields and click OK.

► **To enter user defined dates**

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

Note

You use Work With Employee Information to access user defined dates 11 through 20. You use Work With Organizational Assignments to access user defined dates 1 through 10.

1. On Work With Employee Information or Work With Organizational Assignments, complete the following field and click Find:

   - Employee No

2. Choose the employee record and then choose the applicable user-defined dates option from the Row menu.

3. On either User Defined Dates 11 – 20 or Employee/Job User Defined Dates 01 – 10, complete all applicable fields and then click OK.

Entering Employee Instructions

After you enter employee information, you can enter instructions that apply to your employees, based on the needs of your company and employees.

The information that you enter provides instructions to the system and your department about how to process individual employees or groups of employees for reporting or payment purposes.

Entering Employee Deduction, Benefit, and Accrual Instructions

After you set up your deductions, benefits, and accruals (DBAs), you enter DBA instructions to assign DBAs to employees. You can enter DBAs at the following levels:

- One-time DBA override in Time Entry
- Employee DBA instructions
- Group DBAs
- DBA setup

After you assign DBAs, the system calculates them during the payroll cycle in the same search sequence.

You enter DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. A DBA assigned at the employee level overrides DBA amounts or rates that are defined at the group or DBA setup level, unless the DBA is a table method DBA.

To help you understand how to assign DBAs, the following graphic illustrates the order in which the system manages DBA setup and DBA calculations:

Order of DBA Setup and Calculations
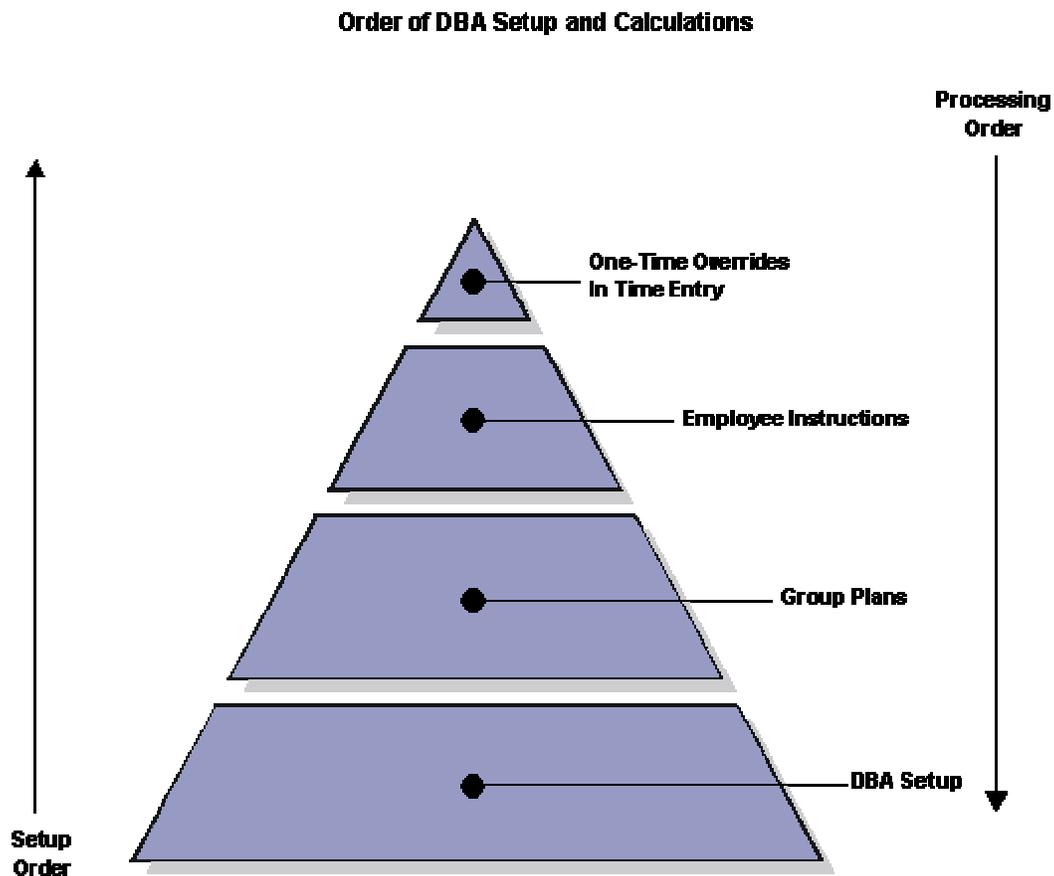
To help you understand assigning DBAs, the following table illustrates the order in which the system handles DBA setup and DBA calculations:

DBA setup	When you set up DBAs, you first set up general DBAs that apply to the majority of your employees. Then you set up DBAs that apply to specific groups of employees or specific employees. Finally, you can apply one-time DBA overrides for specific employees for any one pay period.
DBA calculations	During the payroll-cycle processing, the system first calculates one-time DBA overrides. If there are no DBA overrides, then the system searches for DBAs that apply to the individual employee or employee groups. If no employee-specific DBAs or group plan DBAs exist, the system calculates any general DBAs.

The information that you enter with the Employee DBA Instructions program (P050181) represents the third level of DBA assignment, the employee level.

When you assign DBA instructions at the employee level, you can complete the following:

- Enter exceptions by employee for a group of DBAs.

- Enter overrides for DBA amounts, dates, and limitations.

- Set up start and stop dates for a DBA.

- Set up DBAs to calculate only when an employee works in a specified assignment.

- View expired or cleared DBA transactions.

To simplify the management of DBAs among employees, you can use benefit groups to avoid entering identical lists of DBAs for each employee. The system refers to groups of DBAs as group plans. Group plans are defined by union codes or group codes. The system automatically assigns group plans to the employee when you are hiring an employee and enter a Union Code in the Employee Organizational Assignments program (P0801ORG).

You can use the EE DBA Review program (P05087) to review existing DBAs assigned to an employee before adding more DBAs. You can also review the DBA itself before assigning it to an employee.

Although you can use this form to assign all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, we recommend that you assign the majority of an employee's DBAs in a group plan and that you use DBAs for an individual employee only for exceptions to the group plans.

You can override a DBA in a group plan on P050181, as well as add DBAs to an employee record.

If you are using the HR-Benefits module, the system automatically assigns DBA codes to an employee record when you enroll the employee in benefit plans. The DBA codes for these benefit plans appear on P050181.

Note

If you want a DBA to calculate only when an employee works in a specified assignment, you enter an assignment number for that DBA on P050181. When calculating the DBA, the system uses all timecards associated with that assignment as the basis of calculation for the DBA. For example, if the employee works 40 hours during the pay period, but only 20 hours were worked in the specified assignment, the system uses all pay associated with the 20 hours worked in the assignment as the basis of calculation for the DBA.

If you want to set up DBAs that use other DBAs as the basis of calculation to calculate only when an employee works in a specified assignment, you would only enter the assignment number on the initial DBA. For example, you want DBA 4999 and DBA 5000 to calculate for an employee only when they work in a specified assignment, and DBA 5000 is based on DBA 4999. You would only enter the assignment number DBA 4999 on P050181. The system would use all pay associated with the specified assignment number as the basis of calculation for DBA 4999, and would use DBA 4999 as the basis of calculation for DBA 5000.

See Also

See the following topics in the *Human Capital Management Foundation Guide*:

❑ *Deductions, Benefits, and Accruals (DBAs)*

❑ *Setting Up Deductions, Benefits, and Accruals*

❑ *Setting Up Group Plan DBAs*

❑ *Updating Position and Requisition Information* for more information about employee assignments and how to use assignment numbers

► **To enter employee deduction, benefit, and accrual instructions**

From the Employee Management menu (G05BE1), choose Employee DBA Instructions.

1. On Work With Employee DBA Instructions, complete one of the following fields:

    •   Employee Identification
    •   Effective On

2. Click one the following options to narrow your search and then click Find:

    •   Active
    •   Terminated
    •   All

3. Choose one or more records and click Select.

    The Employee DBA Instructions form appears, which displays information for the employee record first selected.

4. On Employee DBA Instructions, to review DBAs already assigned to employees, choose EE DBA Review from the Form menu.

5. On Work With Employee DBA Review, review the information and click Close.

6. To review a deduction, benefit, or accrual before assigning DBA instructions, click the Search button for the following field:

    •   PDBA Code

7. On PDBA Search & Select, choose a DBA and then choose PDBA Recap from the Row menu.

8. On Pay Type Recap, review the information and then click Cancel.

9. On PDBA Search and Select, choose a DBA and click Select.

    The Employee DBA Instructions form appears again with the DBA code.

10. On Employee DBA Instructions, continue assigning a DBA by completing the following optional fields:

- Amt/Rt Level 1
- Amt/Rt Level 2
- Pay Start Date
- Pay Stop Date

11. If you are integrating Payroll with Accounts Payable and you need to activate vouchering for this employee, complete the following field:

- Voucher Flag

12. To specify a payee for the voucher, complete the following field:

- Payee No

13. Review the default information in the following fields and, if necessary, change the information:

- DBA Type
- Calc Method
- Explanation - Remark
- Assignment Number
- Override Flag

- Group Code
- Table Code
- Amount Due
- Prior DBA
- Ded Per 1
- Nbr Per
- Union Code
- Job Type
- Job Step
- Limit $ Pay Period
- Limit Monthly
- Limit $ Quarterly
- Limit $ A/L1
- Limit $ A/L2
- Limit % Period

14. Click OK.

   If any of the DBAs that you entered are for wage attachments, the system displays the Wage Attachment Revisions form.

See Also

❑ *Entering Wage Attachments for Employees* in the *Payroll Guide*

Related Task

Deleting a DBA Instruction	When you need to remove a DBA instruction from an employee record, use caution to avoid deleting a DBA that has already accumulated history information. After a DBA has been active and amounts have been withheld from an employee's compensation, removing the DBA could result in errors on year-end forms.
	When deleting a DBA instruction, if the DBA has history information, the system displays a warning message indicating that history information exists. If you receive this message, cancel the deletion procedure.

Entering Labor Distribution Instructions

You enter labor distribution instructions for individual employees to automate the process of distributing an employee's work time to multiple general ledger accounts. You can enter labor distribution instructions for hourly and salaried employees.

Labor distribution instructions simplify time entry. If you enter distribution instructions for an employee who is not set up for autopay, you can obtain the instructions when you enter timecards manually. The system uses the labor distribution instructions that you enter when it creates timecards for autopay employees.

The following examples are practical applications of labor distribution instructions:

- If an employee always spends 80% of the time processing payroll and 20% managing other staff, then you can allocate the time 80% to G/L account Regular Pay and 20% to G/L account Regular Pay-Managers using labor distribution instructions.

- If an employee spends five hours per week performing administrative duties and 35 hours performing regular salaried duties, you can allocate the amount to two different G/L accounts.

- In the previous example, you can specify the start and stop dates of the instructions. These dates control when the labor distribution instructions can be used. If you entered a timecard on a different date, the instructions would not apply, and you could not copy them in time entry.

- If you are entering a batch of timecards for employees whose time needs to be allocated identically, you can assign labor distribution instructions to one employee in the batch and then copy the instructions to all of the other employees in the batch. An example of this would be a hospital setting where a group of general nurses works on a unit part of the time and also works in the HR Department in Occupational Health evaluating employees' on-the-job injuries the rest of the time.

- When an employee works for a business unit or company other than the home company, you can override the position ID so that budget allocations reflect the position ID of the business unit or company where the employee performed work. This feature is useful in the public sector and in organizations in which budget tracking by position is critical to maintain or justify the appropriate workforce.

You use labor distribution instructions to complete the following procedures:

- Distribute time to multiple general ledger accounts.

- Distribute time by either percentage or number of hours.

- Set effective dates for distributions.

- Create a template for time entry.

- Define job type information when the employee has more than one job.

- Override position ID and AAI accounts for an employee.

► **To enter labor distribution instructions**

From the Employee Management menu (G05BE1), choose Employee Labor Distribution.

1. On Work With Labor Distribution Instruction, click Add.
2. On Labor Distribution Instructions, complete the following fields:

   - Employee Identification
   - Percent or Hours
   - Pay Code
   - Account Number

3. If an employee has more than one job, complete the following fields:

- Job Type
- Job Step
- Home Business Unit

4. To override default job, pay, or tax information, complete any of the following optional fields:

- Pay Start Date
- Pay Stop Date
- WCI Code
- WCI Class
- Hourly Rate
- Billing Rate
- Burden Rate

5. Click OK to save the record.

Processing Options for Labor Distribution Instructions (P050151)

Defaults Tab

This processing option specifies how the system determines the appropriate source for the Worker's Compensation Code.

1. Worker's Compensation Code

 1 = From the Employee Master File
    regardless of the EE Labor
    Distribution Entry.

 2 = From the Employee Master file only
    if the field is left blank.

3 = From the Data Dictionary if the field
   is left blank. (Default)

Use this processing option to specify the default Worker's Compensation Code for
Employee Labor Distribution. Valid values are:

   1   The Worker's Compensation Code is from the Employee Master file regardless of the
Employee Labor Distribution entry.

   2   The Worker's Compensation Code is from the Employee Master file only if the
Employee Labor Distribution field is blank.

   3   The Worker's Compensation Code is from the Data Dictionary only if the Employee
Labor Distribution field is blank. (Default)

Understanding Split Time

In addition to labor distribution instructions, we offer a Split Time feature that automatically allocates
time entry charges to various accounts during time entry. Split Time is activated in the processing
options for the Time Entry MBF Processing Options program (P050002A). When the Split Time
feature is activated, it sets up a hierarchy for the system to search to find the appropriate account
number as follows:

- The system first searches for labor distribution instructions at the employee level. If it finds
  them, it picks up the percentage or number of hours set up, as well as the account number
  assigned to each amount. If the labor distribution instructions are using the hours method
  instead of the percentage method, the system will prorate the hours to determine the amount
  of the split. The system applies these amounts to all pay types entered on the Time Entry
  Revisions form regardless of the pay type set up in the labor distribution instructions.

- If no labor distribution instructions are set up, the system searches the Position Control
  specifications and selects the allocation, if any.

- If no labor distribution instructions are set up and no account allocations are defined in the
  Employee Master program (P0801) specifications, the system proceeds to the automatic
  accounting instructions and uses the account information defined there.

The Split Time feature was designed for clients who want to avoid setting up numerous automatic
accounting instructions. It is intended for those employees who typically charge their time to more
than one area. All pay types are split according to the instructions that the system finds. Split Time
and labor distribution instructions were not designed to work together. When Split Time is activated,
the system includes labor distributions in the hierarchy when searching for the account numbers used
to allocate labor charges. When Split Time is not activated, the labor distribution instructions must be
manually copied during time entry for non-autopay employees.

When Split Time is activated and the employee also has labor distribution instructions, every pay type entered on the timecard is split according to the labor distribution instructions that are set up for the employee. Therefore, if pay type 1 is set up to be split between two accounts on the labor distribution instructions, then the time is split between the accounts selected on labor distribution instructions.

See Also

❑ *Defining Position Budgets* in the *Human Resources Guide*

Examples: Activating Split Time

The following are examples of how the system allocates labor charges among accounts based on labor distribution instructions or the Split Time feature.

Example 1: Labor distribution instructions set up at the employee level using the percentage method. Split Time is activated.

Pay Code	Description	Hours or Percent	Account #
1	Regular	60	9.8115
1	Regular	40	9.8118

On the Time Entry Revisions form, when 40 hours is entered for pay code 801, the system automatically supplies the following allocation because the Split Time feature is activated:

Pay Code	Description	Hours	Account #
801	Vacation	24	9.8115
801	Vacation	16	9.8118

For any pay code entered (including pay code 1) on the Time Entry Revisions form, the system supplies the hours and account number from the labor distribution instructions. The system does not supply the pay code or change the pay code that was entered.

When time is entered you must copy the labor distribution instructions for the employee from the Form menu if the Split Time processing option is not activated. The time is then allocated according to the labor distribution instructions. Only the pay type set up on the labor distribution instructions is allocated on the Time Entry Revisions form.

Example 2: Labor distribution instructions are set up at the employee level using the percentage method. Split Time is not activated.

On the Time Entry Revisions form, when 40 hours is added for pay code 801, the system does not allocate time charged to pay code 801 because the labor distribution instructions were set up to allocate charges to pay code 1 and the Split Time feature is not activated:

Pay Code	Description	Hours	Account #
801	Vacation	40	9.8118

When you add 40 hours for pay code 801 on the Time Entry Revisions form and then select copy labor distribution instructions, the system will prompt you for the number of hours to charge and allocate those hours of regular pay based on the labor distribution instructions:

Pay Code	Description	Hours	Account #
1	Regular	24	9.8115
1	Regular	16	9.8118
801	Vacation	40	9.8118

The vacation pay code is not split because the labor distribution instructions specified only regular pay (pay code 1).

The following are suggestions for using the labor distribution instructions and the Split Time feature:

- Use Split Time when you want every pay code split according to either labor distribution instructions or position control.

- Enter a batch of timecards with the Split Time feature activated, and then deactivate Split Time and enter additional timecards.

Entering Automatic Deposit Instructions

You enter automatic deposit instructions for any employee who wants all or part of each payment deposited directly in a bank account. When you enter automatic deposit instructions, the system creates a pre-note record that is sent to the bank for verification. The pre-note information can be created during the first payroll cycle in which the employee is processed after the automatic deposit instructions are entered into the system, or you can create pre-note transactions outside of the payroll cycle.

Using automatic deposit instructions, you can perform the following functions:

- Set up a combination of automatic deposit, check, or cash payments.

- Set up multiple bank accounts for an employee.

- Start and stop automatic deposits by period.

- Start and stop automatic deposits by date.

- Set up a remainder code to automatically process any money remaining when an employee chooses different ways to distribute a payment.

See Also

❑ *Creating Pre-Note Transaction Records* in the *Human Capital Management Foundation Guide*

Prerequisite

❑ Set up the processing options that provide the originating bank number, service class code, and standard entry class.

► **To enter automatic deposit instructions**

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

1. On Work With Automatic Bank Deposit Instructions, complete the following field and click Find:

   - Employee Identification

2. Choose an employee and click Select.

3. On Automatic Bank Deposit Instructions, complete the following fields:

   - Bank Account
   - Bank Trnst No.
   - M C
   - Tr Cd
   - Amount or Percent

4. Complete the following optional fields:

   - Pay Start Date
   - Pay Stop Date

   The system supplies values for the following field on the Employee tab:

   - Pre-Note Flag

   The system supplies values for the following fields on the Bank Information tab:

   - Originating Bank
   - SCC
   - SEC

5. Review the values supplied by the system for the following fields:

   - F P
   - Ded Per 1
   - Ded Per 2

- Ded Per 3
- Ded Per 4
- Ded Per 5

PeopleSoft.

Sign
Auto Deposit Insructions for Employee - Automatic Bank Deposit Instructions

Work With Automatic Bank Deposit Instructions | **Automatic Bank Deposit Instructions**

OK   Delete   Cancel   Form   Row   Previous   Next   Tools

Employee | Bank Information

Home Company	00001	Home Business Unit	9
Employee No.	7500	McDougle, Cathy	
Pre-Note Flag	N		

Records 1 - 4   Customize Grid

		Pay Start Date	Pay Stop Date	Bank Account	Bank Trnst No.	M C	Tr Cd	Amount or Percent	F P	Ded Per 1	Ded Per 2	Ded Per 3	Ded Per 4	Ded Per 5
☐				789123	307088660	$	22	50.00	F	Y	Y	Y	Y	Y
☐				456789	102000018	R	22		F	Y	Y	Y	Y	Y
☐		03/15/02		55555	102000076	$	22	10.00	F	Y	Y	Y	Y	Y
☐														

6. To create additional automatic bank deposit instructions, repeat steps 3-5.

7. When you are finished entering instructions, click OK.

Processing Options for Auto Deposit Instructions (P055011)

These processing options specify information codes and formatting that is required so that financial institutions can exchange automatic deposit information accurately.

Bank Info.

1. Originating Financial   Organization No.

2 .Service Class Code

3. Standard Entry Class

4. Off Set Begin Deposit Date

   0 - Do not default the Begin Deposit Date

   1- Default the Begin Deposit Date

5. Off Set Begin Deposit Date

Enter the number of days offset for the Pay Start Date.

Creating Pre-Note Transaction Records

From the Auto Deposit Information menu (G05AD), choose Auto Deposit Pre-Note Bank File.

When employees decide to have their payroll payments automatically deposited in their bank accounts, they must provide information about the bank accounts to their employer. The employer must verify that the bank information is accurate before payments are actually deposited into those accounts. The process of verifying employee bank information is called pre-noting.

Pre-noting is a method of electronically testing the accuracy of an automatic deposit bank account before transferring actual funds to the account. If there are problems with the bank account information, the bank provides feedback to the employer to notify them of any errors. Typically, new accounts are pre-noted during the first payroll cycle in which the employee is processed after they have submitted their bank account information. During the payroll cycle that the bank information is pre-noted, the employee receives an actual paycheck rather than an automatic deposit.

The pre-note process consists of the following steps:

1. Employees provide bank account information to the payroll department.

2. The bank information is entered into the system.

3. The bank information is typically sent electronically to a regional clearing house association facility.

4. The clearing house facility consolidates all transactions for daily routing to all member banks.

5. Member banks receive and verify that the auto deposit instructions submitted via the clearing house facility are accurate. If errors are discovered, the originator of the test is notified of the problem for correction and retesting.

Note

This pre-note cycle typically requires ten days from the time the clearing house facility receives the transaction.

The Auto Deposit Pre-Note Bank File program (R055011) allows you to generate pre-note transactions as soon as you enter automatic deposit instructions into the system. Generating the pre-note transaction before the employee is paid expedites the verification process and increases the probability that employees receive their first payment via an automatic deposit rather than a live check. Expediting the verification process reduces the number of live checks that an organization must distribute.

For example, if you hire an employee who is not scheduled to begin working for your organization for several weeks, you can process the employee's pre-note transaction before they begin working. By completing the pre-note process ahead of time, the employee's first payment can be generated as an automatic deposit rather than a live check.

When you create the pre-note transaction using the Pre-Note Trigger program, the system assigns a start date to the employee's automatic deposit information. This start date is determined by adding the number of days that you enter in the processing options for the Auto Deposit Instructions program (P055011) to the system date. We recommend using a value of 10 days or more to ensure that the pre-note process is completed before funds are deposited into the accounts. If the employee is paid before the start date that is associated with their automatic deposit instructions, the employee will receive a live check rather than an automatic deposit.

In addition to pre-noting new automatic deposit instructions, you must also pre-note bank information when an employee changes existing automatic deposit instructions. The system uses the value in the Pre-Note Flag and Transaction Code fields on the Automatic Bank Deposit Instructions form to determine which records to include in the pre-note process. If the Pre-Note Flag field is set to P, all automatic deposit instructions for the employee are included in the pre-note process. If the Pre-Note Flag field is set to N, only automatic deposit records with a value of 23, 28, 33, or 38 in the Transaction Code field are included in the pre-note process.

Note

If an employee changes the amount that they want deposited into a bank account, the system does not change the value in the Transaction Code field to a pre-note value. The system only changes this value if the bank account information changes.

After you enter or change automatic deposit instructions for employees, you must generate the pre-note file to send to the clearing house facility. If your organization has multiple business units that use unique bank information, you can create separate clearing house facility files for each business unit. To do this, you must set up automatic deposit tape file information for each business unit.

See Also

❑ *Entering Automatic Deposit Information Using Self-Service* in the *Human Capital Management Self-Service Guide*

❑ *Setting Up Business-Unit Constants* in the *Human Capital Management Foundation Guide*

Prerequisite

❑ Set the company options for Company 00000 to determine how the system creates automatic deposit bank tapes. See *Setting Up Company Options* in the *Human Capital Management Foundation Guide* for instructions.

❑ Set up debit account information for each entity in your organization for which you create automatic deposit and pre-note files. See *Setting Up Debit Account Information for Automatic Deposits* in the *Payroll Guide* for instructions.

❑ Create an export folder for the clearing house facility file. Contact your system administrator for assistance.

Processing Options for Auto-Deposit Pre-Note Bank File (R055011)

Company Options Tab

These processing options are used to determine the processing information that is included in the pre-note transaction file.

1. Enter Effective Deposit Date

Use this processing option to specify the date on which funds are to be deposited into an employee's bank account. If you leave this option blank, the system date is used.

Note: If you enter an offset number in the Offset Effective Deposit Date processing option, the system adds the number of days that you enter in that processing option to the date that

you enter in this field to determine the effective deposit date. If you leave this field blank and enter an offset number, the system adds the number of days tat you enter in that processing option to the system date to determine the effective deposit date.

2. Off Set Effective Deposit Date

Use this processing option with the offset formula to determine the date on which funds should be deposited into an employee's bank account. If you enter a number in this field, the system adds that number of days to the date in the Effective Deposit Date processing option to determine the deposit date for the funds. If that processing option is left blank, the offset days are added to the system date to determine the deposit date. For example, if you enter 1 in this field and you leave the Enter Effective Deposit Date processing option blank, the deposit date that the system uses is the system date + 1. If you leave this option blank or enter 0, the date that you enter in the Enter Effective Deposit Date processing option is used.

Note: This feature works only if the date in the Enter Effective Deposit Date processing option is entered using MMDDYY format, as required by the clearning house facility.

3. Enter Trace Number (7 pos.)

Use this processing option to specify the trace number, which is assigned by the ODFI, and is used for the creation of automatic deposit and pre-note transaction records. This number, which can be up to 15 characters in length, is used in conjunction with the batch number, transmission date, and file ID modifier to identify records within a file.

Optional Items Tab

These processing options are used to define optional information that the system includes in the pre-note transaction file.

1. Enter Tape Processor's Name if different from Company Name. If left blank, it will default to Company Name.

Use this processing option to identify the name of the ACH operator or sender. Typically, this is the name of your company or the entity for which you are creating an automatic deposit or pre-note transaction file.

2. Descriptive Date

Use this processing option to specify the date description that you want to appear to the receiver of the automatic deposit or pre-note transaction file. This 6-character code is used for descriptive purposes only and does not control the timing of fund deposits. Examples of possible entries for this processing option are 011305, 01 05, JAN 13, or JAN 05.

Note: If you are using the Offset Descriptive Days processing option, you must enter this date using the MMDDYY format.

3. Off Set Descriptive Date

Use this optional processing option if you want the offset date formula to determine the date for the descriptive date. If you enter a number in this field, the system adds this number to the date that is entered in the Descriptive Date processing option. For example, if you enter 2 in this field, the actual descriptive date that is used in the pre-note transaction file is the date that is entered in the Descriptive Date processing option + 2. If you leave this option blank or if you enter 0, the date in the Descriptive Date processing option is used.

Note: To use this feature, the date in the Descriptive Date processing option must be entered using the MMDDYY format.

4. Reference Code for Auto Deposits

Use this processing option to identify user-defined information that is specific to your organization. This processing option is optional.

5. Company Entry Description (10 pos.)

Use this processing option to specify a 10-character description of the purpose of the file that you are sending. This code is used for information purposes only and does not affect the processing or calculation of automatic deposit or pre-note transaction records. Examples of codes that you might use are REG SALARY, BONUS PAY, or HOLIDAY.

6. Enter if Pre-Note is to be run in update or proof mode.

 0 - Proof mode
 1 - Update mode (updates F060116 or F065016)
 This option is used for Pre-Note only.

Use this processing option to determine the mode of processing when running the pre-note transaction program. When you run this process in proof mode, the system creates a report to display the changes that will be made. When you run this process in update mode, the system updates the F060116 and F065016 tables, changing the Pre-Note flag and adding the Auto Deposit Start Date. Valid values are:

0
Proof Mode

1
Update Mode

Revising Employee Information

After you add an employee record to the database, you can update the employee's information as necessary. For example, when an employee gets married, you might need to change the employee's marital tax status. When an employee receives a promotion, you typically update the employee's salary, job type, and pay grade.

You have many options for changing an employee's salary. One option is using Workflow. Workflow is an electronic message delivery system that streamlines the process of getting an approval for a salary change. Workflow automates tasks, such as notifying a manager that a salary change is waiting for approval, using an e-mail-based flow across a network.

You can enter employee changes that take effect either immediately or on a future date. You can also enter changes that apply to a group of employees.

When an employee arranges to be absent from work for an extended period of time, such as to care for a newborn, you can enter leave-of-absence information for the employee.

When an employee stops working for your organization, you need to terminate the employee. You can do this manually or with the help of Workflow.

Correcting Employee Information

You can review employee information and update it as necessary. For example, when an employee receives a promotion, you typically update the employee's salary, job type, and pay grade.

If you are tracking employee history and turnover information, the system creates a history record every time you change employee information. After correcting employee information, you typically remove the incorrect entries from the employee's history and turnover records.

▶ **To correct employee information**

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

1. On Work With Employee Information, complete either of the following fields to locate the employee whose information you need to change:

   - Home Company
   - Home Business Unit

2. Click one of the following options and click Find:

   - Active
   - Terminated
   - All

3. Choose the employee record, and choose a menu option from the Row menu.

4. Make the necessary changes on the appropriate form and click OK.

5. If a Change Reason form appears, complete the following fields and click OK:

    - Effective On
    - Change Reason

See Also

❏ *Correcting Employee History* in the *Human Capital Management Foundation Guide*

Processing Future Changes

You can use the Future Data EE Master Revisions program (P06042) to enter future changes for an individual employee that will take effect on a future date. For example, if an employee will change from one business unit to another on a certain date, you can enter the new information prior to the employee actually changing business units.

You can enter future changes only for information that the system stores in the Employee Master Information table (F060116). Changes that affect supervisor and employee relationships are also saved in the Address Organization Structure Master table (F0150) and can be displayed with the Distribution List Control program (P02150). When you set up your system, you can limit the data items (fields) that you allow the update program to change. You can enter changes for a group of employees. For example, you might enter a mass change for all employees whose business unit 32 is changing to business unit 459.

After entering future changes, you must update the F060116 table for your changes to take effect. The following options are available for updating changes:

- If you are using the EnterpriseOne Payroll system, you can allow the final update step of the payroll cycle to automatically update changes.

- You can request a batch job to update the changes.

When you update the changes using the batch job, the system does not update any employee records that are included in a current payroll cycle. Such records are called locked records.

You can enter the following types of future changes:

- Changes to employee information prior to the effective date of the change

- Multiple changes to the same data item with different effective dates

- Changes to employee records that are included in a current payroll cycle (locked records)

The future change process updates one or both of the following tables, depending on how your processing options are set up:

- Future Data EE Master Revisions (F06042)

- Employee Master Information (F060116)

Prerequisite

❏ Choose the data items (fields) that you want the update program to change. See *Choosing Fields for Future Data Revisions* in the *Human Capital Management Foundation Guide*.

► **To process future changes**

From the Employee Adv & Technical Operations menu (G05BE3), choose Future Data EE Master Revision.

1. On Future Data EE Master Revisions, to review any unprocessed future changes for an employee before you enter any additional future changes, complete the Employee Identification field, and then select the following option:

   • Unprocessed Records

2. To narrow the list of changes that appears, complete one or both of the following fields, and then click Find:

   • Data Item
   • Effective On Date

3. To enter a future change for an employee, complete the following fields in the detail area:

   • Eff. On Date
   • Data Item
   • Future Value
   • Chg Rsn

4. To enter a future change for another employee, repeat steps 1-3.

   You can enter future changes for as many employees as necessary, and enter different effective dates and data items for each change.

5. When you have finished entering changes, click OK.

   If you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. If you enter a future value for hourly rate, the system recalculates the annual salary.

After you enter future changes, complete the steps to update the Employee Master record.

See Also

❑ *Updating Employee Master Records* in the *Human Capital Management Foundation Guide*

Processing Mass Changes

You process mass changes to change similar information for groups of employees at one time. For example, you could process mass changes in either of the following situations:

- All employees currently in building 1 are moving to building 2. Because you use the check route code to indicate the location of employees, you must reassign the check route code for employees who are currently in building 1.

- Your company is restructuring departments. You must change the category code for all employees who are currently in department 10 to department 110.

When you are preparing to enroll employees in benefit plans, the mass change feature provides a convenient method for entering or updating the benefit group assignment for many employees.

When you process mass changes, you complete the following procedures:

1. Identify employees in the data selection values.
2. Omit individual employees before the update occurs.
3. Identify the effective date and reason for the change.
4. Use percentages or flat amounts when changing salary or hourly rate.
5. Review both the old and the new data.
6. Override the mass change data and effective date for specific employees.
7. Apply changes immediately or at a later date.

After you enter mass changes, you must update the Employee Master Information table (F060116) for your changes to take effect. You can update changes in the following ways:

- If you are using the EnterpriseOne Payroll system, you can allow the final update step of the payroll cycle to automatically update changes.

- You can request a batch job to update the changes.

When you update the changes using the batch job, the system does not update any employee records that are included in a current payroll cycle. Such records are called locked records.

If a data item that is changed affects the employee and supervisor relationship, the information is stored in the Employee Master Information and Address Organization Structure Master (F0150) tables. When these relationships are changed, you can view the results in programs such as the following:

- A/B - Org Structure Browse (P0150)
- Distribution List Control (P02150)
- Future Data EE Master Revisions (P06042)

The mass change process updates the following tables, depending on how your processing options are set up:

- Future Data EE Master Revisions (F06042)
- Employee Master Information (F060116)
- Address Organization Structure Master (F0150)

Prerequisite

❑ Choose the data items (fields) that you want the update program to change. See *Choosing Fields for Future Data Revisions* in the *Human Capital Management Foundation Guide*.

► **To process mass changes**

From the Employee Adv & Technical Operations menu (G05BE3), choose Employee Master Mass Changes.

