



PeopleSoft EnterpriseOne Payroll 8.11 PeopleBook

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PeopleSoft EnterpriseOne Payroll 8.11 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

Address Book Number

Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank:</i> Batch is unposted and pending approval. <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D:</i> The batch posted successfully. <i>E:</i> The batch is in error. You must correct the batch before it can post. <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.
Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document. If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number

Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type

Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date

Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and Fiscal Year

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Payroll Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft EnterpriseOne Payroll.

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “PeopleSoft EnterpriseOne HCM Fundamentals Preface”

Common Elements Used in This PeopleBook

Auto Deposit Date

Specify the date on which the funds are to be deposited into the employees’ bank accounts. The system uses this date when creating the Auto Deposit Workfile.

The default value for the Auto Deposit Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

Check Date

Specify the date that the payment will be issued. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement. The default value for the Check Date field is either the system date or the date that the system calculates from the payment offset. You can override the payment date by entering a value in this field.

This date must meet these criteria:

- The payment date must be greater than or equal to the ending date.

- Payment dates must be in ascending sequence throughout the year.

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

Date - Beginning Effective	Specify the beginning date of the range of effective dates.
Date - Ending Effective	Specify the end date of the range of effective dates.
Ending Date	Enter the last day of a processing period (pay period, month, quarter or year). If an ending date or check date for one period overlaps the ending date or check date for another pay period, the system displays an error message when you click OK. You can either change the information so that no dates overlap, or override the error. To override a conflicting date error, select the row that is in error, and then select Clear Date Edit from the Row menu.
From	Specify the first date in a range of dates.
Gross Pay	Specify the actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labour distribution. See data item DPAY. On Work Order Time Entry, use this field to record miscellaneous pay for an employee, such as piece rate bonus.
Marital Status	Specify the employee's federal marital status from the 668-W form. Marital Status will be automatically copied from the employee master if it is not entered. This code is used in the computation of all tax levy deductions.
Payroll ID	Specify the code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle. This code is also used to identify the interim ID that you select when you enter interim payments.
Report Version	Specify the report version to run. This can be the version of the program that you are assigning to the specific payroll cycle step. You should use a consistent naming convention if you are processing multiple versions for more than one pay cycle step. For example, if you process three versions of each pay cycle step, you might name the three versions for each pay cycle step: <i>MULTI1</i> <i>MULTI2</i> <i>MULTI3</i>
T T (tax type)	Specify the tax type code, which indicates the type of payroll tax being processed. This is a user-defined code (UDC) (07/TX). To set up state minimum wage amounts, you must enter <i>MW</i> in this field. To do so, you must first add MW to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.

**Tax Area, Work Tax Area,
and Resident Tax Area**

Specify the code that identifies a geographical location and the tax authorities for an employee work site or the employee's residence, including employee and employer statutory requirements. This location is also used to identify the location and the tax authorities for U.S. unemployment or Canadian employment insurance rates. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

Thru

Specify the last date in a range of dates.

Version

Specify the version to use. The version is a user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must select a version.

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Payroll

This chapter provides an overview of the Payroll system and discusses:

- Payroll business processes
- Payroll integrations
- Payroll implementation

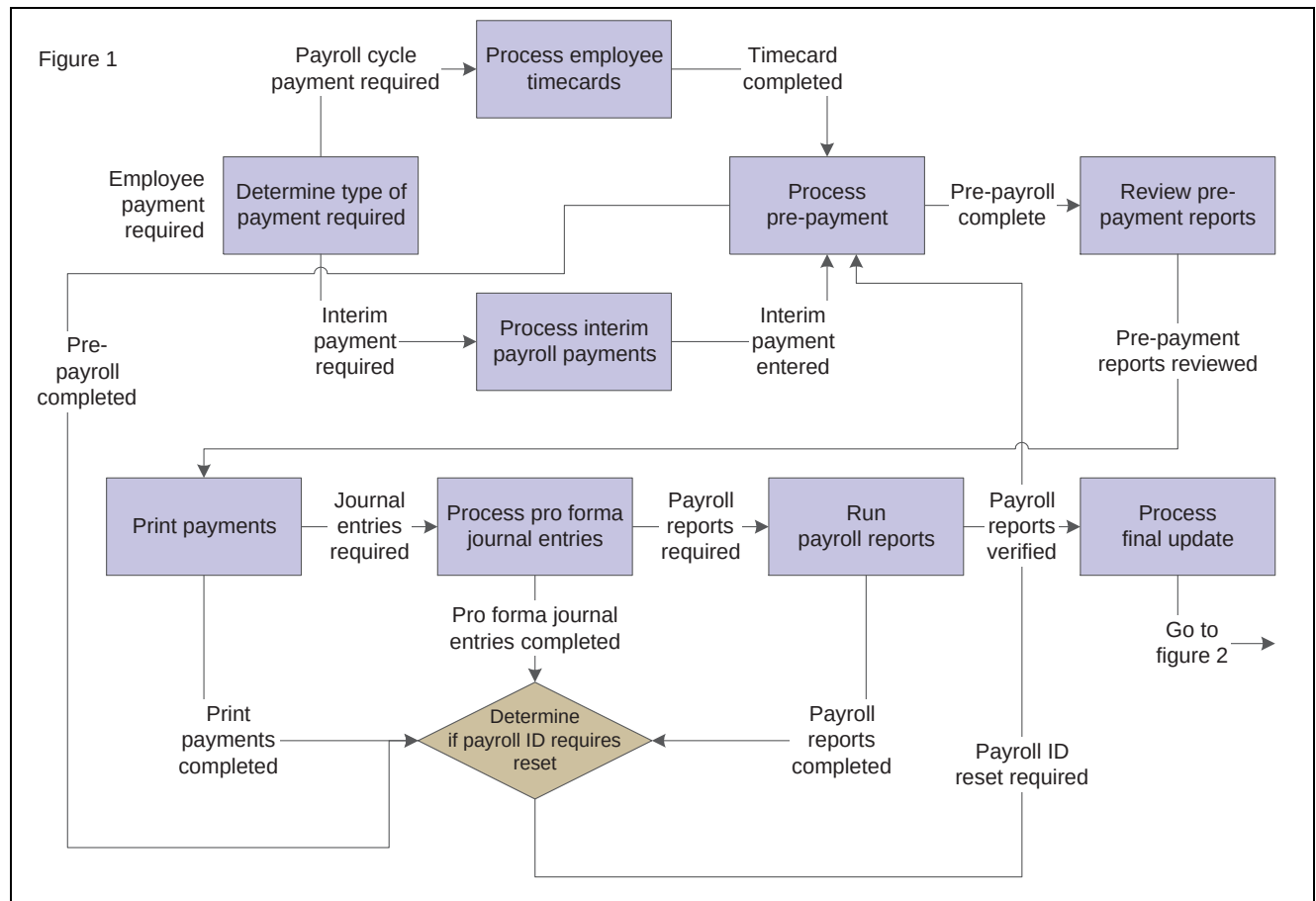
Payroll Overview

PeopleSoft EnterpriseOne Payroll provides comprehensive payroll functionality that enables you to streamline payroll processing, improve payroll data integrity through automation and integration across the enterprise, and reduce costs of payroll operations by processing payroll in-house. With PeopleSoft EnterpriseOne Payroll, you can:

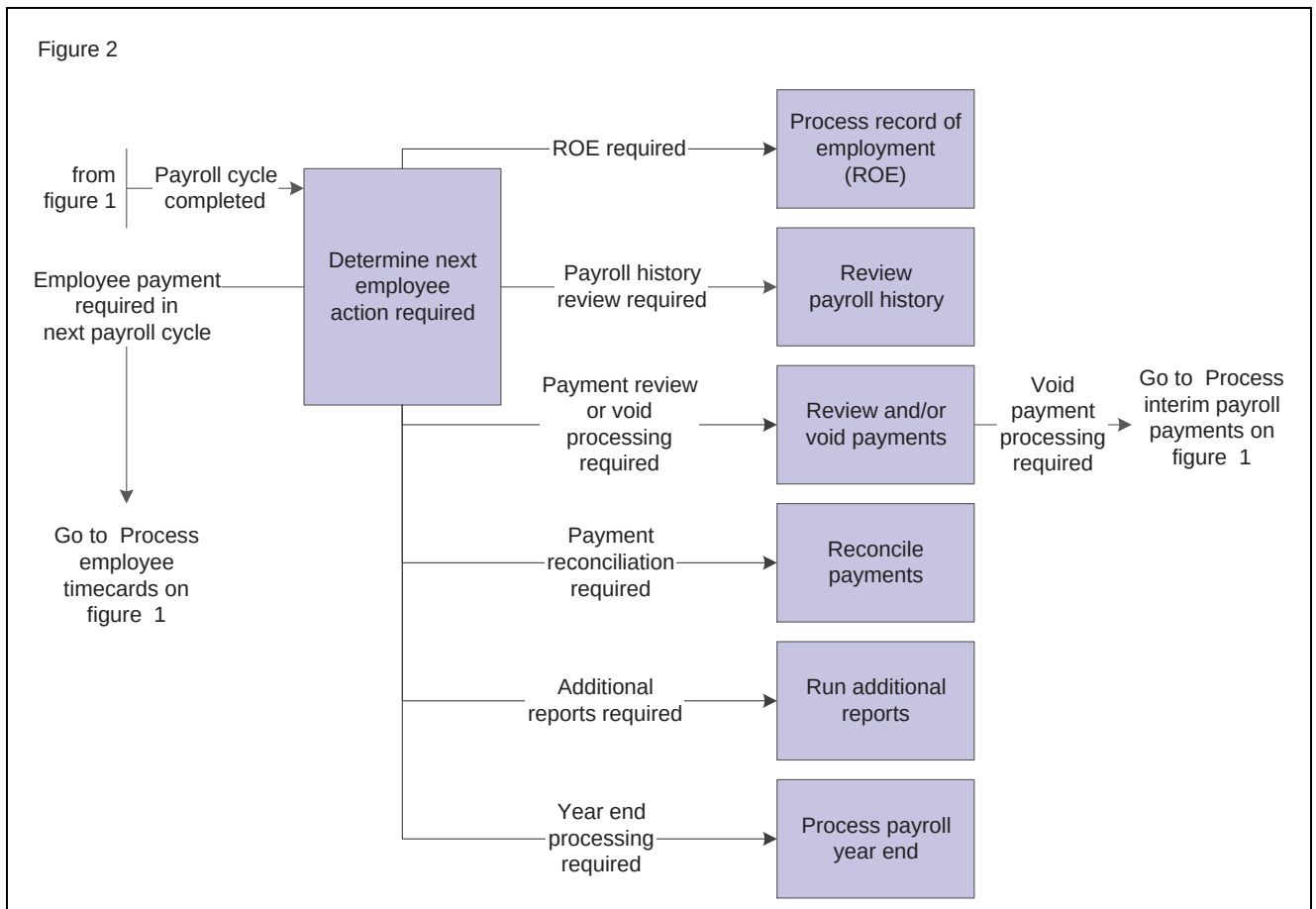
- Process payroll at times of your choosing.
- Process interim requirements such as bonus checks, off-cycle payments, and adjustments.
- Manage government taxation and reporting requirements for multiple jurisdictions, including workers' compensation and general liability.
- Manage wage attachments.
- Automate mass increases due to changes in job class or contract negotiations.
- Access current and historical information online, so that you can quickly respond to employee questions about payroll information.

Payroll Business Processes

These process flows illustrate the Payroll business processes:



Payroll process flow, figure 1



Payroll process flow, figure 2

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

Payroll Integrations

The Payroll system integrates with these PeopleSoft EnterpriseOne systems:

- Asset Lifecycle Management
- Financial Management
- Human Capital Management
- Localization
- Project Management
- Supply Chain Management

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Asset Lifecycle Management

Payroll integrates with the Asset Lifecycle Management applications to streamline processes, improve operational and performance management, and enable the tracking of time and labor costs related to managing assets.

Financial Management

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

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

Payroll uses employee names and addresses that are stored in Address Book.

Human Capital Management

Payroll integrates with the other PeopleSoft EnterpriseOne Human Capital Management applications so that changes to employee human resource and benefit information are immediately reflected throughout the system, ensuring that each paycheck and report is up to date.

Localization

Integrated payroll solutions for the United States, Canada, Australia, and New Zealand support an international organization's central human resources department by providing localized compliance management with government taxation and reporting requirements.

Project Management

Project Management and Payroll integrate to recognize labor and overhead expenses as they occur, for precise planning and variance analysis.

Supply Chain Management

Payroll integrates with the Supply Chain Management applications to give insights into the connection between operations and human capital costs.

Payroll Implementation

This section provides an overview of the steps that are required to implement the Payroll system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks* with information about where to find the most current version of each.

Global Implementation Steps

This table lists the global implementation steps for the Benefits system:

Step	Reference
1. Set up fiscal date patterns, companies, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization"</i>
2. Set up accounts.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Accounts"</i>
3. Set up General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Setting Up the General Accounting System"</i>
4. Set up multicurrency processing, including currency codes and exchange rates.	<i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up General Accounting for Multicurrency Processing"</i> <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up Exchange Rates"</i>
5. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Ledger Type Rules for General Accounting"</i>
6. Enter Address Book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records"</i>
7. Set up Human Capital Management fundamental information.	<i>PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook</i>

Core Implementation Steps

This table lists the core implementation steps for the Payroll system:

Step	Reference
1. Set up the Payroll Cycle Workbench.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
2. Set up Master Pay Cycles.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
3. Create a payroll ID.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
4. Attach a Master Pay Cycle to a payroll ID.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
5. Set up payroll cycle control parameters.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
6. Set up pay cycle reports.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
7. Set up payment information.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
8. Set up payment types.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
9. Set up debit account information for automatic deposits.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
10. (Optional) Set up multiple version processing.	Chapter 3, "Setting Up Payroll Cycle Information," page 15
11. (Optional) Attach multiple version information to a payroll ID.	Chapter 3, "Setting Up Payroll Cycle Information," page 15

Step	Reference
12. Set up the Interims Workbench.	Chapter 4, “Setting Up Interim Payments,” page 43
13. Create an interim payroll ID.	Chapter 4, “Setting Up Interim Payments,” page 43
14. Roll pay period dates forward for an interim ID.	Chapter 4, “Setting Up Interim Payments,” page 43
15. Set up reports for an interim ID.	Chapter 4, “Setting Up Interim Payments,” page 43
16. Set up unemployment insurance rates.	Chapter 5, “Setting Up Tax Information,” page 51
17. Set up workers’ compensation insurance-basis tables.	Chapter 5, “Setting Up Tax Information,” page 51
18. Set up workers’ compensation insurance rates.	Chapter 5, “Setting Up Tax Information,” page 51
19. (Optional) Set up job step progression information for employees.	Chapter 6, “Setting Up Job Step Progression Processing,” page 57
20. (Optional) Set up job step progression parameters.	Chapter 6, “Setting Up Job Step Progression Processing,” page 57
21. (Optional) Set up timecard automation for stand-alone job step progression.	Chapter 6, “Setting Up Job Step Progression Processing,” page 57
22. (Optional) Set up rule sets for job step progression processing.	Chapter 6, “Setting Up Job Step Progression Processing,” page 57
23. Set up garnishment tables.	Chapter 7, “Setting Up Tables for Wage Attachments,” page 69
24. Set up standard annual exemption amounts and additional exemption amounts for disabilities.	Chapter 7, “Setting Up Tables for Wage Attachments,” page 69
25. Set up exemption calculation tables for exemption rules.	Chapter 7, “Setting Up Tables for Wage Attachments,” page 69

CHAPTER 2

Understanding PeopleSoft EnterpriseOne Payroll

This chapter provides an overview of the PeopleSoft EnterpriseOne Payroll system, and discusses:

- System integration.
- System features.
- Payroll system flow.
- User defined codes for payroll.

PeopleSoft EnterpriseOne Payroll System Overview

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

System Integration

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

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

You use the PeopleSoft EnterpriseOne Human Capital Management Foundation system to track:

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

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

Both human resources and payroll users can enter information into the foundation system. However, to prevent unauthorized access to confidential information, you can set up system security so that users can access only the information that they need for their jobs. Typically, the system administrator sets up system security during system implementation. The system administrator can set up security for an entire form or for specific fields on a form.

This graphic shows how the Human Capital Management Foundation system supports human resources, benefits administration, and payroll:

Human Capital Management System Integration	Benefits	Human Resources	Payroll
Quick Hire		X	
Pay Types, Deductions, Benefits and Accrual Setup	X		X
Time Entry			X
Automatic Accounting Instructions			X
Job Information	X	X	X
Employee Information	X	X	X
Employee Self-Service	X	X	X
Employee History and Turnover Tracking		X	
Benefits Benefits Administration Benefits Setup Employee Self-Service Human Resources Application Information Position Control Requisitions Payroll			

Human Capital Management system integration

System Features

The Payroll system includes many features that you can adapt to meet the unique payroll needs of the organization. The following information discusses some of the features that you can use to meet payroll processing needs.

Define the Payroll Environment

You can use the Payroll system to perform these tasks, which enable you to define the payroll environment:

- Track information for an unlimited number of companies within the organization.
- Keep payroll journal entries in balance when employees work in multiple companies.
- Set up default values for commonly used information and override default values if necessary.
- Set up master pay cycles that define the organization's pay periods and corresponding payment dates.
- Define up to 9000 employee and employer payroll deductions, benefits, and accruals.
- Restrict access to confidential information.
- Process payroll in a union environment.

Simplify Tax Calculations

The Payroll system simplifies tax calculations by:

- Identifying all valid federal, state, and local taxing entities.
- Using the payroll tax program that integrates with the Payroll system.

This program is called Quantum for Payroll Tax and is supplied by Vertex, Inc. Quantum for Payroll Tax calculates federal, state, provincial, and local taxes for employees in the United States and Canada. For employees in Australia and New Zealand, you set up payroll tax calculations in the Payroll system.

- Calculating taxes for employees who work in more than one state or province during a single pay period.
- Calculating taxes for employees who receive multiple payments during a single pay period.
- Calculating taxes for part-time or contract employees with special taxing circumstances.

Provide Various Payment Options to Employees

You can set up employees to receive their payments by cash, check, automatic deposit, or a combination of these forms of payment.

Process Payroll Cycles Efficiently

When you process payroll cycles, you can:

- Select the employees to include in a payroll cycle.

You can simultaneously process multiple payroll cycles for different groups of employees.

- Create multiple versions of selected payroll processing steps to increase system efficiency and decrease processing time.
- Review employee payroll information and make any necessary changes before you print payments.

You can review and, if necessary, rerun the steps in the payroll cycle.

- Manage the sequencing of employee payments to simplify the task of distributing payments.
- Print time entry, pay, summary, and tax reports during a payroll processing cycle.
- Create journal entries automatically each time that you process a payroll cycle.

When you integrate PeopleSoft EnterpriseOne Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger during the payroll cycle.

Review Payroll History

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

Process Payments Outside of the Payroll Cycle

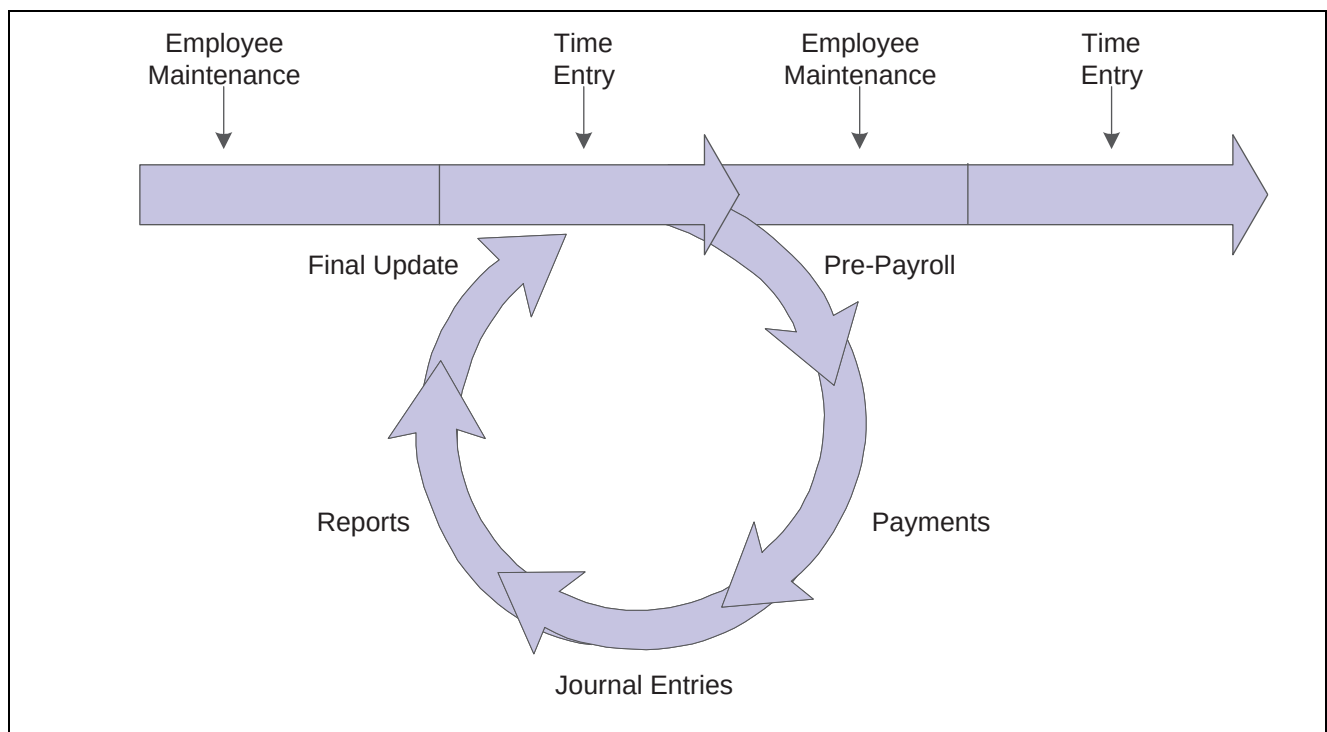
You can use the interim payment feature when you need to process payments outside of the payroll cycle. Use this feature for special circumstances, such as terminations, pay advances, bonuses, gross-up payments, and advance vacation pay.