1. On Employee Master Mass Changes, complete the following fields:

   • Data Item
   • New Value

     When you enter the New Value data, you can use the field assist option to access the user defined code table that is linked to the data item that you entered.

   • Effective On
   • Change Reason
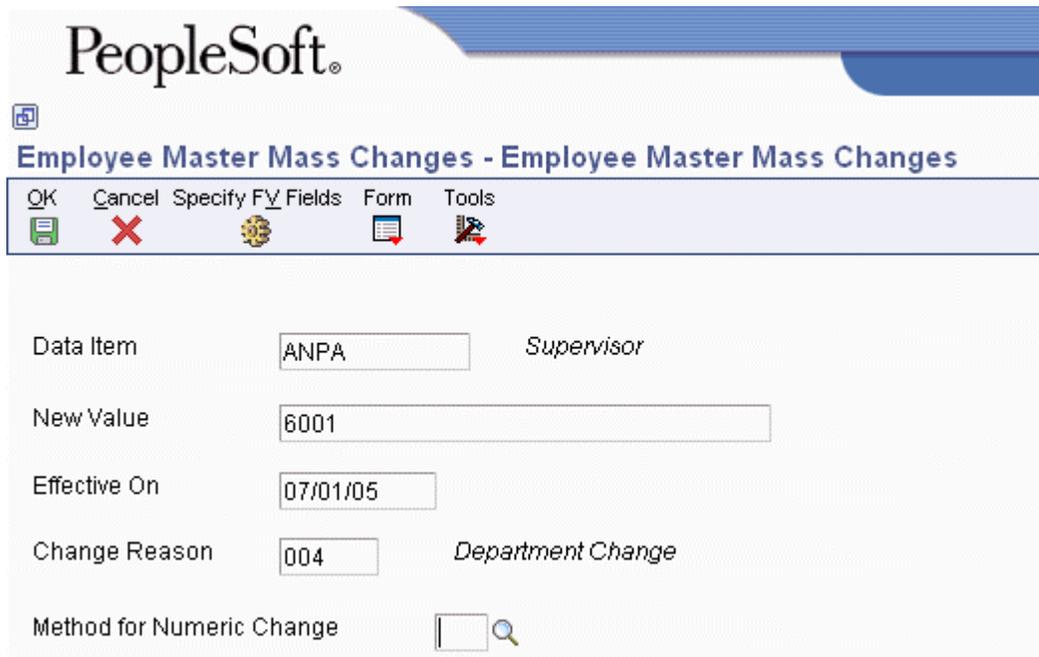
2. If you are revising a rate field, complete the following additional field and click OK:

   • Method for Numeric Change

3. On Work With Batch Versions - Available Versions, choose a version, click Select, choose your data selection and data sequence, and click Submit.

   When the version has completed processing, the system displays Work With Batch Versions - Available Versions again. When you exit that form, the system displays Future Data EE Master Revisions (P06042).

4. On Future Data EE Master Revisions, change the values in any of the following fields, if necessary:

- Eff. On Date
- Future Value
- Chg Rsn

5. Click OK.

After you enter mass changes, update the record in the Employee Master Information table (F060116).

See Also

❑ *Updating Employee Master Records* in the *Human Capital Management Foundation Guide*

Processing Options for Employee Master Mass Changes (R06045A)

Report Tab

Use this processing option to specify whether you want to update the Future Data EE Master Revisions table (F06042) when you run the report.

1. Update F06042 Proof/Final.

  1 = Final (This option will produce a report and update the F06042 table. The R06394 (Future Data Employee Master Update UBE) must then be run manually or via the Payroll Final Update process to update the Employee Master table - F060116)

  0 = Proof (This option will produce a report for your review)

Use this processing option to specify whether you want to update the Future Data Employee Master Revision file (F06042) when you run the report.

Valid values are:

  0 Do not update the file (default).

  1 Update the file.

2. Print Report.

  1 = Yes (Default)
  0 = No

Use this processing option to specify whether you want to print the report.

Valid values are:

0 Do not print the report.

1 Print the report (default).

Updating Employee Master Records

From the Employee Adv & Technical Operations menu (G05BE3), choose Future Data Employee Master Update.

After you enter mass or future changes for one or more employees, you can do one of the following:

- Allow the system to update the Employee Master Information table (F060116) during the final update step of the payroll cycle. This method applies only if you are using the EnterpriseOne Payroll system.

- Manually submit the Employee Master Update program (R06394) to apply changes to the information in the F060116 table.

When you allow the system to make the changes during the payroll cycle, the system processes future changes only for the employees who are included in the current payroll cycle. When you choose to run the master update, you can choose employees who are included in different payroll cycles. For example, you can choose some employees who are included in the payroll cycle for hourly employees and some employees who are included in the payroll cycle for salaried employees.

Run the update program if you need to control when the update occurs and which records the system updates. You can set the processing options for a specific date. The system updates any records with an effective date on or before that date. You can identify all employees or a specific employee in the data selection values.

The following graphic illustrates how the system processes data changes:

Data Changes Processed

Enter Future Data

Future Data (F06042)

Batch job or Final update

Employee Master (F060116)
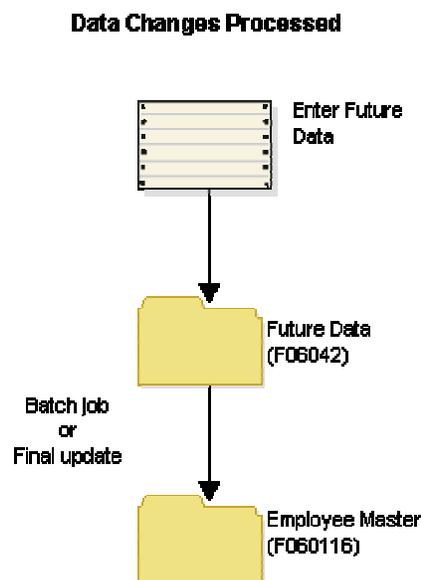
Processing Options for Employee Master Update (R06394)

Default Tab

Use these processing options to specify the mode in which the report runs and the records that the system displays on the exception report.

1. Enter the Pay Period Ending Date that you would like the
   Future Values Records (in F06042) to be "tagged" with
   (Today's Date Will be used if left blank)
   Pay Period Ending Date

Use this processing option to specify the last day of a processing period (pay period, month, quarter, or year).

2. Process Mode:

   0 = Proof Mode Full Edit
   1 = Final Mode No Edit
   2 = Final Mode Full Edit

Use this processing option to specify whether to process future data in proof mode or final mode. Valid values are:

0
Proof mode. The system prints the requested reports without updating the Employee Master Information table (F060116). Use the report to verify future data changes before you process future data in final mode.

1
Final mode. The system prints the requested reports and updates the database. Use this mode after you have verified future data changes and are ready to update the Employee Master Information table.

3. Exception Report Mode:

   0 or blank
     = Only shows records with
        editing errors
   1 = Shows all records

Use this processing option to specify whether the system prints all records or prints an exception report that displays only records with editing errors that occur when attempting to update the Employee Master Information table (F060116). Valid values are:

0 or Blank

The system prints an exception report that displays only records with errors. Use this mode to display which records have editing errors and the types of errors. Revise data specifications that correct the errors before you process future data in final mode.

1

The system prints a report that contains all records. Records without an error display No Editing Error in the Editing Error Message column. Records with errors display the error IDs and the error descriptions in the Editing Error Message column.

Entering Leave-of-Absence Information

When an employee arranges to be absent from work for an extended period of time, such as to care for a newborn, you can enter leave-of-absence information for the employee.

You can enter the date on which the leave begins and the date on which the employee plans to return. Entering leave-of-absence information allows you to do the following:

- Keep your employee information current.

- Indicate whether the employee receives payments while on leave.

- Report on inactive employees.

► **To enter leave-of-absence information**

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

1. On Work With Employee Information, to locate the employee for whom you need to enter leave-of-absence information, complete the following fields:

   - Home Company
   - Home Business Unit

2. To help narrow your search, choose one of the following options and click Find:

   - Active
   - Terminated
   - All

3. Choose the employee record and click Select.

4. On Employee, complete the following fields:

   - Pay Status
   - Leave Begin Date
   - Leave End Date

5. Click OK and review the Employee Status Flag field for a color change.

Terminating an Employee

A terminated employee is an employee who no longer works for your organization.

Entering termination information allows you to do the following:

- Keep your employee information current.
- Report on terminated employees.
- Prevent the employee from receiving payments (if you are using the EnterpriseOne Payroll system).

You have two options for terminating an employee. You can manually terminate an employee or, if Workflow is enabled, you can simplify the termination process by using Workflow. If your software is set up to track employees and jobs with requisitions, and a separating employee is included on a requisition, the system can automatically include the requisition process in the termination process.

The initial task for terminating an employee is the same for both options. The two options occur with the administrative tasks after you terminate an employee. If you choose to terminate an employee manually, you need to manually perform the following tasks that are associated with terminating an employee:

- Contact supervisors and benefits administrators.
- Calculate the employee's unpaid time, vacation, holiday, and sick accruals.

If you use Workflow to terminate an employee, Workflow can automatically notify the appropriate parties of the termination with electronic messages and process any unpaid time and accruals.

Workflow can be set up to complete one or any combination of the following administrative tasks automatically after you terminate an employee. For example, Workflow can be set up to pay or not pay for vacation accruals and to notify certain people.

- Notify the HR manager to set up an exit interview.
- Notify the appropriate managers and supervisors of the termination.
- Notify the IT manager of the termination so that technical tasks, such as deleting the employee's e-mail address, are completed.
- Determine whether the employee has unprocessed checks.
- Determine whether the employee has outstanding time.
- Calculate the employee's unpaid sick, holiday, or vacation accruals.
- Calculate declining balances owed.
- Notify the benefits administrator if the employee has an FSA account or a retirement plan that will be closed.
- Send a copy of the Work With Enrollment with Eligibility form and the Batch Enrollment report (R083800) to the benefits administrator. The Work With Enrollment with Eligibility form confirms the benefits that the employee has before the termination. The Batch Enrollment report confirms that the program disengaged the employee from payroll deductions, benefits, and accruals as part of the termination process.
- Create a COBRA letter if the employee is eligible for COBRA benefits.

- Create a HIPAA letter if the employee is eligible for HIPAA benefits.

- Create and send a copy of an Employee Report by Data Type report (R080400) to the employee's supervisor if the employee has company property.

Prerequisite

❑ If you use PeopleSoft Workflow Tools (Workflow) to terminate an employee, activate or deactivate certain Workflow subprocesses with HRM Termination Workflow Processing Options (P05W01). These processing options must be accessed through the Application Versions Interactive program (P983051).

❑ Verify that TERMEMP01 and TERMEMP03 are activated in the Process Master program (P98800). Depending on how you set your processing options for P05W01, you might also need to verify that the following optional processes are activated or deactivated: TERMNTFY01, TERMTIME, TERMBEN01, TERMUPDATE, TERMEMP05, TERMNTFY01, TERMABNOT, TERMEMP08. See *Activating a Workflow Process Version* in the *EnterpriseOne Workflow Tools Guide*.

❑ If you want to use Workflow to help terminate an employee, see *Workflow Setup* in the *EnterpriseOne Workflow Tools Guide* to verify that Workflow is set up appropriately for your business needs.

► **To terminate an employee**

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

1. On Work With Employee Information, to locate the employee whom you need to terminate, complete the following field and click Find.

   - Employee No

2. Choose the employee record and click Select.

3. On Employee, complete the following fields:

   - Pay Status
   - Termination Date

4. Complete the following fields, if applicable:

   - Expected Recall Date
   - Employee Benefit Status

5. To allow the employee to become an eligible applicant for your organization after termination, select the following option:

   - Move to Applicant Pool

6. Click OK.

   If you are using Workflow, a small form appears stating that the termination is pending.

   If your software is set up to track requisition information, and the employee who is separating from the organization is set up on a requisition, the system automatically displays the Requisition Information program (P08102).

► **To complete requisition information for a termination**

After you complete the task to terminate an employee, complete the requisition information.

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

1. On Requisition Information, review the following fields on the Primary Information tab and enter appropriate changes:

   - Requisition Status
   - Requisition Date
   - Fiscal Year
   - Effective From Date
   - Effective Thru Date
   - Home Business Unit
   - Security Business Unit
   - Position ID
   - Job Type/Step
   - Job Step
   - Requested By
   - Headcount
   - Approved By
   - Approval Date

2. On the Secondary Information tab, review the following optional fields and enter appropriate changes:

   - Pay Grade/Step
   - Grad Step
   - Pay Class(H/S/P)
   - Overtime Exempt
   - Expected Salary
   - FTE
   - Hours
   - Last Filled By
   - Filled Date

3. You can enter optional comments in the text window on the Additional Information tab.

4. Review the following fields on the Category Codes tab and enter any appropriate requisition codes. Although only three of the fields are represented below, as many as ten codes can be defined.

   - Req Code 01
   - Req Code 02
   - Req Code 03

   Requisition codes are user defined for reporting on requisitions.

108

PeopleSoft®

Employee Information - Requisition Information

OK   Cancel Req. Activity   Form   Tools

Requisition Number   1484

Primary Information | Secondary Information | Additional Information | Category Codes

Requisition Status	AA	Approved	Requisition Date	08/27/03
Fiscal Year	05		Effective From Date	
			Effective Thru Date	

Home Business Unit   9   Corporate Administration
Security Business Unit   1   Financial/Distribution Company

Position ID
Job Type/Step   1M-1   MIS Manager

Requested By   7500   McDougle, Cathy   Headcount   1
Approved By   Approval Date

Justification of Need/Refusal

5. Click OK.

    If Workflow is set up and activated, the system displays the Workflow Pending Review Notification form.

6. On Workflow Pending Review Notification, click OK.

Completing a Termination Using Workflow

Using PeopleSoft Workflow Tools (Workflow) expedites the termination process and reduces some of the miscommunication that can occur during the termination process. In a typical termination process, payroll staff must manually calculate any benefits, such as vacation or sick accrual, due the employee. This requires accurate data from the benefits department. Timely and accurate communication among the Benefits, Human Resources, and Payroll departments is necessary to ensure that the final payment due the employee is precise.

If you use Workflow to help terminate an employee, after you initiate the termination, Workflow completes the subsequent administrative tasks associated with terminations. Most tasks are dependent on how your system is set up. For example, Workflow electronically notifies either one person or a group of people on a distribution list about a termination, if you define your notification process appropriately.

Understanding Termination Using Workflow

After you initiate the termination, Workflow completes the following processes:

- Notifies the appropriate parties

- Reviews timecards and benefits information

- Sends approval message to originator

- Processes the payment

- Completes the termination

The following graphic presents the process that Workflow completes after you initiate a termination:

Terminating an Employee Using Workflow
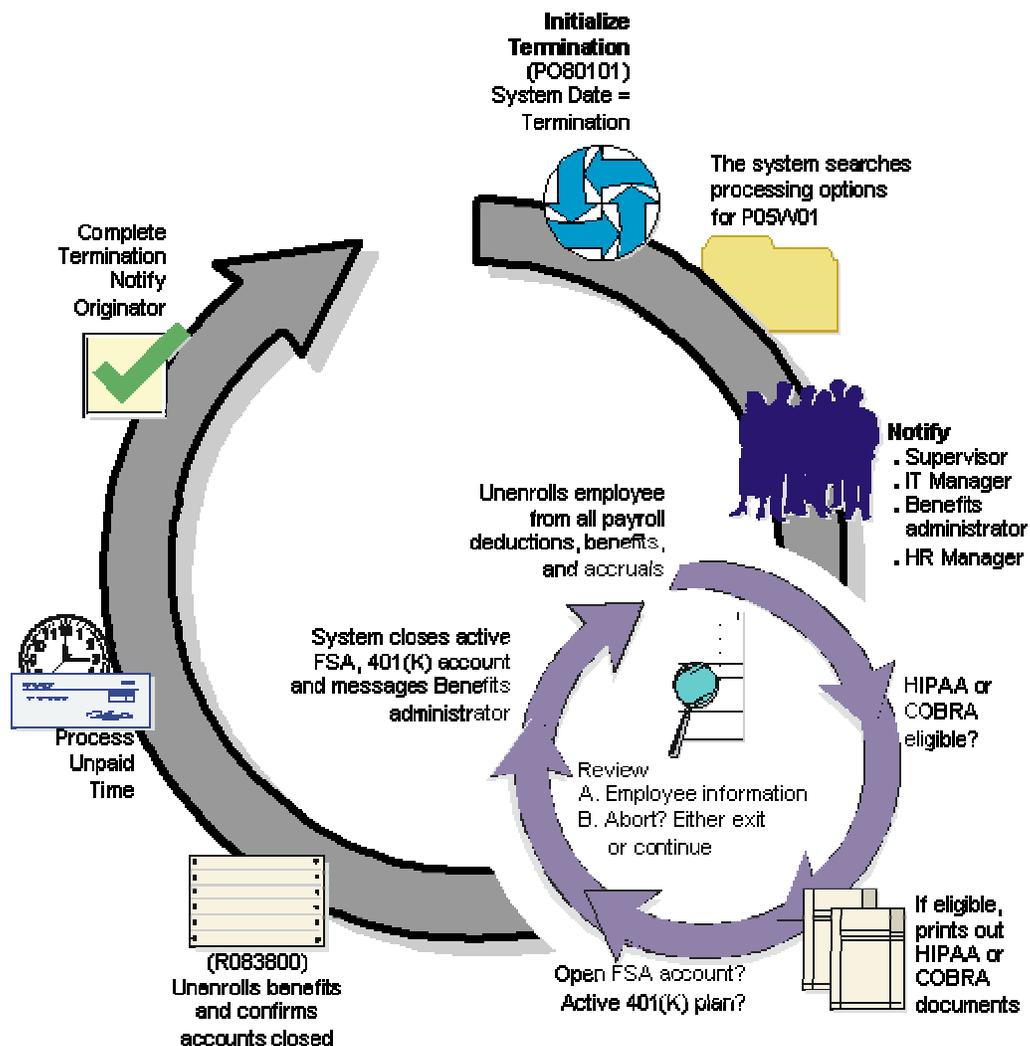
Notification of the Appropriate Parties

Workflow notifies a person or a group of people, as defined during set up, about a termination.

Workflow might notify the following people about a termination:

- The employee's immediate supervisors
- The IT manager
- The HR manager (to set up an exit interview)

Review of the Timecards and Benefits Information

Depending on which of the following items the system administrator set in the HRM Termination Workflow Processing Options program (P05W01), Workflow searches for certain employee information and completes the following processes:

Pays vacation accrual	Pays out vacation and holiday accruals through time entry.
Pays sick accrual	Pays out sick accruals through time entry.
Sends time entry notifications	Sends the time entry records to the originator or the designated person. The time entry records might contain unpaid time.
Sends batch enrollment	Sends Batch Enrollment that removes enrollment of the employee from all DBAs. A batch enrollment report confirms all actions. A message with the program attached is sent to the person being notified. The person must manually run the program from there.

Workflow sends the Work With Enrollment With Eligibility form to the benefits administrator confirming all the employee's benefits before the termination. If the employee has active retirement savings or government authorized spending accounts, Workflow informs the benefits administrator that these employee's retirement savings or government authorized spending accounts are closing and then closes the account automatically using Batch Enrollment (R083800).

Batch Enrollment also disengages the employee's other benefits, deductions, and accruals. A Batch Enrollment report is created confirming all the actions and is sent to the benefits administrator.

Workflow also searches for an employee declining balance owed. If a declining balance is owed, the system creates a record in the Deduction/Benefit/Accrual Ledger File table (F0609) so that the balance is deducted from the employee's last paycheck.

Approval of the Termination

If you are a supervisor or a manager who is responsible for approving terminations, you can approve a termination after receiving a termination message in your Workflow queue.

If Workflow is set up to pay sick time, vacation, or holiday accruals, or if the employee has unpaid time and unprocessed checks, Workflow sends a message to the originator's Workflow queue. When opening the Time Entry Workflow icon, the originator is prompted to review the employee's time entry record. The originator can approve or abort the termination process, or skip to time entry to review and adjust the employee's timecard.

Processing the Payment

After Workflow receives the originator's approval, the system sends the employee timecard to payroll to create a payment for the employee. If a payroll lockout occurs, the system puts the process on hold, sends a message to the originator, and creates the payment after the payroll concludes.

Note

The system does not update the Employee Master Information table (F060116) until the time entry record is approved. If no time entry record needs to be approved, the system updates the Employee Master Information table during the payroll process.

Completion of the Termination

After Workflow processes a payment, if you have the Send Completion Messages processing option set correctly in the HRM Termination Workflow Processing Options program (P05W01), the system sends a message to the originator confirming the termination.

Approving the Termination

After Workflow sends notifications and the appropriate parties review the employee timecards and benefits information, the system sends a request to a manager to approve the termination. The manager can review the termination information and then either approve or abort the termination process. The manager might also elect to review or adjust the employee's timecard information before approving the termination.

► **To approve the termination**

From the Workflow Management menu (G02), choose Work Item Manager.

1. On Work Center, open a message queue that displays a message awaiting your review.

   Additional tasks that you need to accomplish to complete the termination might also appear in the queue.

2. To review the message, click the checkbox next to the message that you want to review and then click Drag.

3. Review the message in the adjacent pane and, if you wish to submit an approval, click the magnifying glass icon to display the media object.

   Depending on the termination process, the message might provide information only or the media object might display an icon for a termination approval form.

4. If an icon exists in the media object, to approve or reject a termination request click Termination Approval.

5. On Termination Approval, review the status of the following fields under the Time Entry Status heading:

   - Unprocessed Checks
   - Unpaid Time

- Unpaid Sick, Vacation, Holiday Accrual
- Unpaid DBA's

6. Review the following fields under the Payroll Status heading:

- Payroll Lockout
- Payroll
- Begin Date
- End Date

7. Choose one of the following options under the Action heading. The termination does not proceed until you respond.

- Continue
- Abort
- Skip Time Entry
- Wait for Payroll Lockout

If the Pre-Payroll Lockout field is marked, you might want to continue with the termination process, or wait until the payroll completes.

If you click Wait for Payroll Lockout, the system temporarily stops the termination process until a payroll completes. If you click Continue, the system continues the termination. If you click the Abort option, the Abort form appears. If you click Skip Time Entry, the employee's time entry record appears on the Time Entry Revisions form.

If you click Wait for Payroll Lockout and then click OK, you might want to click the Re-Verify option on the Form menu at a later time to refresh the form and display any status changes. For example, if an employee is in a payroll lockout, you might click this option to verify whether the Pre-Payroll lockout status is still checked.

If you click Continue and then click OK, Workflow continues the termination process and processes a payment.

If you click Abort, you must also enter comments regarding your action in the text window.

If you click Skip Time Entry, you must also enter comments regarding your action in the text window.

To review historical information about the current termination process, you can choose Audit Trail from the Form menu and review the information in the Process Audit Trail form.

8. Click OK.

9. On Change Reason, complete the following fields and then click OK:

- Effective On
- Change Reason

10. To approve or disapprove, choose one of the following options and then click OK.

- Approve
- Disapprove

See Also

❑ *Processing the Payment* in the *Human Capital Management Foundation Guide*

Processing Options for HRM Termination Workflow (P05W01)

EE Termination Tab

Use these processing options to define the defaults that the program will use at each step of the workflow process. The first four options define portions of the communication process. Options five through seven stipulate whether Time Entry, HRM Payroll, and HRM Benefits software is installed. Options eight through ten indicate how the system addresses accrued benefits in the areas of sick time, vacation and holidays.

---

1. Send Batch Enrollment

Use this processing option to specify whether Workflow sends the Batch Enrollment report (R083800) to the designated recipient. Valid values are:

  0 Do not send the Batch Enrollment report to the designated recipient.

  1 Send the Batch Enrollment report to the designated recipient.
2. Send Completion messages

Use this processing option to specify whether Workflow sends a completion message to the designated recipient(s) when the termination is complete. Valid values are:

  0 Do not send a completion message to the designated recipient(s).

  1 Send a completion message to the designated recipient(s).
3. Send Enrollment with Eligibility

Use this processing option to specify whether Workflow sends the Work With Enrollment With Eligibility form to the designated recipient. This form displays the employee's benefits before the termination. Valid values are:

  0 Do not send the form to the designated recipient.

  1 Send the form to the designated recipient.
4. Send time entry notifications

Use this processing option to specify whether Workflow sends a notification message to the designated recipient of any unpaid time or unprocessed checks that the employee has as of the termination date. Valid values are:

  0 Do not send a notification message to the designated recipient.

---

1 Send a notification message to the designated recipient.

5. Time Entry is installed

Use this processing option to specify whether the Time Entry system is installed. Valid values are:

0 The Time Entry system is not installed.

1 The Time Entry system is installed.

6. HRM Payroll Installed?

Use this processing option to specify whether the Payroll system is installed.

Valid values are:

0 The Payroll system is not installed.

1 The Payroll system is installed.

7. HRM Benefits Installed?

Use this processing option to specify whether the Benefits module is installed so that Workflow can send the Batch Enrollment report and the Work With Enrollment With Eligibility form as specified in other processing options for termination workflow. Valid values are:

0 The Benefits module is not installed.

1 The Benefits module is installed.

8. Pay Sick Accrual

Use this processing option to specify whether the system pays the terminated employee for any accrued sick time. Valid values are:

0 The system does not pay the terminated employee for accrued sick time.

1 The system pays the terminated employee for accrued sick time.

9. Pay Vacation Accrual

Use this processing option to specify whether the system pays the terminated employee for any accrued vacation time. Valid values are:

0 The system does not pay the terminated employee for accrued vacation time.

1 The system pays the terminated employee for accrued vacation time.

10. Pay Holiday Accrual

Use this processing option to specify whether the system pays the terminated employee for any accrued holiday time. Valid values are:

0 The system does not pay the terminated employee for accrued holiday time.

1 The system pays the terminated employee for accrued holiday time.

Working with the Supplemental Database

You might need to store information about a contact that has no place reserved for it in the standard master tables. We refer to this additional information as supplemental data. Each supplemental database is identified by a code that is specific to a system. For example, for the Address Book system, the supplemental database code is AB. Depending on what kinds of supplemental data you maintain, you can set up more than one database for a system.

If your company is multinational, you can set up a language override code that allows you to write and view supplemental data in an appropriate language.

Supplemental database code information is stored in the Supplemental Database Setup table (F00090).

The Address Book system does not require you to use supplemental data.

Entering Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the EnterpriseOne standard master tables. It can include detailed information about job sites (business units), such as legal descriptions, ground conditions, and so on.

- Products purchased
- Annual sales
- Billing contracts
- Delivery methods
- Requests for proposal
- Internal rating
- Emergency contacts
- Employees
- Job skills

- Work history

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the narrative, code, or program format in which you want to track information. You enter supplemental data based on the format, as described below:

- Narrative. When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.

- Code. When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.

- Program. When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

Supplemental data is stored in the Supplemental Data table (F00092).

Entering Supplemental Data in Code Format

When you enter supplemental data in code format, you enter values in predefined fields. For example, the form for entering job skills information might have fields for skill code, number of years of experience, and proficiency level.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be defined in the associated user defined code table.

► **To enter supplemental data in the code format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. C in the Data Mode column indicates that the data type is in code format. A check mark in the row header of a data type indicates that a code format exists for that data type.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

- Address Number
- Item Number
- Branch/Plant
- Business Unit

PeopleSoft.

Employee Supplemental Data Entry - Work With Supplemental Data

Select   Find   Copy   Close   Form   Row   Tools

Supplemental Database Code   E   *Employee*

Employee Address Book Number   1   Financial/Distribution Company

Records 1 - 9   Customize Grid

	Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
●			A	Emergency Contacts	N	E	
○			B	Skills	C	E	
○			C	Professional Licenses/Cert.	C	E	
○			D	Employer Property	C	E	
○			E	Education	C	E	
○			EN	Establishment Number	C	E	
○			G	Appraisal Overview	N	E	
○			L	Personnel Records	N	E	
○			R	Employment Equity - Canada	C	E	

3. Choose a record in the detail area that contains C (code) in the Data Mode column and click Select.

The column headings and fields in the detail area vary, based on the setup for each data type.

4. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

- User Def Code
- Effective Date

5. Complete the fields that apply to the data type, which might include the following:

- User Defined Amount
- Remark
- Remarks Line 2
- User Defined Amount #2
- Addl Date
- Ending Date
- User Def Days

  If you leave the Ending Date field blank and you specified in a processing option for the Supplemental Data program that the system assign an ending date when you leave this field blank, the system uses the ending effective date from the Address by Date table (F0116).

6. Click OK.

Note

PeopleSoft recommends that you use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remark Headings/Validation areas of the Data Type Revisions form. If you change information using the Supplemental Data program (P00092) instead, the next time that you view the record, the system will issue an error because it is using another UDC table to validate the data.

Entering Supplemental Data in Narrative Format

When you enter supplemental data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee, business unit, or item number. For example, you might use narrative format for performance appraisal information.

▶ **To enter supplemental data in the narrative format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

    -   Supplemental Database Code

    The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

    The system displays the available types of supplemental data. The value N in the Data Mode column indicates that the data type is in narrative format. The system displays a paper clip icon to the left of each row that contains narrative text.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

    -   Address Number
    -   Item Number
    -   Branch/Plant
    -   Business Unit

3. Choose a record in the detail area that contains N (narrative) in the Data Mode column and click Select.

4. On Media Objects, choose New and then Text from the File menu.

5. Enter the text.

6. From the File menu, choose Save & Exit.

Processing Options for Supplemental Data (P00092)

Processing

1. Select the Supplemental Database Code for the system you would like to create a central information index for.

2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.

Copying Supplemental Data Types

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, to enter supplemental data for an address book number that is similar to an existing address book number, you can copy information from one record to another record. After you copy the data, you can revise it as necessary.

When you copy supplemental data, follow these guidelines:

- Copy supplemental data that is in code format only. You cannot copy narrative text.

- Copy information from one data type to another data type in code format. For example, if you have a data type in code format for skills and another data type in code format for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.

- Copy supplemental data only within the same supplemental database code. For example, suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

Prerequisites

❑ Determine the employee number of the employee whose data you are copying and the employee to whom you are copying the data.

❑ Verify that the data type in the database from which you are copying and the data type in the database to which you are copying are the same.

▶ **To copy a supplemental data type**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

   - Supplemental Database Code

   The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

2. Complete one or more of the following applicable fields and click Find:

   - Item Number
   - Branch/Plant
   - Business Unit
   - Address Number

3. In the detail area, choose the record that contains the supplemental data type that you want to copy and click Copy.

4. On General Description Entry, complete one of the following applicable fields and click OK:

   - Item Number
   - Branch/Plant
   - Business Unit
   - Address Number

Reviewing Supplemental Data

You can review supplemental data in various formats. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units such as job sites in the Western region of the United States. You can also review supplemental data by item to review the master information about an item and the supplemental information with which it is associated, such as the information for a work order.

Two tabs appear on the Work With Supplemental Data Profiles (Key1) and Work With Supplemental Data Profiles (MCU/Key1) forms. Each of the following tabs represents a different order in which the system sorts and displays the columns in the detail area of the form:

Data Type   Sort first by data type, and then by short item number.

Item Number   Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. You can also save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you assign the formats.

► **To review supplemental data for a specific employee**

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Inquiry.

1. On Work With Employee Information, to locate the employee record, complete any of the following fields:

    *   Employee No
    *   Home Company
    *   Home Business Unit

2. Select one of the following options and click Find:

    *   Active
    *   Terminated
    *   All

3. Choose the employee record, and then choose Supp. Data Inquiry from the Row menu.

4. On Supplemental Data Inquiry, review the information.

► **To review supplemental data by data type**

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Data by Data Type.

1. On Work With Supplemental Data by Data Type, complete the following optional field:

    *   Type Data

2. To narrow your search, select one of the following options:

    *   Active
    *   All
    *   Terminated

3. Click Find.

Working with Multiskill Search

You can search your supplemental database for records that meet criteria that you define. You typically use this type of search when you are looking for a person to fill a vacancy within your organization.

For example, you can search for all employees and applicants who meet the following criteria:

*   Have an MBA degree

*   Speak French

*   Are certified public accountants

*   Know RPG programming

When you perform the search, the system lists all of the people who meet the multiple criteria. You can enter up to 20 search criteria.

The criteria that you enter can be based on either an AND condition or an OR condition. This means that you can search for people who meet either all of the criteria or some of the criteria. For example, you can search for people who meet the following criteria:

- Know C programming, AND have a degree in either computer science or mathematics
- Have an MBA degree from any college OR a BA in business from Harvard

The system processes search criteria in the order in which you list them. When any of the criteria that you specify are based on an OR condition, the order in which you enter the search criteria is important.

Example: Entering Search Criteria

In this example, you are searching for people who know C programming and have a degree in either mathematics or computer science. To locate that group of people, enter the following search criteria in the order listed:

C programming

AND

Degree in computer science

OR

C programming

AND

Degree in mathematics

To locate the people who meet the search criteria, the system completes the following steps:

8. Locates the people who know C programming. (For demonstration purposes, call this group of people group A.)

9. Searches group A for people who have degrees in computer science. (Call these people group B.)

10. Searches group A for people who have degrees in mathematics. (Call these people group C.)

The result of the search is the total of the people in groups B and C.

► **To work with multiskill search**

From the Employee Supplemental Data menu (G05BSDE1), choose Supplemental Data Multiskill Search.

1. On Supplemental Data Multiskill Search, to limit the search, complete the following optional fields:

- Home Business Unit
- Job Type/Step

2. To enter the search criteria, complete the following fields and click Search:

- And /Or
- SDB Code
- Type Data
- Data Item
- Op
- Multiskill Search Data

The records that meet the search criteria appear in the grid on the bottom half of the form.

3. To inquire further on a record, choose the record and click Master.

Understanding Parent/Child Relationships

To provide executives and managers with a summary of the reporting relationships within your organization, you can define an organizational structure. An organizational structure shows the flow of information within your organization. The organizational structure that you define can vary from business to business, or even from department to department within your business.

You can use an organizational structure to show reporting relationships among employees and supervisors. These relationships are called parent/child relationships.

You can define two types of parent/child relationships:

- A relationship in which an employee address can appear multiple times

- A relationship in which an employee address can appear only once

After you define a parent/child relationship, you can periodically review and revise that relationship to reflect staff additions or turnover.

See Also

❑ *Working with Parent/Child Relationships by Position* in the *Human Resources Guide*

Creating Parent/Child Relationships by Employee

When you define organizational structures, you create hierarchies of relationships between parents and children. For example, a large business might have headquarters in one city and several regional offices that are subsidiaries of the headquarters. You can define an organizational structure in which you set up the regional offices as children, or subsidiary business units, of the headquarters. The regional offices can in turn be parents, or higher-level business units, of local offices. For each office, you can set up an organizational structure by employee, with upper-level managers as parents of mid-level managers, and mid-level managers as parents of employees.

Each employee can have only one immediate supervisor. The system prevents you from entering a manager as a subordinate of an employee.

You use one of the following modes to define an organizational structure by employee:

- Enter child positions for a higher-level parent.

- Enter a parent position for subordinate child positions.

After you create parent/child relationships, you can revise these relationships as necessary to reflect changes within your organization. To access the processing options for the A/B - Org Structure Browse program (P0150), you must go through Interactive Versions.

Prerequisite

❑ Set up parent/child structure types in user defined code table 01/TS. See *Understanding User Defined Codes for Human Capital Management Systems* in the *Human Capital Management Foundation Guide*.

► **To create parent/child relationships by employee**

From the Employee Management menu (G05BE1), choose Employee/Supervisor Relationships.

1. On Work With Distribution Lists, to review existing parent/child relationships, complete the following field and click Find:

   - Parent Number

2. To create a new parent/child relationship, click Add.

3. On Address Parent/Child Revisions, complete the following fields:

- Parent Number
- Structure Type
- Address Number

4. Complete the following optional fields and click OK:

- Remark
- Begin Eff Date
- End Eff Date

Processing Options for A/B - Org Structure Browse (P0150)

Process Tab

These processing options specify whether the system displays Workflow information for parent/child relationships and controls whether multiple parents in tier relationships are permitted with overlapping effective dates.

---

1. Workflow Information

Blank = Do not display workflow information.
1 = Display workflow information.

Use this processing option to specify whether to display workflow processing information. Valid values are:

Blank
Do not display workflow information

1
Display workflow information
2. Tier Descriptions

Blank = Do not Enable Tier Descriptions
1 = Enable Tier Descriptions, and prevent
     multiple parents with overlapping
     effective dates.

Use this processing option to specify whether to allow a tier structure to be defined based on effective dates for a root parent address. The root parent in a structure is the highest level of a parent/child structure, and can have no parent. Valid values are:

Blank
Do not allow a tier structure to be defined.

1

Allow a tier structure to be defined.

Defaults Tab

These processing options specify whether the system automatically provides effective dates and provides the option to choose an organization structure from a predefined list in UDC 01/TS.

1. Date Defaults

Blank = Do not default a date
1 = Default dates into effective date fields

Use this processing option to specify whether the system supplies default dates on the P0150 parent/child revisions form when the beginning and ending effective dates are blank. Valid values are:

Blank
The system does not supply default dates.

1
The system supplies default dates.
　　　Beginning Effective Date - Julian

Use this processing option to specify whether the system supplies default dates on the P0150 parent/child revisions form when the beginning and ending effective dates are blank. Valid values are:

Blank
The system does not supply default dates.

1
The system supplies default dates.
　　　Ending Effective Date - Julian

Use this processing option to specify whether the system supplies default dates on the P0150 parent/child revisions form when the beginning and ending effective dates are blank. Valid values are:

Blank
The system does not supply default dates.

1
The system supplies default dates.

2. Default Organization Structure Type

Blank = Do not default an organization structure type

Use this processing option to specify the value that the system enters in the Organizational Structure field when the A/B Org Structure Browse program (P0150) is first run.

Processing Options for Distribution List Control (P02150)

Defaults Tab

These processing options specify an organizational structure type and designate the program version number that the system uses.

Defaults

1.) Enter the default Structure Type

2.) Enter the Version of Organizational Structure Revisions to call. If left blank version ZJDE0001 will be used.

Reviewing Employee Information

Reviewing employee information is a necessary task for Human Resources personnel. The Employee Profile program (P060116) centralizes employee information in a few inquiry-only forms. Locating information with Employee Profile is a quick way to locate an employee's personal, company, job, and history information.

Employees can review their own information by choosing Employee Personal Profile from the Employee Self Service menu. Managers can review this information by accessing Managers Workbench from the Manager Self Service menu.

▶ To review employee information

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

1. On Work With Employees, to narrow your search for selecting an employee, click an option in the Employees area, complete the following optional fields, and click Find:

   - Home Company
   - Home Business Unit

2. Choose an employee record and click Select.

3. On Employee Profile and Job Information, review employee information under the Personal, Company, and Job tabs.

4. To access history information for any field, choose History Tracking from the Form menu.

5. On History Window, click Find and then review history for the data item.

Running Employee Reports

You can run either of two types of employee reports:

- Current employee reports
- Employee supplemental data reports

Run current employee reports to review the most recent changes made to employee master records.

You can run a supplemental data report, one of the current employee reports category, to review current, auxiliary information associated with your employees. You can review this information by individual employee, all employees, and supplemental data type.

See Also

- ❑ *Working with Point-In-Time Employee Reports* in the *Human Capital Management Foundation Guide*

Running the Employee Roster Report

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

The Employee Roster report (R064011) lists all employees or selected groups of employees entered in the Payroll system. You run this report to verify that the following employee information has been entered correctly:

- Home company
- Business unit
- Basic dates
- Group plan
- Workers compensation
- Federal and state tax exemption
- Job type and job step
- Pay status
- EEO status

Processing Options for Employee Roster (R064011)

Address Tab

Use these processing options to specify whether the system prints the address information and phone number and which phone number type to use.

1. Enter '1' to print address information

Use this processing option to print the current address for each employee on the report. The address will appear just below each employee number.

Valid values are:

Blank or 0
Do not print address

1
Print address

2. Enter '1' to print phone number

Use this processing option to specify whether to print a telephone number for each employee on the report. The phone number appears immediately below each employee number or each employee address. To indicate the type of phone number that the system prints, use this processing option in combination with Phone Number Type processing option. Valid values are:

Blank or 0
Do not print a phone number.

1
Print a phone number.

3. Phone Number Type
    Enter UDC

Use this processing option in combination with the Enter 1 to print phone number option to specify the type of phone number that the system prints for all employees. For example, to print the home telephone number for each employee, enter HOM. This code is defined in UDC 01/PH.

Running the Employee Roster with Rate Report

From the Employee Management menu (G05BE1), choose Employee Roster with Rate.

The Employee Roster with Rate report (R064021) contains the same information as the Employee Roster report (R064011) plus the following information:

- Salary amounts
- Person who last changed the payroll data and the date that the change occurred
- Work and residence tax areas
- Employment status
- Termination/change status

- Contract employee information

- Earned income credit status

- Residence status

- Tax method

- Pay frequency and class

Processing Options for Employee Roster with Rate (R064021)

Employee No
1. Enter 'A' to print Address Book number, 'S' for Social Security number or 'O' for Third number

Running the Update Employee Master Age As Of Report

From the Employee Adv & Technical Operations menu (G05BE3), choose Update EE Master Age as of.

The Update Employee Master Age As Of report (R083495) updates the employee age in the Employee Age field on the Personal form in the Employee Master program (P0801). The system calculates the new value based on the employee Date of Birth value and the date specified in your processing options.

Processing Options for Update Employee Master Age As Of (R083495)

Date:
1. Enter the as of date to be used when calculating employees age.

Running Employee Supplemental Data Reports

You can run reports to review employee supplemental information in the following ways:

- As an individual employee summary

- As a summary of all your employees and their related profile data

- By supplemental data type

Running the Employee Supplemental Data Report

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Report.

To review complete supplemental information for one or more employees, run the Employee Supplemental Data Report program (R080410). This program compiles all of an employee's supplemental data into an easy-to-read, resume-style format.

The report includes a summary of data stored in the following tables for each of the employees that you select:

- HRM Supplemental Data Types (F08090)

- Human Resources General Description-User Def Codes (F08092)

- Human Resources General Description - Narration (F08093)

- Employee Master Information (F060116)

The information that prints on this report is the same information that you can review on Employee Master (P0801).

You can list employees alphabetically by last name or numerically by employee number.

Processing Options for Employee Supplemental Data Report (R080411)

Processing Tab

Use these processing options to specify whether the system prints certain types of information. Also use these processing options to specify default information regarding the designated printing form and printer settings.

1. Enter a '1' if you wish to bypass printing the Tax ID. (Default of blank will print the number.)

Use this processing option to specify whether to print the tax ID on the report. A default of blank automatically prints the tax ID. Valid values are:

Blank
Print the tax ID

1
Do not print the tax ID

2. Enter a '1' if you wish to bypass printing the Asking Salary. (Default of blank will print the number.)

Use this processing option to specify whether to print the asking salary. A default of blank automatically prints the asking salary. Valid values are:

Blank
Print the asking salary

1
Do not print the asking salary

3. Enter a '1' if you wish to bypass printing any extended narrative associated with the data.

Use this processing option to specify whether to print any extended narrative text that is associated with the data. A default of blank automatically prints any extended narrative text. Valid values are:

Blank
Print extended narrative text

1
Do not print extended narrative text

Running the Employee Data by Data Type Report

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Data by Data Type Report.

Run the Employee Report by Data Type program (R080400) to review all employees who have information in a particular supplemental data type category, such as language skills. The information that prints on this report is the same information that you can review online using the Supplemental Data program (P00092).

You can list employees alphabetically by last name or numerically by employee number.

This report includes a summary of data as it applies to certain employees from the following tables:

- Supplemental Database Data Type (F00091)
- Supplemental Data (F00092)
- Employee Master Information (F060116)

Processing Options for Employee Report By Data Type (R080400)

Narrative
1. Enter a '1' to bypass printing text information on the report. Default of blank will print the text.

Working with Point-In-Time Employee Reports

Similar to currently available employee reports, you can run point-in-time employee reports to review changes that have been made to the employee master record. The primary difference is that in the point-in-time report group, a view of an employee's record, or any group of employee records, can be produced as of a specific date. For example, you might need to produce a report to satisfy a governmental inquiry that includes the top ten salaried employees for each business unit as of a specific date, including each employee's surname, job, position, and mailing address, and the name of the person to whom each reported.

Preparing Data for Point-In-Time Reports

To prepare data for reports, you must verify the integrity of the data in the HR History table (F08042), build a new Point-In-Time Employee Master table (F0601161), and then review your data selection. After these tasks have been completed and possible errors fixed in employee records, you can run any of the point-in-time reports.

If errors exist in the HR History table, running the HR History Data Integrity Check (R08042D) will automatically produce an error report. You must fix errors listed in this report to include the records in a subsequent report. To correct data or add missing data to employee records, you use the Employee History Maintenance program (P050420).

The Build/Delete Point-In-Time Employee Master program (R060116D) creates a new Point-In-Time Employee Master table, based on the existing Employee Master Information table (F060116), that includes two new data fields: Effective Date and Version. The additional fields allow multiple records for employees, covering different points in time, to exist in the table. A combination of data from the Employee Master Information table and the HR History table is used to build the point-in-time records.

When employee records for a specific date are not available in the HR History table, the program uses the next earlier date available. If an earlier date is not available, the program provides an exception report that lists the next date available for each record.

Verifying the Integrity of the HR History Data

From the Point in Time Employee Master menu (G05B31), choose HR History Data Integrity Check.

Run the HR History Data Integrity Check program (R08042D) to review all employee records in the HR History table (F08042) to ensure that each record includes an associated effective date. The new table that you will build in the next task will include only records that include an effective date.

When selected employee records do not contain all the data needed for point-in-time reporting, the HR History Data Integrity Check automatically generates a report that includes the employee records with missing data.

You use the Employee History Maintenance program (P050420) to enter the missing data listed on the error report. Then you rerun HR History Data Integrity Check to ensure that no more errors occurred. When you build a new Point-In-Time Employee Master table (F0601161), the system does not include any records with incomplete data. Only employees who have an original hire date that is equal to or earlier than the date that you select will be included in the new table.

Although not a required task, verifying the integrity of the data and entering corrections as needed ensures that all applicable data is included in your point-in-time reporting.

See Also

❑ *Correcting Employee History* in the *Human Capital Management Foundation Guide* for procedures to correct HR History (F08042) data

Building a New Point-In-Time Employee Master Table

From the Point in Time Employee Master menu (G05B31), choose Build/Delete Point in Time EE Master.

After you verify the integrity of your employee record data, and before you review your data selection, use the Build/Delete Point-In-Time Employee Master program (R060116D) to create a new Point-In-Time Employee Master table (F0601161) that the system uses to generate point-in-time reports. This table is a mirror image of the Employee Master Information table (F060116) with two additional fields: Effective Date and Version. These additions allow you to generate multiple employee records for multiple points in time.

When selected employee records are not available for the specified date, the system selects data for the next earlier date. If no earlier data is available, the system automatically generates an exception report that includes the employee records with missing data, the date, and values from the next earlier date. Possible circumstances that could cause this situation are:

- Historical records have been archived and no longer exist in the HR History table (F08042).

- Data was not tracked in history prior to a specified date.

- HR History has been purged or initialized.

By resetting a processing option for the Build/Delete Point-In-Time Employee Master program, you can delete data from the R060116D table. Do this to remove point-in-time versions that are no longer useful and to reduce the size of the R060116D table.

Note

This process requires at least one minute per employee record. When working with a large number of employee records, you might want to consider this time requirement before you begin.

Prerequisite

❑ Verify that point-in-time information has been included appropriately in your data. See *Verifying the Integrity of the HR History Data* in the *Human Capital Management Foundation Guide*.

Processing Options for Build/Delete Point in Time Employee Master (R060116D)

Parameters

1. Effective Date
2. Version Name
3. Build/Delete

   0 or Blank = Build

   1 = Delete

Reviewing the Data Selection

After you build the Point-In-Time Employee Master table (F0601161), and before you generate a point-in-time report, you should review the records that you have selected to ensure that they include the correct group of employee records and the correct data. Using the Point-In-Time Employee Master program (P060116D), you can:

- View existing batches.

- Create or delete batches.

- Select a batch to view more detail.

► **To review the data selection**

From the Point in Time Employee Master menu (G05B31), choose Point In Time Employee Master.

1. On Work With Point in Time Employee Master, complete the following fields and click Find:

- Effective Date
- Version Name
- User ID

2. To ensure that the desired records have been included, choose a version and click Select.

3. On Point in Time Employee Master Review, to ensure that the desired data has been included, choose an individual employee record and click Select.

4. On Revise Point in Time Employee Master, review the data on each of the tabs.

   Add or change missing data if necessary so that the record will be included in your point-in-time report.

5. When finished reviewing, click OK.

6. On Change Reason, enter the date and the reason for the changes that you entered.

   Use Database Correction for the Change Reason if you do not know the reason that data was wrong or missing, and then click OK.

7. If records were missing or if you discovered inaccurate data in selected records, repeat the following tasks before running point-in-time reports:

   - Verify the integrity of the HR History data.

   - Build a new Point-In-Time Employee Master table.

   - Review the data selection.

Prerequisite

❑ Create a new Point-In-Time Employee Master table (F0601161). See *Building a New Point-In-Time Employee Master Table* in the *Human Capital Management Foundation Guide*.

Processing Options for Point-in-Time Employee Master (P060116D)

Update
Point in Time Employee Master and
HR History
0 = No
1 = Yes (F060116S)
2 = Yes (F060116S and F08042)

Running Point-In-Time Reports

The system provides several point-in-time reports. To create your own custom reports, use the Report Director Templates program (P91400) and choose the Point-in-Time EE Reporting template. The Report Director Templates program offers an automated approach for creating user-defined reports using the Point-In-Time Employee Master table (F0601161).

Prerequisite

❑   Prepare data for point-in-time reporting. See *Preparing Data for Point-In-Time Reports* in the *Human Capital Management Foundation Guide*.

Running a Point-In-Time Employee Roster Report

From the Point in Time Employee Master menu (G05B55631), choose Point in Time Employee Roster.

After you review your data selection, use the Point-In-Time Employee Roster program (R064011D) to review all or selected groups of employees, as of a specific date, that are entered in the Payroll system. You can run this report to analyze employee information, prepare responses to governmental inquiries, or verify that the following employee information has been entered correctly:

- Home company

- Business unit

- Basic dates

- Group plan

- Workers' compensation

- Federal and state tax exemption

- Job type and job step

- Pay status

- EEO status

Processing Options for Point in Time Employee Roster (R064011D)

Address
1. Enter '1' to print address information
Point in Time
Effective Date:
 Version Name:

Running the Point-In-Time Employee Roster with Rate Report

From the Point in Time Employee Master menu (G05B31), choose Point in Time Employee Roster with Rate.

After you review your data selection, use the Point-In-Time Employee Roster with Rate program (R064021D) to review all or selected groups of employees, as of a specific date. This report is useful in preparing information in response to a governmental inquiry, analyzing employee information, and ensuring accurate data entry. In addition to the reporting parameters of the Point-In-Time Roster program (R064011D), this report contains the following information:

- Salary amounts

- Person who last changed the payroll data and the date that the change occurred

- Work and residence tax areas

- Employment status

- Termination/change status

- Contract employee information

- Earned income credit status

- Residence status

- Tax method

- Pay frequency and class

- FLSA (Fair Labor Standards Act) exemption status

Processing Options for Point in Time Employee Roster with Rate (R064021D)

Employee No
1. Enter 'A' to print Address Book number, 'S' for Social Security number or 'O' for Third number
Point in Time
Effective Date:
Version Name:

Creating Custom Point-In-Time Reports

After reviewing the selected data in your Point-In-Time Employee Master table (F0601161), use the Report Director Templates program (P91400) to create custom, point-in-time reports that might be required to meet your needs. The Director helps you create a report by guiding you step-by-step through the design process.

The Report Director Templates program uses templates that contain default criteria. When you choose the Point-in-Time EE Reporting template in the Report Director Templates, the Report Director Templates presents the default criteria through Director forms. You can modify the PeopleSoft EnterpriseOne templates and create your own templates or programs.

The Point-in-Time EE Reporting template provides smart fields that enhance your report writing capabilities and reduce the amount of time required to create a custom report. Smart fields are predesigned components of logic and processing that you can select for a particular field, rather than writing code to create the desired functions. Available smart fields include:

- Amount Variance. Used to include the specific amount between the salary levels of employees that you have selected for a point-in-time version in a new report

- Salary Percent Variance. Used to include the specific percentage difference between the salary levels for a selected employee group

- Salary Midpoint. Used to include the midpoint salary levels for a selected employee group

  You can use Salary Midpoint to show the midpoint of a pay grade for a specific effective date. You can also create separate report versions and enter them into processing options for point-in-time reports to calculate the midpoint between two salaries.

These Smart Fields work with the Director's processing options to specify the desired functions.

See Also

See the following topics in the *Enterprise Report Writing Guide*:

- ❑ *Working with Director Templates* for information about Report Directors
- ❑ *Working with Smart Field Templates*
- ❑ *Adding or Modifying Director Templates*

Creating Employee Letters

When you need to send written information to employees, you can use the mailmerge features of your software to efficiently produce letters for small, infrequent mailings or large, mass mailing projects. For example, you can quickly generate a letter to a group of employees who will be included in a new marketing campaign. Or you can generate a mass mailing to all employees to announce a new benefit option.

You use the Print Employee Letters program (P08452) to create one letter or a batch of personalized letters. You can use a letter from an existing sample, create your own, or replace custom information as each letter is printed.

You use the Employee Letters - Mass Mailing program (R08451) to prepare to send letters to a large number of people or to pre-selected groups of people.

You can use MailMerge Workbench to add or change text in the business documents included with your software, to create entirely new documents, and to delete documents.

Prerequisite

❑ Create or customize letters that you can use with the merge process. See *MailMerge Workbench* in the *Foundation Guide*.

Preparing Employee Letters

The Print Employee Letters program (P08452) automates the process of printing customized letters that you want to send to people who are listed in the employee master table. You can select employees from a table, specify a form letter, and print customized copies for each recipient. You can also sort employee records and select a specific group for which you want to print letters.

You can use either of two approaches to customize the content of letters that you will print for specific individuals:

- Enter direct changes to a selected form letter just before you print it.

- Edit an existing form letter or create a new letter using MailMerge Workbench.

► **To prepare an employee letter**

From the Employee Management menu (G05BE1), choose Print Employee Letters.

1. On Print Employee Letters, click Find to display all employees.

2. If you want to print a date other than the current system date on your letter, complete the following field:

   - Mailing Date

     If you set up a letter to use this value, this date prints on your letter.

3. Complete the following field to choose the desired letter template.

   - Employee Letter Document

4. To create multiple letters, click Find, and then select multiple employee records from the table.

5. To create a single letter, complete the following fields, click Find, and then choose the employee record:

   - Employee Identification
   - Employee Name

6. Choose Generate Letter from the Row menu.

   Depending on the setup options you choose when you set up the mailmerge application and your letter, a Print form might appear.

7. If a Print form appears, verify that the OLEQUE option is been selected, and then click OK.

   The system displays a copy of your letter, including the merged information. You can modify the letter if necessary.

8. On MailMerge, choose Print from the Form menu.

   The system might display a Print dialog form, which requires that you perform step 9.

9. If a Print form appears, verify that the form contains the correct information and click OK.

Creating Mass Mailing Letters

From the Employee Management menu (G05BE1), choose Employee Letters - Mass Mailing.

To prepare for mass mailing projects and frequent communication to selected groups of employees, you can use the Employee Letter - Mass Mailing program (R08451). You can create multiple report versions to address specific groups of employees or for repetitive mailing projects. For example, you can send a letter offering a new company benefit to all of the employees who share the same company code.

You can sort employee records to select the group desired. This selection process uses data from the Employee Master Information table (F060116).

A processing option determines which letter template the system uses. The data selection determines which employees receive the letter.

Processing Options for Employee Letter - Mass Mailing (R08451)

Process Tab

Use this processing option to specify a MailMerge document template.

Employee Letter Document

Use this processing option to specify the letter template that the system uses when generating employee letters.

Default Tab

Use this processing option to specify the date on which the system creates a mass mailing.

Mailing Date

Use this processing option to specify a date that the system uses for generating and printing employee letters. This date also appears as the mailing date that the system prints on each letter. If you leave this field blank, the system uses the current date.

Employee History and Turnover

Within any organization, employees continually change jobs, receive raises and promotions, or change marital status. You can set up your system to store historical records of employee information. This action means that when you enter or update employee information, the system creates a historical record of the new information. You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

You can track employee history and turnover for any of the information stored in the Employee Master Information table (F060116). You can use history and turnover information to do the following:

- Review an employee's job progression.
- Review salary increases given at the same time a job change was made.
- Analyze historical changes to employee information.
- Consider an employee for a promotion.
- Consider an employee for another position.
- Monitor employee movement within your company.

How the System Stores Employee Master History and Turnover

Employee master history includes the history records that the system creates when you change information on the employee entry forms.

To track history and turnover, you must choose the data items (such as home company, tax ID number, and so on) that the system uses to gather data. These data items must exist in the Employee Master table. Whenever you change employee information, the system creates a separate history record for each data item for which you are tracking history.

The history records include the following information:

- The specific change
- The reason for the change (known as the change reason code)
- The date that the change became effective or the date that the change becomes effective
- The system date when the change is made
- The user ID of the person who made the change
- The program ID that identifies where the change is made

Importance of the Change Reason Code

When you revise employee information, the system prompts you for a change reason code. If you enter a change reason code, the system creates a turnover record with a history record. If you do not enter a change reason code, the system creates only a history record.

You define change reason codes in user defined code list 06/T. When you define change reason codes, remember that alphabetic codes indicate a negative effect on turnover. For example, you use an alphabetic code to indicate that a person has resigned. Numeric codes indicate either a positive or a neutral effect on turnover. For example, when you hire an applicant from outside of your organization, the change has a positive effect on turnover. When a person changes departments within your organization, the change has a neutral effect on turnover because it negatively affects turnover for the department that the employee leaves and positively affects turnover for the department that the employee enters.

Where the System Stores History and Turnover Records

The system stores history and turnover records in the following tables:

- Employee master history is in the HR History table (F08042)
- Employee turnover information is in the Employee Turnover Analysis table (F08045)

Working with Employee History Records

When current employee information changes, such as when an employee receives a promotion or changes marital status, you must update the employee's record to reflect the change. You can set up your system options so that the system creates history records for employees whenever you change employee information.

You can review historical information from the date that you began tracking history. This allows you to analyze an employee's qualifications and work record. For example, you can do the following:

- Review an employee's job progression.
- Review salary increases that are given at the same time that a job change was made.
- Analyze historical changes to employee information.
- Analyze an employee's job history to determine whether the employee is ready for a promotion.

You can review an employee's history record for information as it was on a specific date. For example, a supervisor might need to know the annual salary that an employee was earning on January 1, 1995.

When you enter, revise, or review employee information, you can easily access history for a particular field. For example, you can review past changes to an employee's salary or position ID.

If you make a mistake and do not want to maintain the record in history, you can delete the history record from the history table.

Prerequisite

❑ Choose the employee data items for which you want to track history. See *Choosing Data for History Tracking Purposes* in the *Human Capital Management Foundation Guide*.

❑ Verify that the Human Resources options are set up to track employee history. See *Setting Up System Options* in the *Human Capital Management Foundation Guide*.

Reviewing Complete History for an Employee

You can set up your system options so that the system creates history records for employees whenever you change employee information. You might want to review this history to perform the following functions:

- Analyze historical changes to employee information.

- Consider an employee's work record for promotions or raises.

- Consider an employee's work record for another position.

To review the complete history records for an individual, from the oldest entry through the most recent entry, you can use Employee History Inquiry (P050242).

▶ **To review complete history for an employee**

From the Employee History menu (G05BH1), choose Employee History Inquiry.

1. On Work With Employee History, complete the following field:

    - Employee Identification

2. To narrow your search, complete the following optional field:

    - Effective On

3. To narrow your search, complete the following option:

    - Last Changed Only

4. Complete the following field in the QBE line if you are tracking history for a specific item:

    - Data Item

5. Choose options under both the Selected Data Items and Employees headings, and then click Find.

6. To display all employees who are not terminated or in a leave of absence, click the Active option.

7. Click the Tracked with History option to display all data items that you selected for tracking during setup and which have history records attached.

    Click the All option in the Selected Data Items area to display data items that you selected for tracking whether or not they have history records.

8. Review the information.

Reviewing Employee History for a Specific Date

To review employee history for a specific date, you can use Employee History Snapshot (P05043). For the date that you enter, the system displays history information for the fields for which you are tracking history. You define the fields for which you want to track history when you set up your system.

► **To review employee history for a specific date**

From the Employee History menu (G05BH1), choose Employee History Snapshot.

1. On Work With Employee History Snapshot, complete the following fields:

   - Employee Number
   - Effective Date

2. Click one of the options in the Employees area and click Find.

3. To view the information for a different date, change the value in the following field and click Find:

   - Effective Date

4. Choose the record that you want to review, and then click Select.

5. On Employee History Snapshot, review the information.

Reviewing History for a Specific Field

When you enter, revise, or review employee information, you might need to review history for a specific type of information only. For example, when you enter a job change for an employee, you might need to review all of the previous jobs in which the employee has worked.

The HR History - EE History Window program (P050421) provides quick and efficient access to field-specific history for an employee. You can access the HR History - EE History Window from any form that has data items from the Employee Master Information table (F060116). For example, you can access history for a specific field from any of the following employee entry forms:

- Employee
- Personal
- Organizational Assignment
- Basic Compensation
- National and Fiscal Data
- User Defined Dates 11-20
- User Defined Category Codes 11-20
- Eligibility, NDT, and Participation
- Employee Payroll Revisions

► **To review history for a specific field**

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

1. On Work With Employee Information, to locate the employee record for which you need to review history, complete either of the following fields:

   - Home Business Unit
   - Home Company

2. Click Active, Terminated, or All; and then click Find.

3. Choose the employee record, and then choose the form that contains the information for which you need to review history from the Row menu.

4. On the appropriate form, move the cursor to the field for which you need to review history, and hten choose History Tracking from the Form menu.

5. On History Window, review the information.

Correcting Employee History

Each time you make an entry in an employee record, the system creates a record in the corresponding history table. If you make a mistake when you enter employee information and then correct the error, you must delete the incorrect record from the corresponding history table to maintain an accurate history trail. When you delete a record in the history table, you do not affect the information in the Employee Master Information table (F060116).

If the only information that you entered incorrectly was the change reason or the effective date, you can correct that information in the history table. You do not need to delete the entire record to correct those two fields.

Correcting the error in the history table allows you to maintain accurate history records. If the history record that you correct has a change reason, you must also correct the corresponding turnover record.

► **To delete an incorrect history record**

From the EE History/Turnover Adv & Tech Ops menu (G05BH3), choose Update Employee History.

1. On Update Employee History, to locate the record, complete one or both of the following fields:

    -   Employee Identification
    -   Data Item

2. To narrow your search, click options under both the Selected Data Items and Employees headings, and then click Find.

3. To display all employees who are not terminated or in a leave of absence, click the Active option.

4. Click the All option in the Selected Data Items area to display data items that you selected for tracking whether or not they have history records.

   Click the Tracked with History option to display all data items that you selected during setup for tracking and which have history records attached.

5. Choose the incorrect record and click Delete.

6. If the record that you deleted was a duplicate for the same data item on the same date, enter the correct sequence number for the remaining record in the following field:

   • Sequence Number

7. Click OK.

▶ **To correct the change reason or effective date for a history record**

From the EE History/Turnover Adv & Tech Ops menu (G05BH3), choose Update Employee History.

1. On Update Employee History, to locate the record, complete the following fields:

   • Employee Identification
   • Data Item

2. To narrow your search, click options under both the Selected Data Items and Employees headings, and then click Find.

3. To display all employees who are not terminated or in a leave of absence, click the Active option.

4. Click the All option in the Selected Data Items area to display data items that you selected for tracking whether or not they have history records.

   Click the Tracked with History option to display all data items that you selected for tracking during setup and which have history records attached.

5. Change the value in either of the following fields and click OK:

   • Eff On
   • JDE Chg Rsn

See Also

❑ *Correcting Turnover Records* in the *Human Capital Management Foundation Guide*

Purging HR History Information

A system administrator can use this program to remove all historical information from the HR History table (F08042). This procedure is occasionally desirable to reduce the amount of information that the system stores. You can also set a processing option to save the purged information in a separate file.

To save the information, you must designate different environments as the information source and destination. After setting the processing option to save your information, you need to choose the Advanced menu option and check out the data object. Then choose the Properties menu option and designate the source and destination environments. The system saves the information that you are removing from your source environment, normally the production environment, and creates a new HR History table in the destination environment that you choose for your backup location.

Processing Options for Purge HR History (R08042P)

Process Tab

Use this processing option to save purged, historical information.

Enter a '1' to save the purged records. If records are to be saved, the input and output environments for the F08042 file must be different.

Correcting Turnover Records

When employee assignment information changes (such as when an employee changes jobs or moves to a new business unit within your organization), you must update the employee's record to reflect the change. You can set up your system to create turnover records of the information that you change when you update employee records. Turnover records also show employee movement that results from new hires and terminations.

If you enter incorrect employee assignment information, you must reenter the correct information. You should also correct the turnover record so that you can accurately analyze turnover information.

To track turnover for a change, you must enter a change reason and an effective date. The system does not create a turnover record unless you enter a change reason code. You can review turnover records to verify that no duplicate records, incorrect change reason codes, or incorrect effective dates exist.

You can correct only the effective date in the turnover data. If any other information in the turnover record is incorrect, you should delete the entire record. When you correct the information in employee information, the system creates the correct turnover record.

When you enter information for which you are tracking turnover, the system creates a turnover record for each of the following data items:

- Home company (HMCO)

- Home business unit (HMCU)

- Job number (JBCD)

- Check route (MAIL)

When you correct turnover, you must correct the turnover records for each of these data items.

To maintain the accuracy of your historical information, you should correct the corresponding employee history record when you correct turnover records.

See Also

- ❑ *Initializing History and Turnover Tracking* in the *Human Capital Management Foundation Guide* for information about setting up turnover and tracking records

► **To correct turnover records**

From the EE History/Turnover Adv & Tech Ops menu (G05BH3), choose Update Employee Turnover.

1. On Turnover Record Maintenance, to locate the incorrect record, enter HMCO (Home Company) in the following field:

   - Data Item

2. To narrow your search, complete any of the following optional fields:

   - Turnover Data
   - Change Reason

3. To further narrow your search, click any of the Effect on Turnover options and click Find:

- +
- -
- 0

4. For a record that is correct except for the change reason or effective date, change the information in one or both of the following fields in the detail area:

- Change Reason
- Effective Date

5. For any record that contains incorrect information (other than the effective date), choose the record and click Delete.

6. Repeat steps 1 through 5 for each of the remaining data items: Home Business Unit (HMCU), Check Route Code (MAIL), and Job ID (JBCD).