Payroll System Flow

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

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

The payroll cycle:



Payroll cycle

Employee Maintenance

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

Time Entry

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

Pre-Payroll

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

- Select the employees to include in a payroll cycle.
- Generate timecards for employees whose timecards are not entered manually.
- Process timecards that are entered manually for the pay period.
- Calculate gross-to-net pay for employees.
- Calculate job step progression information.
- Print reports that list deductions, benefits, and accruals (DBAs); taxes withheld; and any unique overrides used in the calculations.

Payments

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

Journal Entries

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

Reports

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

Final Update

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

User Defined Codes for Payroll

Many fields throughout the PeopleSoft EnterpriseOne Human Capital Management systems accept only user defined codes (UDCs). You can customize fields in the system by setting up UDCs to meet the needs of the business environment.

UDCs are stored in tables that relate to a specific system and code type. For example, 07/PY represents system 07 (Payroll) and UDC type PY (Pay Cycle Codes). UDC tables define which codes are valid for the individual fields in the 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 UDC table 07/PY.

You can access all of the UDC tables through a single UDC form. After you select a UDC form from a menu, you can change the system code and UDC type to access another UDC table. The system stores UDCs in the User Defined Codes table (F0005). You can also print a list of all UDC tables to review.

You might need to set up some additional UDCs that are specific to the countries in which you conduct business.

Important! UDCs are central to PeopleSoft EnterpriseOne systems. You must be thoroughly familiar with UDCs before you change them.

The following UDCs are used to track and process information in the payroll system.

Batch Source Type Codes (18/BS)

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

Employee Group Select Table Codes (18/ST)

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

Employee Group Type Codes (18/EG)

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

Field/Function Usage Codes (18/UC)

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

Field Definition Table Codes (18/FT)

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

Holiday Codes (06/HC)

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

Insured Basis Table Codes (06/IP)

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

Master Status Codes (18/MS)

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

Pay Cycle Codes (07/PY)

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

Pay Cycle Group Codes (07/PG)

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

Processing Quarter (07/QU)

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

See Also

PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook, User Defined Codes

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, "Understanding User Defined Information Setup," Understanding User Defined Codes for Human Capital Management Systems

CHAPTER 3

Setting Up Payroll Cycle Information

This chapter provides an overview of the pay cycle setup process, lists common elements used in this chapter, and discusses how to:

- Set up the payroll cycle workbench.
- Set up pay cycle reports.
- Set up payment information.
- Set up multiple version processing.

Understanding Pay Cycle Setup

Before you process payroll for the employees, you need to set up information that the system uses during payroll cycle processing.

To define the dates for each payroll cycle in a year, you set up master pay cycles. The system uses these dates during payroll cycle processing.

You set up payroll cycle control parameters to define which users have authority to process each step of the payroll cycle and which users have authority to reset each step. Typically, the system administrator for the system is responsible for setting up payroll cycle control parameters.

The system includes many reports that can help you verify the accuracy of the payroll information when you process a payroll cycle. When you set up payroll cycle reports, you define the reports that you want the system to automatically generate during each step of the payroll cycle. You also create a version for each report that defines the data selection and data sequence for the report.

Before you can print payments for employees, you must define which programs and versions the system uses to create each type of payment.

Additionally, you might set up multiple versions of certain pay cycle steps that offer that functionality. If the organization is large, you might find significant processing time reductions if you process multiple versions simultaneously.

Common Elements Used in this Chapter

Pay A (pay annual)

Specify the number of the pay period for employees who are paid annually. This field is used in conjunction with the Pay Period to Calculate field on the DBA (deduction, benefit, and accrual) Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.

Pay B (pay biweekly) and Period No B (period number biweekly)	Specify the number of the pay period, within the month, for employees who are paid biweekly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate during the current payroll cycle.
Pay Cycle Code	Enter the code that identifies the values for a master payroll cycle.
Pay M (pay monthly) and Period No M (period number monthly)	Specify the number of the pay period within the month, for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
Pay O (pay other) and Period No O (period number other)	Specify the number of the pay period, within the month, that is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are calculated during this payroll cycle.
Pay S (pay semimonthly) and Period No S (period number semimonthly)	Specify the number of the pay period, within the month, for employees who are paid semimonthly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate for the current payroll processing cycle.
Pay W (pay weekly) and Period No W (period number weekly)	Specify the number of the pay period, within the month, for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals the system will calculate during the current payroll cycle.
Report ID (report identification)	Specify the name of the program or report that you are assigning to the payroll cycle step.

Setting Up the Payroll Cycle Workbench

This section provides an overview of the payroll cycle workbench lists, a prerequisite, and discusses how to:

- Set processing options for Payroll Cycle Workbench (P07210).
- Set up master pay cycles.
- Copy master pay cycles.
- Create a payroll ID.
- Attach a master pay cycle to a payroll ID.
- Set up payroll cycle control parameters.

Understanding the Payroll Cycle Workbench

Before you can process payroll information, you must set up the payroll cycle workbench to process information according to the rules and policies of the organization. You must define the dates that make up each pay cycle, and you must define the criteria that is used to select employees for pay cycle processing. In addition, you must define the reports that you want to generate during pay cycle processing.

Lastly, due to the sensitive nature of payroll information, you must set up security on the payroll cycle workbench. This type of security is set up using pay cycle control parameters.

Setting Up Master Pay Cycles

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

Master pay cycles enable you to define:

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

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

Important! Do not set up additional pay periods at the end of a master pay cycle to use for year-end adjustments. Quantum tax calculations are based on the number of pay periods in the master pay cycle. Adding additional pay periods can cause tax amounts for the entire year to calculate incorrectly.

For example, a semimonthly master pay cycle should contain only 24 pay periods. If you must run additional payroll cycles at the end of the year, you can reuse pay period 24 as many times as necessary.

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

Creating a New Payroll ID

The payroll cycle is controlled by a payroll ID. Before you process pre-payroll, you must enter a payroll ID that you use to specify the employees to be paid. You use the same payroll ID for all of the steps of a payroll cycle. You can use different payroll IDs to simultaneously process multiple payroll cycles.

You must create a new payroll ID when you process payroll for a selected group of employees for the first time. You can create a new payroll ID for processing regular payments, interim payments, or both. When you create a new payroll ID, you enter the pay period information that the system needs before it can process the payroll cycle.

You must assign a program version to the payroll ID. You use this program version to select the employees to include in that payroll cycle. If no suitable program version exists, you can add a new program version when you create the new payroll ID.

Note. Verify that the program version that you enter is not already assigned to another payroll ID. Each version should be assigned to only one payroll ID.

Also, if you are using multiple versions of pre-payroll, you can enter any one of the versions that you create for that payroll ID when setting up the payroll ID. However, you must also include this version when setting up processing information for multiple versions.

Data Selection for Pre-Payroll

When you enter the data selection for a version of the pre-payroll process, observe these guidelines:

- All of the employees that you select must have the same country code.
- When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID that you process.
- All employees in the same payroll ID must have the same pay frequency.
- Including pay status in the data selection is recommended.
- If you are processing multiple versions of pre-payroll for a single payroll ID, make sure that employees are included in only one of the versions.

It is recommended that you use ranges of address book numbers to evenly divide employees among the multiple versions that you create.

To include terminated employees in pre-payroll processing, include the terminated pay status in the data selection for the pre-payroll program version. During the pre-payroll process, the system selects only those terminated employees whose termination dates are on or after the beginning date of the pay period.

Setting Up Payroll Cycle Control Parameters

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

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

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

Prerequisite

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

See [Chapter 2, "Understanding PeopleSoft EnterpriseOne Payroll," User Defined Codes for Payroll, page 11.](#)

Forms Used to Set Up the Payroll Cycle Workbench

Form Name	Form ID	Navigation	Usage
Work With Pay Period Constants Revisions	W059061A	System Setup (G07BUSP4), Master Pay Cycles	Review existing master pay cycles, or access the revision forms.
Pay Period Constants Revisions	W059061B	Click the Add button on the Work With Pay Period Constants Revisions form.	Set up and add master pay cycles.
Duplicate Pay Cycle	W059061C	On the Work With Pay Period Constants Revisions form, select a record and then click Copy.	Copy a master pay cycle for the next year.
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Review existing payroll IDs, or access other payroll cycle forms.
Pre-Payroll Processing	W07200A	Click the Add button on the Work With Pay Cycle Workbench form.	Create a payroll ID.
Pay Period Constants Revisions	W059061B	On the Pre-Payroll Processing form, select Master Pay Cycle from the Form menu. Select a master pay cycle and click OK. The information for that pay cycle is automatically populated on the Pre-Payroll Processing form.	Attach a master pay cycle to a payroll ID.
Pay Cycle Control Parameters	W072091A	On the Work With Pay Cycle Workbench form, select a record and then select Execution Control from the Row menu.	Set up pay cycle control parameters.

Setting Processing Options for Payroll Cycle Workbench (P07210)

Set these processing options before you run any payroll cycles.

Process

Use these processing options to specify how the system processes information during the payroll cycle.

1. Reports Setup Model

Specify the name of the Reports Setup Model. A Reports Setup Model is a user defined group of reports that contains all available payroll reports. The default value is *MODEL*.

2. Premiums

Define how you want to update the F0911 table for premium labor entries. Premium labor entries are entries for pay types that have a pay type multiplier greater than 1. Values are:

1: Update labor hours to the Units field for premium labor entries. Select this option when you want journal type PR to include labor hours in the Units field.

0: Do not update labor hours to the Units field for premium labor entries. Select this option when you want only journal type LD to include labor hours in the Units field.

This processing option applies only when the P069042 table is set up in this way:

- The journal type PR has been added to the table.
- The company burden rules are set up to separate the premium portion of a pay type from the regular portion.

3. Overpayment DBA

Specify the PDBA code for overpayments to employees. When an employee's pay is insufficient to pay all deductions, you can set up the Payroll system to either reduce the deductions or to place the deductions in arrears. When you set up the Payroll system to reduce the deductions, the system uses the PDBA code for overpayments to create a new deduction that the system will deduct from the employee's next paycheck. The default value is 9997.

4. Time Entry Version

Specify the version of the Time Entry Master Business Function (P050002A) to use to process timecards that you entered using Line Detail Time Entry (P051131). If you leave this processing option blank, the system uses the default version, ZJDE0001.

5. Process Future Data Revisions

Specify whether you want to process future data revisions during the final update of the payroll cycle. Values are:

0: Do not process future data revisions. This value is the default.

1: Process future data revisions.

Processing future data revisions during final update ensures that the revisions take effect at the appropriated times; however, this method can significantly increase the processing time required for final update. If you choose not to process future data revisions during final update, you must process them separately, using the Future Data Employee Master Update program (R06394).

6. Future Data Revisions Version

Specify the version of the Future Data Revision program (R06394) that you want to process during final update. Enter a version in this processing option only if you have indicated that you want to process future data revisions during final update. If you leave this processing option blank, the system uses the default version, ZJDE0001.

7. Job Step Progression

Specify whether the system updates the pay rate in the F060116 table during final update when an employee advances to the next job level using job step progression. You might choose not to update this field automatically if you want to review job advancements before updating the pay rate. If you choose not to update the pay rate during final update, you must manually update the pay rate for the employee before the next payroll is processed. Values are:

Blank: Do not update the pay rate.

1: Update the pay rate.

8. Interim ID Dates (interim identification dates)

Determine whether the system automatically advances pay cycle dates for interim payroll IDs that have the same pay cycle code as the payroll ID that the system is processing, and that have payment dates that are less than or equal to

the payment date of the payroll ID. The update is done during the final update step of the payroll cycle. This update only occurs if the Merge Interims or Interims Only options are selected for the payroll ID that is processing. If you choose not to use this option, you can roll the dates forward for interim IDs using the Roll Date function from the Interim Payment Workbench.

Note. If you choose to use this option, the system assigns the same pay cycle dates that are used for the payroll ID to all interim IDs for which dates are rolled. Therefore, you should only use this option if you always want payroll ID and interim ID dates to match. Also, the system assigns the user ID of the person that processes the payroll ID to all interim IDs that are rolled during the period.

Values are:

Blank: Do not advance interim ID dates. This is the default.

I: Advance interim ID dates.

9. Show Historical Tax Information on Payroll Instruments

Specify tax information for which no current amount exists, but a year-to-date (YTD) amount is printed on the payment advice. Values are:

0: Advice shows only taxes that have an amount that is calculated for the current pay period.

I: Advice shows all of the taxes that have a YTD amount, regardless of whether an amount is calculated for the current pay period.

ADP Files

Use these processing options to activate the integration with ADP tax filing and ADP check printing services.

1. Use ADP Tax Service Filing

Specify whether you are using ADP Tax Service Filing to submit taxes. Values are:

0: Do not use ADP Tax Service.

I: Use ADP Tax Service.

2. Use ADP Check Print Filing

Specify whether you are using the ADP Check Print Filing service. Values are:

Blank or *0*: Do not use ADP Check Print Filing.

I: Use ADP Check Print Filing.

Setting Up Master Pay Cycles

Access the Pay Period Constants Revisions form.

Master Pay Cycles - Pay Period Constants Revisions

OK Find Delete Cancel Row Tools

Pay Cycle Code *Biweekly*

Year

Records 1 - 10

	Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O	Weekly Std Hrs.	Biweekly Std Hrs.	Semi Std Hrs.
☐	001	01	January	01/08/2005	01/14/2005		1						80.00	
☐	002	01	January	01/22/2005	01/28/2005		2						80.00	
☐	003	02	February	02/05/2005	02/11/2005		1						80.00	
☐	004	02	February	02/19/2005	02/25/2005		2						80.00	
☐	005	03	March	03/05/2005	03/11/2005		1						80.00	
☐	006	03	March	03/19/2005	03/25/2005		2						80.00	
☐	007	04	April	04/02/2005	04/08/2005		1						80.00	
☐	008	04	April	04/16/2005	04/22/2005		2						80.00	
☐	009	05	May	04/30/2005	05/06/2005		1						80.00	
☐	010	05	May	05/14/2005	05/20/2005		2						80.00	

Pay Period Constants Revisions form

Year

Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.

Period Number

Enter the number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods with October being the 10th period.

Typical values are:

001-052 (Weekly Payroll Cycle)

001-026 (Biweekly Payroll Cycle)

001-024 (Semimonthly Payroll Cycle)

001-012 (Monthly Payroll Cycle)

001-004 (Quarterly Payroll Cycle)

001-001 (Annual Payroll Cycle)

Period Month

Enter the number of the month (01-12) in which the pay period resides.

Weekly Std Hrs. (weekly standard hours)

Enter the standard number of hours to be paid employees whose pay frequency is Weekly (*W*). The number entered into this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.

If you leave this field blank, the hours worked are calculated during the generation of timecards.

Biweekly Std Hrs. (biweekly standard hours)

Enter the standard number of hours to be paid employees whose pay frequency is Bi-Weekly (*B*). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.

Monthly Std Hrs. (monthly standard hours)	Enter the standard number of hours to be paid employees whose pay frequency is Monthly (<i>M</i>). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.
Other Std Hrs. (other standard hours)	Enter the standard number of hours to be paid employees whose pay frequency is Other (<i>O</i>). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.
Annual Std Hrs. (annual standard hours)	Enter the standard number of hours to be paid employees whose pay frequency is Annually (<i>A</i>). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.
Semi Std Hrs. (semimonthly standard hours)	Enter the standard number of hours to be paid employees whose pay frequency is Semimonthly (<i>S</i>). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.

Copying Master Pay Cycles

Access the Duplicate Pay Cycle form.

Master Pay Cycles - Duplicate Pay Cycle

OK Cancel Tools

Pay Cycle Code (Old) BW Year (Old) 05

Pay Cycle Code (New) BW Year(New) 07

Align Date 1

Duplicate Pay Cycle form

Pay Cycle Code (New)	Enter the code that identifies the values for a master payroll cycle.
Year (New)	Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.
Align Date	Define whether the system increments the pay period ending dates by one day. Values are:

1: Each pay cycle, the pay-period ending date increments by one day.

0: The next pay cycle will have the same pay-period ending date as the current cycle.

Creating a Payroll ID

Access the Pre-Payroll Processing form.

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

Payroll Parameters

☐ Interim Only ☐ Merge Interims ☐ AutoPay ☐ Changes Only ☐ Leave Balance

Pay Cycle Information

Payroll ID: MODEL ☐ Submit Pre-Payroll

Pay Cycle Code: BW *Biweekly*

Country Code: US *United States*

Pay Period End Date: 03/06/04

Version: XJDE0001 Century/Year: 2004

Date/Detail Info **Additional Parameters**

Dates

From: 02/22/04 Thru: 03/06/04

Check Date: 03/12/04 Auto Deposit Date: 03/12/04

Detail Information

Period No: W B 2 S M O

Std. Hours: W B 80.00 S M O

Pre-Payroll Processing form

Interim Only

Select this option if the payroll cycle includes only interim payments.

Merge Interims

Select this option to process interim payments in this payroll cycle.

AutoPay

Select this option if you want to calculate autopay for this payroll ID.

Changes Only

Select this option if you must process a pre-payroll for changes only before you proceed to the next step in the payroll cycle. You process a changes-only pre-payroll when you corrected employee salary or timecard information after processing a regular pre-payroll. During changes-only pre-payroll processing, the system processes only those employee records that have changed.

Leave Balance	Select this option if you want to maintain leave balance history information. If you choose to maintain leave balance history, the system creates records in the F07149 and F07147 tables. If you do not want to track leave balance history, do not select this option.
Submit Pre-Payroll	Select this option if you want to process pre-payroll information. When you click OK, the system processes pre-payroll.
Country Code	Specify this user defined code (UDC) list 00/CN that indicates the country for which you are processing payroll. All of the employees that you include in the payroll cycle must reside in the country that you specify in this field.
Pay Period End Date	Enter the last day of the processing period (pay period, month, quarter or year). This field is automatically populated when you attach a master pay cycle to the payroll ID.
Century/Year	Specify the applicable year, including the century. The year that you enter for pre-payroll processing must match the year entered for the corresponding pay period in the master pay cycle.

Date/Detail Info

Select the Date/Detail Info tab.

Note. The fields on this tab are automatically populated when you attach a master pay cycle to the payroll ID. If you do not attach a master pay cycle, you can enter the necessary information manually.

If you choose to enter the information manually rather than attaching a master pay cycle, double-check the dates to avoid inadvertently overlapping the previous or subsequent pay cycle.

Std. Hours W (standard hours weekly)	The standard number of hours to be paid employees whose pay frequency is Weekly (W). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate. If you leave this field blank, the hours worked are calculated during the generation of timecards.
Std. Hours B (standard hours bi-weekly)	The standard number of hours to be paid employees whose pay frequency is Bi-Weekly (B). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.
Std. Hours S (standard hours semi-monthly)	The standard number of hours to be paid employees whose pay frequency is Semi-Monthly (S). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.
Std. Hours M (standard hours monthly)	The standard number of hours to be paid employees whose pay frequency is Monthly (M). The number in this field is used during pre-payroll processing when the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.
Std. Hours O (standard hours other)	The standard number of hours to be paid employees whose pay frequency is Other (O). The number entered in is used during pre-payroll processing when

the system calculates autopay. The system uses the hours in this field instead of calculating the hours based upon gross pay divided by the hourly rate.

Additional Parameters

Select the Additional Parameters tab.

InterCompany Settlements Enter the code that determines where intercompany settlements are generated. You can enter *1* in this field to specify the intercompany settlements to be generated through the Payroll system before they are posted to the General Ledger. Or, you can enter *0* to specify the settlements to be generated through the General Ledger system, not the Payroll system.

If you leave this field blank, *0* is the default value.

Company Enter the code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

If you enter a value in this field, the system disregards the data selection that you set up for pre-payroll processing, and processes only those timecards whose company code matches this value.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions (AAIs). You cannot use company 00000 for transaction entries.

Step Progression Automation

Enter the code that specifies whether to process job step progression information during payroll cycle processing or whether to process the information as a stand-alone feature outside of the payroll cycle. Processing job step progression during the payroll cycle might significantly increase pay cycle processing time.

Note. This field works in conjunction with the Step Progression Process field on the Company Options form. To process job step progression information, you must set the Step Progression History Update field to *1* or *2*. Also, this field is initially populated with the value from the Company Options setup. You can override this value for each payroll ID that you process. However, if you change the value on the Company Options form, the value in the Step Progression Automation field for each payroll ID will not change.

Values are:

Y: Process job step progression information during payroll processing.