See Also

❑ *Correcting Employee History* in the *Human Capital Management Foundation Guide*

Running History and Turnover Reports

You can run history reports to review the most recent changes made to your employee history records. Turnover reporting identifies changes in jobs and terminations. You define the columns that you want to use to analyze turnover. For example, you might want to report on terminations with and without cause. To do this procedure, you can set up a column to compile the specific data types that are associated with termination.

Running the Employee History Log

From the Employee History menu (G05BH1), choose Employee History Log.

Run the Employee History Log report (R080423) to review history for either a single data item or for all data items that you are tracking for each employee. The information that prints on this report is the same information that you can review with the Employee History Inquiry program (P050242).

This report locates information from the Employee Master Information table (F060116) and the HR History table (F08042).

Processing Options for Employee History Inquiry (R080423)

Narrative
1. Enter a '0' or blank to see just Active employees. Enter a '1' to see just inactive employees. Enter a '2' to see both Active and Inactive employees.
2. Enter Beginning Effective On Date.
3. Enter Ending Effective On Date.
4. Enter the Data Item you wish to view. Blanks will display all data items being tracked.

Running the Employee Salary History Analysis Report

From the Employee History menu (G05BH1), choose Employee Salary History Analysis.

Run the Employee Salary History report (R080424A) to review changes to the primary job salary within the date range that you define.

The system selects a salary record and an hourly record for each employee. It then compares the effective dates of the two records and chooses the earlier date to identify the pay class that is linked to the employee.

If the pay class is S (Salary), the system prints the employee's information based on salary information. If the pay class is H (Hourly), the system prints the employee's information based on hourly rate information.

Working with the Employee Turnover Report

You can define turnover columns to organize the turnover information that prints on the report.

Defining Turnover Columns

Before running an employee report, you define turnover columns to organize the turnover information that prints on the report.

► To define turnover columns

From the Employee History Setup menu (G05BH4), choose Define Turnover Columns.

1. On Work With Turnover Columns, click Add.

2. On Define Turnover Report Columns, complete the following required fields:

   - Turnover Column Group
   - Turnover Column
   - Column Heading 01

3. Complete the following field as needed:

   - Column Heading 02

4. Complete the following field and click OK:

   - Chg Rsn

After defining the turnover columns, you can run your employee turnover report.

Running the Employee Turnover Report

From the Employee History menu (G05BH1), choose Employee Turnover Report.

After you define the turnover columns, you can run the Turnover Report (R080430). You can create turnover reports based on Company, Business Unit, Check Route code, and Job Type.

Processing Options for Turnover Report (R080430)

Process

1. Enter the From Date to begin tracking turnover.

2. Enter the Thru Date when calculations are to cease. Default of blank wil calculate through today.

3. Enter the Turnover Column Group which contains the column headings you wish to have display on the report.

Running the Employee Activity Analysis Report

From the Employee History menu (G05BH1), choose Employee Activity Analysis.

Run the Employee Activity Analysis report (R080431) to review employee turnover by the dates and the data item that you define in your processing options. You can also set up your processing options to segment the date that you entered in the From Date and Thru Date fields into six segments, such as months or years.

Processing Options for Employee Activity Analysis Report (R080431)

Setup

1) From Date

2) Thru Date

3) Turnover Column Group

4) Data Item

Segments

1) Date 1

2) Date 2

3) Date 3

4) Date 4

5) Date 5

6) Date 6

Job Information

You can track detailed information about the jobs within your organization. You can use this information to do the following:

- Track pay and other types of information about jobs.

- Simplify the process of entering employee information.

You define jobs so that you can track pay and detailed information about the jobs within your organization. After you define a job, you can assign it to one or more employees.

You can review job information and the employees who are assigned to a particular job.

Periodically, you might need to update job information. For example, when management negotiates a new contract with a union, you typically need to update the pay rates for the pay grade steps associated with the union members' jobs. When you change information for a job, you can globally apply the changes for all of the employees who are assigned to that job.

Defining Jobs

You define jobs so that you can track pay and other types of information about the jobs within your organization. After you define a job, you can assign it to employees.

To help you determine equitable pay ranges for a job, you can evaluate each job by degrees or points, depending on the evaluation method that you link to each job.

When you define a job, you can track additional information that is unique to your organization or your industry. For example, if a senior consultant job requires fluency in another language, you can track the language skills required for the job.

Job information is stored in the Job Information table (F08001).

Entering Job Information

You enter job information to identify and define the jobs within your organization. You must define and identify a job before you can enter supplemental data for it. When you enter a new job, you can review an existing job first, and then copy information from it, if applicable.

Initial job information includes information such as the following:

- Job identifiers
- Job titles
- Reporting information
- Pay information
- Union codes
- Hourly or salary classification

You must set up your processing options for Job Entry and Evaluation to allow a legislative form to appear after you enter job information. The legislative form allows you to enter job information that is specific to your country.

Entering this information at the job level simplifies the process of entering employee information because it eliminates the need to enter that information for each employee in that job. When you assign a job to an employee, you can have the system automatically assign all the associated job information to the employee. You can override this default job information for individual employees, if necessary.

After entering initial job information, you can evaluate a job to determine a salary for the position. Job evaluation is a method of comparing jobs and establishing equitable salaries for all positions relative to their importance and value to your company. You might evaluate jobs when you add new positions to your company or when you determine a salary increase for all positions in a certain job group to stay competitive with comparative salaries in the industry.

Depending on how your processing options are set up, you can access the job evaluation feature following your entry of job information, or you can access the feature from the menu.

You choose a job evaluation method to evaluate your jobs, and then rate the job using the evaluation factors that you defined for that method. Typical evaluation factors include:

- Problem-solving abilities
- Technical skills
- Working conditions
- Leadership qualities

For each job, you assign values (degrees or points, depending on your evaluation method) to each of the evaluation factors. The system then automatically calculates the total evaluation degrees or points for the job.

You can use job evaluation information to compare job requirements and compensation with other jobs within your organization and to similar jobs within your industry.

Prerequisite

- Set up the pay grades and pay grade steps for jobs. See *Setting Up Job Information* in the *Human Capital Management Foundation Guide*.

- Set up your processing options for Job Entry and Evaluation (P08001) to specify whether the Job Evaluation form and a country-specific legislative form appear after you enter a job.

See Also

- *Adding Employee Records One at a Time* in the *Human Capital Management Foundation Guide* for information about assigning a job to an employee

- *Updating Jobs Globally* in the *Human Capital Management Foundation Guide* for information about changing the job specifications for one or more jobs in your organization

► To enter job information

From the Job Specifications menu (G05BJ1), choose Job Entry and Evaluation.

1. On Work With Job Entry and Evaluation, click Add.

2. On Job Entry and Evaluation, complete the following fields:

    - Job Type/Step
    - Description
    - Overtime Exempt Y/N

3. To enter pay information, complete the following fields:

    - Pay Frequency
    - Pay Class(H/S/P)
    - Pay Grade/Step

4. Complete the following optional fields:

    - Union Code
    - Benefit Group
    - Job Group
    - Job Status
    - Status Change Reason
    - Effective From/Thru

PeopleSoft.

Job Entry and Evaluation - Job Entry and Evaluation

OK   Cancel   Form   Tools

| Job Type/Step | 2H-2 | |
| Description | Employment Representative | |

Pay Frequency	S	Semi-Monthly
Pay Class(H/S/P)	S	Salaried
Pay Grade/Step	S4	
Overtime Exempt Y/N	Y	
Union Code		.
Benefit Group	SALARY	Salary Employee Benefit Group

Job Group	PROF	Professional
Job Status		Active
Status Change Reason		.
Effective From/Thru		

5. Click OK.

   If your processing options are set up appropriately, a legislative form appears.

6. On the legislative form, enter the job information specific to your country and click OK.

7. If your processing options are set to enable Job Evaluation, choose Job Evaluation from the Form menu, and continue to the next task. If your processing options are not set to enable the Job Evaluation form, click OK.

   Caution

   You must click OK for the system to accept your changes. If you enter job information and perform the next step without clicking OK, your changes are lost.

See Also

❑ *Entering Job Information* in the *Human Capital Management Foundation Guide*

Related Tasks

Entering additional job information	You might need to track specific job information that is unique to your organization or your industry. Your software includes category codes and user defined fields that you can customize to track specific information.
Deleting jobs	The system displays a warning message when you attempt to delete a job that has employee records associated with it. When you delete a job ID, you must enter a new job ID for each employee record associated with the deleted job ID.

Processing Options for Job Entry and Evaluation (P08001)

Auto Call

1. Enter a '1' to automatically call the Category Code window when adding a job. Default of blank will not call the Window.

2. Enter the country whose legislative/regulatory window is to be called when adding a job. A blank will call the form which applies to the country of the default company 00000.

3. Enter a '1' to automatically call the Job Evaluation window when adding a job. Default of blank will not call the Window.

Entering Supplemental Data for Jobs

From the Job Supplemental Data menu (G05BSDJ1), choose Job Supplemental Data Entry.

Supplemental data is any type of information that you want to track that is not already provided for by the system. You can track supplemental data for the following databases:

- Employees
- Jobs
- Applicants
- Requisitions

When you set up your Human Resources system, you define the types of supplemental data (data types) that you want to track. Supplemental data is not required by the system.

For jobs, typical types of supplemental data might include the following:

- Job descriptions
- Major responsibilities
- Authority level
- Job reporting relationships
- Education required
- Experience required
- Skills required

- Job progression patterns

- Hazardous materials handling

- Succession candidates

The method that you use to enter supplemental data is the same as for any other type of supplemental information that you track.

See Also

❑ *Working with the Supplemental Database* in the *Human Capital Management Foundation Guide* for information about entering, reviewing, and copying supplemental data

Reviewing Jobs

After you define and evaluate jobs for your organization, you can review job information to verify that it is correct. To ensure that you entered the correct job for each employee, you can review a list of employees who have been assigned to a particular job.

If your company posts job openings internally, your employees can review job descriptions online to determine whether they qualify for job openings. You can also print job descriptions and post them on company bulletin boards.

After you evaluate your jobs, you can review the evaluations for each job to verify that your evaluations are equitable. For example, you might compare the job evaluations for the following jobs to ensure that they received equal evaluation points for accountability:

- Manager of Information Services

- Manager of Documentation

- Manager of Software Development

You can also review the pay ranges for the jobs and pay grades within your organization. You can use this information to verify that these ranges are equitable and appropriate for the job duties and the geographic location where each job is performed.

Reviewing Employees by Job Type and Step

After you define jobs and enter employee information, you can review jobs by employee to verify that you entered the correct job information for each employee. You can also review a list of employees who are in different job types or job steps to determine whether their compa-ratios are equitable.

► **To review employees by job type and step**

From the Job Specifications menu (G05BJ1), choose Employees by Job Type and Step.

1. On Work With Employees by Job Type and Step, complete one or both of the following fields:

   - Home Business Unit
   - Job Type/Step

2. To narrow your search, choose one of the options in the Employees area and click Find.

3. When you finish reviewing information, click Close.

Updating Jobs Globally

From the Job Specifications Adv Operations menu (G05BJ3), choose Update Job Information to EE Master.

When you change job specifications for one or more jobs in your organization, you can automatically update job information for employees that are assigned to those jobs. For example, if you change the pay grade for the job named Accountant, you do not need to individually change the pay grades for all the accountants in your organization. Instead, you can run a program that globally updates pay grades for employees who are affected by the pay grade change.

When you run the Update Job Information to Employee Master program (R08801), the system updates job information on an employee's record to match the information in the Job Information table and generates a list of employee records that are affected by the update.

You can activate a common setting in the Common Settings for HR Employee Self Service Programs program (P05004) to change the source of the default information for benefit group, workers comp, and sub class for this update process. When you activate the common setting JOBXREF – Default Job Information from F08005, the information for these three fields comes from the Business Unit/ Job Id. X-Ref table (F08005). When JOBXREF is turned off, the information for these three fields comes from the job type.

Prerequisite

❑ Make any changes to job information that you want reflected in employee records. See *Entering Job Information* in the *Human Capital Management Foundation Guide*.

See Also

Setting Up Common Settings for Human Capital Management in the *Human Capital Management Foundation Guide*

Processing Options for Update Job Information to Employee Master (R08801)

Update Options Tab

Use these processing options to select the mode in which you want to run the Update Job Information to Employee Master report, to choose whether category codes from the Job Information table (F08001) will override category codes in the Employee Master Information table (F060116), and to select the change reason and the effective date that will be assigned to any changes made to the Employee Master Information table.

1. Processing Mode

   0 = Proof Mode

   1 = Update Mode

Use this processing option to specify whether you want to process the report in proof mode or update mode. Valid values are:

0   Proof mode. Use this processing mode to print a report of all changes that will be updated to the Employee Master table when the report is run in update mode. Running this report in proof mode does not update the Employee Master table.

1   Update mode.   Use this processing mode to update the Employee Master table with updated information from the Job Master table and to print a report of all changes made.

Caution: Once you run this report in update mode, any corrections to updated data in the Employee Master table will need to be done manually. You should run this report in proof mode and verify all information before running in update mode.

2. Category Codes

   0 = Do Not Copy
   1 = Copy

Help: Use this processing option to specify whether the category codes from the Job Master table will override existing category codes in the Employee Master table. Valid values are:

   0   Do not copy category codes from the Job Master table. Use this option if you do not want to change category code information in the Employee Master table to match category code information in the Job Master table.

   1   Copy all category codes from the Job Master table. Use this option to change all category codes in the Employee Master table to match the category codes in the Job Master table.

3. Change Reason

   Required if processing in update
   mode.

Use this processing option to identify the reason for any changes made to the Employee Master table. You are required to enter a change reason when processing this report in update mode. All updates to the Employee Master table will be made with the change reason entered here. To enter different change reasons for different jobs, you must run this report separately for each job by specifying the job in the data selection of this report.   For a list of valid change reasons, see UDC list 06/T.

4. Effective date

   Blank = System Date

Enter the effective date for all updates made to the Employee Master table.

To enter different effective dates for different jobs, you must run this report separately for each job by specifying the job in the data selection of this report. If you do not enter an effective date, the system date is used.

Working with Obsolete Jobs

Occasionally, a job that you have defined becomes obsolete. When a job becomes obsolete, you can do one of the following:

- Delete the job from the Job Information table.

- Change the status of the job to indicate that it is inactive.

Deleting the job from the Job Information table (F08001) conserves computer disk space and eliminates obsolete information. However, after you delete a job, you cannot use it for review or for historical reporting purposes.

To track historical records of all the jobs within your organization, you can change the status of obsolete jobs rather than delete them. After you change a job status to indicate that it is inactive, you should no longer assign that job to active employees. The inactive job remains in the Job Information table.

After you delete a job from the Job Information table or change a job status to inactive, you must change the employee records of each active employee who is assigned to the deleted or inactive job. When you change these employee records, you manually replace the obsolete job ID with a valid job ID.

To identify the employees assigned to obsolete jobs, you can print the Invalid Job IDs in Employee Master report (R08802).

Changing the Status of a Job

If your organization needs to keep historical records of obsolete jobs, you can change the status of obsolete jobs rather than delete them. When you change a job status to inactive, you indicate that it is historical. You should not assign inactive jobs to active employees.

► **To change the status of a job**

From the Job Specifications menu (G05BJ1), choose Job Entry and Evaluation.

1. On Work With Job Entry and Evaluation, to locate the obsolete job, complete the following field and click Find:

   - Job Type/Step

2. Choose the obsolete job in the detail area, and then click Select.

3. On Job Entry and Evaluation, change the value in the following field and click OK:

   - Job Status

Identifying Employees Assigned to Obsolete Job IDs

From the Job Specifications Adv Operations menu (G05BJ3), choose Invalid Job IDs in EE Master.

Occasionally, a job you have defined becomes obsolete. A job can become obsolete for many reasons, such as the following:

- Your organization undergoes a restructuring and eliminates one or more jobs.

- You restructure the naming conventions for your jobs.

When a job becomes obsolete, you can delete it from the Job Information table (F08001). Then, for each employee who is assigned to the obsolete job, you must manually replace the obsolete job ID with a valid job ID. To identify the employees who are currently assigned to obsolete jobs, review the Invalid Job IDs in Employee Master report (R08802).

When you replace an obsolete job ID in an employee's record, verify that additional job-related information for the employee, such as the pay frequency, pay class, and pay grade step, are appropriate for the new job.

Reviewing Jobs with Job Reports

To review or compare all the information that you entered for jobs, the system includes a series of reports that you can use to evaluate the jobs in your organization, review the compensation linked to jobs, and review the supplemental data defined for jobs. You can use these reports, for example, to help you determine whether certain jobs are rated at an appropriate level or to identify all jobs that share a particular training requirement.

Running Job Evaluation Reports

You can use the job evaluation reports to review the information that is assigned to each job in your organization. You can analyze data such as the reporting structure, evaluation components, and evaluation methods that are linked to each job.

Running the Job Evaluation Factor Data Report

From the Job Specifications menu (G05BJ1), choose Job Evaluation Factor Data.

After you evaluate jobs, you can run the Job Evaluation Factor Data report (R051450) to review the evaluation method, factors, points, and degrees assigned to each job. Use this information to compare the job evaluations for similar jobs and to determine whether the reporting structure of the jobs accurately reflects their evaluations.

Running the Job Data and Evaluation Points Report

From the Job Specifications menu (G05BJ1), choose Job Data & Evaluation Points.

You should run the Job Data & Evaluation Points report (R08001) to review job information with evaluation information such as evaluation method, evaluation date, and evaluation points.

Running the Job Evaluation Factors Report

From the Job Specifications Setup menu (G05BJ4), choose Evaluation Factors Table Report.

After you set up your evaluation methods for evaluating jobs, you can run the Evaluation Factors Table Report program (R080012) to review the evaluation methods that you defined. The information printed on the report is identical to the information in the Job Evaluation - Compensable Factors Table (F08011).

Running Compensation Reports

You can run compensation reports to review and analyze compensation information that is linked to jobs, pay ranges, and employee groups. You can also review upcoming performance reviews to help evaluate compensation expenditures and plan for future economic requirements.

Running the Pay Ranges By Job Report

From the Job Specifications menu (G05BJ1), choose Pay Ranges by Job Report.

You can run the Pay Ranges by Job report (R052450) to review the pay ranges defined for each job. The information that prints is the same information that displays in Work With Pay Ranges By Job (P052002).

Processing Options for Pay Ranges by Job (R052450)

Defaults

1. Enter a Pay Range - As of Date. Blank will use the system date.

Running the Employees Above/Below Pay Grade Report

From the Job Specifications menu (G05BJ1), choose Employees Above/Below Pay Grade.

Run the Employees Above/Below Pay Grade Max/Min report (R052001) to review employees paid above the maximum amount for their pay grade or below the minimum amount for their pay grade.

Processing Options for Employees Above/Below Pay Grade (R052001)

Title Display

1) Report Title Display: Blank = Employees Above Pay Grade
Maximum   1 = Employees Below Pay Grade Minimum

Running the Upcoming Employee Reviews by Supervisor Report

From the Pay Grade Step Administration menu (G05BJ2), choose Upcoming Reviews.

Upcoming Reviews is a batch program (R052202) to report employees who have upcoming reviews by supervisor. The system displays each employee with the Dates of Next Review and Type of Review. You can set up processing options to determine whether this report runs automatically on a specified date, to activate Enterprise Workflow Management, and to allow the system to update the Upcoming Reviews by Supervisor program (P052200) on the self-service website. If Workflow is activated, the system sends reminder messages to each supervisor about pending reviews.

You also set a processing option to determine which of the three versions you want to run. A version exists that reports on overdue reviews and a version that reports on all employees with upcoming reviews without specified review dates. Neither of these versions starts Workflow.

See Also

❑ *Reviewing Upcoming Employee Reviews By Supervisor* in the *Human Capital Management Self-Service Guide*

❑ *Setting Up Upcoming Reviews By Supervisor* in the *Human Capital Management Self-Service Guide*

Processing Options for Upcoming Reviews (R052202)

Defaults Tab

Use these processing options to select an employee for this report and to include the Uniform Resource Locator for supervisory review instructions.

1. Employee Number Display

A = Address Book
S = Social Security Number
O = Other Number

Use this processing option to specify the employee number that you want to print on the report. Valid values are:

A Address book number

S Employee tax identification number

O Other number

2. URL For Supervisor Review Instructions

Use this processing option to specify the uniform resource locator for the supervisor review instructions.

Process Tab

Use these processing options to specify whether to run the Workflow Reminder Process and to define defaults that limit the report to specific parameters.

1. Workflow Reminder Process

  1 = Run workflow
  0 = Don't run workflow

Use this processing option to specify whether to run the workflow reminder process. Valid values are:

  1 Run the workflow process.

  0 Do not run the workflow process.

2. From Date

Use this processing option to limit reviews. The review date must be greater than or equal to the from date.

3. Thru Date

Use this processing option to limit reviews processed. The review date must be less than or equal to the Thru date.

4. Days From Today

Use this processing option to limit reviews processed. Enter Days From Today to process all new review dates that are less than or equal to the system date and the number of days entered into the processing option. Enter Date of Thru Date to ignore this option.

Running Job Supplemental Data Reports

You can run reports on job supplemental data to review all of the information that you collect for jobs in your organization. You can evaluate information that is a shared requirement for a group of jobs and focus on job categories for which you need to gather additional data.

Running the Job Profile Report

From the Job Supplemental Data menu (G05BSDJ1), choose Job Supplemental Data Report.

The Job Profile Report (R080412) helps you to review all jobs that have information for all data items.

Processing Options for Job Profile Report (R080412)

Narrative

1. Enter a '1' to bypass printing text information on the report. Default of blank will print the text.

Running the Job Data by Data Type Report

From the Job Supplemental Data menu (G05BSDJ1), choose Job Data by Data Type Report.

Run the Jobs Report by Data Type report (R080402) to review all jobs by a specified data item. For example, you can inquire on the Hazardous Materials Handling data item to identify all jobs that have this training as a requirement.

General System Setup

Before using any features in your Human Capital Management Foundation system, you need to define critical information that the system uses for processing. You also need to define information that you will use to enter data throughout the system.

This information consists of the following:

System controls
Set up system controls to activate specific features and systems, such as the following:

- Country-specific Human Capital Management system
- Personic Workflow

System options
Set up system options to define default information and to activate processes, such as the following:

- History tracking
- Recruitment management
- Pay grade step management
- Position budget management

Company options
Set up company options to define default information that applies to all of the employees in a particular company within your organization. For example, company options let you define different standard hours per day for each company within your organization.

Business-unit constants
Set up business unit constants to define default information associated with a business unit.

Common settings
Set up common settings to control specific display or processing features of benefits enrollment, compensation management, and self-service applications.

Employee information
Set up employee information to do the following:

- Track information that is unique to your organization or your industry.
- Define the fields for which you will allow future changes.

Employee history and turnover tracking
Set up employee history and turnover tracking to track historical records of employee information.

Job information
Set up job information to track complete information about the jobs within your organization.

Earnings information
Set up earnings information to define the types of pay that your employees receive.

Tax information
If you are using the Payroll system, set up tax information so that you can process payroll for employees.

Setting Up System Controls

You use system controls to control specific features or activate various modules within your software. For example, if you are using your software in conjunction with Personic Workflow or Criterion Blueprint, you need to activate the Personic or Criterion modules.

System Controls for System Activation

Consult the following table to understand the data items that you can activate for certain Human Capital Management and Payroll processes:

To activate French Canadian Specific HCM Foundation system	SY05QU. Use HCM Foundation-French CDN Specific. Set this data item to Yes if you have the French Canadian version of Foundation. You need to do this in addition to entering the Country Code on User Profile Revisions.
To activate the U.S. specific Human Capital Management Foundation system	SY05U. Use HCM Foundation-U.S. Specific. This data item allows the system to provide U.S.-specific fields and forms in the Human Capital Management Foundation system.
To activate the Canadian specific Human Capital Management Foundation system	SYO5C. Use HCM Foundation-Canadian Specific. This data item allows the system to provide Canadian-specific fields and forms in the Human Capital Management Foundation system.
To activate PeopleSoft EnterpriseOne Payroll B73.3 or later	SY07P733. Use PeopleSoft EnterpriseOne Payroll B73.3 Or Later. Set this data item to Yes if you are using PeopleSoft EnterpriseOne Payroll B73.3 and above. If this data item is set to Yes, the system searches for history records in the F07* tables. If this data item is set to No, the system searches for history records in all of the tables that begin with F06.
To activate Criterion	SY05CRTN. Use Criterion Integration.
To activate Personic	SY05PRSC. Use Personic Integration.
To activate ADP	SY08ADP. Use ADP Integration.

System Controls for Processes and Features

To activate Wage and Salary Administration	SY08W. Use HRM Wage and Salary Administration. This system control will be available in a future release.
To activate the Quantum GeoCoder	HRGEO. Set this option to Yes to use the Quantum GeoCoder to automatically assign tax area information to employee and business unit records. This option is available for U.S. and Canadian Payroll only.

See Also

❑ *Partner Processes - Criterion BluePrint* in the *Human Resources Guide*

❑ *Partner Processes - Personic Workflow* in the *Human Resources Guide*

► **To set up system controls**

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

1. On Work With PeopleSoft EnterpriseOne System Control, choose the row containing the data item that you want to activate and click Select.

2. On PeopleSoft EnterpriseOne System Control - Revisions, choose Yes and click OK.

Setting Up System Options

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

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

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

Prerequisites

❑ Choose data for history tracking.

❑ Research whether you should add employee records to the database before or after setting up employee history and turnover tracking options. See *Setting Up Employee History and Turnover Tracking* in the *Human Capital Management Foundation Guide*.

► **To set up general options**

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

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

PeopleSoft.

System Options - HRM Foundation System Options

OK   Cancel   Form   Tools

Data File Library		HR Subsystem Name	HRSBS

Tracking Information

☑ Employee History

☐ Position Control

☑ Employee Turnover

☑ Track by Effective Date

☐ Employee Assignment Window

☑ Display Salary (Annual/Effective)

Requisition Criteria

Automatically Add Requisition	1	Yes

Pay Rate Edit

Pay Range/Step Edit		No edit

2. On HRM Foundation System Options, click any of the following options that you want for the default system:

- Employee History
- Position Control
- Employee Turnover
- Track by Effective Date
- Employee Assignment Window
- Display Salary (Annual/Effective)

3. Complete the following fields:

- Automatically Add Requisition
- Pay Range/Step Edit

4. If you chose the Position Control option, choose Position Control from the Form menu and complete the steps to set up position control options.

► **To set up position control options**

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

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

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

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

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

Setting Up Company Options

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

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

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

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

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

- How the system retrieves PDBA history

- Whether the system overrides home company information on timecards

- Whether each company and business unit use the same debit account for automatic deposit processing

- How the system determines payment dates during payroll processing

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

Note

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

Prerequisite

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

► **To set up company options**

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

1. On Work With Company Option, click Add.

2. On Company Options, complete the following field:

   - Company

3. To define standard working times, on the Options tab, complete any of the following fields:

   - Hrs/Day
   - Days/Wk
   - Wks/Yr
   - Hrs/Yr

4. To define a country code for the default company, or to use a country code for this company that varies from the country code at the default company level, complete the following field:

   - Country Code

5. To define payroll information, complete the following fields:

   - SUI Calculation Switch
   - 125 Cash Option
   - Fiscal Year(Beginning Month)
   - Annual Leave Hours

6. Click the Address tab and complete the following fields that are not already provided by default information:

   - Mailing Name
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State
   - Postal Code
   - County
   - Search Type

7. If you are setting up company options for the default company, click the Additional Options tab and complete the following fields:

   - Pay Cycle Control
   - Spending Account Control
   - P/R Register Edit
   - Employee Number Display Mode
   - Enable Multi-currency Functionality
   - Retrieve PDBA History System Flag
   - Payment Check Date Flag
   - G/L Integration
   - A/P Integration

- Step Progression Automation
- Step Progression Process
- Maximum Deferral Rate
- Timecard Home Company Flag
- Process Employees by Business Unit
- Bypass Voids with Special Taxes

8. Click OK.

See Also

- *Accounts Payable Integration* in the *Payroll Guide* for more information about creating vouchers for payroll taxes and liabilities

- *Setting Up Debit Account Information for Automatic Deposits* in the *Payroll Guide* for more information about creating automatic deposit bank files

Setting Up Business-Unit Constants

You set up business-unit constants to define default information that is associated with a business unit. Default business-unit information expedites data entry for time entry and payroll information.

Setting up business-unit constants also allows you to do the following:

- Define taxing authorities for a business unit.
- Apply flat burden rates to a specific business unit.
- Set up the business unit to act as a certified job for governmental reporting purposes. Job information for the business unit will be included in certified payroll reports.

You can associate a business unit with one company only.

When you set up a business unit, the system adds that business unit to the Business Unit Master table (F0006) if the business unit does not already exist in that table. In many companies, business units are set up in the EnterpriseOne General Accounting system by the Accounting department.

You must use the General Accounting system and not the Payroll system to change any of the following information:

- Posting Edit - Business Unit
- Level of Detail - Business Unit
- Company
- Equipment Rate Code
- Address Number

► **To set up business-unit constants**

From the HRM Setup menu (G05B4), choose Business Unit Constants.

1. On Work With Business Unit Constants, click Add.

2. On Business Unit Constants Revisions, complete the following field:

   - Business Unit

3. Complete the following optional fields under the Default Payroll Information heading:

   - Tax Area-Payroll
   - Labor Dist Method
   - Labor Dist Multiplier
   - Pay Cycle Group Code

   Note

   If you use the GeoCoder, the system uses the address information for the business unit to determine the GeoCode for the Tax Area – Payroll field. The system automatically populates this field if there is only one possible GeoCode available. If you are using the GeoCoder interactively to assign tax area information and the field remains blank, or if you use the batch GeoCoder, see *Assigning Tax Area Information Using the GeoCoder* in the *Human Capital Management Foundation Guide* for additional information.

4. For governmental reporting in the U.S. only, complete the following optional field and click OK:

   - Certified Job (Y/N)

Business Unit Constants - Business Unit Constants Revisions

OK   Cancel   Form   Tools

Business Unit Information

Business Unit	5352	Light Rail Construction
Posting Edit Code		
Level of Detail	3	
Company	00050	Project Management Company
Equipment Rate Code		.
Job Address Number		

Default Payroll Information

Tax Area-Payroll	06		
Labor Dist Method	1	Labor Dist Multiplier	1.3200
Certified Job (Y/N)	Y		
Pay Cycle Group Code		Default (Non-Group)	

5. On Work With Business Unit Constants, choose a business unit and then choose Auto Deposit from the Row menu to set up automatic deposit information for this business unit.

   You need to set up automatic deposit information for individual business units only if each business unit uses a unique bank account for payroll transactions.

6. On Auto Deposit Instructions for Company – [Account Setup Instructions], complete the following fields and then click OK:

   - Bank Transit Number
   - Bank Account Number
   - Auto Deposit Company Identification
   - Company Name
   - Immediate Destination for AutoDeposit
   - Immediate Origin for AutoDeposit
   - Batch Number
   - SCC

- Discretionary Data
- File ID Modifier
- Header Record for Auto Deposits
- Trailer Record for Auto Deposits

Setting Up Common Settings for Human Capital Management

You use the common settings for human resources to control specific features of several human resources processes, such as benefits enrollment, compensation management, and self-service programs.

Setting up the common settings updates the Common Settings for HR Employee Self Service Programs table (F05004).

► **To set up common settings for human capital management**

Use one of the following navigations:

From the Self Service Setup menu (G05BESS4), choose Common Settings for EE Self Service Appl.

From the Compensation Mgmt System Setup menu (G08CM14), choose HRM Common Settings.

1. On Work With HRM Common Display Settings, choose the row containing the data item for which you want to change the current setting and click Select.

    You cannot delete these data items from the system.

2. On System Control – Revisions, click the Yes or No option to specify the current setting and then click OK.

3. On Work With HRM Common Display Settings, click Add to add extra data items.

    Any data item that you add must already exist in the system.

4. On System Control – Revisions, complete the following field:

  - Data Item

5. Click the Yes or No option to specify the current setting and then click OK.

6. If you need to remove a data item that you have added, on Work With HRM Common Display Settings, choose the data item and click Delete.

   When you click Delete, the system only removes the data item from this form. You cannot delete system-supplied data items from the system.

Setting Up Employee Information

Before you begin adding employee records to your system, you should set up employee information. If you need to track information that is unique to your organization or your industry, you can define category codes. To allow users to enter future changes for specific types of information, you can choose fields for future data revisions.

In organizations where more than one person might enter employee information into the system simultaneously, you might want to implement record reservation (record locking) settings that result in a warning when a conflict occurs. You can implement record reservation by adding a new record to UDC 00/RR. In this record, you need to set the code value to P0801 and the special handling code to 1. When you add this record, record reservation is active for the following programs:

  - Employee Basic Compensation (P0801CMP)

  - Employee Eligibility, NDT, and Participation (P0801ELI)

  - Employee Organizational Assignments (P0801ORG)

  - Employee Payroll (P0801PRL)

  - Employee/Personal (P0801EMP)

  - Employee Quick Hire (P060116Q)

  - Employee National and Fiscal Data - Canada (P0801CA)

  - Employee National and Fiscal Data - USA (P0801US)

Prerequisite

  ❏ Set up the user defined codes for employees. See *User Defined Codes for Human Capital Management Foundation* in the *Human Capital Management Foundation Guide*.

Defining Category Codes

You might need to track information that is unique to your organization or your industry. For example, you might need to track the employees who are participating in the company stock purchase plan. Category codes are provided that you can define to track any type of additional information that your organization needs.

Category codes are a type of user defined code that you use to classify employees for tracking and reporting. You can define up to 20 category codes to meet the specific requirements of your organization.