N: Process job step progression as a stand-alone feature. (default)

Bank Account Number

Specify the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the F0012 table, item number RB for Accounts Receivable and PB for Accounts Payable.

Auto-Deposit Override

Enter the code that specifies whether to override auto-deposits. A *Y* turns off auto-deposit for all employees in this pre-payroll processing version and prints checks instead of automatic deposit advice slips. This field lets you override auto-deposit instructions in one place instead of changing auto-deposit instructions individually for each employee in the version. Values are:

Y: Yes, override auto-deposit instructions. Use this code for regular payment processing.

N: No, do not override auto-deposit instructions.

P: Override auto-deposit instructions during interim payment processing.

Pay Cycle Code/Type

Specify the UDC (system 06, type PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code determines which business unit is used in the selection process.

This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection; then, timecards for those employees are selected based on Pay Cycle Group Code and Type.

Group Plan Override

Enter the code to use the employee level list of DBAs and not to calculate DBAs in the group plan even though the employee may be union. For example, if you enter *HR* for the Human Resources benefit group plan here, the system uses that value to calculate benefits even though a union group is listed in the employee master.

Calc. Monthly D/B/A's (Y/N) (calculate monthly deductions/benefits/accruals (yes/no))

Specify a value that determines whether the pre-payroll programs calculate benefits and accruals that are based on calendar month amounts (dollars/hours). Values are:

Y: Yes. The pre-payroll programs calculate benefits and accruals that are based on calendar month amounts (dollars/hours).

N: No. The pre-payroll programs do not calculate benefits and accruals that are based on calendar month amounts (dollars/hours).

Blank: Same as *N*.

Minimum Pay Amount

Enter the lowest amount to be generated as a check, bank advice, or pay slip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this value specifies the minimum amount that must be paid to the employee.

Attaching a Master Pay Cycle to a Payroll ID

Access the Pay Period Constants Revisions form from the Pre-Payroll Processing form.

Master Pay Cycles - Pay Period Constants Revisions

OK Find Delete Cancel Row Tools

Pay Cycle Code Biweekly

Year

Records 1 - 10

	Period Number	Period Month	Period Month Description	Ending Date	Check Date	Pay W	Pay B	Pay S	Pay M	Pay A	Pay O	Weekly Std Hrs.	Biweekly Std Hrs.	Semi Std Hrs.
☐	001	01	January	01/08/2005	01/14/2005	1							80.00	
☐	002	01	January	01/22/2005	01/28/2005	2							80.00	
☐	003	02	February	02/05/2005	02/11/2005	1							80.00	
☐	004	02	February	02/19/2005	02/25/2005	2							80.00	
☐	005	03	March	03/05/2005	03/11/2005	1							80.00	
☐	006	03	March	03/19/2005	03/25/2005	2							80.00	
☐	007	04	April	04/02/2005	04/08/2005	1							80.00	
☐	008	04	April	04/16/2005	04/22/2005	2							80.00	
☐	009	05	May	04/30/2005	05/06/2005	1							80.00	
☐	010	05	May	05/14/2005	05/20/2005	2							80.00	

Pay Period Constants Revisions form

Setting Up Payroll Cycle Control Parameters

Access the PayCycle Control Parameters form.

Pay Cycle Workbench - PayCycle Control Parameters

OK Cancel Tools

Payroll ID

Payroll Cycle Steps:

Pre Payroll	*USER				
Print Payments	*USER	CR5998700			
Create J.E. 's	*USER				
Reports Only	*USER	MM5569020			
Final Update	*USER				

Reset Options:

Payroll ID	*USER				
Payroll Parameters	*USER				
Payment	*USER				

PayCycle Control Parameters form

Pre Payroll

Specify the user ID of a person who has authority to process pre-payroll for this payroll ID. Values are:

Any user ID: Authorizes a specific user to process pre-payroll.

	<i>*All:</i> Authorizes all users to process pre-payroll. <i>*USER:</i> Authorizes the user who processed pre-payroll to process it again.
Print Payments	Specify the user ID of a person who has authority to print payments for this payroll ID. Values are: Any user ID: Authorizes a specific user to print payments. <i>*All:</i> Authorizes all users to print payments. <i>*USER:</i> Authorizes the user who printed payments to print them again.
Create J.E. 's (create journal entries)	Specify the user ID of a person who has authority to process journal entries for this payroll ID. Values are: Any user ID: Authorizes a specific user to process journal entries. <i>*All:</i> Authorizes all users to process journal entries. <i>*USER:</i> Authorizes the user who processed journal entries to process them again.
Reports Only	Specify the user ID of a person who has authority to print reports for this payroll ID. Values are: Any user ID: Authorizes a specific user to print reports. <i>*All:</i> Authorizes all users to print reports. <i>*USER:</i> Authorizes the user who printed reports to print them again.
Final Update	Specify the user ID of a person who has authority to process final update for this payroll ID. Values are: Any user ID: Authorizes a specific user to process final update. <i>*All:</i> Authorizes all users to process final update. <i>*USER:</i> Authorizes the user who processed final update to process it again.
Payroll Parameters	Specify the user ID of a person who has authority to reset payroll parameters for this payroll ID. Values are: Any user ID: Authorizes a specific user to perform the reset. <i>*All:</i> Authorizes all users to perform the reset. <i>*USER:</i> Authorizes the user who previously performed the reset to perform it again.
Payment	Specify the user ID of a person who has authority to reset payments for this payroll ID. Values are: Any user ID: Authorizes a specific user to perform the reset. <i>*All:</i> Authorizes all users to perform the reset. <i>*USER:</i> Authorizes the user who previously performed the reset to perform it again.

Setting Up Pay Cycle Reports

This section includes an overview of pay cycle reports, and discusses how to set them up for a payroll cycle.

Understanding Payroll Cycle Reports Setup

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

After you create a payroll ID, you can define the reports to generate during the various steps of the payroll cycle. Although the payroll cycle includes a reports step, the production of reports is not limited to this step. You can generate each report at any step in the payroll cycle and at multiple steps. For example, you can generate the Payroll Register report, which provides a breakdown of the gross-to-net pay calculations, after the Pre-Payroll step of the cycle as well as during the reports step of the cycle.

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

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

Prerequisites

Before you complete the tasks in this section:

- Create the payroll ID for which you are setting up reports.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Creating a Payroll ID, page 24](#).

- Create a version of each report that you intend to set up.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*

See Also

[Chapter 10, “Working with the Payroll Cycle,” Printing Payroll Cycle Reports, page 164](#)

Forms Used to Set Up Payroll Cycle Reports

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select the payroll ID to which you want to attach reports.
Reports Setup	W072401B	On the Work With Pay Cycle Workbench form, select a payroll ID, and then select Reports Setup from the Row menu.	Set up payroll cycle reports.

Setting Up Payroll Cycle Reports

Access the Reports Setup form.

Pay Cycle Workbench - Reports Setup

OK Find Delete Cancel Form Tools

Payroll ID 001

Records 1 - 11 Customize Grid

☐	☐	Step Code	Step Description	Report ID	Report Version	Report Description
☐		1	Pre-Payroll	R073012	XJDE0001	Payroll Register
☐		1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
☐		2	Print Payment	R07238	XJDE0001	Payroll Check Register
☐		3	Journals	R073601	XJDE0001	Workers Compensation Register
☐		3	Journals	R073651	XJDE0001	General Liability Insurance Regist
☐		4	Reports Only	R073062	XJDE0001	D/B/A Register Report
☐		4	Reports Only	R07493	XJDE0001	DBAs - Detail Payroll Voucher Jou
☐		4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register with
☐		5	Final Update	R077021	XJDE0001	PDBA Integrity Report
☐		5	Final Update	R077011	XJDE0001	Tax History Integrity Report
☐						

Reports Setup form

Step Code

Specify the code that indicates when the report is submitted. Values are:

- 1: Pre-payroll
- 2: Print Checks
- 3: Journals
- 4: Reports Only
- 5: Final Update

Setting Up Payment Information

This section includes an overview of payment information, and discusses how to:

- Set processing options for Print Checks (R07231).
- Set processing options for Print Autodeposit Advices (R07233).
- Set processing options for the Create Auto Deposit Tape File program (R07235).
- Set up payment types.
- Set up debit account information for automatic deposits.

Understanding Payment Information

To create payments during the payroll cycle, you must first specify the programs to create payments. You can set up each of those programs to use information that is specific to the organization.

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

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

Setting Up Debit Account Information for Automatic Deposits

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

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

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

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

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

Note. The system determines which debit account information to use based on the employee's home company and business unit. When creating the bank file that contains pre-note transactions, the system uses the home company and business unit information that is stored in the F060116 table. When creating the bank file that contains actual automatic deposit payments, the system uses the home company and business unit from the employee's timecard records.

Prerequisites

Before you complete the tasks in this section:

- Create the payroll ID for which you are setting up payment types.

See [Chapter 3, "Setting Up Payroll Cycle Information," Creating a Payroll ID, page 24.](#)

- Create a version of each program that you intend to use to produce payments.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*

Forms Used to Set Up Payment Information

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a payroll ID for which you want to set up payment information.
Print Payment Setup	W072301B	On the Work With Pay Cycle Workbench form, select a record and select Print Setup from the Row menu.	Set up payment types for a payroll ID.
Work With Account Setup Instructions	W07236A	Auto Deposit Information (G05AD), Auto Deposit Instructions for Company	Review existing automatic deposit information.
Account Setup Instructions	W07236B	Click the Add button on the Work With Account Setup Instructions form.	Set up debit account information for automatic deposits.

Setting Processing Options for Print Checks (R07231)

Set these processing options before you print checks.

Print Options

These processing options determine what information prints on payroll checks.

1. Translation Code

Specify the type of currency to translate the amounts on the checks from numbers to words. Values are:

X00500: Translate US dollar amounts.

X00500CH: Translate Chinese RMB amounts.

X00500FR: Translate French franc amounts.

X00500SI: Translate Spanish peso amounts (female).

X00500S2: Translate Spanish peso amounts (male).

Blank: Do not translate amounts.

2. Company Name and Address

Specify whether the company name and address appear on payroll checks. Values are:

1: Do not print company name and address.

2: Print company name only.

3: Print company name and address.

Blank: Do not print company name and address.

3. Company Number

Specify the number of the company whose name and address appears on the payroll checks. This processing option applies only if you specify in the Company Name and Number processing option to print that information on the

checks. If you leave this processing option blank, each check displays the name and address of the employee's home company.

4. Employee Identification Number

Specify the type of employee identification number that appears on the checks. Values are:

2: Tax ID number.

3: Third employee number.

Blank: Address book number.

Setting Processing Options for Print Autodeposit Advices (R07233)

Set these processing options before you create automatic deposit advices.

Print Options

These processing options determine what information is printed on automatic deposit advices.

1. Company Name and Address

Specify whether the company name and address appear on automatic deposit advice slips. Values are:

1: Do not print company name and address.

2: Print company name only.

3: Print company name and address.

Blank: Do not print company name and address.

2. Company Number

Specify the number of the company whose name and address appears on the automatic deposit advice slips.

This processing option applies only if you specify in the Company Name and Number processing option to print that information on the automatic deposit advice slips. If you leave this processing option blank, each automatic deposit advice slip displays the name and address of the employee's home company.

3. Employee Identification Number

Specify the type of employee identification number that appears on the automatic deposit advice slip. Values are:

2: Tax ID number.

3: Third employee number.

Blank: Address book number.

Setting Processing Options for the Create Auto Deposit Tape File Program (R07235)

The values that you enter in the processing options are established with the organization's automated clearinghouse bank. The Automated Clearing House Association (ACHA) publishes guidelines that you can use to determine how to set the processing options. These guidelines are available through regional offices of the ACHA.

Company Options

These processing options enable you to specify company-specific information that is required by the banking institution.

1. Enter Effective Deposit Date

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 in that processing option to the date 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 that you enter in that processing option to the system date to determine the effective deposit date.

2. Off Set Effective Deposit Date

Specify a date to be used 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 you leave that processing option blank, the system adds the offset days to the system date to determine the deposit date.

For example, if you enter *1* in this field and leave the Enter Effective Deposit Date processing option blank, the system uses the deposit date system date + 1. If you leave this option blank or enter *0*, the system uses the date that you enter in the Enter Effective Deposit Date processing option.

Note. This feature is enabled only if the date in the Enter Effective Deposit Date processing option uses the MMDDYY format, as required by the clearing house facility.

3. Enter Trace Number (7 pos.) (enter trace number (7 positions))

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

These processing options enable you to specify additional information to include in the auto-deposit tape file.

1. Enter Tape Processor's Name if different from Company Name

Specify the name of the ACH operator or sender. Typically, this is the name of the company or the entity for which you are creating an automatic deposit or pre-note transaction file. If you leave this processing option blank, the system automatically uses the company name.

2. Descriptive Date

Specify the date description to appear to the receiver of the automatic deposit or pre-note transaction file. This six-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 use the Offset Descriptive Days processing option, you must enter this date using the MMDDYY format.

- 3. Off Set Descriptive Date** Specify a date 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 in the Descriptive Date processing option. For example, if you enter 2 in this field, the actual descriptive date in the pre-note transaction file is the date in the Descriptive Date processing option + 2. If you leave this processing option blank or if you enter 0, the system uses the date in the Descriptive Date processing option.
-
- Note.** To use this feature, the date in the Descriptive Date processing option must be in the MMDDYY format.
-
- 4. Reference Code for Auto Deposits** Identify user-defined information that is specific to the organization.
- 5. Company Entry Description (10 pos.)** 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.** Specify 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, changes the Pre-Note flag, and adds the auto deposit start date. Values are:
- 0: Proof Mode.
- 1: Update Mode.

Setting Up Payment Types

Access the Print Payment Setup form.

Pay Cycle Workbench - Print Payment Setup

OK Cancel Form Tools

Payroll ID 001

Checks

Print Program	R07231	Version	XJDE0001
Stub Lines	12		
Attachment Program	R07232	Version	XJDE0001

Auto Deposits

Advice Program	R07233	Version	XJDE0001
Stub Lines	12		
Attachment Program	R07234	Version	XJDE0001
Bank File Program	R07235	Version	XJDE0001

Print Payment Setup form

Print Program

Specify the program that prints payroll checks.

Stub Lines

Indicate the number of lines that you can print on the check stub or auto-deposit advice. If the number of lines is greater than the value that you enter in this field, the system produces an attachment to print the remaining information.

Attachment Program

Specify the program that prints payroll check or auto-deposit advice attachments.

Advice Program

Specify the program that prints the auto-deposit advices.

Bank File Program

Specify the program that creates the auto-deposit file.

Setting Up Debit Account Information for Automatic Deposits

Access the Account Setup Instructions form.

Auto Deposit Instructions for Company - [Auto Deposit Instructions for Company - [Account Setup Instructions]]			
OK Cancel Tools			
Company - Home	00001	Home Business Unit	
Account Information			
Bank Transit Number		Bank Account Number	
Auto Deposit Company Identification	100365789	Company Name	Financial/Distribution
Immediate Destination for AutoDeposit	455675586	Immediate Origin for AutoDeposit	665879452
Miscellaneous			
Batch Number	110	SCC	200
Discretionary Data		File ID Modifier	J
Header/Trailer Information			
Header Record for Auto Deposits	Financial/Distribution Company ***** BEGIN *****		
Trailer Record for Auto Deposits	Financial/Distribution Company ***** END *****		

Account Setup Instructions form

Bank Transit Number

Enter the payment routing number for the employee's financial institution. This number is on the employee's check or deposit slip. It is located between the MICR colons (:) at the bottom of the check. If you change this number for an employee, the system creates a pre-note for the employee's next auto-deposit.

Bank Account Number

Enter the employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen. You can also obtain account numbers from other sources, such as passbooks or debit cards.

When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number are ignored when the paperless entry is prepared. For example, 0123 4 56789 appears as 0123456789 in the entry record, and 0123-4 56789 appears as 0123-456789.

If you change this number, the system automatically pre-notes the employee's auto-deposit record again.

Auto Deposit Company Identification

Specify the ten-character, alphanumeric code that identifies the originator of a file. You must include this code on all prenotification records and on each entry initiated pursuant to such prenotification. The company ID may begin with the ANSI one-digit Identification Code Designators (ICD), followed by the identification number. The ANSI identification numbers and related Identification Code Designators (ICD) are:

- 1: IRS Employer Identification Number (EIN)
- 3: Data Universal Numbering Systems (DUNS)
- 9: User Assigned Number

Immediate Destination for AutoDeposit	Enter the ten-character code that specifies the Routing Number of the ACH Operator or receiving point to which the pre-note file is being sent. This code begins with a blank in the first position, followed by the four digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit (bTTTTAAAAC).
Immediate Origin for AutoDeposit	Enter the ten-character code that specifies the Routing Number of the ACH Operator or the sending point that is sending the pre-note file. This code begins with a blank in the first position, followed by the four-digit Federal Reserve Routing Symbol, the four-digit ABA Institution Identifier, and the Check Digit (bTTTTAAAAC).
Batch Number	Enter the batch number that is assigned to the auto-deposit that is included in the workfile build.
SCC (service class code)	Specify the code that identifies the general classification of dollar entries to be exchanged. This standard is used to facilitate transmission of data between organizations. Automated Clearing House (ACH) entries that are required for payroll deposits use these service class codes: 200: ACH entries mixed debit and credits. 220: ACH credits only (batch format). 225: ACH debits only (batch format). At present, only the use of class 200 is recommended.
Discretionary Data	Include codes of significance only to the company. This field enables specialized handling of all subsequent entries in the batch. There is no standardized interpretation of the value you enter by the banking system.
File ID Modifier (file identification modifier)	Specify the code in the file header record that the system uses to distinguish multiple files created on the same date and among the same participants. Values can include only upper case A-Z and numeric 0-9.
Header Record for Auto Deposits	Specify the code that identifies the first physical record(s) on magnetic tape files. The header record identifies the data file and provides security and control information relative to that file.
Trailer Record for Auto Deposits	Specify the code that identifies the trailer record for auto-deposit tape files. This code is used for magnetic tape files only. It is the last physical record(s) for each file. The trailer record identifies the data file and tape volume and provides the checking mechanism for processing verification (that is, block counts).

Setting Up Multiple Version Processing

This section includes an overview of the multiple version setup process, and discusses how to attach multiple version information to a payroll ID.

Understanding Multiple Version Setup

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

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

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

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

Note. If you assign all versions to the payroll ID using Reports Setup, you must manually enter program names and pay cycle steps on the Reports Setup form. If you use the Process Multiple row menu options, the system automatically enters that information.

This information describes how to assign all multiple version information at once. However, you can use the Process Multiple row menu options from the Work With Pay Cycle Work Bench form to assign multiple version information by process.

Prerequisite

Create versions for each of the pay cycle programs for which you want to use multiple version processing.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*

Forms Used to Set Up Multiple Version Processing

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a payroll ID for which you want to set up multiple version processing.
Reports Setup	W072401B	On the Work With Pay Cycle Workbench form, select a record and select Reports Setup from the Row menu.	Attach multiple version information for a payroll ID.

Attaching Multiple Version Information to a Payroll ID

Access the Reports Setup form.

Pay Cycle Workbench - Reports Setup

OK Find Delete Cancel Form Tools

Payroll ID 001

Records 1 - 11 [Customize Grid](#)

☐	☐	Step Code	Step Description	Report ID	Report Version	Report Description
☐		1	Pre-Payroll	R073012	XJDE0001	Payroll Register
☐		1	Pre-Payroll	R073013	XJDE0001	Summary Payroll Register
☐		2	Print Payment	R07238	XJDE0001	Payroll Check Register
☐		3	Journals	R073601	XJDE0001	Workers Compensation Register
☐		3	Journals	R073651	XJDE0001	General Liability Insurance Regist
☐		4	Reports Only	R073062	XJDE0001	D/B/A Register Report
☐		4	Reports Only	R07493	XJDE0001	DBAs - Detail Payroll Voucher Jou
☐		4	Reports Only	R053001	XJDE0001	Time and Pay Entry Register with
☐		5	Final Update	R077021	XJDE0001	PDBA Integrity Report
☐		5	Final Update	R077011	XJDE0001	Tax History Integrity Report
☐						

Reports Setup form

Step Code

Specify the step of the payroll cycle to which you are assigning a version of a program. Values are:

C: Changes Only - Multiple.

F: Final Update - Multiple.

J: Journal Entries - Multiple.

M: Merge Only - Multiple.

P: Pre-Payroll - Multiple.

CHAPTER 4

Setting Up Interim Payments

This chapter provides an overview of the interim payment setup process and discusses how to:

- Set up the Interims Workbench.
- Set up reports for an interim ID.

Understanding Interim Payment Setup

To ensure that interim payments are processed according to the policies of the organization, you must set up certain items within the Interims Workbench program before you enter and process interims. You can set up date information for each pay cycle in which you want to process interim payments when you create an interim ID. Additionally, you can specify the reports that you want to print during each step of the interim payment process.

Setting Up the Interims Workbench

This section provides an overview of the Interims Workbench and discusses how to:

- Set processing options for the Interims Workbench program (P07210I).
- Create an interim payroll ID.
- Roll pay period dates forward for an interim ID.

Understanding the Interims Workbench

You use the Interims Workbench program (P07210I) to create interim payroll IDs, then enter and process interim payments for employees in the organization. Interim payments are grouped together using interim payroll IDs. Before you enter and process interims, you must set up the Interims Workbench so that the payments that are created are accurate.

Creating an Interim Payroll ID

Before you can enter interim payments, you must create an interim payroll ID that defines header information for the interim payments. Header information includes the associated pay cycle code, country code, date information, and the number of the bank account from which the interim payments will be paid. The system uses this information to create the interim payments that are associated with the interim ID.

The interim payroll ID is a temporary holding area for interim payments that you have not yet processed in a payroll cycle. You do not enter pre-payroll information for an interim payroll ID, nor do you process the Interim ID through a payroll cycle. Instead, you include the interim payments that you enter through the Interim Payment Workbench with payments in a regular payroll ID. To do this, you must select the Merge Interims or Interim Only option within the payroll ID when you process the regular payroll.

Note. If you are using the Time Entry Interim Generator, you must set up at least one default interim ID. If you do not set up the appropriate default interim IDs, the Time Entry Interim Generator will not function properly. You can set up one default interim ID for each Pay Cycle and Country Code combination that the organization uses. You must also enter a Pay Cycle and Country Code in the Time Entry MBF Processing Options (P050002A) to use the Time Entry Interim Generator. The system uses the default interim ID that is associated with the information in those processing options to create interim records using the Time Entry Interim Generator.

When you create the interim ID, you can determine the method that the system uses to derive payment dates for interim payments that are entered using that ID. The system can derive the date using Master Pay Cycle, or the system can override the Master Pay Cycle dates by using an offset date.

See [Chapter 12, “Working with Interim Payments,” Creating Interims with the Time Entry Interim Generator, page 214.](#)

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Time Entry Processing Options”.

Master Pay Cycle Dates

If you use the dates from Master Pay Cycle, the system automatically populates the date information for the interim ID with the dates from the Master Pay Cycle. These dates are then used when creating interim payments within the interim ID. When you use Master Pay Cycle dates, you must ensure that those dates are updated to reflect the correct pay cycle. You can assign current pay cycle dates using the Roll Dates function from the Interim Payment Workbench, or you can allow the system to automatically roll the pay cycle dates forward when you process the regular payroll cycle. You must set up the processing options for the Payroll Cycle Workbench program (P07210) if you want the system to automatically roll the pay cycle dates during payroll processing.

If you specify that the system automatically rolls the pay cycle dates for the interim IDs forward, you must consider these system features:

- The system rolls dates forward for all interim IDs that have the same pay frequency as the payroll ID that is processed and that have a payment date that is less than or equal to the payment date of the payroll ID.

For example, if you are processing a weekly payroll cycle, the system automatically rolls the dates forward for all interim IDs that are set up using a weekly Master Pay Cycle.

- The system changes the dates of all interim IDs that are rolled to match the dates that are used for the payroll ID.

This example illustrates how the dates for interim IDs are changed when using this feature:

- A semi-monthly interim ID is currently set up with work dates from January 1, 2005 through January 15, 2005.

- The semi-monthly payroll that you are processing is set up to process work dates from January 16, 2005 through January 31, 2005.

During the final update step of the payroll cycle, the system rolls the dates forward for the payroll ID and for all valid interim IDs, using the dates from the next Master Pay Cycle record associated with the payroll ID. Therefore, the work dates for the payroll ID and for all interim IDs for which the system rolls dates forward would be February 1, 2005 through February 15, 2005. Therefore, you should use this option only if you always want pay cycle dates for interim IDs and payroll IDs to match.

- The system attaches the user ID of the person that processes the payroll ID to all interim IDs that are rolled. Therefore, when you search on interim IDs using the Interim Payment Workbench, you must either enter the user ID of the person that processed payroll or leave the User ID field blank to locate interim IDs.
- The system only rolls interim ID dates during payroll processing if the Interim Only or Merge Interims options are selected for the payroll ID.

If you process payroll and do not include interim payments, the system does not roll the dates forward for any interim IDs.

Offset Dates

If you choose to override the Master Pay Cycle dates, you must enter an offset number in the Payment Date Offset field. You can enter 0 in this field if you want to use the system date. The system adds the number in this field to the system date to determine the payment date. In addition, you must set the company options for Company 0 (zero) to enable the system to derive payment dates using the offset method. If you use the offset method, the Payment Date and Auto Deposit Date fields are disabled. Also, if you use the offset method, you need not roll dates forward for the interim ID.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up System Options,” Setting Up Company Options.

Forms Used to Set Up the Interims Workbench

Form Name	Form ID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Review existing interim payroll IDs, or access revision forms.
Interim Header Entry	W07280A	Click the Add button on the Work With Interims Workbench form.	Create a new interim payroll ID.
Pay Period Constants Revisions	W059061B	On the Interim Header Entry form, select Master Pay Cycle from the Form menu.	Attach a master pay cycle to an interim payroll ID.
Roll Forward Interim ID Dates	W07210IG	On the Work With Interims Workbench form, select one or more records and select Roll Dates from the Row menu.	Roll dates forward for an interim payroll ID.
Reports Setup	W072401B	On the Work With Interims Workbench form, select a record and from the Row menu select Reports, and then Setup Reports.	Set up reports for an interim payroll ID.

Setting Processing Options for the Interims Workbench program (P07210I)

Set these processing options before you work with interim payments.

Defaults

Use these processing options to specify the default information that is used to create interim payments.

- 1. Pay Advances PDDBA Code** Specify the PDDBA code that the system uses to create deductions when an advance interim payment is created. The PDDBA that you enter must have a *Y* in the Declining Balance field in order for advances to calculate correctly. If you leave this option blank, the system uses PDDBA code *9000*.
- 2. Gross Up Pay Type** Specify the default pay type that the system uses when calculating interim payments for gross up calculations. If you leave this option blank, the system uses Pay Type 1.
- 3. Reports Setup Model** Specify the report model that the system uses when processing interim payments. Using the report model, you can set up reports to print during each step of the interim payment process. If you leave this option blank, the default is MODEL.

Process

Use these processing options to specify how interim payments are processed and whether the system produces a tax report when the interim payments are processed.

1. Mode

Specify the method that the system uses to calculate interim payments. If you use interactive processing, the system performs all interim payment calculations when you click the OK button during interim payment entry. If you use batch processing, you must complete an additional step to enable the system to perform interim payment calculations for all payments that are included in a specified interim ID. If you enter a large number of interim payments, you might want to use the batch method, because it might shorten processing time. Values are:

Blank: Interactive processing.

1: Batch processing.

2. Print Before/After Tax Report

Specify whether the system prints the Vertex Before/After Tax report for each interim payment, or batch of interim payments, that is processed. Values are:

Blank: Do not print the report.

1: Print the report.

3. Reset Calculations

Designate how you want the Reset Calculations to work. If you want the Reset Calculations to reset all interim payments regardless if they have been printed or not, leave this option blank. If you want only the interim payments that have not been printed to be reset, enter a *1* in this option. If you choose to only reset payments where no checks have been printed, you can reset the checks first and then perform the Reset Calculations. Values are:

Blank: Reset all payments.

1: Reset only payments with no checks printed.

Versions

Use these processing options to indicate the versions that are used during interim payment processing.

1. Time Entry Version (P050002A)

Specify the version of the Time Entry Master Business Function (P050002A) that the system uses when an interim payment is added. If you leave this option blank, the system uses version ZJDE0001.

Creating an Interim Payroll ID

Access the Interim Header Entry form.

Interim Payment Workbench - Interim Header Entry

OK Cancel Form Tools

Interim ID ☐ Use this Interim ID as default

Pay Cycle Code *Interim*

Country Code *United States* Century/Year

Bank Account Number

DBA Bypass Flag ☐ Leave Balance

Date/Detail Info

From Thru

Payment Date Auto Deposit Date

Payment Date Offset Auto Deposit Override

Current Pay Period

Period Number W B S M O

Interim Header Entry form

Country Code

Enter the UDC list 00/CN that indicates the country in which the employee resides.

Bank Account Number

Specify the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.

DBA Bypass Flag
(deduction, benefit, and accrual bypass flag)

Enter the code that specifies whether the system processes a DBA during the interim payroll cycle. You can enter this code in any of these places:

- When you set up the DBA, to specify whether the system processes it with interim payments.
- During pre-payroll processing, to specify whether the system processes the DBA in the current payroll cycle.
- When you enter an interim payment, to specify that the system does not calculate DBAs for the interim payment.

W (weekly)

Specify the number of the pay period, within the month, for employees who are paid weekly. This field is used in conjunction with the Pay Period to Calculate

	field on the DBA Setup form to determine which deductions, benefits, and accruals the system will calculate during the current payroll cycle.
B (biweekly)	Specify the number of the pay period, within the month, for employees who are paid biweekly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate during the current payroll cycle.
S (semimonthly)	Specify the number of the pay period, within the month, for employees paid semimonthly. The system uses this value and the Pay Period to Calculate, from the DBA Setup form, to determine which deductions, benefits, and accruals to calculate for the current payroll processing cycle.
M, O (month, other)	Specify the number of the pay period within the month, for employees who are paid monthly. This field is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated during this payroll cycle.
Use this Interim ID as default	Click to identify an Interim ID as the default. You can set up one default interim ID for each Pay Cycle and Country Code combination that the organization uses. You must set up at least one default Interim ID if you generate interim payments using the Time Entry Interim Generator.

Note. For the Time Entry Interim Generator to function properly, you must set up a default interim ID and you must complete the processing options for the Time Entry Master Business Function (P050002A). If the default interim ID and the Master Business Function processing options are set up correctly, the default interim ID is displayed on the time entry form that you use to generate interim payments using the Time Entry Interim Generator.

Payment Date Offset	Specify the number of days added to the system date when the system is set to automatically calculate the payment date. This field is enabled only if you have set the company options to use offset dates.

Rolling Pay Period Dates Forward for an Interim ID

Access the Roll Forward Interim ID Dates form.

Setting Up Reports for an Interim ID

This section provides an overview of interim reports, and discusses how to set up reports for an interim ID.

Understanding Interim Reports Setup

When you process interim payments, you can use the Interims Workbench to produce reports about those payments. Most of the reports that are available during a regular payroll cycle can be produced for interim payments using the Interims Workbench.

When you set up reports for an interim ID, you select only the reports that are necessary for the interim payments. It is likely that you will not want to set up all of the reports that you create during regular payroll cycles, as you must process interim payments through a regular payroll cycle in order to update payroll history. However, it is recommended that, at a minimum, you produce the reports that enable you to verify the accuracy of the interim payments before you disburse them to employees.

Forms Used to Set Up Reports for an Interim ID

Form Name	Form ID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Review existing interim payroll IDs, or access revision forms.
Reports Setup	W072401B	On the Work With Interims Workbench form, select a record and from the Row menu select Reports, and then select Setup Reports.	Set up reports for an interim payroll ID.
Reports Model	W072401A	On the Reports Setup form, select a blank line and then select Reports Model from the Form menu. On the Reports Model form, in the detail area, select each report that you want to process for the interim payroll ID, and click Select.	Select reports to process for an interim payroll ID.

Setting Up Reports for an Interim ID

Access the Reports Setup form.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Setting Up Pay Cycle Reports, page 30.](#)

CHAPTER 5

Setting Up Tax Information

This chapter provides an overview of payroll tax setup, lists prerequisites, and discusses how to set up:

- Unemployment insurance information
- Workers' Compensation information

Understanding Payroll Tax Setup

Before you can process payroll for employees, you must set up tax information so that employees' 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 PeopleSoft EnterpriseOne Payroll system. You can also use the GeoCoder, another product made by Vertex, Inc.; this program that can automatically assign tax information to employees and business units.

The Payroll system passes information such as the tax authority, taxable wages, exemptions, and supplemental wages to Quantum for Payroll Tax, which then calculates each employee's tax. For unemployment insurance, you must set up tables that Quantum for Payroll Tax uses to calculate the appropriate taxes.

Prerequisites

Before you complete the tasks in this section:

- Define information about each company within the organization.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, "Setting Up System Options," Setting Up Company Options.

- Define a valid tax type code for each tax authority number (tax area) that you use.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Area Information.

- Define the names of the workers-compensation insurance-basis tables in UDC 06/IP.

See Chapter 2, "Understanding PeopleSoft EnterpriseOne Payroll," User Defined Codes for Payroll, page 11.

- Define the valid values for workers compensation codes in UDC 00/W.

See Chapter 2, "Understanding PeopleSoft EnterpriseOne Payroll," User Defined Codes for Payroll, page 11.

Setting Up Unemployment Insurance Information

This section provides an overview of unemployment insurance, and discusses how to set up unemployment insurance rates.

Understanding Unemployment Insurance

Setting up unemployment insurance rates enables you to define federal unemployment insurance, state unemployment insurance, and state disability insurance premiums that are paid by the company. When you set up and use these rates, they override the employee-paid tax rates provided by Quantum for Payroll Tax.

You must set up tax type C, federal unemployment tax, for each company. If you do not set up this tax type, the system uses the default rate. You must also set up tax types GM, G1, G2, HM, H1, and H2 to calculate employee- and employer-paid state miscellaneous taxes. Contact local or federal taxing authorities for more information about tax requirements and reporting.

Note. Previously, you were required to set up tax type C for each state. Currently, unemployment taxes are calculated only at the federal level, and are then prorated to each state that is processed through the current payroll cycle. You are no longer required to enter state-specific records for tax type C.

Additionally, federal unemployment tax rates and limits are retrieved from Quantum. Therefore, the system disregards any Federal or state overrides that have been entered using the Unemployment Insurance Rate Revisions program (P079221).

Forms Used to Set Up Unemployment Insurance Information

Form Name	Form ID	Navigation	Usage
Work with Unemployment Insurance Rate Revisions	W079221A	Taxes and Insurance Setup menu (G07BPTI4), Unemployment Insurance Rates	Review existing unemployment insurance information, or access the revisions form.
Unemployment Insurance Rate Revisions	W079221B	Work with Unemployment Insurance Rate Revisions, click Add.	Set up unemployment insurance rates. To set up the company rates, set up tables for tax types C, G, H, I, and J to override the Quantum for Payroll Tax tables for employer and employee taxes.

Setting Up Unemployment Insurance Rates

Access the Unemployment Insurance Rate Revisions form.

Tax Type

Specify the code that indicates the type of payroll tax being processed. This is a UDC (07/TX). To set up state minimum wage amounts, you must enter *MW* in this field. To do so, you must first add *MW* to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.

Effective Dates Of Rates-From:

Specify the first date in a range of effective dates.

Rate	Specify the rate that the system uses to compute U.S. unemployment and Canadian employer-paid employment insurance premiums. This rate is represented as a decimal fraction.
Exc. Prm. (exclude premium)	Specify the code that indicates whether the premium portion of overtime pay should be excluded from the calculation. For workers compensation rates, this field relates to only those pay types that are defined in the Workers-Compensation Insurance-Basis Table. For U.S. unemployment-insurance rates, this field relates to all pay types that are defined as taxable. For Canadian employment-insurance rates, this field should be set to <i>No</i> because premium pay such as overtime is not excluded from employment insurance in Canada. For pay tables that are used for step progression processing, this field should be set to <i>No</i> .
Annual Earn Limit	Specify the annual limit for U.S. unemployment insurance premiums or Canadian EI insurable earnings.
Minimum Hours	Specify the minimum number of hours that must be worked during the pay period before the tax authority considers a week has been worked.
Minimum Amount	Specify the minimum amount of dollars that must be earned (paid) during the pay period before the tax authority considers a week has been worked.

Setting Up Workers' Compensation Insurance Information

This section includes an overview of Workers' Compensation, and discusses how to set up:

- Workers' Compensation insurance-basis tables
- Workers' Compensation insurance rates

Understanding Workers' Compensation

To accurately calculate Workers' Compensation amounts for employees during the payroll cycle, you must set up Workers' Compensation Insurance-Basis tables and rates.

Workers Compensation Insurance-Basis Tables

You set up tables for workers compensation insurance to maintain groups of pay types or benefits for which insurance premiums for workers compensation and general liability insurance are calculated. You can choose to exclude the premium portion of overtime pay from the calculation.

Typically, each workers compensation insurance-basis table represents a state or province and includes the types of earnings that are insurable in that state or province for workers compensation. The state or province typically supplies the information that you need to set up the tables.

You can also use these tables to identify the pay types to be included in year-end processing, automatic timecard generation, and Canadian ROE processing.

Setting Up Workers Compensation Insurance Rates

You set up workers-compensation insurance rates to calculate workers compensation and general liability insurance premiums. You define these rates by the state or province, company number, and a range of dates.

Typically, the state, province, or insurance carrier supplies you with the information that you need to set up the insurance rates.

Note. For some taxing authorities, you might need to set up workers compensation as an exempt deduction. In this case:

Enter *W* on the Tax Exemptions form when you set up the DBA.

Enter the DBA code on the Workers Compensation Insurance Basis Tables form.

The system calculates workers compensation in the payroll journal entries step of the payroll cycle. It calculates workers compensation for each timecard and updates each timecard with the workers compensation amount in the Employee Transaction Detail File table (F06116). This calculation is performed by PeopleSoft EnterpriseOne software. All other tax calculations are performed by Quantum for Payroll Tax.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up Deductions, Benefits, and Accruals”.

Forms Used to Set Up Workers’ Compensation Information

Form Name	Form ID	Navigation	Usage
Work with Workers Compensation Insurance Basis Table	W079071A	Taxes and Insurance Setup (G07BPT14), Workers Compensation Ins. Basis Tables	Review existing Workers’ Compensation information, or access revision forms.
Workers Compensation Insurance Basis Table Revisions	W079071B	Click the Add button on the Work with Workers Compensation Insurance Basis Table form.	Set up Workers’ Compensation insurance-basis tables.
Work With Workers Compensation Insurance Revisions	W079211A	Taxes and Insurance Setup (G07BPT14), Workers Compensation Ins. Rates	Review existing Workers’ Compensation insurance rates, or access revision forms.
Workers Compensation Insurance Revisions	W079211B	Click the Add button on the Work With Workers Compensation Insurance Revisions form.	Set up Workers’ Compensation insurance rates.

Setting Up Workers’ Compensation Insurance-Basis Tables

Access the Workers Compensation Insurance Basis Table Revisions form.

Insured Pay Table No.
(insured pay table number)

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

Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the UDC list (07/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.

You must set up a step progression pay table if you are using the Hourly method for step progression processing. If you are using the Pieces method, you might want to set up pay types for individual pieces, and then enter the pieces pay types in the pay table. It is not necessary to set up a pay table if you are using the Days method.

Exclude Premiums

Specify the code that indicates whether the premium portion of overtime pay should be excluded from the calculation. For workers compensation rates, this field relates to only those pay types that are defined in the Workers-Compensation Insurance-Basis Table. For U.S. unemployment-insurance rates, this field relates to all pay types that are defined as taxable. For Canadian employment-insurance rates, this field should be set to *No* because premium pay such as overtime is not excluded from employment insurance in Canada.

For pay tables that are used for step progression processing, this field should be set to *No*.

Setting Up Workers' Compensation Insurance Rates

Access the Workers Compensation Insurance Revisions form.

Tax Authority

Specify the code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

Trans. Class Code (transaction class code)

Specify the code that identifies whether the workers compensation premiums were employee or company paid. Values are:

E: Employee Paid.

C: Company Paid.

WCI Code (workers' compensation insurance code)

Specify the UDC (00/W) that represents a workers' compensation insurance (WCI) code. This code should correspond to the classifications on the periodic workers' compensation insurance reports.

% H (percentage of hours)

Specify the code that indicates whether workers' compensation insurance is based on a percentage of employees' pay or on the number of hours that the employees work.

Workers Comp Expr. Rt (workers compensation experience rate)

Specify the multiplier assigned by the insurance carrier which is used to modify the standard premium rate for workers compensation insurance from the table. This rate is based upon the insurance company's experience with the particular job type and the hazards associated with it. For example, if the insurance company trends indicate that construction workers in New Jersey have more work-related accidents than workers in New York, the company will rate the work done in New Jersey more hazardous.

Workers Comp Rate (workers compensation rate)

Specify the rate as provided by the Workers Compensation Insurance company. It is multiplied by the Experience Rating prior to the calculation of premium. The Rate is represented as a decimal fraction.

Worker Comp Earn Limit (workers compensation earning limit)	Specify the limit for Workers Compensation. Depending on the benefit method chosen, this limit could be annual or monthly. Workers Compensation is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.
Gen Liability Rate (general liability limit)	Specify the rate used to calculate the insurance premiums for General Liability. The Rate is represented as a decimal fraction.
Gen Liability Earn Limit (general liability earning limit)	Specify the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.
Pay Tbl. (pay table)	Specify the code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation. Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the UDC list (07/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, <i>STP</i> for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step. You must set up a step progression pay table if you are using the Hourly method for step progression processing. If you are using the Pieces method, you might want to set up pay types for individual pieces, and then enter the pieces pay types in the pay table. It is not necessary to set up a pay table if you are using the Days method.
Job (Opt) (job (optional))	Specify the alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department. Business unit security might prevent you from viewing information about business units for which you have no authority.
WCI SubClass (workers compensation insurance code)	Specify the code that identifies any special circumstances associated with the workers compensation insurance (WCI) code, resulting in multiple rates for the same WCI code due to location or risk, for example. The subclass should remain blank if multiple rates do not exist. Values are: Blank: There are no special circumstances associated with this code. <i>F</i>: There are special circumstances associated with this code.