► **To define category codes**

From the Employee Category Codes menu (G05BE41), choose an option.

1. On Work With User Defined Codes, click Add.

2. On User Defined Codes, complete the following fields:

   - Codes
   - Description 1

3. Complete the following optional field and click OK:

   - Description 2

Choosing Fields for Future Data Revisions

Choosing fields for future data revisions activates data items in the Employee Master Information table (F060116) so that they can be updated using the future data forms. For example, you activate the Marital Status field so that, in the event of marriage, you can change the employee's marital status in the Employee Master Information table using a future data form.

Note

Some fields have default activation values that you cannot change.

► **To choose fields for future data revisions**

From the Employee Management Setup menu (G05BE4), choose Specify Future Data Fields.

1. On Work With Future Data Fields, complete the following field and click Find:

   - Data Item

2. For each data item, review the value in the following field:

   - Y N

   You can enter future data changes for data items for which you enter a Y (yes) value.

3. To indicate that you want to allow future data revisions for a data item, choose a data item that has N in the Yes or No field, and then click Select.

4. On Change Verification, click Yes to accept the change.

5. Repeat steps 2-4 for each data item for which you want to allow future data revisions.

Setting Up Record Reservation for Simultaneous Changes

To prevent loss of data when two users simultaneously attempt to update the same record in the database, you can activate record reservation. When you activate record reservation for a particular program, only one user at a time can access a record in the table that the program uses for data storage. For example, assume that record reservation has been activated for the employee master group of programs (P0801). User 1 is updating salary information for an employee in the Employee Basic Compensation program (P0801CMP). At the same time, User 2 opens the Basic Compensation program and attempts to access the same employee record. User 2 receives an error message indicating that the employee record is reserved. The system prevents User 2 from gaining access to the record. The record remains reserved until User 1 saves any changes and closes the program.

Note

Two significant limitations to record reservation exist: you can activate record reservation only for those programs that are designed to use it and programs that do not use record reservation can update reserved records.

Only programs that are designed for record reservation can use this feature. In PeopleSoft Human Capital Management software, these programs include the following:

- Employee/Personal (P0801EMP)

- Employee Organizational Assignments (P0801ORG)

- Employee Basic Compensation (P0801CMP)

- Employee Eligibility, NDT, and Participation (P0801ELI)

- Employee Payroll (P0801PRL)

- Employee National and Fiscal Data - Australia (P75A0801)

- Employee National and Fiscal Data - Canada (P0801CA)

- National/Fiscal Data - Regional Information (P76M0801)

- Employee National and Fiscal Data - USA (P0801US)

To activate record reservation for any of the programs in the employee master group, you must activate it for all the programs.

To activate record reservation for these programs you need to create a new record in UDC 00/RR and use the following values:

Codes	Description 01	Special Handing	Hard Coded
P0801	Employee Master	1	Y

Releasing a Record Reservation

When a program that uses record reservation is interrupted, orphaned reservation records might remain in the Business Object Reservation table (F00095). This can occur, for example, when technicians are working with a server, or when a workstation shuts down without warning. If an interruption stops one of the programs in the Employee Master group (P0801) before it releases the reservations that it creates, other users cannot update the records until the orphaned reservations are removed.

You can use the Remove Business Object Reservation program (P00095) to release unwanted record reservations. This program stores reservation information in the Business Object Reservation table (F00095).

► **To release a record reservation**

From the Maintenance Request Advanced Operations menu (G1753), choose Business Object Reservations.

1. On Business Object Reservations, complete the following fields and then click Find:

   - Object Name
   - User ID

   To help find the specific records that are orphaned, and to help avoid accidentally removing active reservations from the table, you can use QBE values to limit your search.

2. To release a record reservation, choose a row and then click Delete.

   The system automatically displays a confirm delete dialog.

3. Click OK.

Setting Up Employee History and Turnover Tracking

To help you manage your employee information, you can set up your system to store historical records of employee information. This action means that when you enter or update employee information, the system creates a historical record of the old information. For example, when an employee receives a promotion or changes marital status, you can update the employee's current information to reflect the change and store the previous information in historical records.

You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

You can use history and turnover information to do the following:

- Review the employee's job progression since you began tracking history.
- Review salary increases given at the same time that a job change was made.
- Analyze historical changes to employee information.
- Monitor employee movement within your company.

When you initialize history and turnover tracking, the system creates initial history records for all employee records in the Employee Master Information table (F060116). Furthermore, the system tracks history only for specific fields that you choose to track before you initialize. The history records are dated so that you can determine when you began tracking history and turnover.

You can track history and turnover for any fields that the system stores in the Employee Master Information table. Choosing these fields before initializing is important to eliminate cluttering the HR History table (F08042) with unneeded history information.

Setting up history and turnover tracking also includes enabling your history and turnover tracking options in HRM System Options (P05001S), and entering all employee records in the database. Whether you need to initialize history and turnover tracking depends on the order in which you complete these tasks and your history record specifications. The following table explains when you might or might not initialize history:

Do not initialize history and turnover tracking.	Choose data for history tracking purposes and then enable the history and turnover system options. After enabling the history and turnover system options, enter or upload all employee records into the database.
	In this case, you might not want to initialize history. The system creates initial history records for all employees as they are entered into the system.
	This option is preferable if you want history records for every employee on the date that they are entered into the system. However, you do not get the chance to verify the employee information before creating history records.
Initialize history and turnover tracking.	Choose data for history tracking purposes and then enter or upload all employee records into the database. After entering employee records, enable the history and turnover system options, and then initialize history and turnover tracking.
	This option allows you to verify your employee records before creating initial history records. This process is preferable if you want to avoid adding and then deleting incorrect history records from the History table. The system creates history records beginning with the date that you set in the Effective Date processing option for the Initialize Employee History and Turnover program (R050810).

See Also

❑ *Setting Up System Options* in the *Human Capital Management Foundation Guide* for information about enabling the history and turnover tracking options

❑ *Adding Employee Records One at a Time* in the *Human Capital Management Foundation Guide* for information about adding employee records to the database

Choosing Data for History Tracking Purposes

You choose the data items for which you want to track history before you initialize history and turnover tracking. Limiting the data items for which you track history makes it easier to locate information when you review history records. For example, you might choose to track history for data items such as Marital Status, Employment Status, Salary, and Pay Status; but not for items that rarely change, such as Gender and Tax ID.

If you do not choose data for history tracking purposes before you initialize, the system automatically tracks history for every item in the Employee Master Information table (F060116).

After initializing, you can deactivate certain Employee Master Information table data items if you do not want to track certain history items anymore.

► **To choose data for history tracking purposes**

From the Employee History Setup menu (G05BH4), choose Select Data Items for History Tracking.

1. On Work With History Data Items, complete the following field and click Find:

   - Data Item

2. For each data item, review the value in the following field:

   - Y N

     The system tracks history for data items that display a Y value.

3. To specify that you want to track history for a data item, choose a data item that has an N in the Yes or No field and click Select.

4. On Change Verification, click Yes and then click OK to accept the change.

5. Repeat steps 3 and 4 for each data item for which you want to track history.

Initializing History and Turnover Tracking

From the Employee History Setup menu (G05BH4), choose Initialize History & Turnover.

After choosing data for history tracking, you initialize history and turnover tracking (R050810). The system activates history tracking for your chosen fields on the Employee Master Information table (F060116). You can review which fields are in the Employee Master Information table when you choose data for history tracking purposes.

If you set up your system options for history and turnover tracking before you begin entering employee records, you do not need to initialize history and turnover tracking. In this case, the system automatically creates history and turnover records when you add new employee records.

You need to run this program only if you begin using the history and turnover features after you have been using the system for a while. You can use these initial history and turnover records to determine when you began tracking history and turnover. After initializing, the system continues to create history and turnover records each time you change employee information fields that update the Employee Master Information table.

Prerequisite

❑ Add all employee records to your system. See *Adding Employee Records One at a Time* in the *Human Capital Management Foundation Guide*.

Processing Options for Initialize Employee History and Turnover (R050810)

Initialize

1) Enter a date to be used as the Effective Date for all history records. Blank will default the date when each employee record was last changed.

Effective Date

2) Choose what files to initialize given the following choices:

 H = Initialize History file only. (Default)

 T = Initialize Turnover file only.

 B = Initialize both History and Turnover files.

Initialize which file(s).

3) To clear records from the indicated file(s) before initialization, enter one of the following values:

 1 = Clear the entire selected file(s).

 2 = Clear History/Turnover records for the selected employees only.

 ' ' = Do not clear records. (Default)

Clear Mode

4) Enter a change reason for initial turnover and history records. A blank will default a change reason of '001' (New Hire).

Change Reason

What You Should Know About Processing Options

Effective dates (1)   We recommend that you enter an effective date for this processing option. The effective date should be a day prior to the date of your first date for reporting turnover. The system considers employees active as of the initialize effective date.

Change reason (4)   Enter a numeric change-reason code for this processing option.

Setting Up Job Information

You can set up job-classification constants to maintain various classifications of jobs related to job type, job step, union, and business unit. For payroll, you can identify combinations of job types and job steps that you want to print on the Certified Payroll Register report (R07371) to meet taxing authority regulations.

Prerequisites

❑ Set up the user defined codes for jobs. See *Understanding User Defined Codes for Human Capital Management Systems* in the *Human Capital Management Foundation Guide*.

❑ Review the pay range and step information that you have set up in your system options. See *Setting Up System Options* in the *Human Capital Management Foundation Guide*.

Setting Up a Cross-Reference Table by Business Unit

When you define a job, you can enter a benefit group, union code, and workers compensation information for it. Entering this information at the job level simplifies the process of entering employee information because it eliminates the need to enter that information for each employee who is assigned to the job. You can override this default job information for individual employees, if necessary.

In some cases, you might need to override default job information for all of the employees who work in a specific business unit. In this case, you can set up a cross-reference table for the job ID and business unit. For example, assume the following scenario:

- Your organization has 5000 machinists.

- Of those machinists, 4,500 work in business unit 5, union 1000, and benefit group 100.

- The remaining 500 machinists work in business unit 6, union 1100, and benefit group 200.

To streamline the process of entering job information for employees, you can enter union 1000 and benefit group 100 when you define the job machinist, and then set up a cross-reference table for the machinists in business unit 6.

The system uses the information in the cross-reference table to automatically update the records for the employees in that business unit with the correct union, benefit group, and workers compensation information.

► **To set up a cross-reference table by business unit**

From the Job Specifications Setup menu (G05BJ4), choose Business Unit-Job ID Cross Reference.

1. On Business Unit/Job ID Cross Reference, complete the following field:

   - Home Business Unit

2. To define the information that applies to a job for only those employees who work in the business unit that you defined, complete any of the following fields and click OK:

   - Job Type
   - Job Step
   - Benefit Group
   - Union Code
   - WCI Code
   - S C

Setting Up Job Classification Constants

You set up job-classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit.

► **To set up job-classification constants**

From the Job Specifications Setup menu (G05BJ4), choose Job Classification Table Revisions.

1. On Work With Job Classification Constant, click Add.

2. On Job Classification Constant Revisions, complete the following fields and click OK:

   - Job Type/Step
   - Job Step
   - Union Code
   - Business Unit
   - Alt.Job Type
   - Alt.Job Step
   - Hourly Rate Lower
   - Hourly Rate Upper
   - EEO Job
   - Rpt. Cls.
   - Cert Flg.

Setting Up Union Local and Job Cross-References

You set up union local and job cross-references to cross-reference parent unions with local unions. You use these tables when a parent union has members working for a local union and those members must be paid the local union's wage rate and receive the corresponding benefits. By cross-referencing one union's (local or parent) job to another union, you ensure that the system uses the correct rates and benefits to calculate payroll.

The cross-reference tables are specific to business units and jobs and provide for the retrieval of hourly rates and group DBAs. If you define these tables, you do not have to change an employee's union information during time entry. The system substitutes the employee's union and obtains the related local union.

You can also set up cross-references between local units of the union.

Prerequisites

- ❑ Define both the parent and local unions in the system. See *User Defined Codes for Human Capital Management Foundation* in the *Human Capital Management Foundation Guide*.
- ❑ Define the pay rates and group DBAs for the local union that has the job. See the following topics:
  - *Setting Up Pay Rate Tables* in the *Human Resources Guide*
  - *Setting Up Earnings Information* in the *Human Capital Management Foundation Guide*
  - *Setting Up Group Plan DBAs* in the *Human Capital Management Foundation Guide*

► **To set up union local and job cross-references**

From the Rate Derivation Setup menu (G05BRD4), choose Union Local Job/X-Ref.

1. On Work With Union Local Cross Reference Maintenance, click Add.

2. On Union Local Cross Reference Maintenance Revisions, complete the following fields:

   - Business Unit
   - Union Code
   - Union Local

3. Complete the following optional field and click OK:

   - Job Typ

Setting Up Earnings Information

You set up earnings information to define the types of pay that your employees receive. Earnings information consists of the following rates and tables:

Shift rate differentials	You set up shift rate differentials to add a flat dollar or percentage amount to an employee's hourly rate when the employee works a shift that receives an additional amount of pay per hour.
Occupational pay rates	You set up occupational pay rates for employees who perform various job types and have different hourly rates for each job type.
Pay type cross-reference tables	You set up pay type cross-reference tables to indicate valid pay types by job type and job step.

Setting Up Shift-Rate Differentials

A shift rate differential is a flat dollar or percentage amount added to an employee's hourly rate. You set up shift rate differential codes to assign them to employees who receive additional compensation for shift work.

You assign shift differentials to user defined shift codes (06/SH). You can also assign business units and union codes to shift differentials. When you define a shift differential, you must set effective dates for the table. The system compares the effective dates to the work dates you that enter in time entry.

A shift rate differential can be either a flat dollar amount or a percentage of the employee's hourly rate. The system uses a flat dollar amount or a percentage shift differential with one of the following methods:

- The first method is hourly rate plus the shift differential, multiplied by the pay type multiplier and then multiplied by the hours worked.

- The second method is hourly rate multiplied by the pay type multiplier plus the shift differential and then multiplied by the hours worked.

The difference between the two methods is significant only when a multiplier other than 1 is entered.

These methods are associated with the shift code that you set up. You also associate these methods with pay types when you set up pay types. To have the system use the shift differential method associated with the pay type when you enter a timecard, you must set up shift codes and leave the shift differential method blank. When a shift code is entered on a time entry form, the system uses the shift differential method associated with the pay type from the Payroll Transaction Constants table (F069116) if it finds a blank shift differential method in the Shift Differential Table (F069246). The system also uses the shift differential method associated with the pay type when you don't enter a shift code.

Use shift code information to ensure that an employee is paid the correct amount for working on a shift with a rate differential. Use the following guidelines for using shift code information:

- If an employee always works a shift for which a shift rate differential is applicable, include the shift code in the Employee Master Information table (F060116).

- If an employee occasionally works a different shift, you can override the information on the applicable time card.

See Also

See the following topics in the *Time and Labor Guide*:

❑ *Entering Timecards for Employees*

❑ *Entering Timecards for Employees Using Speed Time Entry*

► **To set up shift-rate differentials**

From the Rate Derivation Setup menu (G05BRD4), choose Shift Rate Differentials.

1. On Work With Shift Rate Differentials, click Add.

2. On Shift Rate Differentials Revision, complete the following fields:

   - Shift Code
   - Start Effective Date
   - Ending Effective Date
   - Percent or Amount
   - Shift Diff Calc Sequence
   - Shift Differential

3. Complete the following optional fields:

   - Business Unit (Opt)
   - Union Code (Opt)

4. Click OK to save the record.

Setting Up Occupational Pay Rates

You set up occupational pay rates for employees who perform various job types and have different hourly rates for each job type. Pay rates are specific to an employee. They can be specific to a business unit and union for that employee.

To revise multiple occupational pay rates, choose a record on Work with Occupational Pay Rates and choose Multiple Pay Rates from the Row menu.

Time Entry Considerations

Using occupational pay rates in time entry	To use the occupational pay rate in time entry, you must enter the associated job type from the Employees Pay Rate File table (F060146) on the timecard.

See Also

❑ *Overriding an Hourly Rate for an Employee* in the *Time and Labor Guide* to understand how the system derives an hourly rate

► **To set up occupational pay rates**

From the Rate Derivation Setup menu (G05BRD4), choose Occupational Pay Rates.

1. On Work with Occupational Pay Rates, click Add.

2. On Single Revisions Occupational Pay Rate, complete the following fields:

   - Employee Identification
   - From Date
   - Thru Date
   - Job Type

3. Complete the following optional fields:

   - Business Unit
   - Union Code
   - Job Step
   - Hourly Rate
   - Distribution Rate
   - Piecework Rate

4. Click OK.

Setting Up Pay Type Cross-Reference Tables

You set up pay type cross-reference tables to indicate valid pay types by job type and job step. For example, use these tables to prevent a salaried person from receiving overtime pay or a temporary employee from receiving holiday pay.

To verify pay types against the pay type cross-reference tables, you must set the appropriate processing options in the time entry programs.

► **To set up pay type cross-reference tables**

From the Rate Derivation Setup menu (G05BRD4), choose Classification Pay/X-Ref.

1. On Work With Classification/Pay Cross Reference, click Add.

2. On Classification/Pay Cross Reference Revisions, complete the following fields:

   • Job Type
   • From Trans
   • Thru Trans

3. Complete the following optional fields:

   • Job Step
   • Union Code
   • Business Unit
   • Shift Code

4. Click OK to save the record.

Synchronize Employee Master Rates with Union Rates Report (R059122)

A system administrator can use this program to update the Employee Master Information table (F060116) after the union rates have changed. Processing options can be used to set an effective date for the changes and to limit the update to only those records with a change. You can also set a processing option for the Union Rates Master Revisions program (P059121) that automatically sends a message when changes are entered into the Union Rates File table (F069126). This message might trigger the decision to run the Synchronize Employee Master with Union Rates report (R059122).

Processing Options for Synchronize Employee Master with Union Rates (R059122)

Date Tab

Use this processing option to specify the date that the system uses for retrieving historical information.

---

1. Effective Date for Rates and History

    Blank = Today's Date

Use this processing option to specify the date that the system uses to look up rates in the Union Rates File table (F069126). The system also uses this date to update employee history records when rates are changed in the Employee Master Information table (F060116).

Employee History Tab

Use this processing option to record the reason that rates are updated.

---

1. Change Reason for Employee History

Use this processing option to specify the change reason code for employee history. When you change a rate in the Employee Master Information table (F060116), the system also uses this code to update employee history information.

Process Tab

Use these processing options to specify the default processes that the system uses.

1. Changes Only or All Rates
    Blank or 0 = Changes Only
    1 = All Rates

Use this processing option to specify whether the system processes all records or only rate records that have changed since the last time that the program was run. Valid values are:

0
The system processes only records in the Union Rates File table (F069126) that have changed since the date of the last update.

1
The system processes all of the rates in the Union Rates File table and updates the Employee Master Information table (F060116).

2. Proof or Final Mode
    Blank or 0 = Proof Mode
    1 = Final Mode

Use this processing option to specify whether the system runs the report in proof mode or final mode. When you specify proof mode, the system displays all changes, but does not update permanent files such as the Employee Master Information table (F060116). When you specify final mode, the system displays the changes and records them in final files. Valid values are:

0
Proof mode

1
Final mode

3. Full Report or Exceptions Only
    Blank or 0 = Full Report
    1 = Exceptions Only

Use this processing option to specify the type of records that appear on the report. Valid values are:

0
All employee records appear on the report.

1
Only employee records with errors appear on the report.

Setting Up Tax Information

Before you begin processing payroll for employees, you must set up tax information so that employee taxes are calculated properly. Tax amounts and some federal and state insurance amounts are calculated by a third-party software package called Quantum for Payroll Tax. Quantum for Payroll Tax is a product made by Vertex, Inc. that integrates with the EnterpriseOne Payroll system. You should also set up a corporate Tax ID for each taxing authority to which you report tax information.

The EnterpriseOne Payroll system passes information such as the taxing authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax. For unemployment insurance, you must set up tables that Quantum for Payroll Tax uses to calculate the appropriate taxes.

You can also use the GeoCoder, another product made by Vertex, Inc. that can significantly reduce the effort required to assign tax code information. GeoCoder can automatically generate and assign state, local, municipal, and other codes to employee records for each state that you choose. To use the GeoCoder, you must use Quantum for Payroll Tax to calculate payroll tax information.

Setting up tax area information is not required for any system functions unless you are using the EnterpriseOne Payroll system. However, you might want to set up tax areas so that you can transfer this information to your payroll service provider. When tax areas are set up, the system can also automatically provide the appropriate codes to programs that you use for employee information and hiring such as Employee Master (P0801) and Employee Quick Hire (P060116Q).

You can use the Cost Center Tax Area Processing program (R079052) to automatically provide system level tax area information. You normally use this UBE when you are initially setting up your software, but you might also use it when adding a business unit or changing the address of a business unit. The Business Unit Constants program (P059051A) uses the tax area code that the Cost Center Tax Area Processing program supplies. This program also supports similar changes for Canadian organizations by supplying cost center tax area codes for provinces.

You can use the GeoCoder Employee Batch Processing program (R070103) to update information that you receive monthly from Vertex, Inc. You normally use this program when you initially set up your software, periodically after new employees are hired, and when employee addresses change. This program automatically updates the Tax Area (Residence) and Tax Area (Work) values on the country-specific form that is included in the employee hiring process. This form also supports a similar function for the Canadian hiring process.

See Also

❑ *Setting Up Tax Information* in the *Payroll Guide* for instructions on setting up unemployment insurance information

❑ *PeopleSoft Components* in the *Interface for Vertex Quantum for Sales and Use Tax Guide* for more information about using Vertex Quantum with your software to support additional tax functions

See the following topics in the *Human Capital Management Foundation Guide* for information about setting up information that is related to software updates from Vertex, Quantum for Payroll Tax:

❑ *Running the Populate Vertex Filing Status Process Program*

❑ *Running the Update Tax Area Table Report*

Prerequisite

❑ Set up statutory codes in UDC 06/SC. See *Understanding User Defined Codes for Human Capital Management Systems* in the *Human Capital Management Foundation Guide*.

❑ Review the information about tax area codes in the global solutions guide for your country.

❑ Install Quantum for Payroll Tax.

❑ Activate the Quantum interface and test the Quantum connection. See the following tasks in the *Human Capital Management Foundation Guide*:

- *Activating Quantum for Payroll*

- *Testing the Quantum Connection*

❑ Activate the GeoCoder. See *Setting Up the GeoCoder* in the *Human Capital Management Foundation Guide*.

Setting Up Tax Area Information

Before using the EnterpriseOne Payroll system to process a payroll, you must set up tax area information. If you are using the EnterpriseOne Payroll System without Quantum for Payroll Tax, you use the Tax Area Information program (P069012) to set up tax areas for the following uses:

- Provide essential key information that the system uses for payroll history tracking.

- Store tax information that can be passed to a payroll service provider.

- Store statutory code information that the system can print on forms such as paychecks and payroll advice forms.

If you use Quantum for Payroll Tax and the GeoCoder software from Vertex, Inc., you do not need to use the Tax Area Information program. When you set up tax area codes with the GeoCoder, all required codes are automatically added to the Payroll Tax Area Profile table (F069016).

To control whether the system requires tax area information when you enter employee records, you can set a processing option for the Employee Master (P0801) and the Employee Quick Hire (P060116Q) programs. You set up tax areas for the locations where employees live and work, and for the taxes that need to be withheld.

If you use Quantum for Payroll Tax the Quantum software performs the calculations, based on the information that you set up. Quantum for Payroll Tax calculates the employee-paid amounts even if you do not set up the tax area information.

After you set up tax area information, you need to update the Payroll Tax Area Profile table. If you are using Quantum for Payroll Tax, run the Update Tax Area Table program (R07500) after you set up the GeoCoder.

► **To set up tax area information**

From the Taxes and Insurance Setup menu (G07BPTI4), choose Tax Area Information.

1. On Work With Tax Area Information, click Add.

2. On Tax Area Revisions, complete the following fields:

   • Tax Area
   • Tax Type
   • Description 1
   • Co/Empl Paid
   • Method of Printing

3. If the tax area is a province, state, county, city, or a local area, complete the following field:

   • Statutory Code

4. If you are integrating Payroll with Accounts Payable and you need to activate vouchering for this tax type, complete the following field:

   • A/P Voucher (Y,N)

5. To specify a payee for the voucher, complete the following field:

   • Provider/Trustee

6. Complete any of the following optional fields and click OK:

   • Occ Tax W/H Freq
   • Arrearage Rules
   • Taxes Priority
   • Tax Adjustment Limitation

PeopleSoft.

Tax Area Information - Tax Area Revisions

OK   Cancel   Form   Tools

| Tax Area | 05 | Description 1 | CA Unemployment Insurance |
| Tax Type | H | Description 2 | |

Required

Statutory Code	CA
Co/Empl Paid	C
Method of Printing	N

Optional

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

See Also

❑ *Setting Up the GeoCoder* in the *Human Capital Management Foundation Guide* for instructions on choosing states that Quantum for Payroll Taxes software uses for payroll tax calculations

❑ *Running the Update Tax Area Table Report* in the *Human Capital Management Foundation Guide*

❑ *Accounts Payable Integration* in the *Payroll Guide* for information about creating vouchers for payroll taxes and liabilities

Setting Up Corporate Tax IDs

You must set up a corporate tax ID for each taxing authority to which you report. You set up corporate tax ID codes for each company so that the system can store employee tax history for reporting purposes.

► **To set up corporate tax IDs**

From the Taxes and Insurance Setup menu (G07BPTI4), choose Corporate Tax IDs.

1. On Work With Corporate Tax ID's, click Add.

2. On Corporate Tax ID Revisions, complete the following fields:

   * Company
   * Work Tax Area
   * T T
   * Tax ID

   If you have a line for tax type H, you must have a line for tax type Z with the same tax ID.

3. For U.S. federal taxes, enter a single line for all federal taxes using tax type A.

4. If you have more than one company that you include under the same federal tax ID, complete the following fields:

   * C P
   * PM GR

5. Complete the following optional field:

   * Parent Co

6. Click OK.

Activating Quantum for Payroll

You must activate the Quantum interface prior to using the Quantum system with your software.

Note

Constants settings are loaded during software initialization. Thus, for the constants settings to take effect, you must exit and restart your software.

Prerequisite

❑ You must set up database connections to establish communication with the Quantum system and perform data exchange with the Quantum for Payroll Tax tables.

► **To activate Quantum for Payroll Tax**

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.

1. On Work With Quantum Constants Revision, enter Y in the following field:

   • Quantum Active

     This field is the only required field to activate Quantum for Payroll Tax.

2. Complete the following required fields:

   • U.S. Country Code

     Required only for testing the Quantum connection

   • Canada Country Code

     Required only for testing the Quantum connection

Note

The remaining fields on this form are not required with Quantum for Payroll Tax, but they might be required when activating Quantum for Sales and Use Tax.

---

3. Click OK.

Testing the Quantum Connection

After you activate Quantum, we recommend that you conduct a test to determine whether you have successfully connected to the Quantum system. This test requires that you enter a city, state, and postal code on the Retrieve GeoCode form and observe whether the system returns a GeoCode. If you receive a code, then the connection is working.

► **To test the Quantum connection**

Enter P05005 in the Fast Path.

1. On Retrieve GeoCode, type CO and DENVER in the following fields respectively, and then click Find:

   - State
   - City

If you are properly connected to the Quantum system, 060310140 appears in the GeoCode column.

2. If nothing appears in the GeoCode column, a setup or configuration error might have occurred. Verify the following:

- On Work with Quantum Constants Revision, the Quantum Active field is set to Y, and the Canada Country Code set to CA.

- You have initialized the constants values by exiting and restarting your software.

- The Data Source, Server, User ID, and Password are set up properly in the Quantum Database Connection table (F7308).

- All of the required business functions are mapped to the server where the Quantum software is located.

- A Connect Successfully (or Not Connect Successfully) message exists in the jde.log file.

See Also

- ❑ *Working with the Object Configuration Manager* in the *Configurable Network Computing Implementation Guide*

- ❑ *Configuring the ERP 9.0 Database Connections for Vertex Quantum Tax Applications* in the *ERP/SCM 9.0 Installation iSeries Guide* for instructions on entering settings in the Quantum Database Connection table

Setting Up the GeoCoder

The Quantum GeoCoder can be used to automatically assign geocodes, or tax areas, to employees and business units, based on the address information entered in the employee record or the business unit record. The system uses these codes to determine appropriate tax information for each employee. When you create an employee record, if only one geocode is appropriate for an address, the system automatically assigns the geocode to the record. If multiple geocodes can be used for a specified address, the system displays a list of possible geocodes from which to select.

You can use a Vertex compression capability with the GeoCoder to improve the ability of the system to recognize many city names that contain abbreviated words and phonetic misspellings. This feature is activated in the Quantum Sales and Use Tax Constants program (P7306).

When you set up GeoCoder, you can choose individual states where your employees live and work; or you can choose all states. To limit the size of the Geocoder Report Setup table (F07500) and processing time, you might want to choose only the states in which your employees live and work.

The GeoCoder database stores tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 66,000 locations. Tax jurisdictions are identified in Quantum for Payroll Tax by a GeoCode. All states and counties are on file, as well as all cities with populations over 250. If a city has a population under 250 and levies a tax, that city is also included in the database. Vertex, Inc. compiles the data that makes up the GeoCode, using state, city, zip code, and county, and maintains the tax rates that are associated with each.

To use GeoCoder, you must use Quantum for Payroll Taxes to calculate payroll tax information. Additionally, you must activate the Quantum system and set up the appropriate database connections. To activate the Quantum system, you can use the Common Settings for HR Employee Self Service Program (P05004) to activate system control data item HRGEO. This data item activates the GeoCoder in all Human Capital Management applications. If HRGEO is not already present in the program, you must add it.

When you use GeoCoder to generate tax area codes, the system saves the information in tables that are used by the EnterpriseOne Payroll system. A version of GeoCoder is also available that you can use to generate tax area codes that are used by the EnterpriseOne systems and Quantum for Sales and Tax Use.

Prerequisite

❑ Activate the Quantum system with data item HRGEO. See *Setting Up Common Settings for Human Capital Management* in the *Human Capital Management Foundation Guide* for instructions on activating this data item.

▶ To set up the GeoCoder

From the Taxes and Insurance Setup menu (G07BPTI4), choose Tax Area Table Setup.

1. On GeoCoder Report Setup, choose one of the following options to determine which tax areas to display:

   • Show Selected
   • Show All

2. To choose all tax areas, click the following option:

   • Select All

3. To select specific tax areas, double-click the row in the detail area of the form.

   A check mark appears on each tax area record that you choose.

4. Click OK.

See Also

❑ *Setting Up System Controls* in the *Human Capital Management Foundation Guide* for instructions on activating Quantum for Payroll Taxes

❑ See the following topics in the *Interface for Vertex Quantum for Sales and Use Tax Guide* for more information about using GeoCoder with EnterpriseOne financial systems, and Quantum for Sales and Tax Use:

   • *Setting Up the Quantum Interface*
   • *Assigning GeoCodes to Address Book Records*

Running the Update Tax Area Table Report

From the Taxes and Insurance Setup menu (G07BPTI4), choose Update Tax Area Table.

Periodically, tax area information changes. For employee payroll taxes to calculate correctly, you must verify that the correct tax area information for each state or province in which your organization conducts business is set up correctly in your system.

Vertex, Inc. periodically provides updates to ensure the accuracy of your organization's payroll calculations. You can automatically update the tax area information that is stored in the Payroll Tax Area Profile table (F069016) with the tax information that is included in the updates that you receive from Vertex, Inc.

To update tax information automatically, you must first use the GeoCoder Report Setup program (P07500) to specify each state or province for which you want to update tax information. If your organization is large, you might want to select all states and provinces to ensure that your information is complete. After you specify the states and provinces that you want to update, you need to run the Update Tax Area Table program (R07500). You should run this program each time you receive an update from Vertex, Inc.

When you run the Update Tax Area Table program, you normally use the default program version. The default program version is set up to automatically update the Payroll Tax Area Profile table using the default settings. The report that the Update Tax Area Table program creates lists the state names that you specified, the tax area code and the number of new GeoCodes that the system generated for each state. A processing option exists that allows you to specify whether you want the system to update existing records with county information that is linked to the GeoCodes or to save county information only for new records.

Processing Options for Update Tax Area Table (R07500)

Default Tab

This processing option allows you to specify parameters for information that this program saves in the Payroll Tax Area Profile table (F069016).

---

1. Update Current F069016 Records?
   1 = Yes, Update records
   0 or blank = No, only Insert records

Use this processing option to specify whether to save county information for all tax records or only for new tax records. The system saves the name of the county that is linked with the tax GeoGode in the the second description for tax records of the Payroll Tax Area Profile table (F069016). If you choose to update existing records, the system removes current information from the second description of all Canadian and United States taxes and replaces it with the county name. If you do not update existing tax records, the system saves county information only for new records. Valid values are:

Blank or 0
Do not update existing tax records.

1   Update existing tax records.

Running the GeoCoder Employee Batch Processing Report

From the Employee Management menu (G05BE1), choose Geocoder Employee Batch Processing.

Organizations who use the EnterpriseOne Payroll system and Vertex software receive monthly updates that include frequently revised rates, regulations, codes, and other data that need to be incorporated into their system. Included in these updates are code changes for tax areas that affect employee taxes. You can use the GeoCoder Employee Batch Processing program (R070103) to update the tax area information for locations in which employee live and work.