CHAPTER 6

Setting Up Job Step Progression Processing

This chapter provides an overview of the job step progression process, and discusses how to set up:

- Job step progression information for employees.
- Job step progression parameters.
- Timecard automation for standalone job step progression.

Understanding Job Step Progression Setup

You use job step progression to advance employees automatically to the next job level after they meet specified requirements for their current job type and step. Using the step progression rules in the timecard automation module or the business functions in the payroll process, the system recognizes when employees meet the requirements for their current job level and move to the next job level during a payroll cycle. To ensure proper time and labor tracking, and to ensure that the employees are paid at the correct rate, the system creates new timecards to associate the appropriate amount of time with each job level that is worked during the pay period.

You can set up job requirements based on these methods:

Method	Description
Hourly	Employees are moved to the next job level after completing a specified number of hours in their current job.
Daily	Employees are moved to the next job level after completing a specified number of days in their current job.
Pieces	Employees are moved to the next job level after completing a specified number of pieces in their current job.
Custom	Employees are moved to the next job after meeting customized requirements that are defined by the organization.

You can process job step progression information during the payroll cycle, or you can process it as a stand-alone feature outside of the payroll cycle. The type of processing that you choose depends on the business requirements.

You can process job step progression information only for employees whose timecards are entered into the system before pre-payroll is processed. You cannot process job step progression information for employees whose timecards are created during the pre-payroll process.

Note. The system tracks job step progression information for an employee's primary job only. The system uses the job type and job step from standalone to identify the primary job of an employee.

Also, job step progression is different from pay grade step progression. Job step progression is based on requirements being met for a particular job level. Pay grade step progression is based on changes in pay grades and requirements being met for a particular pay grade.

See *PeopleSoft EnterpriseOne Human Resources 8.11 PeopleBook*, "Working With Pay-Grade Step Progression".

Before you can use job step progression, you must set up the system to process step progression information. To process job step progression information, you must set up the following information in the company options for Company 0 (zero).

Step Progression Automation

To specify the method of processing for job step progression information, you must enter *A* or *S* in the Step Progression Automation field, which is located on the Additional Company Options form. To process job step progression using the automatic method, enter *A* in this field. To process job step progression using the standalone method, enter *S* in this field. If you do not want to allow any companies in the organization to use job step progression processing, enter *N* in this field.

Step Progression Process

To process job step progression information, you must enter *1* or *2* in the Step Progression Process field, which is located on the Additional Options tab on the Company Options form. To track and update job step progression history using union code, job type, and job step, enter *1* in this field. To track and update job step progression history using union code, job type, job step, and business unit, enter *2* in this field.

The value that you enter in this field determines whether the Business Unit field is displayed on the Work With Step Progression Table form.

Pay Rate Source

To process job step progression pay rates correctly, the system must derive employee pay rates using the pay rate tables as the default pay rate source. To do this, you must set up pay rates in pay rate tables, and you must enter a *1* in the Pay Rate Source field, which is located on the HRM Foundation Position Control Options form.

If you use the pieces method to process all job step progression information, you can set up rates in the Item Piece Rate table or the Union Pay Rate table. If the system does not find a rate in the Item Piece Rate table, it will find the rate in the Union Pay Rate table.

You must also specify, at the individual employee level, which employees to process through step progression.

After you have set up step progression information for the company and for the employee, you must set up job step progression parameters, which contain all of the step progression requirements information for each job type and job step combination. Lastly, if you are using the stand-alone method to process job step progression information, or if you want to process job step progression information using custom rules and functions, you must set up step progression information in the timecard automation module.

Prerequisites

Before you complete the tasks in this section:

- Set the company options for Company 0 (zero) to specify the type of step progression processing that the organization uses.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up System Options,” Setting Up Company Options.

- Set the system options to use pay rate tables as the default pay rate source.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up System Options”.

- Set up pay rates for each job type and job step combination in the pay rate tables.

See *PeopleSoft EnterpriseOne Human Resources 8.11 PeopleBook*, “Setting Up Pay Information,” Setting Up Pay Rate Tables.

Setting Up Job Step Progression Information for Employees

This section provides an overview of the employee setup that is required for job step progression processing, lists a prerequisite, and discusses how to set up job step progression information for an employee.

Understanding Job Step Progression Setup for Employees

Before you can process job step progression information, you must identify the employees that are eligible for job step progression processing. The system tracks employee step progression information only after you set up job step progression information for an employee. The system uses this information to determine when the employee has met the requirements of their current job type and job step. After the requirements are met, the employee is moved to the next job level, using step progression processing.

Note. The system does not track job step progression history information until after you set up the employee as a step progression employee. Therefore, any payroll history that employees have accumulated before they were set up as step progression employees is not used to determine when the employees meet the requirements for their current job level.

Prerequisite

Set up each employee for whom you want to use job step progression.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up Employee Information”.

Forms Used to Set Up Job Step Progression Information for Employees

Form Name	Form ID	Navigation	Usage
Work With Employee Information	W0801A	Employee Management (G05BE1), Employee Information	Select the employee record to which you want to add job step progression information.
Employee Payroll Revisions	W0801PRLA	On the Work With Employee Information form, select an employee and then select Payroll from the Row menu.	Set up job step progression information for an employee.

Setting Up Job Step Progression Information for Employees

Access the Employee Payroll Revisions form.

Employee Information - Employee Payroll Revisions

OK Cancel Form Tools

Employee No. 8446 Bennett, Jody

Payroll Processing

Pay Cycle Code	BW	Employee Classification Status	8
Work Schedule		Record Type	1
Pre-Note Code	N	Wage Attachment Payee	
Vacation Factor		Max/Min Net Pay	
Labor Distribution Method	0	Labor Distribution Multiplier	1.0000
Distribution Rate		Pay Cycle Bypass Count	

Date Of Last Raise	09/02/98	Date of Next Raise	
Business Unit - Last Worked	M30	Date of Last Check	07/01/05

Geographic Tax Data

Home State		Federal (and default)
Home City		Default Working City
Work State		Federal (and default)
Work City		Default Working City
Work County		Default Working County

Employee Payroll Revisions form

Employee Classification Status

Specify the type of employee to the system. It identifies the employee as an independent contractor, a regular employee, or a step progression employee. Values are:

Y: Independent Contractor.

N: Regular Employee.

S: Employee using Step Progression.

Setting Up Job Step Progression Parameters

This section provides an overview of job step progression parameters, lists a prerequisite, and discusses how to set up job step progression parameters.

Understanding Job Step Progression Parameters

You use job step progression to move employees automatically to the next job level after they have completed specified requirements for the current job level. You set up job step progression parameters to identify this information for each job type and job step combination:

- The number of units that are required to progress to the next job level.
- The method that the system uses to track requirements (for example, hours, days, pieces, or custom units).
- The method that the system uses to accumulate the hours from one job level to the next.
- The valid pay types that are used to identify time worked toward the required units.
- The next job type and job step that the employee progresses to after meeting the specified requirements.

Using the Step Progression Parameter Revision program (P071900), you set up parameter tables. You set up parameter tables for each combination of union code and business unit or for each individual union code for which you want to process step progression information. Whether you use business unit depends on how the company options for company 0 are set up. The information that you enter in the parameter tables is stored in the F06933 table.

You set up the job step progression parameters differently depending on the method that you use to calculate job step progression information. You can create custom methods, or you can use one of the predefined methods.

Hourly Method

Use the hourly method to move employees to the next job level after they complete a specified number of hours in their current job level. If you use the hourly method, you must create pay tables before you set up job step progression parameters. These pay tables include all of the valid pay types that can be counted towards the step progression requirements. For example, if you count the regular-time hours (pay type 1) that an employee works toward the requirements to move to the next job level, you would include pay type 1 in the pay table. If you do not count the hours that an employee charges to holiday pay (pay type 800) toward the requirements, you would not include pay type 800 in the pay table. Use the Workers Compensation Insurance Basis Table program (P079071) to enter this information.

In addition to creating pay type tables, you must enter the name of the pay table in the Ins Pay field, and *H* in the Method field on the Step Progression Detail form.

Daily Method

Use the daily method to move employees to the next job level after a specified number of days. The system includes all calendar days, including weekends and holidays, when calculating whether the employee meets the requirements to move to the next job level. When you use the daily method, you can use any of the dates that are listed in UDC 06/DT. For example, to move an employee to their next job level 90 days after their start date, you must enter *DST* (date started) in the Based From field on the Step Progression Detail form. In addition, you must enter *D* in the Method field.

Pieces Method

Use the pieces method to move employees to the next job level after they complete a certain number of pieces. To count only certain pieces towards the requirements for a job level, you must use unique pay types for each piece and set up pay tables with the pay types for each valid piece. For example, you might want an employee to move to the next job level after they complete 50 widgets. However, that employee might complete gadgets as well as widgets during the course of the pay period. If you want to use the number of widgets that the employee completes for job step progression calculations, you must set up a pay type for widgets, and another pay type for gadgets. Then, you must enter the widgets pay type in a pay table.

If you set up pay tables to use with the pieces method, you must enter the name of the pay table in the Ins Pay field on the Step Progression Detail form. If you do not want the system to differentiate between pieces, you must still set up a pay table; however, you do not need to set up separate pay types for each piece. If you are using the pieces method, you must enter *P* in the Method field on the Step Progression Detail form.

Custom Method

If the hours, days, and pieces methods do not meet the needs of the organization's business processes, you can create custom step progression methods. For information about creating custom modifications to PeopleSoft EnterpriseOne software, contact the system administrator.

Prerequisite

Set up the Workers' Compensation Insurance-Basis Tables program for step progression pay types.

See Chapter 5, "Setting Up Tax Information," Setting Up Workers' Compensation Insurance-Basis Tables, page 54.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, "Setting Up Earnings Information," Setting Up Occupational Pay Rates

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Setting Up Piece Rate Processing"

Forms Used to Set Up Job Step Progression Parameters

Form Name	Form ID	Navigation	Usage
Step Progression Detail	W071900A	Periodic Processing (G07STEP2), Job Step Progression Parameters Revision	Set up job step progression parameters. - To review Union Pay Rate Tables, select Union Rates Table from the Form menu. - To review piece rate information, select Item Piece Rates from the Form menu. - To review Workers' Compensation Basis tables, select WC Basis Table from the Form menu.

Setting Up Job Step Progression Parameters

Access the Step Progression Detail form.

Step Progression Detail form

A C (accumulator code)

Specify the code that indicates whether the total number of units represents units worked in a designated job type or in a job type and step combination. Values are:

1: The units represent the total number of units that the employee must work within the designated job type and step combination before advancing to the next job type and step.

2: The units represent the total number of units that the employee must work within the designated job type, regardless of the step, before advancing to the next job type.

If you enter a code in this field, leave the Date field blank.

Method

Specify the method to calculate job step progression units for the specified job level. Values are:

H: Hours.

D: Days.

P: Pieces.

Based From

Specify the code that indicates the date that the system uses to calculate the number of days that an employee has accumulated toward the requirements for the specified job level. You can use any date field that is stored in the F060116 table.

For example, if employees must work 365 days from the date of their last raise before moving to the next job level, enter *DR*, (Date of Last Raise), in this field.

Note. This is a required field if you are using the days method to process job step progression information. Do not complete this field if you are not using the days method.

Ins Pay (insured pay table number)

Specify the code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers compensation and identifying pay types to include in automatic timecard generation.

Step progression processing uses valid pay types from the Workers Compensation table. You can add a code to the UDC list (07/IP), and then use that code to define a range of pay types in the Workers Compensation table (for example, *STP* (Step Progression)). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step. You must set up a step progression pay table if you are using the hourly method for step progression processing. If you are using the pieces method, you might want to set up pay types for individual pieces, and then enter the pieces pay types in the pay table. It is not necessary to set up a pay table if you are using the days method.

C F (carryover flag)

Specify the code that indicates whether the system carries over the total accumulated units (number of hours, days, or pieces) or only the excess units (number of hours, days, or pieces that exceed the required amount) to the employee's next job type/step combination in the Step Progression History table. Values are:

N: Do not carry the accumulated units into the next job type or step.

Only carry forward the excess. For example, if an employee has a total of 520 hours in a job type and step that requires him to have 500 hours to move to the next job level, the system moves him to the next job level and carries over 20 accumulated hours.

Y: Carry all accumulated units into the next job type or step.

For example, if an employee has a total of 520 hours in a job type and step that requires him to have 500 hours to move to the next job level, the system moves him to the next job type and carries over 520 accumulated hours.

Setting Up Timecard Automation for Stand-Alone Job Step Progression

This section provides an overview of standalone job step progression, and discusses how to:

- Set processing options for Job Step Progression Rules (P186401).
- Set up rule sets for job step progression processing.

Understanding Stand-Alone Job Step Progression Setup

You use the timecard automation module to process job step progression information using the standalone method. First, you must create employee groups that include the employees for which you want to process step progression information.

You also set up timecard automation rule sets to create the appropriate timecards for employees who move to the next job level during the processing period. You can use these predefined timecard automation rules when you set up rule sets for job step progression processing:

- Hourly
- Daily
- Pieces

You can use these three rule sets to process job step progression requirements that are based on the completion of a specified number of hours, days, or pieces before the system moves an employee to the next job level. If the organization wants to base step progression requirements on measurements other than hours, days, or pieces, you can create custom timecard automation rules.

Note. You need not set up timecard automation for job step progression if you are using the automatic method of processing step progression information. If you use the automatic method, the system determines job step progression information by using business functions that are included in the payroll process.

Creating Employee Groups for Stand-Alone Job Step Progression

To process step progression information for employees using the stand-alone method, you must create employee groups. Each employee group that you create should include employees whose job type step progression requirements are based on the same units of measure. You can create employee groups for employees whose step progression requirements are based either on hours, days, or pieces. You can also create employee groups for employees whose step progression requirements are based on a custom function.

For example, you would have to set up a minimum of two employee groups to process step progression information for these employees:

- Employee A must work 500 hours to progress to the next job level.
- Employee B must work 1000 hours to progress to the next job level.
- Employee C must work 90 days to progress to the next job level.

You might want to create an employee group that is based on hourly requirements to process Employees A and B. You might also create an employee group based on daily requirements to process Employee C. However, you cannot include all three employees in the same employee group, as the requirements to move to the next job level are based on different units of measure.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Up Timecard Automation,” Creating Employee Groups.

Setting Up Rule Sets for Job Step Progression

To ensure proper time and labor tracking, and to ensure that employees are paid at the correct rate for all hours worked, the system processes step progression information using timecard automation rules. Use these rules to create new timecards for employees who have met the requirements of their current job level and will move to new job levels during the processing period. By creating new timecards, you ensure that employees are paid the correct rate for the hours that they work in their current job level and for the hours that they work after moving to their new job level. The tables lists the predefined step progression rules:

Step Progression Rule	Usage
StepProgressionHoursRule	Use this rule to process employees whose step progression requirements are based on the number of hours worked. The system applies all of the hours that are associated with valid step progression pay types towards the requirements for moving to the next job level.
StepProgressionDaysRule	Use this rule to process employees whose step progression requirements are based on the number of calendar days that they have been in their current job level. Each day that an employee is assigned to a specified job level, including weekends and holidays, is counted towards the requirements for moving to the next job level.
StepProgressionPiecesRule	Use this rule to process employees whose step progression requirements are based on the number of pieces that the employee completes.

You can also create custom rules using step progression requirements that are specific to the organization.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Up Timecard Automation”.

Forms Used to Set Up Timecard Automation for Stand-Alone Job Step Progression

Form Name	Form ID	Navigation	Usage
Work With Rule Sets	W186401A	Periodic Processing (G07STEP2), Job Step Progression Rules	Review existing rule sets or access revision forms.
Rule Set	W186401H	Click the Add button on the Work With Rule Sets form.	Set up rule sets for job step progression processing.

Setting Processing Options for Job Step Progression Rules (P186401)

Set these processing options before you use job step progression rules.

Defaults

These processing options determine how the system processes time entry and interim information for step progression rules.

1. Time Entry MBF Version

Specify the default version of the Time Entry MBF to use when timecards are added as this rule set is processed.

2. Process Interims for overtime processing

Specify whether to include timecards that are associated with interim payments in the calculation of a rule set. If you choose to include interim payment timecards, you must process those interim payments through a payroll cycle. Values are:

Y: Apply overtime rule to interim payment timecards.

N: Do not apply overtime rule to interim payment timecards.

3. Copy account information

Specify how the system determines the account information (cost center, object account, and subsidiary) for newly-created timecards. This processing option does not affect the account information for modified timecards. Values are:

Blank: Retrieve the account information from the payroll AAI.

Y: Copy the account information from the original timecard to the new time card.

Setting Up Rule Sets for Job Step Progression Processing

Access the Rule Set form.

Job Step Progression Rules - Rule Set

Work With Rule Sets
Rule Set

OK Find Delete Cancel Edit Rule Form Row Previous Next Tools

Name

Employee Group

Time Entry MBF Version

Starting Work Date Ending Work Date

Records 1 - 1 Customize Grid

		Processing Order	Name	Rule Type Code	Rule Type
		1	Union 4000 Job Step Prog.	BSFN	Call Custom Rule

Rule Set form

Time Entry MBF Version Leave this blank when processing job step progression information.

CHAPTER 7

Setting Up Tables for Wage Attachments

This chapter provides an overview of tables for wage attachments, and discusses how to set up:

- Garnishment tables
- Exemption tables

Understanding Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. The exemption tables contain the annual exemption amounts, established by the federal and state governments, that you use to determine the wages that are exempt from a levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs (deductions, benefits, and accruals) for garnishments and levies.

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. To help the courts determine reasonable methods for calculating garnishments, the federal government (as well as some states) issues guidelines for calculating garnishments. You can set up tables that reflect these guidelines.

For employees who owe tax levies, government agencies might set standard annual exemption amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees might be allowed a personal exemption and an exemption based on their marital status. Disabled employees might also be allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

Setting Up Garnishment Tables

This section provides an overview and discusses how to set up garnishment tables.

Understanding Garnishment Tables

The court that imposes the garnishment determines the method that you use to calculate a garnishment for an employee. Garnishments for different employees can use different calculation methods. Typical calculation methods include a monetary amount or a percentage of the employee's disposable wages.

Using the government guidelines, you set up calculation tables that specify:

- The range of wage amounts that are subject to garnishments.

- The methods that the system uses to calculate the garnishment for each wage range.

For federal guidelines, you must set up a garnishment table for each pay frequency that you pay employees. You must also set up garnishment tables for any state taxing authorities (tax areas) that have guidelines that supersede the federal guidelines.

Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee's pay frequency and tax area to determine the applicable garnishment table.

Note. You cannot set up garnishment table information on the standard calculation tables that are used for other DBA calculations (P059021). To ensure that government-initiated garnishments are calculated correctly, you must use the Wage Attachment Garnishment Table program (P07931).

Forms Used to Set Up Garnishment Tables

Form Name	Form ID	Navigation	Usage
Work With Wage Attachments Workbench	W07107A	Employee Management (G05BE1), Wage Attachment Workbench	Access garnishment table forms.
Work With Garnishment Tables	W07931A	On the Work With Wage Attachments Workbench form, select Garnishment Tables from the Form menu.	Review existing garnishment tables, or access revision forms.
Garnishment Table Revisions	W07931B	Click the Add button on the Work With Garnishment Tables form.	Set up a garnishment table.

Setting Up Garnishment Tables

Access the Garnishment Table Revisions form.

Wage Attachment Table	Assign a number to the garnishment calculation table. When you set up the corresponding wage attachment deduction, enter this number in the Table Code field for the deduction. If you need to set up multiple calculation tables for a wage attachment DBA, use the same attachment table number for each of these calculation tables.
Table Description	Describe the table.
Date - Ending Effective	Specify the last date in a range of effective dates.
Amount or Rate	Specify a monetary amount, or an hourly rate. Values are: 1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard. 2: For a pay type, amounts entered in this field override the hourly rate.

Method	Specify the method that the system uses to calculate a garnishment withholding amount for a disposable wage range. Values are: <i>\$</i>: Flat, dollar amount. <i>*</i>: Net calculation amount. If the disposable net wage is between the upper and lower range, the amount equals the difference between the disposable net wage and the lower amount. <i>%</i>: Percent. <i>P</i>: Percent with progressive table. To use this calculation method, a progressive table needs to be set up. For example, using a progressive table, the system could take 5 percent of the first 100.00 USD, 10 percent of the second 100.00 USD, and 20 percent of the remaining balance. You can use this method only with garnishments.
Pay Frequency	Specify the UDC (07/PF) that indicates how often an employee is paid. Values are: <i>B</i>: Biweekly. <i>W</i>: Weekly. <i>S</i>: Semimonthly. <i>M</i>: Monthly. <i>A</i>: Annually. <i>C</i>: European Annualized. The system uses the value in the Description-2 field on UDCs to calculate the amount per pay period for a salaried employee.

Setting Up Exemption Tables

This section provides an overview of exemption tables, and discusses how to set up:

- Standard annual exemption amounts.
- Additional exemption amounts for disabilities.
- Exemption calculation tables for exemption rules.

Understanding Exemption Tables

Before you can process wage attachments for employees, you must determine whether any portion of their earnings are exempt from being included in wage attachment calculations. You use exemption tables to calculate standard exemption amounts along with the additional exemption amounts that are given the employees with disabilities.

Exemption Tables for Tax Levies

Government agencies set standard annual exemption amounts for employees who owe tax levies. Some states set exemption amounts that supersede the federal amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

To simplify setting up levy deductions for employees, you can set up tables that define these exemption amounts. For each employee who owes a levy, the system uses these tables to calculate the amount of disposable wages that is exempt from the tax levy.

Example: Setting Up Exemption Levies

These amounts are derived from the table for a single employee with one personal exemption:

- 2,500.00 USD single.
- 2,300.00 USD one personal exemption.
- 4,800.00 USD total annual exemption.

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 USD per pay period.

Standard Annual Exemption Amounts

You set up exemption tables based on the amounts provided by the federal and state governments.

Note. (USA) Currently, the categories for exemptions are the same as those used for United States federal income tax exemptions. You can review the IRS Publication 1494 for the current year's Table for Figuring Amounts Exempt from Levy on Wages, Salary and Other Income to determine the correct amounts. This publication is available from the Internal Revenue Service.

Additional Exemption Amounts for Disabilities

When an employee or an employee's spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The federal and state governments provide the information that you need to complete these tables.

Exemption Calculation Tables for Exemption Rules

The government might have specified either a percentage of the employee's wages or a minimum amount that cannot be garnished. You can create different types of exemption calculation tables to calculate the exemption amount:

- A single range table in which an exemption amount is calculated by determining the range within which the employee's wages fall. The exception amount is a flat dollar amount.
- A single range table in which an exemption amount is calculated by determining the range within which the employee's wages fall. The exception amount is a percentage.
- A progressive exemption table in which an exemption amount is calculated for each row in which the employee's wages are greater than the upper limit or where the employee's wages fall within the upper and lower limit.

Use the Table Method field to specify the type of exemption calculation table that you want to use. The table type is *E*, for exemption table.

Note. (CAN) Legislation exists within Canada requiring either a specific amount or a percentage of wages to be exempt from maintenance orders (child support) and garnishments.

See *Payroll for Canada, Setting Up Wage Attachments for Canada*.

Forms Used to Set Up Exemption Tables

Form Name	Form ID	Navigation	Usage
Work With Wage Attachments Workbench	W07107A	Employee Management (G05BE1), Wage Attachment Workbench	Access exemption table forms.
Work With Wage Attachment Exemptions	W079312B	On the Work With Wage Attachments Workbench form, select Std Exemptions (Standard Exemptions) from the Form menu.	Review existing exemption tables, or access revision forms.
Wage Attachment Exemption Revisions	W079312A	Click the Add button on the Work With Wage Attachment Exemptions form.	Set up standard annual exemption tables.
Work with WA Disability Exemptions	W079311A	On the Work With Wage Attachments Workbench form, select Additional Exempts (Additional Exemptions) from the Form menu.	Review existing additional exemption tables, or access revision forms.
Wage Attachment Disability Exemption Revisions	W079311B	Click the Add button on the Work with WA Disability Exemptions form.	Set up additional exemption tables for disabilities.
Calculation Table	W059021C	Click Add on the Work With Wage Attachments Workbench form. Select Table File Revision from the Form menu on the Wage Attachment Revisions form. Then click Add on the Work With Calculation Tables form.	Set up exemption calculation tables for exemption rules.

Setting Up Standard Annual Exemption Amounts

Access the Wage Attachment Exemption Revisions form.

Personal Exemption

Specify the Standard Personal Exemption Amount for the calculation of Tax Levy exempt dollars for an individual. Currently this exemption amount is the same as the exemption amount for the calculation of Federal Income Tax.

Standard Ded. Single (standard deduction single)

Specify the standard annual wage amount exempt from levies, if the employee's filing status is Single.

Standard Ded. Head Household (standard deduction head of household)	Specify the standard annual wage amount exempt from levies, if the employee’s filing status is Head of Household.
Standard Ded. Married Joint (standard deduction married joint)	Specify the standard annual wage amount exempt from levies, if the employee’s filing status is Married Filing Jointly.
Standard Ded. Married Separate (standard deduction married separate)	Specify the standard annual wage amount exempt from levies, if the employee’s filing status is Married Filing Separately.
Standard Ded. Survive Spouse (standard deduction surviving spouse)	Specify the standard annual wage amount exempt from levies, if the employee’s filing status is Surviving Spouse.

Setting Up Additional Exemption Amounts for Disabilities

Access the Wage Attachment Disability Exemption Revisions form.

Wage Attachment Workbench - Wage Attachment Disability Exemption Revisions

Work With Wage Attachments Workbench

Work with WA Disability Exemptions

Wage Attachment Disability Exemption Revisions

OK

Cancel

Previous

Next

Tools

Marital Status

M

Married (Filing Jointly)

Disability Flag

1

Unmarried 65 or older or blind

Pay Frequency

B

Bi-Weekly

Date - Beginning Effe...

01/01/00

Date - Ending Effective

12/31/06

Personal Exemption Amount

30.00

Wage Attachment Disability Exemption Revisions form

Disability Flag	Specify the code that is recognized by the federal government that indicates whether the employee has a disability which may cause the calculation of a Tax Levy to change.

Warning! Do not delete or change the codes.

Setting Up Exemption Calculation Tables for Exemption Rules

Access the Calculation Table form.

Table Code	Enter a code that designates the table to be accessed in the Table file (F069026).
Note. This field <i>must</i> be numeric.	

Table Type	Enter <i>E</i> to identify this table as a wage attachment exemption calculation table.
Table Method	Specify the method in which the exemption is calculated. For wage attachment exemptions, values are: <i>E1</i>: Single exemption range - dollar. The system retrieves a single exemption value based on the range the employee's wages fall within and returns that value as a flat dollar exemption. <i>E2</i>: Single exemption range - percentage. The system retrieves a single exemption value based on the range the employee's wages fall within and returns that value as a percentage. <i>E3</i>: Progressive exemption range - percentage. The system retrieves a progressive exemption amount, where an exemption amount is calculated for each row in which the employee's wages are greater than the upper limit or where the employee's wages fall within the upper and lower limit. If the employee's wages are greater than the upper limit, the exemption amount for that row is calculated as the upper limit minus the lower limit multiplied by the rate from the table. If the wages fall within the upper and lower limit, the exemption for that row is calculated as the wages minus the lower limit multiplied by the rate from the table. The total exemption will be the sum of each row's exemption amount.
Lower Limit	Specify the lower or minimum amount to be compared.
Upper Limit	Specify the upper or maximum amount to be compared.
Amt/Rate (amount/rate)	Specify the amount or rate to be used in the calculation.

CHAPTER 8

Integrating Accounts Payable

This chapter provides an overview of accounts payable integration and discusses how to set up accounts payable integration.

Understanding Accounts Payable Integration

To streamline business processes, you can integrate the Payroll system with the PeopleSoft EnterpriseOne Accounts Payable system. When you set up accounts payable integration, the Payroll system automatically creates vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or deduction, benefit, or accrual (DBA). The Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

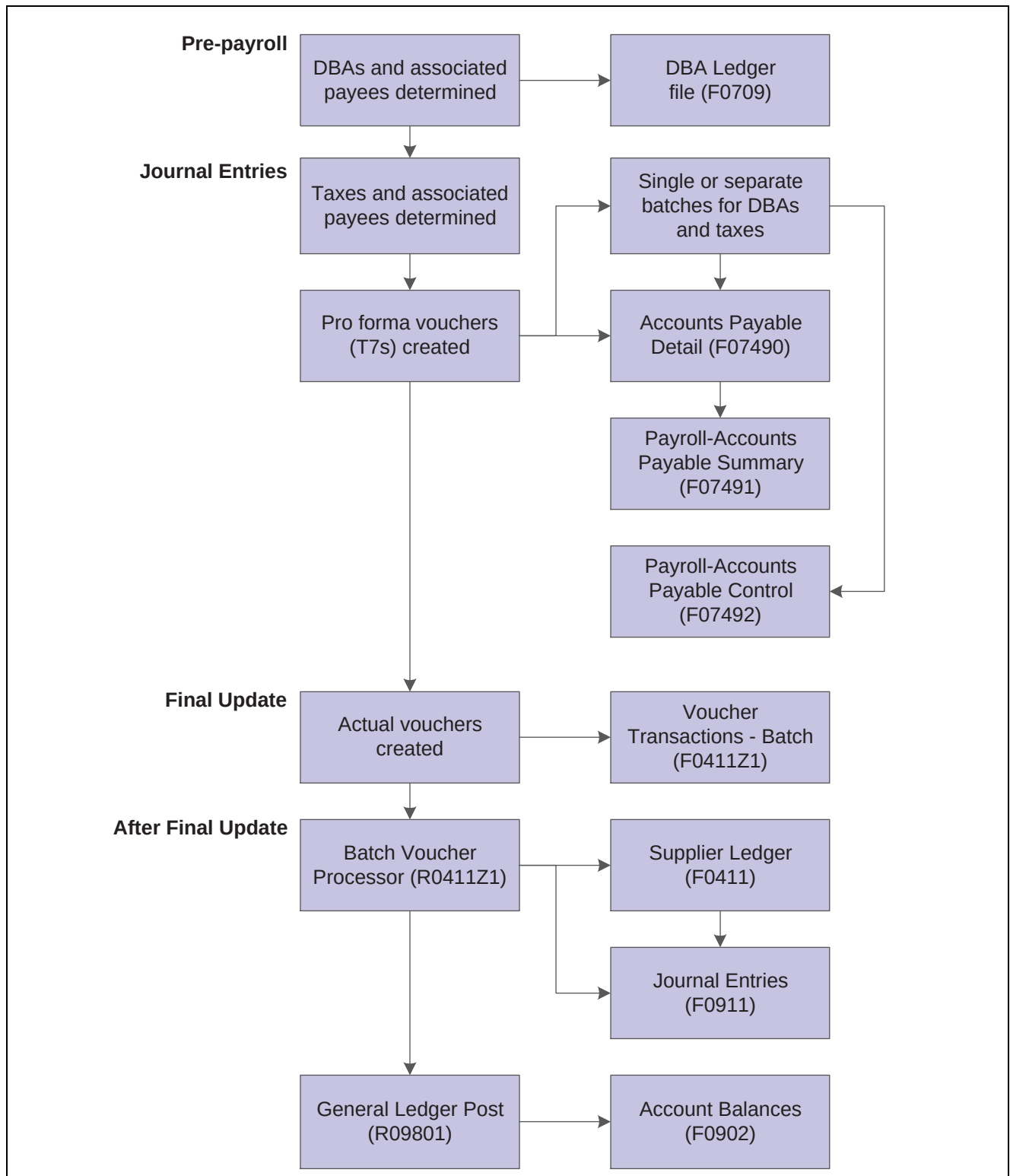
Nearly every voluntary and involuntary deduction from an employee's paycheck is followed by a payment to a third party for the associated liabilities. For example, the money that is withheld for payroll taxes must be sent with any matching employer contributions to the appropriate taxing authorities. Voluntary amounts that are withheld for employee benefits, such as medical insurance and retirement contributions, must be sent with any applicable employer benefit contributions to the insurance or pension plan administrators. Court-ordered wage attachments, such as garnishments and child support payments, must be sent to the designated agency or individual.

If you are using the PeopleSoft EnterpriseOne Payroll system in conjunction with the PeopleSoft EnterpriseOne Accounts Payable system, you can easily automate the tasks of calculating the payments that are due to each third party and generating the associated accounts payable vouchers. Review-level (pro forma) vouchers are created in the Payroll system during the journal entries step of the payroll cycle. Actual vouchers are created in the Accounts Payable system during the final update step of the payroll cycle.

When you integrate the Payroll and Accounts Payable systems, you can:

- Review voucher information.
- Create vouchers during the final update step of the payroll cycle.
- Post vouchers to the general ledger.

This process flow illustrates how vouchers are processed during a payroll cycle:



Vouchers in the payroll cycle

Process for Creating Vouchers

After you set up the Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The payroll system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct, and then post the vouchers to the general ledger.

How Payroll Summarizes Transactions for Vouchers

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify a method, the system creates:

- One DBA voucher per payee.
- One tax voucher per payee and corporate tax ID.

You might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

This section provides an overview of integration setup, lists prerequisites, and discusses how to:

- Activate accounts payable integration in company options.
- Activate vouchering for tax types.
- Enter tax payees by company.
- Activate vouchering for DBAs.
- Enter voucher information for a group plan.
- Enter voucher information for individual employees.
- Set up payee voucher rules.

Understanding Integration Setup

You set up the Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. Integrating the Payroll and Accounts Payable systems saves time and helps reduce data entry errors.

When you integrate Payroll and Accounts Payable, you can set up payees for any tax type or DBA. A payee is a person or organization that receives payments from the organization for taxes or payroll liabilities. In the Accounts Payable system, a payee typically is called a supplier or vendor. The Payroll system creates vouchers for the payees for employee withholdings and company-paid benefits and taxes.

Accounts Payable Integration in Company Options

Before the Payroll system can create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company options for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

If you have already set up the company options, but you did not activate accounts payable integration at that time, do so now. If you have not yet set up the company options, complete the task for setting up company options.

Voucher Information for Tax Transactions

Vouchering is the process of integrating the Payroll system with the Accounts Payable system to automatically generate an accounts payable voucher (a check or warrant). You can activate vouchering DBAs on the DBA setup form and override it at both the group plan and the employee level. You can use the vouchering feature if the liabilities for most, but not all, of the employees are sent to a specific third party. Before you set up vouchering at the employee or group plan level, you must coordinate with the Accounts Payable department to set up the third-party recipients on the Supplier Master form in the Accounts Payable system.

You generally activate vouchering for taxes on the Tax Area Information form. You enter payees at the tax type level (for example, state of Colorado unemployment tax) if most or all of the companies in the organization remit taxes to the same taxing authority.

You can set up payee voucher rules to control the number of vouchers that each third party receives. For example, for wage attachment deductions, you might set the system to create one voucher per employee, whereas for medical insurance premium payments, you might choose to have the system create one voucher per payee for each DBA.

After you activate accounts payable integration for taxes, you must set up vouchering for each tax type for which you want to create vouchers. When the system creates the vouchers, it stores the corporate tax identification (ID) with the voucher. This ID appears on the voucher payment as a payment remark.

Each voucher must have a payee. You can specify a payee at the tax type level and the company level. The payee that you enter at the company level overrides the payee that you enter for the corresponding tax type. This table describes the situations in which you would specify a payee at each level:

Level	Usage
Tax Type	If all or most of the companies in the organization remit payment for a tax to the same taxing authority, entering payees at the tax-type level is more efficient.
Company	If one or more of the companies in the organization remits a tax to a different taxing authority, you can enter a payee at the company level. The payee that you enter at the company level overrides any payee that you entered at the tax-type level. Entering payees at the company level is more efficient when all or most of the companies in the organization remit payment for a tax to different taxing authorities.

For example, you might set up payees at both the tax type and the company level when you have a multi-company organization in which all but two of the companies remit federal taxes to the same institution. You can enter that institution as the default payee for the tax type. Then, for the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

If you do not specify a payee for either the tax type or the company, the Payroll Journal Proof/Edit for Vouchers report generates an error message.

Vouchering for Tax Types

To use the Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types for which you have activated vouchering. For federal A and all state and local taxes, you can specify a payee. You must activate vouchering for other types of federal taxes, but you do not need to specify a payee.

Typically, you enter a payee at the tax type level only when all or most of the companies in the organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary. If you enter all payees at the company level, you do not need to enter a payee at the tax type level.

If you have already set up tax areas, but you did not activate vouchering at that time, do so now. If you have not yet set up tax areas, complete the task for setting up tax area information.

Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of these circumstances:

- You did not enter a payee at the tax-type level.
- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.

Voucher Information for DBAs

After you activate accounts payable integration for DBAs, you must set up voucher information for each DBA for which you want to create vouchers. You set up voucher information when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you can enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers regardless of whether the payees for those plans vary. You can also create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group plan, and employee level. This table describes the situations in which you would specify a payee at each level:

Level	Usage
DBA	When most or all of the companies in the organization remit payment for a DBA to the same institution, entering the payee at the DBA level is more efficient.

Level	Usage
Group Plan	When the organization uses group plans to determine the DBAs for which employees are eligible, you can enter a payee for a group plan. The payee that you enter at the group plan level overrides any payee that you entered at the DBA level.
Employee	If a particular employee remits payment for a DBA to a payee other than the one specified at the DBA or group plan level, you can enter a payee at the employee level. For example, for a wage attachment DBA, each employee might have a different payee. The payee that you enter at the employee level overrides any payee that you entered at the group plan or DBA level.

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit report (R05229) generates a general error message indicating that an error exists in one of the voucher records. You need to review the F07490 records to see what is causing the error.

For a wage attachment, the system stores the case number and employee name in the voucher. This information appears on the voucher payment as a payment remark. You can use the Detail Wage Attachment Ledger form to review the voucher number and voucher date for a wage attachment. For other types of DBAs, the voucher contains no payment remark.

For the Payroll system to create vouchers for DBAs, you must activate vouchering for the DBAs. The system creates vouchers only for the DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when most or all employees, including those who are included in group plans, remit payments to the same institution. You can override this payee at the group plan or employee level if necessary. If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

If you have already set up DBAs, but you did not activate vouchering at that time, do so now. If you have not yet set up DBAs, complete the task for setting up essential DBA information.

Voucher Information for Group Plans

After you activate vouchering for a DBA, you can include the DBA in a group plan and enter voucher information at the group plan level. For some DBAs, you might need to create vouchers for some group plans and not others. In this case, you can deactivate vouchering for the DBA at the group plan level.

You can include a DBA, such as a union dues deduction, in multiple group plans. For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of these circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee in the setup for the DBA that differs from the payee for this group plan.

If you have already set up group plans, but you did not enter voucher information at that time, complete this task. If you have not yet set up group plans, complete the task for setting up group plan DBAs.

Voucher Information for Individual Employees

After you activate vouchering for a DBA, you can use the employee DBA instructions to assign the DBA to individual employees. When you enter a DBA in an employee's DBA instructions, you can specify whether to create vouchers for that employee. When you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers regardless of whether the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee that you enter for an employee overrides the payee that you entered at the group plan and DBA levels.

You enter a payee for an employee only in one of these circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee at the DBA level that differs from the payee for this employee.
- You entered a payee for an employee at the group plan level that differs from the payee for this employee.

If you have already entered the DBA instructions for the employee, but you did not enter voucher information at that time, do so now. If you have not yet set up the DBA instructions for the employee, complete the task for entering employee DBA instructions.

Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

This table describes the Payee voucher rules for DBAs:

Rule	Usage
Voucher Rule 00	One voucher per payee. This is the default rule. Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.
Voucher Rule 01	One voucher per employee. Use this rule for a payee for a wage attachment that you entered at the employee level. This rule is particularly useful for wage attachments because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee's last name. The Accounts Payable system includes the remark for each voucher, even when multiple vouchers are included in one payment.
Voucher Rule 02	One voucher per payee for each DBA.
Voucher Rule 04	One voucher per payee for each group plan. Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include:

Rule	Usage
Voucher Rule 00	One voucher per payee by Tax Id. This is the default rule. Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.
Voucher Rule 01	One voucher per payee by employee.
Voucher Rule 02	One voucher per payee by tax type.

To summarize all of the vouchers according to voucher rule 00, do not set up any payee voucher rules. In this case, the system creates:

- One DBA voucher per payee.
- One tax voucher for each of the payee's corporate tax IDs.

To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

You can delete the voucher rules for a payee. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.

Prerequisites

Before you complete the tasks in this section:

- In the Accounts Payable system, set up the payees (suppliers) for the payroll vouchers.

Specify the payment terms that the system uses to calculate the due date for the vouchers.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Entering Supplier Information," Entering Supplier Master Information.

- For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "Setting Up the Accounts Payable System," Setting Up AAIs for Accounts Payable.

- To set up voucher information for DBAs, activate Accounts Payable integration for DBAs.

See Chapter 8, "Integrating Accounts Payable," Activating Accounts Payable Integration in Company Options, page 86.

Forms Used to Set Up Accounts Payable Integration

Form Name	Form ID	Navigation	Usage
Work With Company Option	W05001CH	HRM Setup (G05B4), Company Options	Activate accounts payable integration in company options.
Tax Area Revisions	W069012B	Taxes and Insurance Setup (G07BPT14), Tax Area Information On the Work With Tax Area Information form, select a record and click Select.	Activate vouchering for tax types.
Tax Area/Payee X-Reference (Tax Area/Payee Cross-reference)	W079261A	Pay/Deductions/Benefits Setup (G05BD4), Tax Area/Payee X-Reference	Enter tax payees by company.
General Accounting/Arrearage Information	W059116D	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup On the Work With PDBAs form, select a record, and then select Basic DBA Info from the Row menu. On the Basic DBA Information form, select GA/Arrearage Info. (General Accounting and Arrearage Information) from the Form menu.	Activate vouchering for DBAs.
Revise Single Group Plan DBA Setup	W059101C	Pay/Deductions/Benefits Setup (G05BD4), Group Plan DBA Setup On the Work With Group Plan DBA Setup form, select a record, and then select Revise Single from the Row menu.	Enter voucher information for group plans.
Employee DBA Instructions	W050181C	Employee Management (G05BE1), Employee DBA Instructions On the Work With Employee DBA Instructions form, select a record and click Select.	Enter voucher information for individual employees. Complete the Voucher Flag field. To enter a payee for the voucher, complete the Payee field.
Payee Voucher Rules	W07927A	Pay/Deductions/Benefits Setup (G05BD4), Payee Voucher Rules	Set up payee voucher rules.