You normally use the GeoCoder Employee Batch Processing program when you initially set up your software, periodically after new employees are hired, and when employee addresses change. This program automatically updates the Tax Area (Residence) and Tax Area (Work) values in the Employee National and Fiscal Data - USA program (P0801US). The Employee National and Fiscal Data - USA program is used in the employee hiring process for the United States. The GeoCoder Employee Batch Processing program also updates tax area information for organizations that do business in Canada.

When you run the GeoCoder Employee Batch Processing program, the system produces a report that displays any errors that might exist. If no errors exist, the report indicates that status.

Processing Options for GeoCoder Employee Batch Processing (R070103)

Process Tab

These processing options specify whether the system updates the Employee Master Information table (F060116), the type of employee identification number that the system is using, and whether the system compares existing information to new information that might exist in an update operation.

1. Update Tax Area in Employee Master (Required)

blank = No
1 = Yes

Use this option to determine the processing mode for the GeoCoder Employee Batch Processing program (R070103). You can run this program in proof mode and print a report only, or you can run this program in final mode and produce a report and update the tax areas in the Employee Master table. Valid values are:

Blank
Proof Mode - Print report only.

1
Final Mode - Print report and update table

2. Employee Type (Required)

blank = Address Book Number
A = Address Book Number

S = Social Security Number

O = Third Employee Number

Use this option to indicate which number is used as the employee's identification number. Valid values are:

Blank or A

Address Number (Default)

S

Social Security Number

O

Other Third Party Number

3. Validate Tax Area (Required)

blank = Resident and Work

1 = Resident only

Use this option to determine which tax areas the GeoCoder automatically assigns, and which fields the program updates in the Employee Master table when the program is run in final mode. You can assign GeoCodes to the employee's work and resident tax areas, and update both fields in the Employee Master table, or you can assign a GeoCode to the resident tax area only, and update only the resident tax area in the Employee Master table. Valid values are:

Blank

Resident and Work Tax Areas

1

Resident Tax Area Only

Running the Cost Center Tax Area Processing Report

From the Employee Management menu (G05BE1), choose Cost Center Tax Area Processing.

The Cost Center Tax Area Processing program (R079052) is normally used to set up tax area information at a system level, based on address book information that you enter about each cost center when you are initially setting up your software. The system communicates the address book information to the GeoCoder program from Vertex, Inc. and GeoCoder returns nine digit geocodes for each cost center that are used by the Business Unit Constants program (P059051A).

This batch-processing program selects business units in the Business Unit Master table (F0006) to assign and validate tax areas. To assign or validate a business unit tax area, the Job Address Book Number must not be blank in the Business Unit Master table. The batch program provides the city, state, and zip code that is linked to each Job Address Number to the Vertex system. The Vertex GeoCoder returns each corresponding tax area and updates the Business Unit Master table. The report that the batch-processing program produces lists any errors that might exist. When no errors exist, the report also reports that status.

You might also use the Cost Center Tax Area Processing program when adding a business unit or changing the address of a business unit. This program also supports similar changes for Canadian organizations by supplying cost center tax area codes for provinces.

Processing Options for Cost Center Tax Area Processing (R079052)

Process Tab

Use this processing option to specify whether the system updates the Business Unit Master table (F0006) or just produces a report.

Update Business Unit (Required)

Blank = print report
1 = Update Business Unit Master

Use this option to specify the processing mode for Cost Center Tax Area Processing (R079052). You can run this report in proof mode to produce a report without updating the Business Unit Master table, or you can run this report in final mode to produce a report and update the Business Unit Master table. Valid values are:

Blank
Proof Mode - Print report only.

1
Final Mode - Print report and update table.

Running the Populate Vertex Filing Status Process Program

When you install Vertex enhancements that affect pretax deductions, fringe benefits, or alternate calculation codes, you need to run the Populate Vertex Filing Status Process program (R0701730). This program saves taxable fringe benefit and other information in the Populate Vertex Filing Status table (F0701730). When you run this UBE, you can set processing options to delete all records from the table before saving new information or just save new information.

Processing Options for Populate Vertex Filing Status Process (R0701730)

Default

1. Delete all records from F0701730 before running?

    1 = Yes, delete all records.

    0, blank = No, don't delete records.

Workflow Setup

Enterprise Workflow Management (Workflow) is an electronic messaging system that automates tasks by using an e-mail-based process flow across a network. For the Human Capital Management system, Workflow can be integrated with the following tasks:

- *Changing an employee's salary using workflow* in the *Human Resources Guide*

- *Terminating an employee* in the *Human Capital Management Foundation Guide*

- *Updating the status of a requisition* in the *Human Resources Guide*

- *Requesting a verification-of-employment letter* in the *Human Capital Management Self-Service Guide*

- *Reviewing upcoming employee reviews by supervisor* in the *Human Capital Management Self-Service Guide*

- *Setting up information for new employees* in the *Human Capital Management Self-Service Guide*

This guide documents all processes that Workflow performs for the Human Capital Management system. However, you can customize or deactivate certain Workflow processes to meet your business needs. For example, if your company does not pay vacation accruals when an employee is terminated, and you are using Workflow to terminate an employee, you can deactivate the Workflow process that automatically pays employee vacation accruals.

See Also

See the following topics in the *Workflow Tools PeopleBook*:

- ❑ *Creating a Workflow Process*
- ❑ *Adding Tasks to a Workflow Process*
- ❑ *Deleting Tasks and Transitions from a Workflow Process*

Setting Up Workflow for Human Capital Management

A system administrator can create new Workflow processes to work with programs that are capable of using them. For example, you might want to create custom Workflow processes that you can use outside of your annual benefits enrollment period, with programs that are normally included in that process. A system administrator can use the Object Manager Workbench program (P98220), a development tool that is included with your software, to copy the process for approving benefits enrollment and modify it to automate changes that happen throughout the year, such as an employee name or address change.

The system administrator can use the Object Management Workbench program (P98220) to modify existing Workflow processes to meet the needs of your organization. Before creating a new Workflow process for a program, review the processing options for the program to see if an option already exists to enter an e-mail address. When a single notification message is required, self-service programs sometimes include this option.

See Also

❑ *Solution Modeler* in the *Solution Modeler Guide* for information about using this product for working with business processes

❑ *Object Management Workbench* in the *Development Tools Guide* for information about working with system objects and processes

Prerequisite

❑ Ensure that you have Solution Modeler installed on your personal computer.

❑ Open the Solutions Modeler Applications program (P9040) before you open the Object Manager Workbench program (P98220).

► To create a new workflow process

In the Windows environment, choose Object Management Workbench from the Cross Application Development Tools menu (GH902).

1. On Object Manager Workbench, click Find.

2. Click the Search tab and then use the drop-down menu to choose Workflow in the following field:

   - Category

3. Use the drop-down menu to choose Process Name|Process Version in the following field:

   - Search Type

4. To search for all available processes, type BENAPPRV|* in the following field:

   - Search

   To view all available processes, enter *. You can use the BENAPPRV|* process as a template for processes that you create to enable other benefits enrollment processes.

5. To initiate a search, click the magnifying glass icon on the following field:

   - Search

6. In the left pane, expand your project tree and focus on the Objects node.

   Expand the project tree that includes your own address book number.

7. To move the Workflow process into your project, in the Search pane, double-click BENAPPRV.

   Alternatively, you can click on BENAPPRV and then click the arrow that is pointing left between the panes.

8. In the left pane, click on BENAPPRV and then click Copy.

9. On Copy Non-OL Object, complete the following fields:

   - Copy To Process
   - Copy To Version
   - Description
   - Product Code

   To identify benefits enrollment processes, assign a name such as BENAPPR401, BENAPPRMAR, BENAPPRNHR, or BENAPPROPN.

10. Click OK.

11. On Workflow Design, click the Design Tools tab and then click Start Workflow Modeler to make any changes to the workflow process.

Note

You must delete all active instances of a workflow process and make it inactive before you can modify it. See *Working with Existing Workflow Processes* in the *Workflow Tools PeopleBook* for more information.

---

12. On Object Manager Workbench, click on the process copy in your project, and then click the Design icon between the panes.

13. On Workflow Design, click the Design Tools tab, and to activate or deactivate the workflow process, click Change Workflow Status.

    Prior to entering changes to the process you need to deactivate the process.

14. To save changes, click OK.

Setting Up Recipients and Recipients Rules

Setting up recipients and recipient rules determines message routing for certain Workflow approvals and notifications. For example, you can set up Workflow to notify one person or a list of people when you terminate an employee.

This task applies only to Workflow processes that might require more than one person for approvals. For certain Workflow tasks, you might only need to set a processing option to specify one recipient.

See the following topics in the *Workflow Tools PeopleBook*:

❑ *Understanding Distribution Lists*

❑ *Setting Up Distribution Lists*

❑ *Working with Recipient Rules*

Previewing MailMerge Documents

Some Workflow processes can produce a Microsoft Word, MailMerge document. The following MailMerge letters are preset. However, you can modify them to meet your business needs:

- Congratulatory letter

- Verification-of-employment letter

- Government required insurance coverage letters

To review and revise the letters, use the Maintain MailMerge Documents program (P980014).

❑ *Mailmerge Workbench* in the *Foundation Guide* for instructions on how to modify MailMerge documents

Verifying Processes in the Process Master

A Workflow process might include one or more subprocesses. For example, three subprocesses make up the Workflow process for setting up new employees. The three processes are listed in the Process Master program (P98800) as EESETUP01-Employee setup approval, EESUTSK03-Get task approval, and EESUTSK01-Employee task setup.

As part of Workflow setup, you should verify that each subprocess for a Workflow process is activated.

❑ *Activating a Workflow Process* in the *Workflow Tools PeopleBook* for information about verifying the activation of each Workflow subprocess

User Defined Information Setup

Before you can use any features of your Human Capital Management system, you need to define critical information that the system uses for processing. You set up some of this information to meet the specific needs of your organization. Such information is called user-defined information.

User-defined information consists of the following:

User defined codes	Set up user defined codes to customize your system to meet your specific business needs.
Supplemental data	Set up supplemental data to track detailed information about employees, applicants, requisitions, and jobs. You can track virtually any type of information that your organization needs. Supplemental data is not required by the system.

Setting up supplemental data is optional.

Understanding User Defined Codes for Human Capital Management Systems

Many fields throughout the EnterpriseOne Human Capital Management systems accept only user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables that relate to a specific system and code type. For example, 07/PY represents system 07 (Payroll) and user defined code type PY (Pay Cycle Codes). User defined code tables define which codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, in the Pay Cycle field, you can enter only those codes that are included in user defined code table 07/PY.

You can access all of the user defined code tables through a single user defined code form. After you choose a user defined code form from a menu, you can change the system code and user defined code type to access another user defined code table. The system stores user defined codes in the User Defined Codes table (F0005). You can also print a list of all user defined code tables to review.

Note

You might need to set up some additional user defined codes that are specific to the countries in which you conduct business.

Caution

User defined codes are central to PeopleSoft EnterpriseOne systems. You must be thoroughly familiar with user defined codes before you change them.

User Defined Codes for Human Capital Management Foundation

The user defined codes for the Human Capital Management Foundation system are included in your software and are an integral part of the Human Capital Management features. While some of the codes cannot be changed, others are provided with lists of values that you can customize to suit the needs of your organization.

Accomplishment Type (05/AT)

You use accomplishment type codes to specify a type of accomplishment. Examples include:

- Industry certification

- Degree completed

- Training completed

Arrearage Method (05A/AR)

You use arrearage method codes to specify how the system collects payroll amounts that cannot be deducted from an employee's pay due to insufficient earnings.

Bank Transit (06/BC)

You use bank transit codes to identify an employee's financial institution. Banks might refer to this code as the ABA or payment routing number.

For Canadian banks, this number contains eight digits. Therefore, Canadian clients must enter the bank transit number with a leading zero.

If you change this number for an employee, the system creates a prenote for the employee's next auto deposit.

Based On Date (08/BO)

You use based on date codes to define the date that you want to use to calculate the completion date of employee setup tasks.

Benefit Enrollment Events (08/BE)

You use benefit enrollment event codes to denote a benefits enrollment event such as:

- Marriage

- Divorce

- Birth of a child

Change Reason (06/T)

You use termination/change reason codes to indicate the reason that an employee's record changed. For example, you can enter the reason that you are recommending a salary or rate change.

Note

If you are reactivating an employee, you must change the code in this field to a numeric character. The default reason code for new hires is the default value for this data item.

Check Route (06/CR)

You use check route codes to specify the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.

Competency Change Reason (05/CH)

You use change reason codes to indicate the reason an employee competency goal was changed. For example, you might enter a new goal for an employee after he or she has reached the current goal. Therefore, you would enter a competency change reason of "Achievement of Goal."

Competency Type (05/CY)

You use competency type codes to represent a competency table, or category, for which you can track employee competencies. Valid values for competency type codes are:

- 01 - Training
- 02 - Skill
- 03 - Accomplishment
- 04 - Certification
- 05 - Degree
- 06 - Language

The values in this user defined code table are hard coded and cannot be changed. Therefore, each of the competencies that you track must pertain to one of these competency types. Adding additional values to this list requires system customization.

Default Autopay Type (06/20)

You use employee autopay type codes to designate the default pay type that the system uses to generate automatic payments in those instances in which the system does not use the employee labor distribution instructions. If you leave this field blank, the system uses pay type 001.

Delegate Authorization Type (08/AY)

You use delegate authorization type codes to specify the type of authorization given to a delegate. Valid values for delegate authorization type codes are:

- 01 - Approving
- 02 - Reporting
- 03 - Status Change

- 04 - Appraisal
- 05 - Managers Workbench

The values in this user defined code table are hard coded and cannot be changed.

Employee Benefit Status (06/EA)

You use employee benefit status codes to specify employee actions, such as new hire or rehire, for which the system searches as it tests for benefits eligibility. An asterisk indicates that the guidelines refer to all employee actions not otherwise specified.

Do not change the codes that are hard coded, such as A (Active) and X (Terminated). These are required codes in the system.

Employee Setup Action (08/S3)

You use employee setup action codes to define the event that should occur during the new-employee setup workflow process. Hire, Re-hire, and Transfer are hard coded. Re-hire, Transfer, and Relocation codes cannot be used until a future release.

Employee Setup Status (08/S1)

You use employee setup status codes to indicate the status of the entire employee-setup workflow process. Changing the setup status triggers the specific event associated with the status. For example, the system can display a W status if Workflow is waiting for a manager's approval. The system displays the status for the employee setup process on the Work With Employee Setup form (W08710C) and in the Employee tab area of the Employee Setup Entry form (W08710G).

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

The following are explanations of the status codes and the sequence that the system might use to change them depending on how your processing options are set up:

- P - Pending. An assigned setup process begins with this status. You can make changes or delete the process if needed.
- W - Waiting for Approval. The system sets the process to this status when the process is initiated and if your processing options for Employee Setup Workbench are set to require a process approval.
- V - Approved. The system sets the process to this status when it obtains a process approval.
- 2 - Rejected. The system sets the process to this status when the process is rejected.
- A - Active. The system sets the process to this status when the process is initiated and no approval is required. You cannot cancel the process when it is changed to an Active status.

Employment Status (06/ES)

You use employment status codes to specify an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. Sample valid values include the following:

- Blank - Full-time Regular
- 1 - Full-time Temporary
- 2 - Part-time Temporary

- 3 - Part-time Regular
- 4 - Seasonal
- 5 – Summer Intern

French Language PDBA (06/LF)

You use French language PDBA codes to specify the French equivalent of the English text that prints on an employee's pay stub as the PDBA description. If the employee is set up as a French language employee, the system will use the PDBA description from this table on the pay stub.

Gap Reason (08/GN)

You use gap reason codes to indicate the reason that a gap snapshot was taken. For example, for gap snapshot taken at the end of each fiscal year, you could use a reason code of Fiscal Year. You might also take a gap snapshot if major organizational changes occur, in which case you could use a reason code of Organizational Changes.

Goal Type (05/GT)

You use goal type codes to define the type of goal that an employee is working towards. For example, you might define a goal type for receiving certification or for moving to the next pay grade.

Institution (05/IC)

You use institution codes to identify the educational institution from which an employee receives a degree or training.

Investment Group (06/AI)

You use investment group codes to indicate the grouping to be used when you balance accruals for investing in various funds. For "split" investments, the total deduction must total 100% of the amount specified. For example, an employee has a savings plan deduction that he or she has elected to split three ways:

- 10%
- 20%
- 70%

These splits are three additional DBAs. To ensure that the three splits (or accruals) total 100%, you must:

- Use the same accrual investment group code for all three.
- Ensure that the total of the individual percentages is 100.
- Not use the accrual investment group code on the DBA upon which the splits are based.
- Verify that the split DBAs have no effect on net or gross.
- Verify that the split DBAs are not cash benefits.

Job Evaluation Method (08/EM)

You use job evaluation method codes to specify the method or grouping that you use to evaluate the jobs within your organization. Suggested values are:

- Blank – No Evaluation Completed
- D - Degree Method
- E - Evalucomp Method
- F - Factor Comparison Method
- P - Point Factor Method
- H - Hay Method

Job Group (08/JG)

You use job group codes to create groupings of similar jobs that are associated as a unit. Groupings can be based on functions within the organization, job duties, tasks and responsibilities, job evaluation methods to be used, or similarity in pay philosophy. Typical job units are:

- Clerical/administrative
- Technical
- Engineering
- Scientific and professional
- Factory jobs
- Middle management
- Executive

Job Status Change Reason (08/JC)

You use job status change reason codes to indicate why job information was changed. For example, you might want to indicate that job information was changed because the job is no longer active.

Job Status (08/JS)

You use job status codes to indicate whether a job is currently active or inactive.

Licensing Body (05/LB)

You use licensing body codes to represent the name of the organization that grants a professional license or certification.

Locality (06/SL)

You use salary comparison locality codes to define the different salary localities within an organization. For example, an employee working in an East Coast locality might receive a higher salary than an employee doing the same job in a Midwest locality.

Pay Frequency (06/PF)

You use pay frequency codes to indicate how often an employee is paid. Codes are:

- B – Bi-Weekly
- W - Weekly
- S – Semi-Monthly
- M - Monthly
- A - Annually

The system uses the value in the Description 02 field on Work With User Defined Codes to calculate the amount per pay period for a salaried employee.

Pay Status (06/PS)

You use pay status codes to indicate whether an employee's pay status is active or inactive. Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from payroll processing.

To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.

Pay Type/Print Method Category (06/PC)

You use pay categories/DBA print group codes to specify the pay type categories that you want to use. Examples of pay type categories that you might want to use are:

- Regular pay
- Overtime
- Certified pay types (for reporting on the Certified Payroll Register)

Record Type (05/RT)

You use record type codes to indicate the type of resource for which you are entering competency information. Values in this list are hard coded and should not be changed. Valid record type codes include:

- 01 - Individual
- 02 - Asset (such as equipment)

Report Category (08/RP)

You use report category codes to group reports that you run using the Manger's Self-Service Workbench. Examples of report category codes that you might set up include:

- Payroll reports
- Government reports
- Requisition reports

Renewal (05/RC)

You use renewal codes to indicate the requirements that an employee must complete to renew a license or certification.

Salutation (06/SA)

You use salutation codes to identify the proper title for a given employee. Examples of salutation codes are:

- Mr.
- Ms.
- Dr.

Shift (06/SH)

You use shift codes to identify daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.

Source (08/SS)

You use source codes to identify the source of salary information. Typically, this code refers to the source of salary information that you are using to make comparisons to salaries within your organization. Typical source codes might include:

- Trade publications
- Industry surveys

Spending Account Type (06/FS)

You use spending account type codes to define which type of spending account, if any, is associated with a pay type. Examples of spending account type codes that you might use are:

- MED - Medical expenses spending account (where the annual amount is accrued on Jan 1 or the beginning of the year).
- DCR - Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).

Status (05/CR)

You use status codes to identify the status of an employee with regard to a particular competency. For example, you can specify a status for a language competency of:

- Fluent
- Read only
- Speak only

Status Change Type (08/S4)

You use status change type codes to identify the type of status change being processed using the Manager's Self-Service Workbench.

Statutory (06/SC)

You use statutory codes to specify the two-character or three-character state or province code that prints on statutory reports such as W-2s and T4s.

Suffix (06/SF)

You use suffix codes to identify the credentials for a given employee. Some examples of suffix codes are:

- PhD
- MD
- CPA

Supplemental Data UDCs

You use supplemental data UDCs to track information about employees, applicants, requisitions, and jobs that is not already tracked in the system. Although supplemental data can be completely user defined, we have created several UDCs to assist you in entering supplemental data information. If appropriate for your business needs, you might want to set up the following UDCs:

- Appraisal Type (08/TY)
- Authority Level (08/AU)
- Employer Property (08/CC)
- Drug Testing Information (08/TD)
- Education (08/ED)
- Education Emphasis (08/EE)
- Employment Testing (08/TS)
- Grievance Type (08/GR)
- Interview Process (08/IP)
- Language Skills (08/LA)
- Licenses Held (08/LI)
- Miscellaneous Skills (08/SM)
- Employee Performance Appraisal (08/AP)
- School Attending (08/SH)
- Skills (08/SK)
- Training Information (08/TG)

Team (05/TM)

You can use team codes to create groups of employees. Examples of codes that you might use include Team 1 or Team A, or you could name teams after the supervisor-- for example, Team Smith or Team Allen.

Training Type (05/TY)

You use training type codes to categorize the types of training available to employees. Examples of training type codes include:

- Classroom training
- Computer-based training
- Correspondence training

Training Provider (05/PR)

You use provider codes to identify a person or institution that provides training to employees.

Training Reason (05/TN)

You use training reason codes to define the reason that an employee takes training courses.

Tax Method (06/TM)

You use tax method codes to specify which method should be used to calculate payroll tax information for the employee. Examples include:

- Contract Employee
- Pension Employee
- Railroad Employee

Type of Increase Next Review (06/RV)

You use type of increase next review codes to define the next type of salary or wage review due for an employee. Examples of type of increase next review codes that you might want to use are:

- Annual review
- Semiannual review
- Performance review
- Salary review

Type of Structure (00/TS)

You use type of structure codes to identify different types of organizational structures. Each structure that you create can have a different hierarchy. Examples of codes that you might set up include financial and responsibility structures.

Union (06/UN)

You use union codes to identify the union or plan in which the employee or group of employees works or participates.

User Defined Competency Description (08/UD)

You use user defined competency description codes to help an end user understand or work with job competencies. These codes are attached to individual job competencies. You can have several job competency descriptions for a single job competency. For example, you might have a description for:

- Employees

- Managers

- Human capital management professionals

Verification Method Codes (05/VM)

You use verification method codes to identify the method that you are using to verify employee competency levels.

Work Schedule Codes (05A/WS)

You use work schedule codes to identify a particular schedule that an employee might work. For example, if an employee works four ten-hour days each week, you might use code 410 to identify his or her schedule.

Workers' Compensation Insurance (00/W)

You use workers' compensation insurance codes to represent different classifications for workers' compensation insurance. Worker's compensation codes are used to associate employees or groups of employees with their workers' compensation insurance rate. This code should correspond to the classifications on your periodic worker's compensation insurance reports.

User Defined Codes for the United States

The user defined codes for the Human Capital Management Foundation system that are specific to the United States are included in the your software and are an integral part of the Human Capital Management features. While some of the codes cannot be changed, others are provided with lists of values that you can customize to suit the needs of your organization.

Home City Codes (06/W1)

You use home city codes to identify the city where the employee lives.

I-9 Status Codes (07/HN)

You use I-9 status codes to indicate the method used to verify that an employee is eligible to work in the United States. Examples are:

- Y - I-9 form on file

- P - Passport used for verification

- R - Resident alien or alien registration card

- S - Social Security card

- L - Driver's license and Social Security card

- V - Visa (worker's permit)
- B - Birth certificate
- N - Waiting for verification

School District Codes (06/SD)

You use school district codes to identify the school district in which an employee lives.

Working County Codes (06/W2)

You use working county codes to identify the county where an employee works. Typically, you need to use this code only if an employee works in a county that has different tax rules than the county where the employee lives.

EEO Job (06/J)

You use EEO job codes to specify classifications established by the U.S. Equal Employment Opportunity Commission (EEOC) or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the default codes. You can add codes if needed.

Ethnic (06/M)

You use ethnic codes to designate minority classifications according to the U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity Occupational Group (EEOG) standards. The predefined codes that are included in your software provides are hard coded. The system uses these codes to generate EEO reports and to compile Canadian Employment Equity information. Do not change these predefined codes. You can add codes, if necessary.

Marital Status (06/MS)

You use marital status codes to specify an employee's federal marital status as retrieved from the W-4 form. This code is used in the computation of all federal income tax. You can add codes if needed.

Setting Up Supplemental Data

Supplemental data is any type of information that you want to track but for which the system provides no tracking. It can include information about employees, such as their educations or work experiences, or information that is unique to your business requirements, such as information about foreign languages spoken.

You can track supplemental data in the following systems:

- Address Book
- General Accounting
- Human Capital
- Payroll
- Asset Management (equipment)
- Fixed Assets
- Work Orders (engineering orders)

- Inventory Management

The way that you set up and maintain supplemental data is the same for all of these systems.

With each of these systems, we provide one or more supplemental databases that can track related types of supplemental data. The Human Capital Management Foundation system contains a supplemental database for each of the following:

- Employees (E)
- Jobs (J)
- Applicants (A)
- Requisitions (R)

You can set up any supplemental database so that the information that you enter appears in the language of your choice.

When setting up supplemental data, you define the types of supplemental information that you want to track in each of the supplemental databases. For example, in the job database, you can track job descriptions and requirements. In the employee and applicant databases, you can track job skills, education, and work experience.

To simplify working with supplemental information, you might choose to make some types of supplemental data consistent across multiple databases. For example, if you track job skills for employees, you can also track job skills for applicants. Making these supplemental data types consistent allows you to do the following:

- Simultaneously search for both applicants and employees who have specific job skills.
- Transfer a hired applicant's supplemental data to the employee database.

You can also transfer supplemental information from one data type to another within the same database. You might need to transfer supplemental data in cases where you change the name of a data type or when you decide to divide the information in one data type into multiple data types.

Supplemental Data Type Codes and Formats

Depending on your requirements, you can set up supplemental data type codes using any of the following formats:

Format	Description
Narrative format	The narrative format enables you to enter information in free-form text. For example, you can use the narrative format to enter the following types of information: • General remarks • Notes • Memos • Descriptions • Employee performance appraisals • Applicant interview notes • Job descriptions • Legal descriptions

Format	Description
Message format	The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type.
Code format	The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for the following: • Language skills • Training completed • Employee appraisal details • Description of incident • Cost of damage You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process. To enter text, you can add an attachment to data types that use the code format.
Program format	The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.

The system stores supplemental data type codes in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

► **To set up a supplemental data type code using the narrative format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Work with Data Types) from the Row menu.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, type N (narrative) in the following field:

    - Display Mode

5. Complete the following fields:

    - Type Data
    - Description

6. Complete the following optional fields:

    - Data Class
    - Display Sequence
    - Search Type

    Leave the remaining fields blank for narrative supplemental data types.

7. Click OK.

Example: Setting Up a Code Format Data Type

When you define a code format data type, you specify a code title and, typically, a related date. You can also associate the code title with a user defined code table. The following describes how to set up a code format data type that you could use to track employee training. The data type is associated with a user defined code table that you have already set up.

Define the following information:

- Code title - Type (types of training that you track)

- Date from title - Trng Dte (date when training was completed)

- Amount 1 title - Costs (amount of training costs)

- System code - 55 (system code for the user defined code table that you set up for the training type)

- Record type - TG (record type for the user defined code table that you set up for the training type)

► **To set up a supplemental data type code using the code format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.

2. Choose the database code for which you want to define a code data type, and then choose Work With Data Typ from the Row menu.

3. On Work With Data Types, click Add.

4. On Data Type Revisions, type C (code) in the following field:

- Display Mode

5. Complete the following fields:

- Type Data
- Description

6. Complete the following optional fields:

- Display Sequence
- Data Class
- Search Type

7. To customize the column heading for user defined codes that appears on the General Description Entry form, complete the following field in the UDC Headings/Validation group box:

- UDC

8. To attach a user defined code table to the UDC field, complete the following fields:

- Product Code
- Record Type

9. To customize the column headings for remarks that appear on the General Description Entry form, complete the following fields in the Remark Headings/Validation group box:

- Remark 1
- Remark 2

The Remark 3 field is used by the Demand Scheduling system only.

10. To attach the Remark fields to a record type, complete the following corresponding fields:

- System Code
- Record Type

11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group box:

- Amount 1
- Amount 2
- Quantity
- Effective From
- Effective Thru
- User Date
- User Days
- User Address
- User Document

The User Time field is used by the Demand Scheduling system only.

12. Click OK.

► **To set up a supplemental data type code using the program format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type, and then choose Work With Data Typ (Work With Data Types) from the Row menu.
3. On Work With Data Types, click Add.
4. On Data Type Revisions, enter P (program) in the following field:

    • Display Mode

5. Complete the following field:

    • Type Data
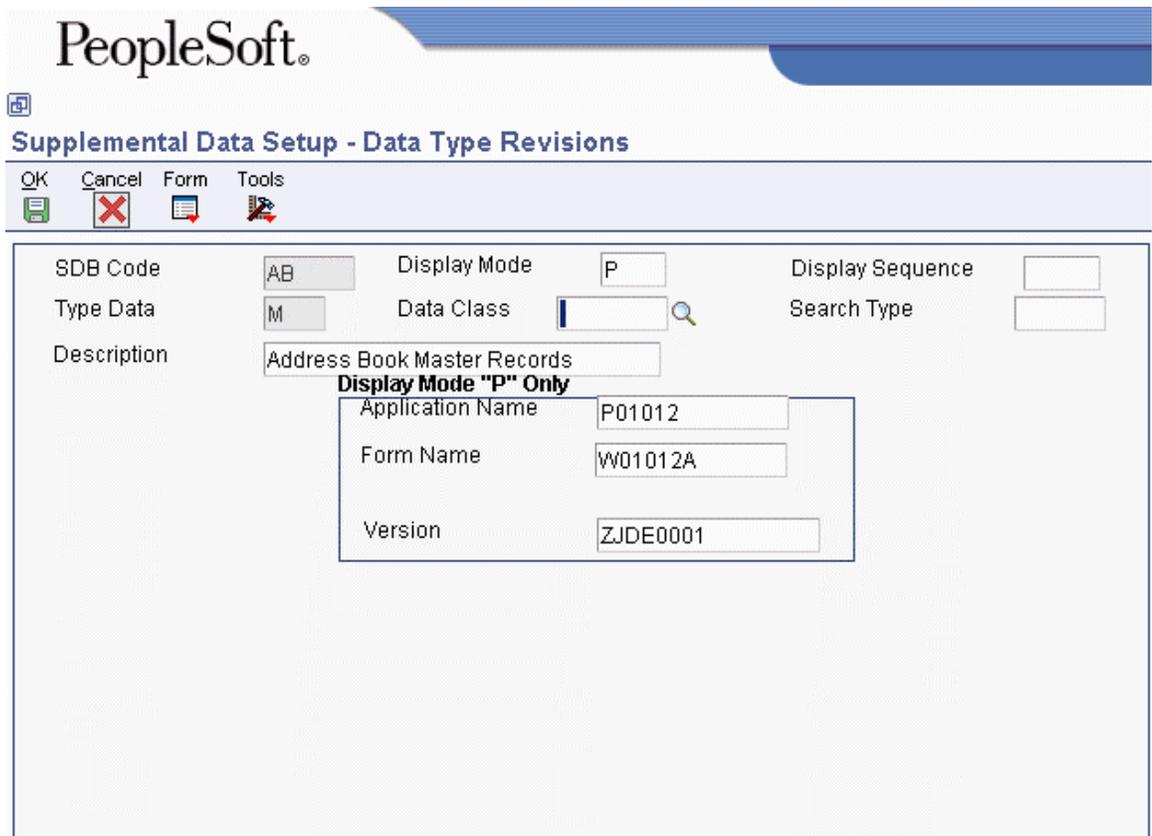
235

6. Complete the following optional fields:

- Data Class
- Display Sequence
- Search Type
- Description

7. Click OK to display the fields described in the next step.

8. To specify the program that you want this data type to access, complete the following fields in the Display Mode "P" Only group box:

- Application Name
- Form Name
- Version

9. Click OK.

Setting Up a Language Override

If your company is multinational, you can use the Supplemental Data Language Override feature to view descriptions for the key fields in the language that you specify. The key fields for which you designate the language override must be the same fields that you designated as key fields when you set up your database. For example, if you designated a key field in the supplemental database setup, you can assign a Spanish language code and enter that key field description information in Spanish. If the Language field in your user profile is set to the same language, the key fields on the data entry form that is provided by the Supplemental Data program (P00092) appear in the language that you specify. You can later view the supplemental database information in Spanish by selecting the Spanish language code.

► **To set up a language override**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, choose Work With Language Preferences from the Form menu.

2. On Work With Language Overrides, click Add.

3. On Supplemental Database Language Overrides, complete the following fields:

- Supplemental Database Code
- Language

4. Complete any of the following optional fields:

- Business Unit Row Description
- Company Row Description
- Alpha Key 1 Row Description
- Alpha Key 2 Row Description
- Numeric Key 1 Row Description
- Numeric Key 2 Row Description

5. Click OK.

Setting Up Cross-Reference Tables for Supplemental Data

To save time and reduce typing errors, you can set up your system to automatically transfer a terminated employee's supplemental data to the applicant database. An example of a terminated employee whose supplemental database you might transfer is a seasonal employee that you terminate at the end of the season and intend to rehire next season.

Transferring supplemental data in this manner makes it easy to maintain consistent data throughout the processes of hiring applicants and terminating employees.

When you set up the cross-reference table, observe the following guidelines:

- The format (code or narrative) of each data type that you want to transfer must be the same in both databases.