Activating Accounts Payable Integration in Company Options

Access the Work With Company Option form.

A/P Integration (accounts payable integration)	Specify the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers in accounts payable during the final update step. Values are: <i>N</i> : No integration. <i>0</i> : Create vouchers for both DBAs and taxes that have been set up with accounts payable integration. <i>1</i> : Create vouchers only for DBAs that have been set up with accounts payable integration. <i>2</i> : Create vouchers only for taxes that have been set up with accounts payable integration.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up System Options,” Setting Up Company Options

Activating Vouchering for Tax Types

Access the Tax Area Revisions form.

A/P Voucher (Y,N) (accounts payable voucher (yes, no))	Specify the code that determines whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Values are: <i>N</i> : No, do not generate a voucher. <i>Y</i> : Yes, generate a voucher.
Provider/Trustee	Specify the address book number for the supplier who receives the final payment. In Benefits administration, this is the address book number of the company that issues the plan and receives the premium payments. For wage attachments, the payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Tax Information,” Setting Up Tax Area Information

Entering Tax Payees by Company

Access the Tax Area/Payee X-Reference form.

Activating Vouchering for DBAs

Access the General Accounting/Arrearage Information form.

Generate A/P Voucher
(generate accounts payable voucher)

Specify the code that determines whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Values are:

N: No, do not generate a voucher.

Y: Yes, generate a voucher.

Payee

Specify the address book number for the supplier who receives the final payment.

In Benefits administration, this is the address book number of the company that issues the plan and receives the premium payments.

For wage attachments, the payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

For fund allocations, this is the address book number of the investment program.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Deductions, Benefits, and Accruals,” Setting Up General Accounting and Arrearage Information

Entering Voucher Information for Group Plans

Access the Revise Single Group Plan DBA Setup form.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Deductions, Benefits, and Accruals,” Setting Up Group Plan DBAs

Entering Voucher Information for Individual Employees

Access the Employee DBA Instructions form.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Entering Employee Instructions,” Entering Employee Deduction, Benefit, and Accrual Instructions

Setting Up Payee Voucher Rules

Access the Payee Voucher Rules form.

V R (voucher rules)

Specify the level of summarization for a payee. This specific rule tells the system how to summarize voucher information for a DBA.

For example, whether one voucher should be created for a payee or a separate voucher should be created for *each* DBA owed to a payee.

Note. The Payee Voucher Rules are predefined and should not be changed.

Pymt Terms (payment terms)

Specify the code that identifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a

blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms include:

- Blank.
- Net 15.
- 001.
- 1/10 net 30.
- 002.
- 2/10 net 30.
- 003.
- Due on the 10th day of every month.
- 006.
- Due upon receipt.

This code prints on customer invoices.

G/L Offset (general ledger offset)

Specify the code that determines the trade account that the system uses as the offset when you post vouchers to the general ledger. The system concatenates the value that you enter to the AAI item RC (for Accounts Receivable) or PC (for Accounts Payable) to locate the trade account. For example, if you enter *TRAD*, the system searches for the AAI item RCTRAD (for receivables) or PCTRAD (for payables).

You can assign up to four alphanumeric characters to represent the general ledger offset or you can assign the three-character currency code (if you enter transactions in a multicurrency environment). You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the general ledger offset and uses the account that is set up for PC or RC for the company specified.

If you set up a default value in the G/L Offset field of the customer or supplier record, the system uses the value during transaction entry unless you override it.

This information is stored in the Accounts Payable AAI. You cannot change it in the Payroll system.

Note. Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

CHAPTER 9

Converting Payroll History

This chapter provides an overview of converting payroll history, lists a prerequisite and a common element used in this chapter, and discusses how to:

- Generate timecards and interim header records.
- Enter DBA history for data conversion.
- Update the DBA Ledger table.
- Enter tax history for data conversion.
- Update the Tax Detail table.
- Process the interim payments for payroll history conversion.

Understanding Payroll History Conversion

When you implement the PeopleSoft EnterpriseOne Payroll system in the middle of a calendar year, you typically need to enter the payroll history records from the legacy payroll system into the PeopleSoft EnterpriseOne Payroll system. The system uses these payroll history records to calculate the information that appears on employees' year-end forms.

The system provides a conversion process that you can use to import payroll history records from a legacy system and convert them into the format used by the PeopleSoft EnterpriseOne Payroll system.

Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, and taxes. You use these historical records to print historical and governmental reports, answer employees' questions, and process year-end forms for employees. In some cases, you might need to import payroll history records from another payroll system and convert them to the format used by the PeopleSoft EnterpriseOne Payroll system. These situations are examples of when you might need to convert payroll history:

Situation	Explanation
System implementation	During system implementation, you can import and convert the payroll history records in the legacy system to the PeopleSoft EnterpriseOne Payroll system.
Acquisitions and mergers	When the organization acquires another company, you can import and convert the payroll history records from the payroll system of the new company to the PeopleSoft EnterpriseOne Payroll system.

When you convert payroll history, you use interim payments to transfer DBA and tax history information to the summary and detail tables for DBA and tax history. By using interim payments, you can create history records with as much detail as necessary for each employee. For example, if you are converting two months of history for a group of employees, and during that time, each employee received four paychecks, you can convert history for each employee by creating one interim payment that includes the history for all four paychecks, or you can create four interim payments for each employee.

You must complete these steps to convert payroll history into the PeopleSoft EnterpriseOne payroll system:

- Create records in the F060116 table using the Employee Master program (P0801).

You must have a record in the F060116 table for each employee for whom you convert payroll history. Each employee is assigned a unique address book number in the F060116 table.

- Create time entry records and upload them to the PeopleSoft EnterpriseOne system using the Batch Time Entry Processor program (P05116Z1).
- Create interim header records using the Create Interim Header Records conversion program (R8907350).
- Populate the F0709 table using the Maintain DBA Conversion File program (P07991).

The F0709 table contains DBA information that has been entered into the system but has not been processed in a payroll cycle.

- Populate the F07353 table using the Maintain Tax History Conversion File program (P07992).

The F07353 table contains tax information that has been entered into the system but has not been processed in a payroll cycle.

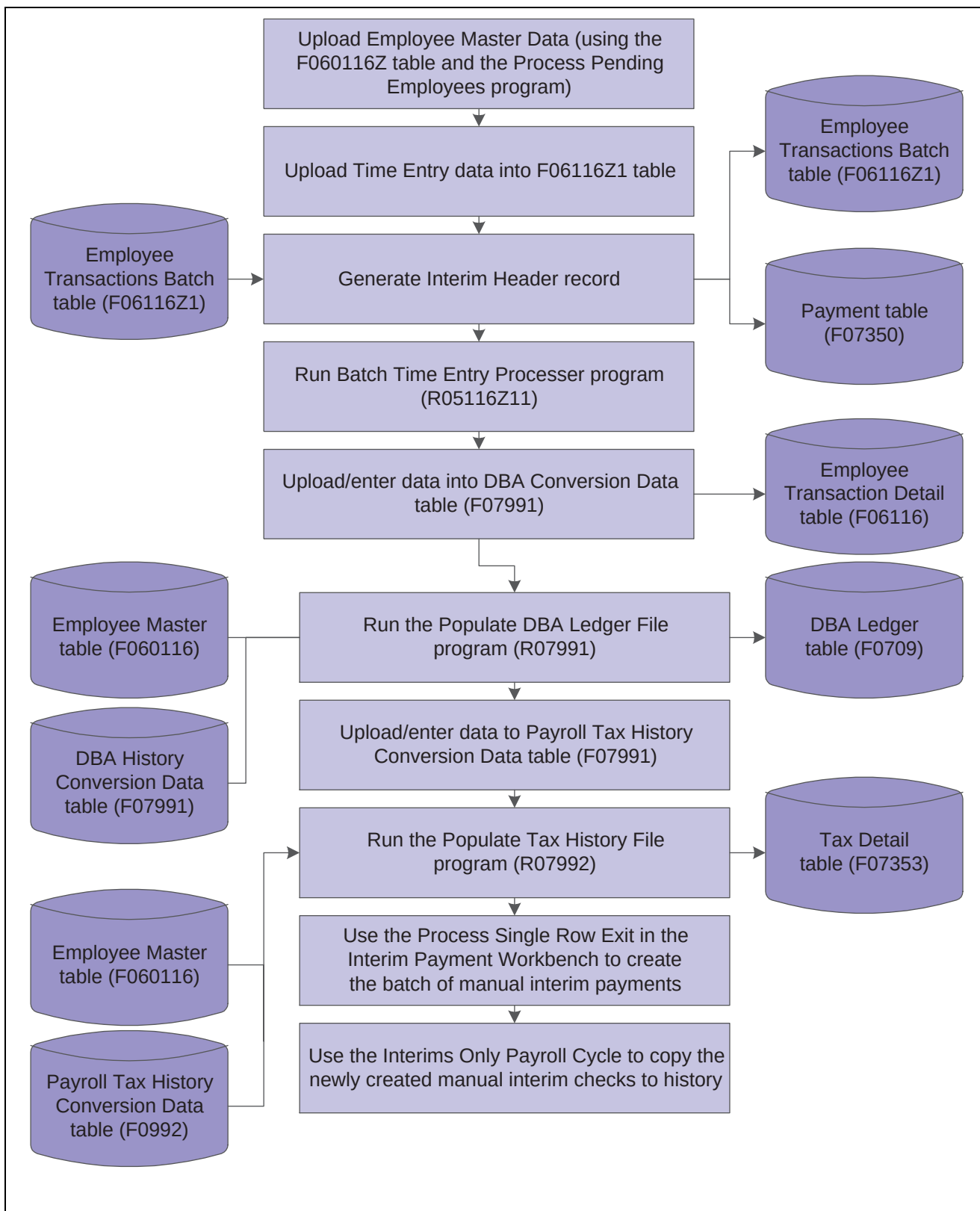
- Process the interim payments using the Work With Interims Workbench program (P07210I).

When you process the interim payroll, you calculate all of the information that the system needs to process the interim payments through a payroll cycle and load all historical information into history tables.

- Update payroll history.

After interim payments have been processed, you can update payroll history by running a complete Interims-Only payroll cycle. After the Interims-only Payroll Cycle is completed through the Final Update step, detail and summary history tables are populated with the uploaded history amounts.

This graphic shows the process flow for the payroll history conversion:



Process flow for payroll history conversion

Prerequisite

Upload employee information to the F060116 table. You can use the employee quick hire feature to perform the upload.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Adding Employee Records Using Employee Quick Hire”.

Common Element Used in This Chapter

Payment Number

Specify the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

The number that you enter in this field should match the number that you enter in the processing options for the Payroll Conversion - Create Interim Header Records program (R8907350), unless you populated the EDI Line Number in the F06116Z1 table. The value that you enter in this field populates the Check Number (DOCM) fields in the F07991 table and the F07992 table.

Generating Timecards and Interim Header Records

This section provides an overview of timecards and interim header records, lists prerequisites, and discusses how to:

- Generate interim header records.
- Set processing options for Create Interim Header Records (R8907350).

Understanding Timecards and Interim Header Records

To convert payroll history into the PeopleSoft EnterpriseOne Payroll system, you must first upload time entry information into the F06116Z1 table. You can upload pay types, lump sum amounts, and hours. Every employee for whom you want to upload DBA and tax history must have a record in the F06116Z1 table. If no record exists in this table, then no tax or DBA information is converted into the PeopleSoft EnterpriseOne system for that employee.

After the time entry records have been uploaded, you can revise the records, if necessary, using the Payroll Batch File Review (P05116Z1) program. After reviewing the timecards, run the Time Entry Batch Processor (R05116Z1I) in proof mode.

After you have run the Batch Time Entry Processor in proof mode, review the Transaction Errors report and ensure:

- No errors exist in the Employee Transactions Detail table.
- The data selection for the report includes only those records for which you are converting payroll history.

Typically, you include a date or a batch number in the data selection.

You must then generate the interim header records. You generate interim header records so that you can transfer the original payment numbers for the imported payment information into the payroll history tables in the PeopleSoft EnterpriseOne system. You use the Payroll Conversion - Create Interim Header Records program (R8907350) to update the F07350 table. The system creates one record in the F07350 table for each address book number and EDI line number combination in the F06116Z1 table. When you run the Interims Only payroll, the system uses the information in the F07350 table to update the payroll history tables.

When you run the Create Interim Header Records program, the system updates information in these tables, as indicated:

- F07350. The system updates the check control number, pay period end date, and payment date.
- F06116Z1. The system updates the check control number.
- F07300. The system updates the address book number, payroll ID, payroll lockout ID, and pay frequency.

Note. The Create Interim Header Records program is a table conversion program. You might need to contact the system administrator for assistance with this task.

See *Table Conversion, Running a Table Conversion*.

After you have created the interim header records, you must run the Batch Time Entry Processor in final mode. This populates the F06116 table with the time entry records that you uploaded to the F06116Z1 table. You must have records in the F06116 table to process through an Interims-Only payroll cycle, which updates the payroll history files.

The Batch Time Entry File Processor program verifies that the information within the Employee Transactions - Batch File table is processed correctly and is updated to the Employee Transaction Detail File table.

Prerequisites

Before you complete the tasks in this section:

- Upload the applicable time entry information into the F06116Z1 table.

If you want to convert the original payment numbers from the legacy system, you must specify that the system populate the EDI Line Number field (EDLN) with this information.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Up Time Entry Batch Processing,” Setting Up a Flat File Cross-Reference.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Up Time Entry Batch Processing,” Completing Fields for the Employee Transactions - Batch File Table.

- Create a time entry record for each employee whose payroll history you need to convert.

To prevent the timecard from affecting the employee’s wages, you can enter two timecards that net to zero by placing a positive .01 in the Lump Sum field on one timecard and a negative .01 in the Lump Sum field on another timecard.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Entering Timecards for Employees,” Entering Timecards for Employees.

- Create an interim payroll ID and specify *Y* in the DBA Bypass Flag field.

See Chapter 4, “Setting Up Interim Payments,” Creating an Interim Payroll ID, page 47.

- Enter the interim payroll ID in the Payroll ID processing option for the Payroll Conversion - Create Interim Header Records program (R8907350).

Generating Interim Header Records

Select Batch Time Entry Processing (G05BBT3), Batch Time Entry Processor, to run the Time Entry Batch Processor (R05116Z1I) program.

Select Payroll History Conversion (G07H3), Create Interim Header Records, to run the Payroll Conversion - Create Interim Header Records program (R8907350).

Note. When you run the Payroll Conversion - Create Interim Header Records program, the system automatically assigns *H* (History Conversion) to the Interim Payment Code to ensure that taxes are processed properly for the history conversion payments.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Setting Up Time Entry Batch Processing,” Creating Timecards from Uploaded Information

Setting Processing Options for Create Interim Header Records (R8907350)

Set these processing options before you create interim header records.

Default Values

These processing options determine the default settings for the history conversion process.

1. Pay Period Ending Date (Required)	Specify the date that the system uses to populate the Pay Period End Date field on the interim payments. This date determines the month and year that the payment information is updated to the history tables.
2. Check Date (Required)	Specify the date that the system uses to populate the Check Date field on the interim payments.
3. Check Number (See Help)	Specify the payment number with which to populate all of the payroll history records that you are converting. Leave this processing option blank if you do not need to track payment numbers for the payroll history records that you are converting or if you are using the F06116Z1 table to convert the original payment numbers.
4. Payroll ID (Required)	Specify the interim payroll ID to use to process the interim payments for history conversion. You use the Pay Cycle Workbench program to create the interim payroll ID.

Entering DBA History for Data Conversion

This section provides an overview of DBA history for data conversion, lists a prerequisite, and discusses how to enter the history.

Understanding DBA History for Data Conversion

Before you can complete the payroll history conversion process, you must enter or import employees' DBA information into the F07991 table. If you have already imported the information, you can review it and make any necessary corrections.

Perform this task before you update the F0709 table.

Prerequisite

Upload employee information to the F060116 table.

Forms Used to Enter DBA History for Data Conversion

Form Name	Form ID	Navigation	Usage
DBA History Conversion Data	W07991B	Payroll History Conversion (G07H3), Maintain DBA Conversion File Click the Add button on the Work With DBA History Conversion Data form.	Enter DBA history for data conversion.

Entering DBA History for Data Conversion

Access the DBA History Conversion Data form.

Maintain DBA Conversion File - DBA History Conversion Data				
OK Cancel Tools				
Employee Tax ID	607760776			
Payment Number	1000			
Records 1 - 4 Customize Grid				
Employee Tax ID	Payment Number	PDBA Code	Gross Pay	
607760776	1000	1000	125.00	
607760776	1000	1200	75.00	
607760776	1000	7000	5,000.00	

DBA History Conversion Data form

Employee Tax ID

Specify a number that indicates the tax ID. In the United States, the tax ID is the social security number. In Canada, it is the social insurance number. If the international code is set to Y and the default company is non-Canadian and non-United States, you can enter a 16-character number for the tax ID.

PDBA Code (pay types, deductions, benefits, and accruals code)

The system does not permit duplicate tax ID numbers. Also, the number cannot include dashes. For example, if a social security number of nnn-nn-nnnn is used, enter the number as: 123456789.

Specify the code that defines the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Gross Pay

Specify the DBA amount.

The total amount of the deduction that was deducted from the employee's pay in the previous system for the current year. For example, if on July 1, you stop using the previous system to process payrolls, the amount that you enter or import into this field should be equal to the deduction amount that the employee paid from January 1 through June 30. To maintain the integrity of the employee's payroll history, do not leave this field blank. When you leave this field blank and the DBA Bypass Flag does not equal Y, the system automatically calculates the deduction amount. The amount that the system calculates might vary slightly from the actual amount that is stored for the employee in the previous payroll system.

The system does not calculate gross pay. You must enter the value of each DBA into the Gross Pay field. This value represents the amount of the DBA that is loaded into the payroll history. You must make sure to activate the DBA Bypass Flag when creating interim payments to ensure that if DBAs are set up for this employee in the PeopleSoft EnterpriseOne Payroll system, they will not be calculated when interim payments are processed.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Setting Up Time Entry Batch Processing," Setting Up a Flat File Cross-Reference

Updating the DBA Ledger Table

This section provides an overview of updating the F0709 table, and discusses how to:

- Run the Populate DBA Ledger Table program.
- Set processing options for Populate DBA Ledger Table (R07991).

Understanding the DBA Ledger Table Update

After you enter or import DBA history into the F07991 table, you can run the Populate DBA Ledger File program (R07991) to update the F0709 table, with the DBA history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Maintain DBA Conversion File program (P07991) to make any necessary corrections. When all information is correct, run the program in final mode to update the F0709 table. The system does not update the F0709 table if errors exist.

When the system updates the F0709 table, it retrieves information from these tables:

- F0101

- F060116
- F07350
- F069116

See Also

Chapter 9, “Converting Payroll History,” Entering DBA History for Data Conversion, page 94

Run the Populate DBA Ledger Table Program

Select Payroll History Conversion (G07H3), Populate DBA Ledger Table.

Setting Processing Options for Populate DBA Ledger Table (R07991)

Set these processing options before you run the Populate DBA Ledger Table program.

Process

This processing option determines the mode that is used to process the Populate DBA Ledger Table program.

- 1. Proof or Final Mode:** Specify whether to process the records in proof mode or final mode. Values are:
- 0*: Proof mode.
The system prints an error report without updating the F0709 table. Use the report to review errors before you run the process in final mode.
 - 1*: Final mode.
The system prints a report and updates the F0709 table with all records that contain no errors. The system does not update the DBA Ledger table with records that contain errors. Instead, the system displays these records on the error report.

Entering Tax History for Data Conversion

This section provides an overview of tax history for data conversion, lists a prerequisite, and discusses how to enter the history.

Understanding Tax History for Data Conversion

Before you can convert payroll history, you must enter or import employees' tax information into the F07992 table. If you have already imported the information, you can review it and make any necessary corrections.

Perform this task before you update the F07353 table.

Prerequisite

Upload employee information to the Employee Master Information table.

Forms Used to Enter Tax History for Data Conversion

Form Name	Form ID	Navigation	Usage
Tax History Conversion File Data	W07992B	Payroll History Conversion (G07H3), Maintain Tax History Conversion File Click the Add button on the Work With Tax History Conversion File Data form.	Enter tax history for data conversion.

Entering Tax History for Data Conversion

Access the Tax History Conversion File Data form.

Maintain Tax History Conversion File - Tax History Conversion File Data

OK Cancel Tools

Employee Tax ID

Payment Number

Records 1 - 10 [Customize Grid](#) ☐

		Employee Tax ID	Payment Number	Work Tax Area	T T	Gross Pay
☒		607760776	1000	FEDERAL	A	6,567.70
☐		607760776	1000	06	F	2,350.00
☐		607760776	1000	FEDERAL	D	3,826.45
☐		607760776	1000	FEDERAL	E	3,826.45
☐		607760776	1000	06	C	56.00
☐		607760776	1000	FEDERAL	C	56.00
☐		607760776	1000	FEDERAL	P	894.90
☐		607760776	1000	FEDERAL	Q	894.90
☐		607760776	1000	06	H	80.00
☐						

Tax History Conversion File Data form

Gross Pay

Specify the tax amount for the specified tax type.

The total amount of tax that was deducted from the employee's pay in the previous system for the current year. For example, if on July 1, you stop using the previous system to process payrolls, the amount that you enter or import into this field should be equal to the amount of tax that the employee paid from January 1 through June 30. To maintain the integrity of the employee's payroll history, do not leave this field blank.