- For code format data types, the source data type and target data type codes must be the same.

- The user defined code tables that are associated with code format data types must be the same in both databases.

For example, if you have a data type, Prior Employment, in the applicant database that is associated with table 07/G, you can cross-reference it with the data type Prior Employment in the employee database, provided that the data type also uses table 07/G. When you transfer supplemental data for a terminated employee, you can choose to save a copy of the data in the employee database, or delete the information from the employee database and store it only in the applicant database.

Note

You must have the Recruitment Management module to transfer supplemental data for terminated employees.

► **To set up cross-reference tables for supplemental data**

From the Supplemental Data Setup menu (G05BSD4), choose Transfer Supplemental Data on Hire.

1. On Supplemental Data X-Reference, click either of the following options:

   - Hire
   - Terminate

2. Complete the following fields and click OK:

   - Source DataType
   - Delete
   - Target DataType
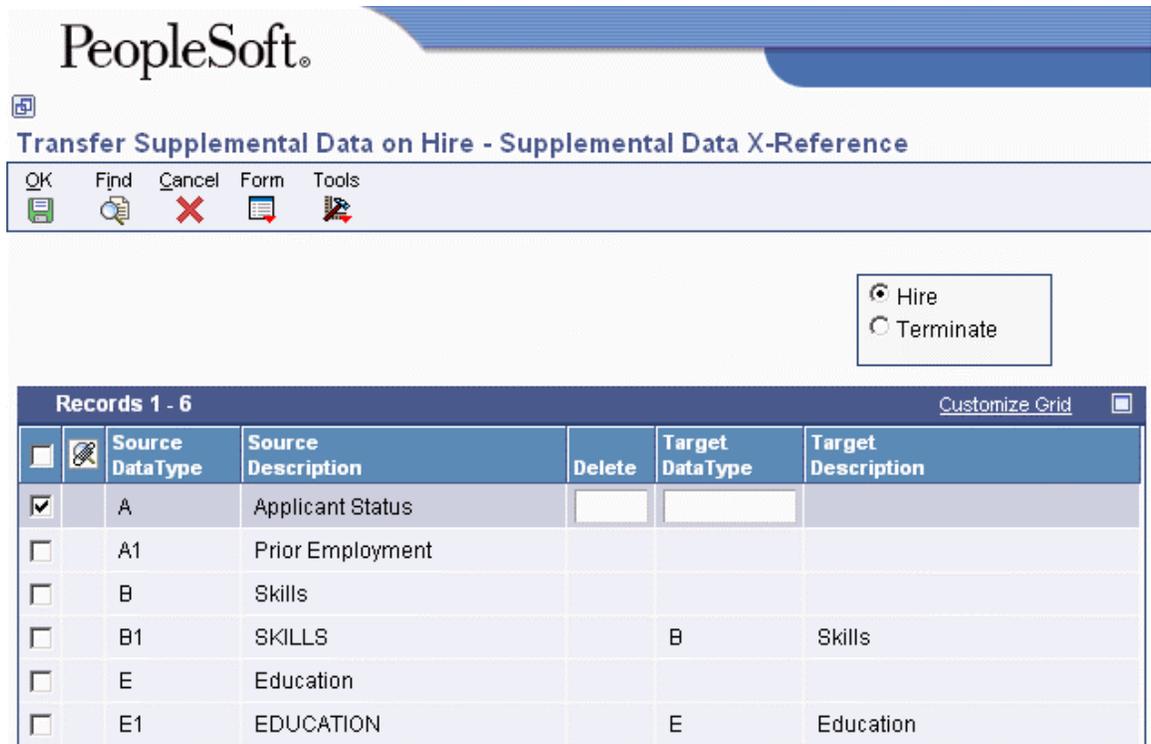
Processing Options for Transfer Supplemental Data on Hire/Termination (P08094)

Versions
1. Enter a '1' to transfer supplemental data on hire, enter a '2' to transfer data on terminate.

Transferring Supplemental Data

After defining types of supplemental data, you can transfer data from one data type within a database to another. If you change the data type code for a type of supplemental data, you can use this program to transfer data from the old data type to the new one. For example, if you have a data type S, for skills, that contains employee information, and you need to change its data type code to SK, you can use this program to move employee information from data type S to data type SK.

Transferring supplemental data saves you time and reduces typing errors. You can transfer data by doing either of the following:

- Copying the information, which retains it in one data type and transfers it to another

- Moving the information, which deletes it from one data type and transfers it to another

Prerequisite

❑ Verify that the data type in the database you are copying from and the data type in the database you are copying to, are the same.

► **To transfer supplemental data**

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Data Copy and Move.

1. On Supplemental Data Copy/Move, complete the following fields:

   - Supplemental Database Code
   - Type of Data the information will be copied to
   - Type of Data the information will be copied from

2. To move the information without retaining it in the current data type, click the following option, and then click OK:

   - Delete the original FROM data after copying

PDBA Setup

You set up pay types to categorize various employee earnings to direct labor to different accounts in the general ledger. You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run a payroll cycle. Pay types and DBAs are referred to as PDBAs.

Setting Up Pay Types

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

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

- Define how different pay types are used when you compute employee pay.

- Assign automatic pay methods for autopay employees.

- Enable leave tracking.

- Define a pay type to be tax exempt.

- Define information to be printed on 1099 and W-2 forms for the associated pay type for U.S. payroll.

- Define whether hours and dollar amounts should be passed to the general ledger.

- Define how the system retrieves employee PDBA history for each pay type.

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

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

Prerequisite

❑ Set up user defined codes (07/FS).

► **To set up a pay type**

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

1. On Work With PDBAs, click the Pay Type option in the PDBA Type area and click Add.

2. On Pay Type Revisions, click the Search button in the following field to review a pay type before setting one up:

- Pay Type

3. On PDBA Search & Select, choose a pay type and then choose PDBA Recap from the Row menu.

4. On Pay Type Recap, review the pay type information, and then click Cancel.

   The PDBA Search & Select form appears.

5. Click Close.

   The system displays the Pay Type Revisions form again.

6. On Pay Type Revisions, complete the following fields:

   - Pay Type
   - Paystub Text
   - Pay Type Category
   - Effect on GL

7. To define how you want to calculate the pay type, complete the following fields:

   - Pay Source
   - Pay Type Multiplier
   - Shift Differential
   - Shift Differential Method
   - Auto Pay Methods

Note

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

---

8. To override the hourly rate, complete the following field:

   - Amount or Rate

9. To define how the pay type affects an employee's pay, complete the following fields:

   - Effect on Gross Pay
   - Effect on Net Pay

10. To define how to retrieve history information, complete the following field:

    - History Retrieval Flag

11. To enable leave tracking, complete the following field:

    - Enable Leave Tracking

12. For tax exempt pay types, choose Tax Exemptions from the Form menu.

13. On Tax Exemptions, enter an asterisk in the following field, and click OK:

    - Tax Type 01

14. On Pay Type Revisions, to assign a category code to a pay type, choose Category Codes from the Form menu.

15. On Category Codes Revisions, assign as many category codes as needed and then click OK.

16. On Pay Type Revisions, click OK.

Deductions, Benefits, and Accruals (DBAs)

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

Deductions

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

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

Benefits

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

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

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

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

A Comparison of Benefits and Accruals

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

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

Determining How to Set Up DBAs

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

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

Assigning DBA Codes

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

Grouping similar DBAs by function is a recommend approach. For example, you might group all long-term disability deductions and assign numbers within a range, leaving some numbers available for later additions, as follows:

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

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

Assigning DBAs to Employees

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

- You can set up a DBA for all employees.
- You can enroll an employee in benefit plans, and the system automatically assigns the employee DBAs associated with those benefit plans.
- You can assign specific DBAs to a single employee.
- For one time only, you can enter a DBA in time entry for the current payroll.

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

You can define the amount of a DBA as follows:

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

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

Example: DBA Amounts as a One-Time Override

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

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

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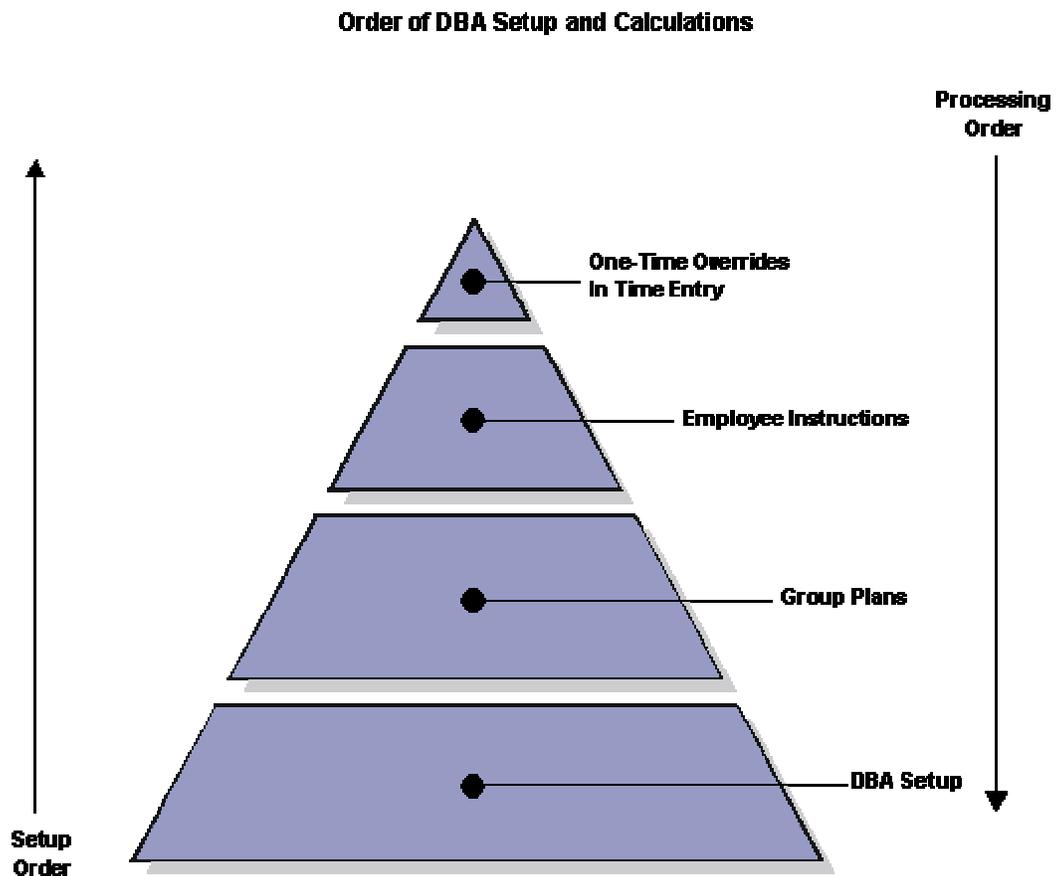
When processing payroll, the system first calculates DBAs that have been entered as one-time overrides in time entry. For example, if you entered a DBA in any employee's DBA instructions for three pay periods, the system would calculate the DBA in the DBA instructions and not the amount for the same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

See Also

❑ *Entering Employee Instructions* in the *Human Capital Management Foundation Guide*

❑ *Example: DBA Amounts as a One-Time Override* in the *Human Capital Management Foundation Guide*

Calculating DBAs

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

- Flat monetary amounts

- Percentages of gross pay

- Calculation tables with criteria that vary from employee to employee

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

Example: DBA Calculations

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

- Flat monetary amount for health insurance with a deduction of 12.50 per pay period

- Percentage deduction of 4 percent per pay period to be used for a retirement savings plan

- Calculation table using the following variables to determine an employee's annual vacation accrual:

  - 40 hours if employed 1-2 years

  - 80 hours if employed 3-5 years

  - 120 hours if employed 6-99 years

See Also

- ❑ *Setting Up Deductions, Benefits, and Accruals* in the *Human Capital Management Foundation Guide*

- ❑ *Setting Up Group Plan DBAs* in the *Human Capital Management Foundation Guide*

Understanding Arrearage Methods

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

The system manages DBA arrearages in the following ways:

- The first time an employee is paid during the pay period the system attempts to collect DBA amounts. If a remainder still exists when the new pay period begins, that remaining amount is arreared into the new period for collection.

- Each time an employee is paid during the pay period the system attempts to collect any remaining DBA amounts. If a remainder still exists when the new pay period begins, that remaining amount is arreared into the pay cycle for collection.

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

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

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

See Also

❑ *Setting Up Company Options* in the *Human Capital Management Foundation Guide* for more information about multiple companies

❑ *Setting Up a Deduction DBA to Adjust Negative Pay* in the *Human Capital Management Foundation Guide* for more information about using arrearage methods

Example 1

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

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

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

Example 2

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

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

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

Example 3

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

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

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

Setting Up Calculation-Table Information

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

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

Setting Up Calculation Tables

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

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

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

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

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

0 - Withholding periods

1 - Salary range

2 - Date range

3 - Age range (calculated by date of birth)

4 - Hours worked

5 - Pieces produced

6 - Variable months

7 - Workers Comp. Insurance

8 - Gross pay

9 - Age (calculated as of the date that you enter in the Employee Age field on the Personal form)

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

Prerequisite

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

► **To set up calculation tables**

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

1. On Work With Calculation Tables, click Add.

2. On Calculation Table, complete the following fields:

   - Table Code
   - Table Type
   - Table Method

3. To define the parameters of the calculation table, complete the following fields:

   - Lower Limit
   - Upper Limit
   - Amt./Rate

4. Complete the following optional fields and click OK:

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

PeopleSoft.

Calculation Tables - Calculation Table

OK   Find   Delete   Cancel   Form   Tools

Table Code   03000   Life Insurance Premium   Table Type   D
Table Method   AS   Multiplier/Basis=Salary(Trunc)

Records 1 - 10   Customize Grid

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

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

Note

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

See Also

❑ *Setting Up Rollover Information for DBAs* in the *Human Capital Management Foundation Guide*

❑ *DBA Table Methods Quick Reference* in the *Human Capital Management Foundation Guide*

Attaching Calculation Tables to DBAs

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

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

► **To attach calculation tables to DBAs**

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

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding DBA type and click Add.

2. On Basic DBA Information, complete the following fields:

- Method of Calculation
- Table Code

3. Complete the remaining steps for setting up a DBA.

See Also

❑ *Setting Up Essential DBA Information* in the *Human Capital Management Foundation Guide*

Setting Up Deductions, Benefits, and Accruals

You typically set up deductions, benefits, and accruals (DBAs) only if you are using the EnterpriseOne Payroll system. You might set up DBAs without the Payroll system if you have a customized interface with a payroll service bureau.

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

If you are using the Human Capital - Benefits module, you must also set up DBAs before you can enroll employees in benefit plans. You must also set up one or more DBAs for each benefit plan. When you enroll employees in benefit plans, the system automatically applies the appropriate DBAs to the DBA instructions for the employee, based on the DBA code.

Setting Up Essential DBA Information

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

Monetary amount
You set up a monetary amount to subtract a specific amount of money from the pay for the designated pay periods.

For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 USD each pay period. You might also set up a deduction for union dues.

Percentage rate
You set up a percentage rate DBA to calculate a percentage of gross pay.

For example, the DBA might designate that 1 percent of gross pay should be deducted for United Way or another charitable fund.

Calculation tables
You set up calculation tables for DBAs that are calculated by a formula. The calculation table defines the parameters that the system uses to calculate the DBAs.

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

- Define the actual amount or rate to calculate.

- Omit the actual amount or rate to calculate.

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

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

Determining the Basis of Calculation for a DBA

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

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

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

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).

- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.

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

► **To set up basic DBA information**

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

1. On Work With PDBAs, click an option in the PDBA Type area to designate whether you are adding a deduction, benefit, or accrual and click Add.

2. On Basic DBA Information, click the Search button in the following field to review a deduction, benefit, or accrual before setting one up:

   - DBA Code

3. On PDBA Search & Select, choose a DBA and then choose PDBA Recap from the Row menu.

4. On DBA Recap, review the DBA information and then click Cancel.

5. On PDBA Search & Select, click Close.

   The system displays the Basic DBA Information form again.

6. To define pay stub text and whether DBA information prints on pay stubs, complete the following fields:

- Paystub Text
- French CDN. Paystub Text
- Print Method
- Print Method Category

7. To define calculation rules and limits, complete the following fields:

- Source of Calculation
- Method of Calculation

8. Choose the following option, if applicable:

- Calculate Even If No Gross

9. To designate the effect of a benefit on the employee's income, complete the following field:

- Effect on Gross/Net Pay

10. To designate the effect of a deduction on the employee's disposable wages, complete the following field:

- Effect on Disposable Wage

11. To apply the same amount or rate to all employees who are assigned the DBA, complete the following field:

- Amount Rate 1

12. To assign a maximum amount to withhold or accrue in a year, complete the following field:

- Annual Limit 1

13. To apply a secondary rate and limit after the first annual limit has been reached, complete the following fields:

- Amount Rate 2
- Annual Limit 2

14. To specify how the system retrieves PDBA history, complete the following field:

- History Retrieval Flag

15. To schedule the DBA calculation, complete one or more of the following fields and options, and then click OK:

- Pay Period of the Month:
- Calculate Only During 1st Period Worked of Month
- Calculate Only Once Per Pay Period
- Beginning Effective Date
- Ending Effective Date

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

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

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

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

1. On Work With PDBAs, locate the record for which you want to set up general accounting and arrearage information; and then click Select.

2. On Basic DBA Information, choose GA/Arrearage Info. from the Form menu.

3. On General Accounting/Arrearage Information, complete the following field:

   - Effect on GL

4. To enter arrearage information for deductions, complete the following fields:

   - Arrearage Method
   - When To Adjust Ded
   - Order To Adjust Ded

5. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this DBA, choose the following option:

- Generate A/P Voucher

6. To specify a payee for the voucher, complete the following field:

- Payee

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

7. Click OK.

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

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

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

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

1. On Work With PDBAs, locate the record for which you want to set up a basis of calculation;and then choose Basis of Calc. from the Row menu.

2. On Basis of Calculation, complete the following fields with the range of pay types that you want included in the calculation:

- From PDBA
- Thru PDBA

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

3. Click OK.

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

► **To add text to a DBA**

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

1. On Work With PDBAs, choose the DBA.

2. From the Row menu, choose Attachments.

3. On Media Object Viewer, click Text.

4. Enter the text and then click Save.

See Also

❑ *Media Object Attachments* in the *Foundation Guide*

Setting Up Group Plan DBAs

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

Business unit	The plan applies only for work performed at a particular business unit or job location.
Job type	The plan applies only to employees working in a certain job type.
Job step	The plan applies only to employees in a certain job step within a job type.
Date range	The plan applies if the pay period dates fall within the date range that you define. For example, you could use this criterion to establish plans with built-in rate increases that you base on effective dates.

Prerequisite

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

▶ **To set up group plan DBAs**

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

1. On Work With Group Plan DBA Setup, click Add.

2. On Revise Single Group Plan DBA Setup, complete the following fields:

   - Union Code
   - Beginning Effective Date
   - Ending Effective Date
   - PDBA Code

3. Complete the following optional fields:

   - Job Typ
   - Job Step
   - Business Unit
   - M C
   - Explanation Alpha Name

4. If you are integrating the Payroll system with the Accounts Payable system and you need to activate vouchering for this group plan, complete the following field:

   - Gen Vch

5. To specify a payee for the voucher, complete the following field:

   - Provider Trustee

6. Click OK.

Processing Options for Group Plan DBA Setup (P059101)

Default Tab

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

---

1. Choose Revisions Form

Blank = Default to Single Revisions form

1 = Default to Multiple Revisions form

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

Blank Single Revisions form

1   Multiple Revisions form

Setting Up Tax Status for a Deduction

You set up tax information for a deduction so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the deduction. For example, you might need to specify that a deduction is exempt from federal withholding tax but not from state withholding tax.

In some cases, you might need to indicate that a deduction is exempt from one or more types of taxes. For example, a deduction might be exempt from federal withholding tax but not from state withholding tax.

Caution

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change if the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your employee DBA instructions, using an appropriate start date.

See Also

❑ *Setting Up DBAs for Year-End Processing* in the *United States Payroll Year-End Processing Guide* for the current year to review important considerations for DBAs during year-end processing

► **To set up tax status for a deduction**

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

1. On Work With PDBAs, click Deduction and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. To designate the deduction as exempt from one or more taxes, choose Tax Exemptions from the Form menu.

    The Tax Exemptions form appears, on which you can enter up to 15 different tax types.

4. On Tax Exemptions, complete one or more of the following fields; and click OK:

    *   Tax Type 01

        through

    *   Tax Type 15

Setting Up Tax Status for a Benefit

You set up tax information for a benefit so that the system properly calculates any taxes that must be withheld from an employee's pay as a result of the benefit. In some cases, you might need to identify a benefit, such as a company-paid life insurance policy, as a taxable cash benefit.

When you set up a benefit, you must indicate its effect on employees' gross and net pay. You must identify the benefit as one of the following:

Nontaxable cash benefit	You set up a nontaxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a nontaxable cash benefit is a moving allowance below the taxable minimum.
Nontaxable non-cash benefit	You set up nontaxable non-cash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferable to cash, such as company-paid health insurance. The employee is not taxed for this benefit.
Taxable cash benefit	You set up a taxable cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable cash benefit is a reimbursement for moving expenses.
Taxable non-cash benefit	You set up a taxable non-cash benefit when the employer is providing a benefit to the employee that is taxed and is not transferable to cash. The benefit is added to an employee's gross pay, but it has no impact on the employee's net pay other than the tax withheld. An example of a taxable non-cash benefit is the use of a company car.

Caution

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. Add the new DBA to your group plan and employee level DBAs with an appropriate start date.

► **To set up tax status for a benefit**

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

1. On Work With PDBAs, click Benefit and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. To specify the tax status for the benefit, complete the following field:

   - Effect on Gross/Net Pay

4. Choose the following option and click OK.

   - Calculate Even If No Gross

Setting Up Rollover Information for DBAs

For most types of DBAs, such as retirement plan benefits and medical plan deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

For some DBAs, such as those that track vacation and sick time, employees can earn or hold balances that the system must calculate before it can roll over the balance from one year to the next. When you set up these DBAs, you must enter rollover information so that the system can calculate the balance to roll over.

The system rolls over DBAs that have any of the following:

- Remaining balances

- Remaining periods

- An inception-to-date limit

- An annual carryover limit

- Deduction amounts due

- Arrearages

You also enter rollover information to specify the table in which the system stores history for the DBA, either the Fiscal and Anniversary Year History table (F06147) or the Employee Transaction History Summary table (F06146).

You can set up vacation and sick DBAs in either of the following ways:

- When an employee accrues time that becomes available at a later date, you set up two DBAs. The first DBA accrues the time. The second DBA tracks the amount of that accrued time that is available to the employee.

- When an employee may take time as it is earned, you set up a single DBA to track accrued, or available, time.

Either of these scenarios might also involve a limit to the number of hours or days that an employee can carry forward into the following year. When you set up a rollover calculation table to use with DBAs, you can specify a table method of either hours (VR) or days (DR). When you specify DR as the table method, the system calculates vacation or sick accruals in days worked instead of hours worked. You might use this approach when the number of standard hours per week varies based on job types or other criteria.

The system also calculates time accrued and time taken in a pay period in which the employee rollover occurs. Time accrued or taken can be rolled over immediately if the time occurred prior to the employee's anniversary date in a payroll that includes the employee's anniversary date.

See Also

❑ *Rollovers* in the *Payroll Guide* for information about how to use the rollover programs

Example: Limits on Vacation or Sick-Leave Rollover

Your vacation or sick-leave policy might state that employees can carry forward no more than 80 hours from one year to the next.

To administer this policy, you set up a rollover calculation table that allows only 80 hours to roll over into the following year.

The upper and lower limits in the rollover calculation table represent an employee's months of service. To include all employees in this table, use 0.00 as the lower limit and 999999.99 as the upper limit.

The table also specifies any limit to the amount of vacation time that the employee can carry over into the next year. This example allows 80 hours to be carried over to the next year. If your organization applies different limits based on the length of service of the employee, you can enter multiple rows in the rollover calculation table to administer this policy.

When you use two DBAs to track sick or vacation time, the rollover calculation table is associated with the DBA that tracks available time. The amount of available time might include a beginning balance from a prior year. The system compares the total amount to the limit that is entered in the table. Any amount that is over the limit is not rolled over into the new year.

Alternatively, your organization's vacation or sick-leave policy might state that employees cannot carry forward hours or days from one year to the next. To administer this policy, you use a processing option for the Leave Balance Rollover program (R073910) to specify that the program roll over only the current accrual.

Example: Vacation Rollover for Time Not Immediately Available

Your vacation policy might state the following:

- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.

- Employees may take vacation time in the calendar year following the year in which it was earned.

Note

To calculate vacation or sick leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

To administer this vacation policy, you would set up the following:

- A pay type (such as 815, Vacation Pay) that tracks the vacation time that an employee takes.

- An accrual (such as 8015, Vacation) that tracks the vacation time that an employee earns. The accrued time rolls over to a second DBA that tracks the available vacation time. Accrued time is not available until it rolls over.

PeopleSoft

PDBA Setup - Basic DBA Information

Work With PDBAs | **Basic DBA Information**

OK Cancel Form Previous Next Tools

| DBA Code | 8015 | DBA Type | A |

Paystub Information

| Paystub Text | Vac Accrual | Print Method | I |
| French CDN. Paystub Text | | Print Method Category | |

Calculation Rules Limits

| Source of Calculation | G | Method of Calculation | 2 |
| Table Code | 08015 Vacation | | |

☑ Calculate During Pre-Payroll

☐ Calculate Even If No Gross

		Effect on Gross/Net Pay	
		Effect on Disposable Wage	1
Amount Rate 1	1.0000	Annual Limit 1	
Amount Rate 2		Annual Limit 2	

Scheduling the Calculation

Pay Period of the Month: (1) Y   (2) Y   (3) Y   (4) Y   (5) Y

☐ Calculate Only During 1st Period Worked of Month   Beginning Effective Date

☐ Calculate Only Once Per Pay Period   Ending Effective Date

- An accrual (such as 8016, Vacation Available) that tracks the vacation time that is available to the employee. You can use the accrual rollover table associated with this second accrual to establish the limit on the number of hours that can roll over into the following year.

When you set up accrual 8016, Vacation Available, you would enter the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).

- In the Rollover Table field, enter the table code of the rollover table that you just created so that only the specified amount rolls over.

Note

If you specify a limit in the ITD Limit field, the system ignores any table code that you might have entered in the Rollover Table field. When you specify a limit in the ITD Limit field, the system assumes that you roll over amounts only up to the maximum hours that you specified. For more information about using the ITD Limit field, see *Example: Vacation Rollover with an Inception-To-Date Limit* in the *Human Capital Management Foundation Guide*.

- In the Related PDBA field, enter the number of the pay type used for vacation pay.

- In the next Related PDBA field, enter the DBA number of the accrual that represents accrued but not yet available hours.

When you run the rollover program, the system calculates the balance to roll over by adding the accumulated accrual amount and available balances, subtracting the vacation time that has been taken, and limiting the carryover amount, if you entered a rollover table, so that it does not exceed the amount entered in the rollover calculation table.

You cannot enter any information on the Rollover Setup Window for accrual 8015. The Rollover Setup Window is only maintained for the available accrual, 8016.

Example: Vacation Rollover for Time Immediately Available

Your vacation policy might state the following:

- Employees may take vacation time as it is earned.
- Employees accrue vacation time at the rate of four to ten hours per month, based on years of employment.
- Employees cannot roll over more than 80 hours to the next year.

Note

To calculate vacation or sick leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

To administer this vacation policy, you would set up the following:

- A pay type (such as 801, Vacation Pay) that tracks the vacation time that an employee takes
- An accrual (such as 8011, Vacation) that tracks the vacation time that an employee earns

When you set up accrual 8011, you would set up the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).
- In the Rollover Table field, enter the table code of the rollover table that you just created so that only the specified amount rolls over.

Note

If you specify a limit in the ITD Limit field, the system ignores any table code that you might have entered in the Rollover Table field. When you specify a limit in the ITD Limit field, the system assumes that you roll over amounts only up to the maximum hours that you specified. For more information about using the ITD Limit field, see *Example: Vacation Rollover with an Inception-To-Date Limit* in the *Human Capital Management Foundation Guide*.

- In the Related PDBA field, enter the number of the pay type used for vacation pay (801).
- In the next Related PDBA field, enter pay type 801 as the pay type that the system uses to calculate the balance for accrual 8011.

When you run the rollover program, the system calculates the balance to roll over by subtracting the vacation time that has been taken from the vacation time earned, and limiting the carryover amount so that it does not exceed the amount entered in the rollover calculation table.

Example: Vacation Rollover with an Inception-To-Date Limit

Your vacation policy might state the following:

- Employees can take vacation time as it is earned.

- Employees accrue vacation time at the rate of six hours per pay period, and your organization processes semi-monthly payrolls.

- The Inception-To-Date (ITD) limit is 80 hours, that is, employees cannot have more than 80 hours available at any given time.

Note

To calculate vacation or sick leave accruals in days instead of hours, you can use an alternate table method in the rollover calculation table.

To administer this vacation policy, you would set up the following:

- A pay type (such as 821, Vacation) that tracks the vacation time that an employee takes

- An accrual (such as 8510, Vac Accrual) with an ITD limit of 80 that tracks both the vacation time that an employee earns and the vacation time that the employee has available

When you set up DBA 8510, you would set up the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).
- In the ITD Limit field, enter 80.

- In the Related PDBA field, enter the number of the pay type used for vacation pay (821).

When you process a payroll cycle, the DBA calculation program in pre-payroll uses the associated pay type code to calculate the net balance, that is, the employee's accrued hours for the year minus the taken amount. When the system calculates the employee's accrual for the pay period, it knows that the employee cannot have a balance greater than the ITD Limit (80 hours in this example), so it adds only enough hours to reach that limit. You do not need to run the rollover program, because the ITD limit ensures that the employee never has more available hours than the limit amount that you specified.

For example, suppose that, in the middle of the year, an employee has a balance of 78 hours of vacation. The next time you process payroll, the system calculates the employee's regular six-hour accrual. Because the employee has an ITD limit of 80 hours, the program adds only two hours to DBA 8500 (80 – 78 = 2). The remaining 4 hours are lost.

Suppose that this same employee took a vacation before you processed the payroll and charged 30 hours of vacation time to pay type 821. When you process the payroll, the system calculates the vacation time balance (78 – 30 = 48) and the employee's regular six-hour accrual, and then adds the accrual to the balance for a new balance of 54 hours. Every time that you process payroll, the system continues to calculate the full amount of the accrual and add it to the balance up to, but not exceeding the 80-hour ITD limit.

Note

You use the ITD limit in a single-DBA situation, that is, when you set up one DBA that tracks both time earned and time available. You typically do not use the ITD limit in a dual-DBA situation, that is, when you set up both an accrual DBA code and an available DBA code.

Prerequisite

❑ Set up the pay types that you will use to calculate balances for DBAs that require rollover information.

► **To create rollover calculation tables for DBAs**

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

1. On Work With Calculation Tables, click Add.

2. On Calculation Table, enter R in the following field:

- Table Type

3. Complete the following field:

- Table Code

4. To calculate rollover data based on hours worked, enter VR in the following field:

    - Table Method

    To calculate rollover data based on days worked, enter DR.

5. Enter the number of months of service from the original hire date in the following fields:

    - Lower Limit
    - Upper Limit

6. Complete the following field to specify the carryover limit and click OK:

    - Amt./Rate

See Also

❑ *Setting Up Calculation-Table Information* in the *Human Capital Management Foundation Guide*

► **To set up rollover information for DBAs**

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

1. On Work With PDBAs, complete the steps for setting up basic DBA information for an accrual.

    Note

    When you set up a lost DBA on Basic PDBA Information, you should set up the DBA as a flat amount and set all of the Pay Period of the Month fields to N so that the DBA does not calculate. Because lost DBAs should never be used for any calculations, we recommend that you use the numeric transaction codes 9001-9999 to define your lost DBAs.

2. On Work With PDBAs, choose Advanced DBA Info from the Row menu.

3. On Advanced DBA Information, complete the following field:

    - Leave Balance Rollover Date Code

4. Complete the steps for setting up advanced DBA information.

5. On Work With PDBAs, choose Rollover Setup from the Row menu.

6. On Rollover Setup Window, enter the table code for the rollover calculation table that you created to define carryover limits.

7. Complete the following fields and click OK:

- Benefit/Accrual Type
- Rollover Table
- ITD Limit
- Related PDBA

If you complete both the Rollover Table field and the ITD Limit field, the system can only apply one of those limits. A value in the ITD limit overrides any limit defined via the rollover table.

Note

On Rollover Setup Window, you cannot relate more than one accrual code to a single available DBA code. But you can relate more than one taken pay type to a single available DBA code.

You do not need to enter additional rollover information for a wage-attachment DBA. Wage-attachment balances are inception-to-date and do not need to be rolled over.

See Also

See the following topics in the *Human Capital Management Foundation Guide*:

❑ *To set up basic DBA information* for more information about setting up DBAs

❑ *Setting Up Advanced DBAs* for more information about setting up advanced DBAs

Setting Up Limits for Tax-Deferred Compensation Deductions

You set up a tax-deferred compensation deduction when you are deducting an amount from the employee's pay for a compensation program that defers taxes until the funds are distributed or until the funds are removed from the plan. In many cases, the government imposes limits on contributions to tax-deferred compensation plans. Your organization might also impose a limit on contributions to these plans. To simplify the process of administering a tax-deferred compensation plan, you can set up the deduction for the plan so that the system stops taking the deduction as soon as a limit is reached.

Prerequisite

❑ Set up a tax-deferred compensation deduction. See the global solutions guide for your country for instructions.

▶ **To set up limits for a tax-deferred compensation deduction**

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

1. On Work With PDBAs, click the following option and then click Find:

   • Deduction

2. Choose a record in the detail area and then click Select.

3. On Basic DBA Information, choose Advanced DBA Info. from the Form menu.

4. On Advanced DBA Information, complete any of the following fields to set up limit rules:

- Limit on Pay Period Dollars
- Limit on Monthly Dollars
- Limit on Quarterly Dollars
- DBA For Prior Limit
- Group Limit Code
- Limit Method
- Calendar Month Method

5. To set up minimum and maximum rules, complete any of the following fields and click OK:

- Limit on Pay Period Percent - Maximum
- Limit on Pay Period Percent - Minimum
- Minimum Hours
- Maximum Hours

Setting Up Tax-Deferred Compensation Deductions for the U.S.

You set up a tax-deferred compensation deduction when you are deducting an amount from the employee's pay for compensation programs that defer taxes until the funds are distributed or until the funds are removed from the plan. Section 125 and 401(k) plans are examples of tax-deferred compensation deductions. A tax-deferred compensation deduction is generally a percentage of the employee's gross pay. For example, an employee might contribute 10 percent of gross pay to a retirement plan.

When you set up tax exempt or pre-tax deductions other than 401(k), 403(b), 408(k), 457, 501c, or Section 125 deductions, you can enter the tax types that are exempt.

Caution

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group plan and employee level DBAs with an appropriate start date.

► **To set up a tax-deferred compensation deduction for the U.S.**

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

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
3. After you complete the steps for adding the deduction, choose U.S. Leg/Reg from the Form menu.
4. On U.S. Legislative/Regulatory, choose one of the following options and click OK:

   - 401k
   - 125
   - None of the above

Setting Up a Taxable Fringe Benefit for the U.S.

You set up a taxable fringe benefit DBA when you want Quantum for Payroll Tax to calculate appropriate taxes for a benefit such as Group Term Life Insurance. For example, the taxable fringe benefit function in your PeopleSoft software provides Group Term Life Insurance amounts to Quantum for Payroll Tax, and then retrieves the taxable or subject amounts for each tax. Subject amounts are wages that are included in the subject gross but are not included in the adjusted current gross.

You can use the PDBA Setup program (P059116) to create a new DBA for a taxable fringe benefit. After you create the DBA, you choose the Group Term Life option (GTL) on the U.S. Legislative/Regulatory form that is available from the Row menu. For the United States and Canada, GTL represents the fringe benefit for Group Term Life. In the following example, gross pay equals 1000 and the fringe benefit for Group Term Life equals 20:

Tax	The Rule	Taxable Gross	Subject Gross	Adjusted Current gross
Federal Withholding	Withholding not required but must be reported	1000	1020	1020
Social Security/Medicare	Must be withheld	1020	1020	1020
FUTA	Exempt	1000	1000	1000

Subject amounts are wages that are included in the subject gross but not in the adjusted current gross. Taxable amounts are wages that are included in the subject gross and in the adjusted current gross. Exempt amounts are wages that are not included in the subject gross or the adjusted current gross.

The Quantum for Payroll Tax system calculates tax only on amounts that are taxable. Only taxable amounts are included in adjusted current gross.

Federal Withholding and FUTA display the gross pay. To account for the fringe benefit for Group Term Life, the Quantum for Payroll Tax system adjusts gross pay to 1020 for Social Security and Medicare. A taxable gross of 1020 is stored in the PeopleSoft system.

Note

Depending on your organizational requirements, when you use the GTL function, you might need to add the GTL benefit amounts back for year-end processing. For State, Local, SCI, and County taxes, you need to determine whether Vertex classifies GTL as Subject. You can then set up the DBA to track by tax area and refer to the year-end special handling instructions to add back to wages for W2 reporting.

See Also

❑ *Assigning Special Handling Information* in the *United States Payroll Year-End Processing Guide* for special handling information regarding Federal and EIC withholding

❑ *Running the Populate Vertex Filing Status Process Program* in the *Human Capital Management Foundation Guide* for information about setting up information that is related to software updates from Vertex, Quantum for Payroll Tax

❑ *Running the Update Tax Area Table Report* in the *Human Capital Management Foundation Guide* for information about setting up information that is related to software updates from Vertex, Quantum for Payroll Tax

► **To set up a taxable fringe benefit DBA**

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

1. On Work With PDBAs, click the Benefit option and then click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. Enter 2 in the following field:

    • Effect on Gross/Net Pay

    A value of 2 indicates a taxable cash benefit.

4. After you complete the steps for adding the benefit DBA, choose U.S. Leg/Reg from the Form menu.

5. On U.S. Legislative/Regulatory, choose the following option and then click OK:

    • GTL

Setting Up Category Codes for DBAs

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

See Also

❑ *Defining Category Codes* in the *Human Capital Management Foundation Guide*

❑ *To set up basic DBA information* in the *Human Capital Management Foundation Guide* for instructions for setting up essential DBA information

► **To set up category codes for DBAs**

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

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding PDBA type and click Add.

2. On Basic DBA Information, complete the applicable steps for setting up essential DBA information.

3. Choose Category Codes from the Form menu.

    On Category Codes Revisions, you can enter up to ten different category codes.

4. Complete one or more of the Category Code fields and click OK.

Setting Up a DBA Based on Another DBA

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

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

▶   **To set up a DBA based on another DBA**

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

1. On Work With PDBAs, to designate whether this is a deduction, benefit, or accrual, click the corresponding PDBA type and click Add.

2. On Basic DBA Information, complete the steps for setting up essential DBA information.

3. Choose Basis of Calc. from the Form menu.

4. On Basis of Calculation, complete the following fields with the DBA code that the DBA is based on:

    -   From PDBA
    -   Thru PDBA

5. Click OK.

Setting Up Advanced DBAs

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

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

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

Setting Up an Advance Deduction

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

► **To set up an advance deduction**

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

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

   - Amount Due

5. To continue this deduction until the value in the Amount Due field equals zero, click the following option:

   - Declining Balance

6. To define the number of pay periods for which the deduction will be taken, click the periods option and complete the deductions field:

   - Number of Periods
   - No. of Deductions

7. If applicable, choose the following option:

   - Calculate for all Emp

8. Click OK.

Setting Up a Deduction DBA to Adjust Negative Pay

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

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

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

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

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

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

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

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

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

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

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

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

Note

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

Example: Payroll Calculations to Adjust Negative Pay

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

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

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

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

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

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

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

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

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

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

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

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

Gross Deductions	DBA Code	When to Adjust Deductions
Union	#3000	1
Health	#1000	1
Savings	#2000	0
401 (k)	#7000	0
Advance	#9000	1
Taxes		
Negative Net Pay		
1st	#7000 (0)	401 (k)
2nd	#2000 (0)	Savings
3rd	#9000 (1)	Advance
4th	#3000 (1)	Union
5th	#1000 (1)	Health
6th		Taxes

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

Taxes

Negative Net Pay

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

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

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

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

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

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

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

1. On Work With PDBAs, click Deduction and then click Add.
2. On Basic DBA Information, complete the steps for setting up essential DBA information.
3. From the Form menu, choose GA/Arrearage Info.
4. On General Accounting/Arrearage Information, complete the following fields and click OK:

   - Arrearage Method
   - When To Adjust Ded
   - Order To Adjust Ded

5. On Basic DBA Information, choose Basis of Calc. from the Form menu.
6. On Basis of Calculation, complete the following fields and click OK:

   - From PDBA
   - Thru PDBA

Setting Up a Deduction DBA for Overpayment

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

The system uses a DBA to collect the overpayment. Whenever the system creates an overpayment for an employee, it assigns the DBA to the employee's DBA instructions and displays the amount on the payroll register. We ship the Payroll system with DBA 9997 as the DBA for overpayments. You can set up a different DBA number for overpayments if you want to use 9997 for other purposes.

Prerequisite

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

▶ **To set up a deduction DBA for overpayment**

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

1. On Work With PDBAs, click Deduction and then click Add.

2. On Basic DBA Information, enter 9997 in the following field:

   - DBA Code

3. Enter Overpayment in the following field:

   - Paystub Text

4. Complete the steps for setting up an advanced deduction.

Setting Up a DBA to Calculate If No Gross Pay

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

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

▶ **To set up a DBA to calculate if no gross pay**

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

1. On Work With PDBAs, click Deduction or Benefit; and then click Add.

2. On Basic DBA Information, click Calculate Even If No Gross to calculate the DBA even if the employee has no gross pay.

3. Enter $ in the following field:

   - Method of Calculation

4. Complete the steps for setting up essential DBA information.

5. For a deduction, enter one of the arrearage values in the following field on General Accounting/Arrearage Information (by choosing GA/Arrearage Info. from the Form menu) and click OK:

   - Arrearage Method

Setting Up Deductions for Wage Attachments

Before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. Therefore, only the unique considerations for each type of wage attachment deduction are discussed here.

Wage attachment payments are deducted from an employee's disposable wage (disposable earnings). An employee's disposable wage is the amount that remains after all payments that are required by law have been deducted from the employee's gross wages.

These required payments include:

- Federal income tax
- Social Security tax
- Medicare tax
- State income tax
- State unemployment insurance
- State disability insurance
- State employee retirement systems
- Local and county taxes
- Any other applicable state requirements

Special considerations for a wage attachment deduction include the following:

Effect on disposable wage	For a wage attachment that is required by law, you should indicate that the attachment is a mandatory deduction when you specify its effect on disposable wage.
Calculation once per pay period	Typically, you set up the system to calculate a wage attachment deduction only once per pay period. Therefore, if an employee receives a payment (such as a bonus) in addition to a regular payment, the wage attachment payment is deducted only from the regular payment.
Accounts payable integration	If your Payroll system is integrated with the EnterpriseOne Accounts Payable system, you can set up a wage attachment DBA to generate vouchers.
Declining balances	When you set up a wage attachment deduction, set the Declining Balance field to N (No). The system uses the method of calculation to calculate the declining balance.

Amount due	Because wage attachment balances typically vary by employee, you should not enter an amount due for a wage attachment DBA. Instead, you enter the amount due when you assign wage attachments to individual employees.
Negative pay situations	You can set up wage attachment deductions to adjust or be placed in arrears in a negative-pay situation. When an employee does not earn enough in a pay period to pay the deduction, the system can place the deduction in arrears.

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already past due.

In some cases, you might need to associate fees with a wage attachment. For example, your organization might charge fees for administering garnishments.

You set up a tax levy deduction to deduct court-ordered payments for back taxes that the employee owes.

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

Setting Up a Garnishment Deduction

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

When you set up a garnishment deduction, you can use a garnishment table to calculate the amount to withhold, or you can set up the deduction without a table, and use the wage attachment method to calculate the amount to withhold.

Prerequisite

❑ Set up the tables that the system uses to calculate garnishments. See *Setting Up Garnishment Tables* in the *Payroll Guide*.

► **To set up a garnishment deduction**

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

1. On Work With PDBAs, click Deduction, and then click Add.

2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:

    • Source of Calculation

3. Enter G in the following field:

    • Method of Calculation

4. Enter the attachment table number for your garnishment tables in the following field:

    • Table Code

If you do not want to use a table to calculate the garnishment amount, enter NOTBL in this field. If you do not attach a garnishment table to the DBA, the system uses the method and amount information that you enter using the Employee Wage Attachments Review program (P07107) to calculate the garnishment.

5. Complete the steps for setting up essential DBA information.

Setting Up a Fee Deduction

In some cases, you might need to associate fees with a wage attachment. For example, your organization might charge employees administrative fees for maintaining garnishments.

You set up deductions for fees, and you base those deductions on the deductions for which you are collecting the fees. Fees do not apply to tax levies.

A fee deduction must have a higher DBA number than the deduction on which it is based. For example, you can base fee deduction 1120 on garnishment deduction 1104. You can base a fee deduction on only one deduction. Therefore, even when you charge the same fee for garnishments as for wage assignments, you must set up two fee deductions. Base one fee deduction on the garnishment deduction, and base the other fee deduction on the wage assignment deduction. You specify the based-on deduction number in the basis of calculation for the fee deduction.

When you define a wage attachment for an employee, you assign the fee deduction number to the associated wage attachment.

► **To set up a fee deduction**

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

1. On Work With PDBAs, click Deduction; and then click Add.

2. On Basic DBA Information, enter 0 (zero) or R in the following field:

   - Source of Calculation

3. Enter $ or % in the following field:

   - Method of Calculation

4. Complete the steps for setting up essential DBA information.

5. Choose Basis of Calc. from the Form menu.

6. On Basis of Calculation, complete the following fields for the wage attachment deduction for which you are collecting the fee; and then click OK:

   - From PDBA
   - Thru PDBA

Setting Up a Tax Levy Deduction

You set up a tax levy deduction to deduct court-ordered payments for back taxes that the employee owes. You set up a tax levy deduction in the same way that you set up any other type of deduction.

Prerequisite

❑ Set up exemption tables. See *Setting Up Exemption Tables for Tax Levies* in the *Payroll Guide*.

▶ **To set up a tax levy deduction**

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

1. On Work With PDBAs, click Deduction; and then click Add.

2. On Basic DBA Information, enter a numeric code from 1 to 7 in the following field:

   • Source of Calculation

3. Enter L in the following field:

   • Method of Calculation

4. From the Form menu, choose Advanced DBA Info.

5. On Advanced DBA Information, verify that the following option is inactive:

   • Declining Balance

   The wage attachment program calculates the remaining balance for the tax levy.

6. Complete the steps for setting up essential DBA information.

Setting Up a Wage Assignment Deduction

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

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

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

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

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

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

1. On Work With PDBAs, click Deduction; and then click Add.

2. On Basic DBA Information, enter a numeric code from 1 to 8 in the following field:

   - Source of Calculation

3. Enter C in the following field:

   - Method of Calculation

4. Complete the steps for setting up essential DBA information.

Reviewing the Basis of Calculation Hierarchy

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

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

- The employer match DBA is based on the employee contribution DBA.

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

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

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

1. On Basis of Calculation Hierarchy, complete the following field; and then click Find:

   - DBA Code

2. Review the information that appears, and then click Close.

DBA Reports

On PDBA Reports Choice Interface, the system displays a list of six report options from which you can choose. Two reports, Pay Types and DBA Codes, contain multiple sections. When you choose either report, the system automatically displays additional section options. The system displays only selected sections on the report.

When you choose a report, you can click Submit to run the default report version or, to work with a version, you can click Maintain Versions. When you click Maintain Versions, the system displays the Batch Versions program (P98305) where you can perform any of the following functions for a program version:

- Copy
- Add
- Delete
- Set processing option values

Running the Pay Types and DBA Codes Reports (R059116PD)

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

Because the Pay Types and PDBA reports share the same business view, they are combined into a single report, making maintenance easier. The two reports are now sections within the report. On PDBA Reports Choice Interface, when you choose either Pay Types or DBA Codes, the system displays additional options for the report. After you choose from the options and click Submit, the system runs the PDBA Reports program (R059116PD) and automatically includes the specified variables.

You can run the Pay Types report to view all of the setup information that was entered for each pay type. You can view the information by pay type code. To ensure that you have entered all the necessary pay types and associated information, you typically run this report after you define pay types.

You can run the DBA Codes report to view all of the setup information that was entered for each DBA. You can view the information by DBA code. To ensure that you have entered all the necessary DBAs and associated information, you typically run this report after you define DBAs. Because the payroll system calculates DBAs in order from the lowest to highest number DBA code, and backs out DBAs in the event of insufficient earnings from the highest to lowest number DBA code, this report can help you verify that you have assigned DBA codes that are appropriate to the priority of the deduction, benefit, or accrual.

DBA Basis of Calculation Report (R05903P)

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

The DBA Basis of Calculation report (R05903P) displays a list of basis of calculations tables. Each deduction, benefit, and accrual has a defined basis of calculation. The system uses the basis of calculation to define the base value when calculating a DBA. A DBA can be based on pay types, other DBAs, or a combination of both Pay Types and DBAs. For example, if you want an employee stock purchase plan deduction to be based on all of an employee's gross wages, the basis of calculation would be pay types 001 through 999. If you want a 401k employer match benefit to be based on the employee's 401k contribution amount, the basis of calculation would be the DBA code associated with the employee 401k deduction.

To review the Basis of Calculation that was defined for each DBA, you should use the DBA Basis of Calculation report after you set up your DBAs.

Running the Calculation Tables Report (R059026P)

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

You set up calculations tables to define the parameters for calculating DBAs. After you set up your calculation tables, you can review the Calculation Tables Report (R059026P) to verify that the information that you entered on the calculation tables is accurate. Some DBAs, such as deductions or benefits for life insurance premiums and time off accruals, are calculated from information that varies for each employee. Variable information might include age, date of hire, and salary. The system uses calculation tables to calculate the amount of the DBA using these variables. After calculation tables are defined, they are attached to the appropriate DBAs.

To ensure the accuracy of the calculation tables, you can run the calculation tables report and review the information.

Running the Group Plan Instructions Report (R059106)

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

Group Plans simplify the assignment of DBAs to employees by automatically defining the same DBA instructions for each member of a group. You run the Group Plans Report to review all the DBAs you have associated with a particular group. To ensure that you have associated the correct DBAs with each group, such as unions, you can review this report before assigning employees to groups.

Running the Table Method Explanations Report (R059027)

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

The Table Method Explanations Report (R059027) displays a listing of each table method code followed by the description of the table method. Table Methods are used in defining calculation tables. Table methods work with the table method that is defined on the DBA and the calculation table to determine how to calculate the amount of the DBA.

When you are defining calculation tables and DBAs that use calculation tables, you can use the Table Method Explanations Report to review all the table methods and the function that each table performs.

DBA Table Methods Quick Reference

Five general, arbitrary categories of DBA table methods are available. The methods are distinguishable by what the DBA method is based on.

Category	Available Calculations

Salary Amounts:
 	
Pay Period
Monthly
Annual
Life Insurance
2nd Life
Insurance
	For the salary figure, you can perform one of the following calculations:
	
	• Table amount x Employee rate
	• Salary x Employee rate x Table amount
	• Table amount = actual DBA amount
	• Hours worked x Table amount
	• Gross earnings x Table amount
	• Salary x Employee rate
	  Result rounded down x Table amount
	• Salary x Employee rate
	  Result rounded up x Table amount
	• Salary x Table amount x Excess rate

Employee's Age:	Based on the employee's age, you can perform one of the following calculations:
	
	• Salary x Employee rate x Table amount
	• Salary x Employee rate
	  Result rounded down x Table amount
	• Salary x Employee rate
	  Result rounded up x Table amount
	• Salary x Employee rate
	  Result rounded down / 1000
	• Salary x Employee rate
	  Result rounded up / 1000
	• Salary x Table amount x Excess rate

Dates: **Leave of Absence** **Original Hire** **Participation** **Start**	For each date, you can perform one of the following calculations: • Table amount x Employee rate • Table amount x Employee rate (calculates hours only) • Table amount x Hours worked (can optionally calculate Rate x Hours) • Table amount x Hours worked (calculates hours only) • Table amount x Hours worked • Table amount = actual DBA amount • Table amount x Gross earnings • Annual salary x Table amount x Excess rate • Pay-period salary x Table amount x Excess rate • Monthly salary x Table amount x Excess rate • Life insurance salary x Table amount x Excess rate • 2nd life insurance salary x Table amount x Excess rate

Category	Available Calculations
Amounts:	You can perform various calculations against an employee's pay rate, hours, and gross wages. These calculations include the following:
Hours **Gross Amount** **Flat Dollar**	• Average hourly rate • Range from the detail area of the table
Miscellaneous:	You can use various tables, depending on the following:
Pay-Period Number **Variable Months** **Excess Life Insurance**	• Pay-period number for the month • Number of months of history to use as a basis • Group term life insurance premiums

Based on Pay-Period Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
EA	Pay-Period Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
EB	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee x Table amount.	3
ED	Pay-Period Salary	Table amount equals the actual amount of the DBA.	1
EH	Pay-Period Salary	The number of hours worked by the employee x Table amount or rate.	1
EP	Pay-Period Salary	Employee's gross earnings for the current period x Table amount or rate.	1
EQ	Pay-Period Salary	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
ER	Pay-Period Salary	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
ES	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9

Table Method	Lower/Upper Ranges Represent	Calculation	Method
ET	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee.	3 or 9
		Result rounded down to the next 1000 x Table amount or rate.	
EY	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee.	3 or 9
		Result rounded down to the next 1000 x Table amount or rate.	
		The system does not calculate a DBA amount.	
EZ	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee.	3 or 9
		Result rounded up to the next 1000 / 1000.	
E%	Employee's Age or Pay-Period Salary	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Monthly Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
NA	Monthly Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
NB	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee x Table amount.	3
ND	Monthly Salary	Table amount equals the actual amount of the DBA.	1
NH	Monthly Salary	Number of hours worked by the employee x Table amount or rate.	1
NP	Monthly Salary	Employee's gross earnings for the current period x Table amount or rate.	1
NQ	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee.	1
		Result rounded down to the next 1000 x Table amount or rate.	
NR	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee.	1
		Result rounded up to the next 1000 x Table amount or rate.	

Table Method	Lower/Upper Ranges Represent	Calculation	Method
NS	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
NT	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
NY	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
NZ	Employee's Age in Years	Employee's monthly salary x the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
N%	Employee's Age or Monthly Salary	Employee's monthly salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Annual Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
AA	Annual Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
AB	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee x Table amount.	3
AD	Annual Salary	Table amount equals the actual amount of the DBA.	1
AH	Annual Salary	Number of hours worked by the employee x Table amount or rate.	1
AP	Annual Salary	Employee's gross earnings for the current period x Table amount or rate.	1
AQ	Annual Salary	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1

Table Method	Lower/Upper Ranges Represent	Calculation	Method
AR	Annual Salary	Employee's annual salary x amount or rate associated with the employee.	1
		Result rounded up to the next 1000 x Table amount or rate.	
AS	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee.	3 or 9
		Result rounded up to the next 1000 x Table amount or rate.	
AT	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee.	3 or 9
		Result rounded down to the next 1000 x Table amount or rate.	
AY	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee.	3 or 9
		Result rounded down to the next 1000 / 1000.	
		The system does not calculate a DBA amount.	
AZ	Employee's Age in Years	Employee's annual salary x the amount or rate associated with the employee.	3 or 9
		Result rounded up to the next 1000 / 1000.	
A%	Employee's Age or Annual Salary	Employee's annual salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
IA	Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
IB	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee x Table amount.	3
ID	Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
IH	Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
IP	Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1

Table Method	Lower/Upper Ranges Represent	Calculation	Method
IQ	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
IR	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
IS	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
IT	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
IY	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
IZ	Employee's Age in Years	Employee's life insurance salary x the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
I%	Employee's Age or Life Insurance Salary	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Second Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
FA	2nd Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
FB	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee x Table amount.	3

Table Method	Lower/Upper Ranges Represent	Calculation	Method
FD	2nd Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
FH	2nd Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
FP	2nd Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1
FQ	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
FR	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
FS	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
FT	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
FY	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
FZ	Employee's Age in Years	Employee's 2nd life insurance salary x the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
F%	Employee's Age or 2nd Life Insurance Salary	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Leave-of-Absence Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
LA	Months of Service from Leave of Absence	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
LB	Months of Service from Leave of Absence	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
LH	Months of Service from Leave of Absence	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
LI	Months of Service from Leave of Absence	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
LR	Months of Service from Leave of Absence	Table amount x Number of hours worked equaling the DBA amount.	2
L$	Months of Service from Leave of Absence	Table amount equals the actual amount of the DBA.	2
L%	Months of Service from Leave of Absence	Employee's gross earnings x Table rate percentage.	2
L1	Months of Service from Leave of Absence	Employee's annual salary x Table amount or rate x Excess rate.	2
L2	Months of Service from Leave of Absence	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
L3	Months of Service from Leave of Absence	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
L4	Months of Service from Leave of Absence	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
L5	Months of Service from Leave of Absence	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Original Hire Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
OA	Months of Service from Original Hire Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
OB	Months of Service from Original Hire Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
OH	Months of Service from Original Hire Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
OI	Months of Service from Original Hire Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
OR	Months of Service from Original Hire Date	Table amount x Number of hours worked equaling the DBA amount.	2
O$	Months of Service from Original Hire Date	Table amount equals the actual amount of the DBA.	2
O%	Months of Service from Original Hire Date	Employee's gross earnings x Table rate percentage.	2
O1	Months of Service from Original Hire Date	Employee's annual salary x Table amount or rate x Excess rate.	2
O2	Months of Service from Original Hire Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
O3	Months of Service from Original Hire Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
O4	Months of Service from Original Hire Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
O5	Months of Service from Original Hire Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Participation Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
PA	Months of Service from Participation Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
PB	Months of Service from Participation Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
PH	Months of Service from Participation Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
PI	Months of Service from Participation Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
PR	Months of Service from Participation Date	Table amount x Number of hours worked equaling the DBA amount.	2
P$	Months of Service from Participation Date	Table amount equals the actual amount of the DBA.	2
P%	Months of Service from Participation Date	Employee's gross earnings x Table rate percentage.	2
P1	Months of Service from Participation Date	Employee's annual salary x Table amount or rate x Excess rate.	2
P2	Months of Service from Participation Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
P3	Months of Service from Participation Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
P4	Months of Service from Participation Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
P5	Months of Service from Participation Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Start Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
SA	Months of Service from Start Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
SB	Months of Service from Start Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
SH	Months of Service from Start Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
SI	Months of Service from Start Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
SR	Months of Service from Start Date	Table amount x Number of hours worked equaling the DBA amount.	2
S$	Months of Service from Start Date	Table amount equals the actual amount of the DBA.	2
S%	Months of Service from Start Date	Employee's gross earnings x Table rate percentage.	2
S1	Months of Service from Start Date	Employee's annual salary x Table amount or rate x Excess rate.	2
S2	Months of Service from Start Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
S3	Months of Service from Start Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
S4	Months of Service from Start Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
S5	Months of Service from Start Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Hours Worked

Table Method	Lower/Upper Ranges Represent	Calculation	Method
HA	Hours Worked	Employee's total wages / Employee's total hours x Table amount or rate.	4
HD	Inception to Date Hours Worked	Table amount equals the actual amount of the DBA.	4
HP	Inception to Date Hours Worked	Employee's hours worked during the current period x Table rate.	4
H1	Hours Worked	Table amount equals the number of hours that the DBA is based on.	4

Based on Gross Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
GA	Gross Amount	Amount or rate associated with the employee x Table amount.	8
GD	Gross Amount	Table amount equals the actual amount of the DBA.	8
GH	Gross Amount	Hours worked x Table amount.	8
GP	Gross Amount	Amount of employee's gross earnings x Table rate.	8
G%	Gross Amount	Amount of employee's gross earnings x Table rate.	3
G@	Gross Amount	Amount of employee's gross earnings x Table rate.	8

Based on Flat Dollar Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
DD	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, do one of the following: Calculate days worked Days worked x Rate in the detail area	4
DH	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, use Actual hours worked x Rate in the detail area.	4
DL	Employee's Age in Years	Table amount equals the actual amount of the DBA.	3 or 9
DP	Pieces Produced	If possible, use amount in table. If employee produced fewer pieces, use Actual pieces produced x Rate in the detail area.	5

Based on Pay-Period Number

Table Method	Lower/Upper Ranges Represent	Calculation	Method
WD	Pay-Period Number (1-5)	Days worked (based on number of timecard records) x Table amount or rate.	0
WH	Pay-Period Number (1-5)	Hours worked x Table amount or rate.	0
WP	Pay-Period Number (1-5)	Pieces produced x Table amount or rate.	0
W$	Pay-Period Number (1-5)	Table amount equals the actual amount of the DBA.	0
W%	Pay-Period Number (1-5)	Gross earnings x Table amount or rate.	0

Based on Variable Months

Table Method	Lower/Upper Ranges Represent	Calculation	Method
MH	Variable Months	The table is a one-line entry indicating how many months back to look at history.	6
		Accumulated hours worked for the number of months specified in the table x Table rate.	
MI	Variable Months	The table is a one-line entry indicating how many months back to look at history.	6
		Accumulated hours worked for the number of months specified in the table rounded up to the next whole hour x Table rate.	
MJ	Variable Months	The table is a one-line entry indicating how many months back to look at history.	6
		Accumulated hours worked for the number of months specified in the table rounded down to the next whole hour x Table rate.	
MP	Variable Months	The table is a one-line entry indicating how many months back to look at history.	6
		Accumulated gross earnings for the number of months specified x Table rate.	
MR	Variable Months	The table is a one-line entry indicating how many months back to look at history.	6
		Accumulated pieces produced for the number of months specified x Table rate.	

Based on Excess Life Insurance

Table Method	Lower/Upper Ranges Represent	Calculation	Method
XL	Employee's Age in Years	The maximum amount for data dictionary item #XL1-Hours basis.	3 or 9
		Remainder x Table amount.	
XC	Employee's Age in Years	The maximum amount for data dictionary item #XLC-Hours basis.	3 or 9
		Remainder x Table amount.	

Example: Calculation Table Based on Months of Service

When you set up a calculation table based on months of service, the system uses only whole numbers for the lower and upper limits.
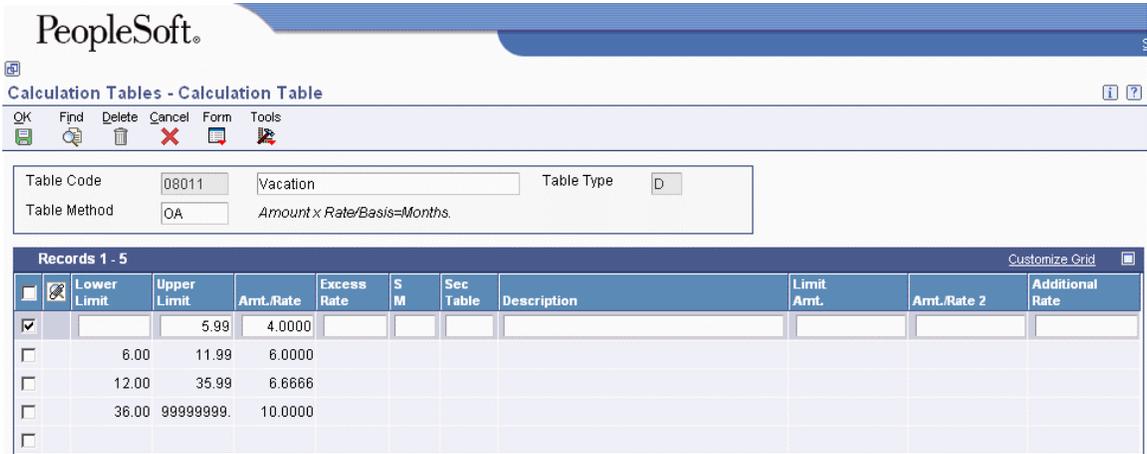
For example, the system reads the limits above as the following:

- 0 to 5
- 6 to 11
- 12 to 35
- 354 to 9,999,999

The system considers the months between the specified date and the payroll date, not the number of days. The system does not convert number of days to months. For example, the system would calculate months of service as follows:

- Start Date = 1/15 and Pay Date = 1/31

  The system calculates one month of service. The employee started in January and was paid in January.

- Start Date = 1/15 and Pay Date = 2/15

  The system calculates two months of service. The employee started in January and was paid in February.

Example: Calculation Table Based on Periods Worked

You might want to set up a calculation table based on different amounts based on pay periods worked. For example, you might want to split a 75.00 per month health insurance premium between two pay periods.

The following list shows the information to enter on each line of the calculation table:

Line one for the first pay period

Lower Limit = 1

Upper Limit = 1

Amount/Rate = 40

Line two for the second pay period

Lower Limit = 2

Upper Limit = 2

Amount/Rate = 35

Based on this calculation, the system deducts 40.00 in the first pay period and 35.00 in the second pay period.

DBA Troubleshooting

You should research the following questions when the system does not calculate a DBA as you expect:

- For whom is the DBA not being calculated? One employee? A group of employees? Everyone?

- At what level is the DBA assigned? Employee? Union? Required? One-Time Override?

- Does the DBA have start or stop dates?

- What is the value of the Calculate if No Gross field?

- Does the employee have gross wages?

- What is the DBA method? Flat dollar amount? Percentage? Wage attachment?

- Does the DBA use a calculation-table code for its calculation?

- Does the DBA have limits? If it has a limit, has the limit been met?

- Are the PDBAs in the Basis of Calculations table correct?

- Is the DBA based on another DBA? If so, does the based-on DBA calculate first?

- Does the DBA have a declining balance? If so, is an amount due?

- What is the value of the Calculate in Pre-Payroll field?

- Has the DBA already been calculated for this period?

- What is the employee's pay frequency? Biweekly? Semimonthly? Monthly? Weekly?

- Which period of the month are you processing?

- What is the value of the DBA Specification Withholding field?

- What payroll processes are you using? Pre-payroll? Interims?

- Does the value in the Period Number field in the pre-payroll parameters correspond to the value in the DBA Specifications Withholding field?

- Does the DBA calculate in a test interim?

- What is the value of the Z column on the employee's DBA Instructions form?

EnterpriseOne PeopleBooks Glossary

"as of" processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.

environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.

in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).
	Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.

jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.

location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.

modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.

non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.

object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology:
	Classes.
	Polymorphism.I
	Inheritance.
	Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles:
	Classes.
	Polymorphism.I
	Inheritance.
	Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.
	When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form:
	The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.
	The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.
	The parent/child form supports drag and drop functionality.

parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.

potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.

program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.

regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.

silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).

supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.

threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.

visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules."
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

Index