The system does not calculate the tax amount. You must enter the value of each tax into the Gross Pay field. This value represents the amount of tax that is loaded into the payroll history. If the employee has tax areas set up in the PeopleSoft EnterpriseOne system for which you are not converting history, you must enter that tax area with a gross pay amount of zero in the Maintain Tax History Conversion File program (P07992) to override any tax amounts that might get calculated when interim payments are processed.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Setting Up Time Entry Batch Processing,” Setting Up a Flat File Cross-Reference

Updating the Tax Detail Table

This section provides an overview of updating the F07353 table, and discusses how to:

- Run the Populate Tax Detail Table program.
- Set processing options for Populate Tax Detail Table (R07992).

Understanding Tax Detail Table Update

After you enter or import tax history into the F07992 table, you can run the Populate Tax Detail Table program (R07992) to update the F07353 table with the tax history.

You should run this program at least twice. First, run it in proof mode and review the error report to verify that the information is correct. Use the Tax History Conversion Data program to make any necessary corrections. When the information is correct, run the program in final mode to update the F07353 table. The system does not update the F07353 table with information that contains errors.

When the system updates the F07353 table, it also retrieves information from these tables:

- F0101
- F060116

Running the Populate Tax Detail Table Program

Select Payroll History Conversion (G07H3), Populate Tax Detail Table.

Setting Processing Options for Populate Tax Detail Table (R07992)

Set these processing options before you run the Populate Tax Detail Table program.

Process

This processing option determines which mode is used to process the Populate Tax Detail Table program.

1. **Proof or Final Mode** Specify whether to process the records in proof mode or final mode. Values are:
0: Proof mode.

The system prints an error report without updating the F07353 table. Use the report to review errors before you run the process in final mode.

I: Final mode.

The system prints a report and updates the F07353 table with all records that contain no errors. The system does not update the Tax Detail table with records that contain errors. Instead, the system displays these records on the error report.

Processing the Interim Payments for Payroll History Conversion

This section provides an overview of interim payments for payroll history conversion, and discusses how to process the interim payments.

Understanding Interim Payments for Payroll History Conversion

After you update the F0709 table and the F07353 table with the records that you need to include in payroll history, you must run the Process function over those records using the Work With Interims Workbench program (P07210I).

When you select the process function from the Work With Interims Workbench, the system runs the Interim Calculations program (R07280) over the records that you have created in these tables:

- F06116
- F0709
- F07350
- F07353

The Interim Calculations program uses the information in these tables, which have been populated during previous steps of the payroll history conversion process, to create actual interim payments that include all timecard, DBA, and tax information in a format that can be loaded into payroll history.

Note. You cannot review tax amounts through the Work With Interim Payments program (P07350I) until the Interim Calculations program has completed running.

Also, after you process the interim payments from within the Work With Interims Workbench program, be sure to process them through an interims only payroll cycle. Extra processing time and unexpected results might occur if the history conversion interims are merged into a regular payroll cycle.

Forms Used to Process the Interim Payments for Payroll History Conversion

Form Name	Form ID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Process interim payments for payroll history conversion. Select the Interim ID in the detail area, select Process Interims from the Row menu, and then select Process Single.

Processing the Interim Payments for Payroll History Conversion

Access the Work With Interims Workbench form.

See Also

Chapter 9, “Converting Payroll History,” Generating Timecards and Interim Header Records, page 92

Chapter 12, “Working with Interim Payments,” page 191

Chapter 10, “Working with the Payroll Cycle,” Processing Pre-Payroll, page 107

CHAPTER 10

Working with the Payroll Cycle

This chapter provides overviews of the payroll cycle and recalculation of employee taxes, lists a common element used in this chapter, and discusses how to:

- Process pre-payroll.
- Review payroll cycle information online.
- Correct errors in pre-payroll processing.
- Process payments.
- Reset payroll cycle steps.
- Work with pro forma journal entries.
- Review payroll cycle reports.
- Process the final update.
- Process multiple versions of pay cycle steps.

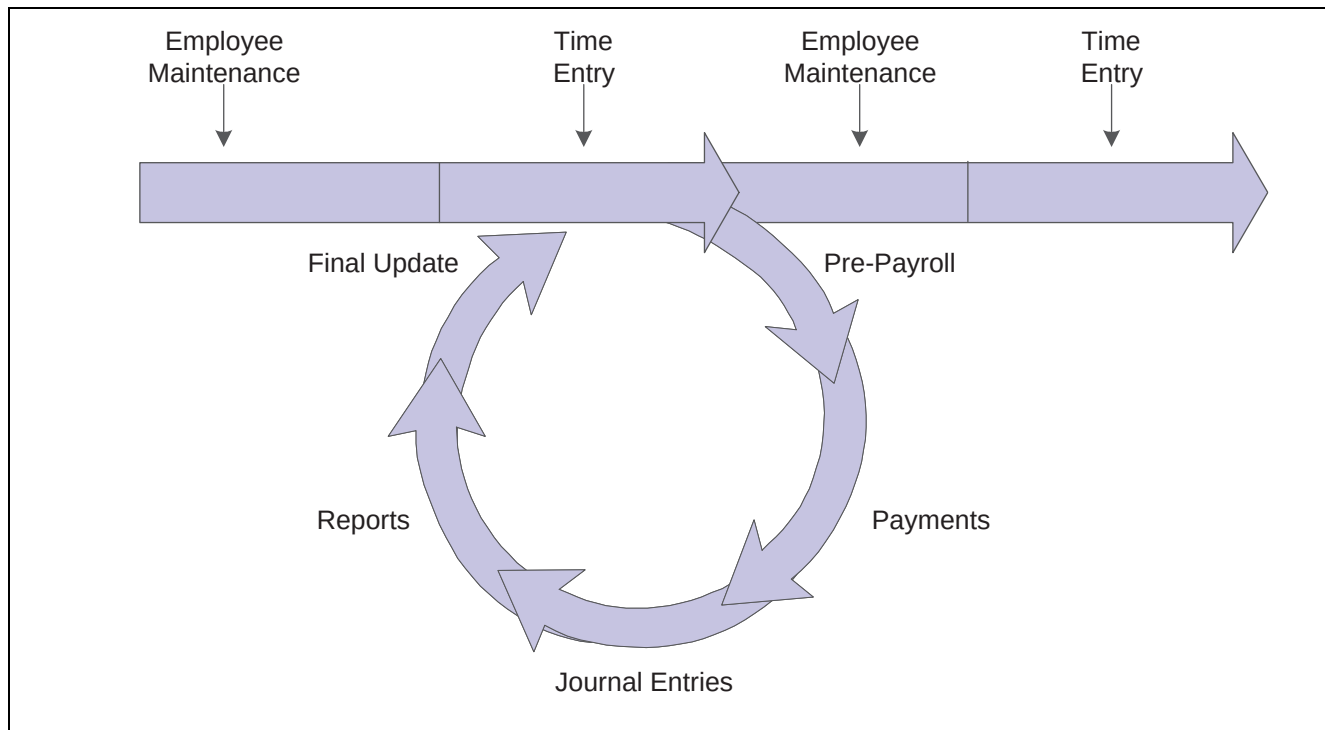
Understanding the Payroll Cycle

The payroll cycle is a process that you complete each time that you pay employees. The payroll cycle consists of these five basic steps:

- Process pre-payroll.
- Print payments.
- Process pro forma journal entries.
- Print payroll cycle reports.
- Process final update.

Before each payroll cycle, you enter and update information that the system uses during the payroll cycle. This information includes pay frequency and employee information, such as the employee's tax ID number, pay rate, tax information, and timecards.

This graphic shows the flow of events (the payroll cycle) that you use to process payroll for employees. The top line shows the flow of the tasks that you perform before and after a payroll cycle. The circle represents a payroll cycle:



Payroll cycle

When you process a payroll cycle, you must process pre-payroll first and process final update last. The payments, journal entries, and reports steps can be completed any time after pre-payroll and before final update. During the payroll cycle, you can also verify payroll cycle information and correct it if necessary.

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. After you process pre-payroll, you can review payroll cycle information and make any necessary corrections before you print the payments. Employees can receive cash, automatic-deposit advice slips, and paychecks.

After you process pre-payroll and print payments, you create the workfile for pro forma journal entries so that you can prepare the journal entries for posting to the general ledger.

During each step of the payroll cycle, you can print reports to verify that the information is correct. You can set up reports to automatically print during a specific step of the payroll cycle. For example, you can set up the Payroll Register report to print during pre-payroll processing. When you need to print a report that is not set up to print automatically, you can print it during the reports-only step of the payroll cycle.

The final update is the last step in the payroll cycle. You use the final update to update transaction, payment history, and tax information for employees, and to create actual journal entries from the pro forma journal entries. After you process the final update, you cannot change information that is related to that payroll cycle. The system enables you to automatically post journal entries during the final update.

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore the data to its previous state before you ran the step.

You can also process multiple versions of selected pay cycle steps within a single payroll process. Processing multiple versions can dramatically improve the performance of the system during pay cycle processing. Multiple version processing enables you to run multiple versions of certain pay cycle programs simultaneously. The system consolidates the information from each of the versions that you process to create a single output.

For example, if you process 10 versions of the Pre-Payroll Driver UBE program (R07200) to improve the performance of pre-payroll processing, and you choose to print the Payroll Register during the pre-payroll step of the payroll cycle, the system creates one Payroll Register after all of the versions of the Pre-Payroll Driver UBE are processed.

Payroll Workbench

The payroll workbench is the central location for accessing all of the forms related to payroll cycle processing. For example, you access the payroll workbench to perform these procedures:

- Review payroll cycle information.
- Set up payroll instructions.
- Correct errors in a payroll cycle.
- Reset payroll cycle steps.

The payroll workbench displays information about each payroll ID that you have set up. This workbench simplifies the process of reviewing the status of a payroll cycle and its associated information.

Locked Records

To manage payroll processing and prevent anyone from changing current payroll information for the employees included in a cycle, the pre-payroll program initiates a payroll lockout condition for all employee records that are included in the pre-payroll. If you locate an employee who is included in a payroll cycle, the system displays a warning message. On some forms, the system displays a locked record in a contrasting color. On other forms, the status box in the upper right corner appears in a contrasting color.

When the system initiates a lockout, the lockout remains in effect until the final update is complete. During lockout, only authorized users can update any of the employee records that are included in the pre-payroll.

If an employee's record is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is removed. To remove the lock, you must either complete the final update or reset the payroll cycle.

See Also

Chapter 10, "Working with the Payroll Cycle," Resetting Payroll Cycle Steps, page 141

Understanding Recalculation of Employee Taxes

In a pay period, some employees might not earn enough to pay for all of their deductions. When you set up a deduction, you can specify that it be either reduced or placed in arrears when an employee does not have enough wages to pay for the deduction. Reducing or placing pretax (tax-deferred or tax-exempt) deductions in arrears changes the employee's taxable gross wages. When this condition occurs during regular pre-payroll processing, the system automatically reduces the pretax deduction to zero and recalculates the employee's taxes using the new taxable gross wages. Automatic recalculation does not function for interim payment processing.

Pre-Payroll Calculations

During pre-payroll processing, the system performs these steps to recalculate the employee's taxes:

1. Places a pretax deduction entirely in arrears or fully reduces it (depending on the arrearage rule) if it cannot be fully deducted.

The system does not partially place in arrears or reduce a pretax deduction to avoid negative pay. Two examples are:

- A pretax deduction has an arrearage rule Q (place the full or partial amount in arrears as needed and do not apply the limits when collecting).

If the system cannot take the full amount of the pretax deduction, it uses rule G instead, which places the entire amount in arrears.

- A pretax deduction has an arrearage rule P (partially or fully reduce the deduction as needed, but do not collect the amount in the future).

If the system cannot take the full amount of the pretax deduction, it uses rule F instead, taking none of the deduction. In this case, the system does not place the amount in arrears, nor does it hold the amount over to be collected in the future.

2. Marks the deduction as a one-time override with a zero amount.

This prevents the deduction from being calculated for this pay period only.

3. Updates the Pre-Payroll Error File table (F07355).

This table lists each employee whose taxes were recalculated and shows which deductions were placed in arrears and which deductions were reduced or omitted.

Reductions to Mandatory Deductions

When the system automatically recalculates an employee's taxes, the recalculation typically results in higher taxes. To avoid a negative payment, the system might place one or more mandatory deductions in arrears, according to the normal processing priorities that you have set up for DBAs. When a tax-exempt deduction is adjusted or placed in arrears, every deduction with a lower priority has already been adjusted or placed in arrears.

Example: Wages Are Lower Than Total Pretax Deductions

Assume that an employee has standard pretax deductions of 100.00 USD and 50.00 USD, but earnings for this pay period are only 95.00 USD. When the system initially calculates the employee's pay, it applies the 50.00 USD pretax deduction, but omits the 100.00 USD pretax deduction because wages do not cover the second deduction in its entirety. Because of the arrearage rule for the 100.00 USD deduction, the system does not place the amount in arrears. That is, the system will not try to deduct this amount in future pay periods.

When the system subtracted pretax deductions from the gross wages, no taxable gross remained and no taxes were calculated. However, the 100.00 USD deduction was not taken. Therefore, taxes must be recalculated on 45.00 USD (gross wages minus only the pretax deduction that is being taken).

On the Payroll Register, the record for the employee might be:

Category	Amount
Gross Wages	95.00
Taxes	4.39
Pretax deduction	50.00
Total Deductions	54.39
Net Pay	40.61

See Also

[Chapter 10, “Working with the Payroll Cycle,” Correcting Errors in Pre-Payroll Processing, page 120](#)

Common Element Used in This Chapter

User ID	Displays the code that identifies a user profile.

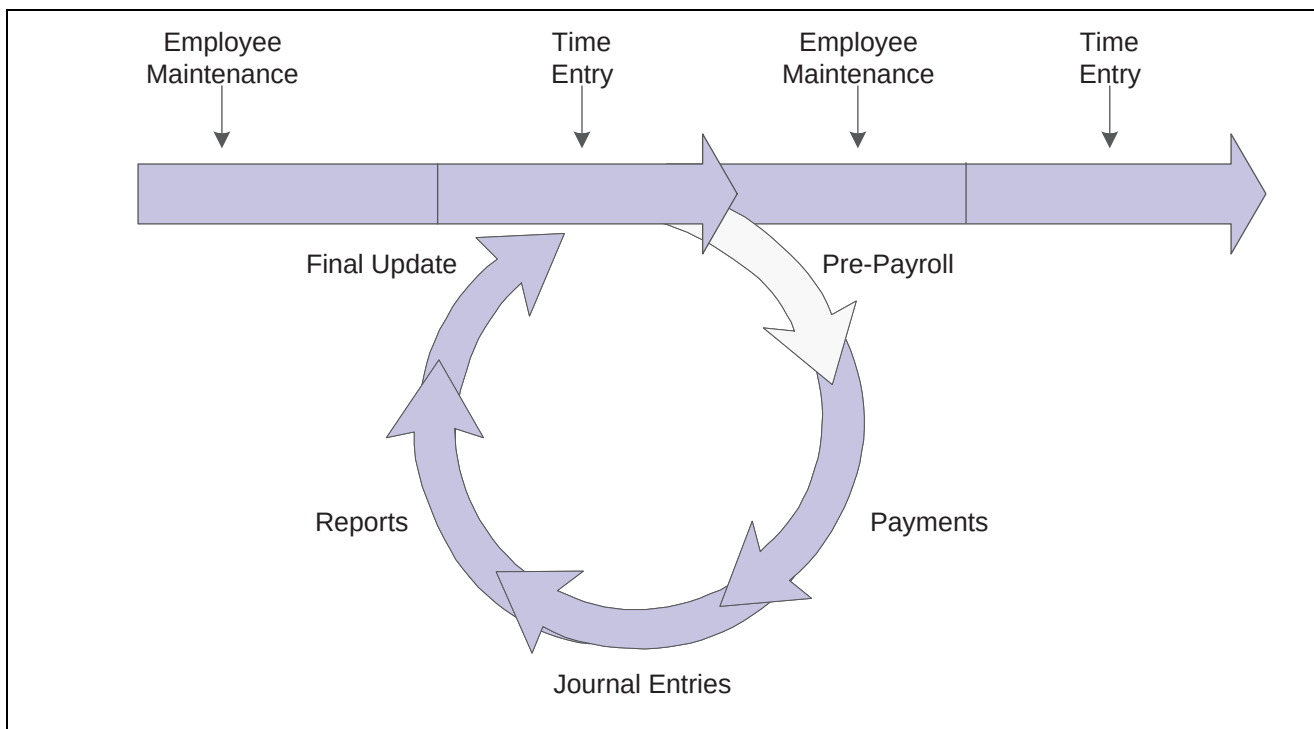
Processing Pre-Payroll

This section provides an overview of pre-payroll, lists prerequisites, and discusses how to process pre-payroll.

Understanding Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.

This graphic illustrates the location of the pre-payroll step in the payroll cycle:



Payroll cycle: pre-payroll

You process pre-payroll to:

- Define the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for autopay.

Autopay employees are those for whom you do not need to enter timecards for regular pay.

- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the workfiles that the system needs to produce payments and reports.
- Print reports that list pay types, deductions, benefits, and accruals (PDBAs); taxes withheld; and any unique overrides used in the calculations.
- Process interim payments.

Pre-payroll processing updates the Pay Cycle Parameters File table (F07210).

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional payroll IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. The payroll ID identifies the program version that you use to select employees and process them through the payroll cycle. You use this payroll ID when you run all subsequent steps in the payroll cycle.

After you create a payroll ID, you can select that ID again in subsequent pay periods to process a payroll cycle for that group of employees. You do not need to create a new payroll ID each time that you process a payroll cycle.

When you select an existing payroll ID to process pre-payroll, be aware that a program version is already assigned to the ID. You can assign a different program version if necessary. You can also change the parameters for an existing payroll ID. For example, you might change the beginning date of the payroll cycle so that you can include in the payroll cycle any late timecards that should have been processed in the previous payroll cycle.

Prerequisites

Before you complete the tasks in this section:

- Enter new and updated employee information such as new-hire information and pay rate increases.
- Enter timecards for employees whose timecards are not automatically generated.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Entering Timecards for Employees”.

- Enter exception timecards and one-time DBA overrides for employees, as necessary.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Entering Timecards for Employees”.

- Verify any interim payments that you want to include in this payroll cycle.

See Chapter 12, “Working with Interim Payments,” page 191.

- Print the Employee Roster to review job and pay rate information for current employees.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “PeopleSoft EnterpriseOne Human Capital Management Foundation Reports,” Running the Employee Roster Report.

- Set up pay cycle control parameters, payroll cycle reports, and payment types.

You typically perform these setup tasks only once and reuse them for each payroll cycle.

See Chapter 3, “Setting Up Payroll Cycle Information,” page 15.

- Create a payroll ID.

See Chapter 3, “Setting Up Payroll Cycle Information,” Creating a Payroll ID, page 24.

- Create one or more program versions for pre-payroll processing.

You typically create a version only once and reuse it for each payroll cycle.

See [Chapter 10, “Working with the Payroll Cycle,” Processing Multiple Versions of Pay Cycle Steps, page 170](#).

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*

See Also

[Appendix A, “PeopleSoft EnterpriseOne Payroll Reports,” Payroll Periodic Reports, page 342](#)

[Chapter 19, “Understanding Pre-Payroll Workfiles and Business Functions,” page 337](#)

[Chapter 10, “Working with the Payroll Cycle,” Correcting Errors in Pre-Payroll Processing, page 120](#)

Forms Used to Process Pre-Payroll

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Process pre-payroll.

Processing Pre-Payroll

Access the Work With Pay Cycle Workbench form.

To process pre-payroll:

1. Select a record in the detail area to run pre-payroll without changing any of the pre-payroll parameters. Then, select Pre-Payroll from the Row menu, and then select Pre-Payroll from the Submit menu. Otherwise, skip to step 3.
2. Click Select if you need to change any of the pre-payroll parameters.
3. Make any necessary revisions on the Pre-Payroll Processing from.
4. Select the Submit Pre-Payroll option, and then click OK.

Typically, one or more reports have been previously set up to automatically print during pre-payroll processing. Before you print payments, you should review these reports to verify the accuracy of the payroll information.

If the system encounters any errors when you process pre-payroll, it displays a message to notify you that the process completed with errors.

Reviewing Payroll Cycle Information Online

This section provides overviews of online payroll cycle information and payroll messages, and discusses how to:

- Review the status of a payroll cycle.
- Review general payment information.

- Review payment distributions.
- Review tax information for payments.
- Review paystub information.
- Purge payroll messages.

Understanding Online Payroll Cycle Information

After you process pre-payroll, you typically need to verify information about tax, earnings, and deductions, so that you can correct any errors before you print payments. To easily verify payroll cycle information, you can review detail information online.

After you review payment information, you might need to make corrections or perform a reset.

Status

After you process pre-payroll, and before you complete the final update, you can review information that helps you determine the status of each step in the payroll cycle. For example, you can review the status of the pre-payroll step to determine whether it completed normally. However, the status does not indicate whether any errors occurred during the steps of the payroll cycle.

When you review the status of a payroll cycle, you can also review:

- The ID of the user who processed the payroll cycle steps.
- The dates associated with the payroll cycle.
- The program version associated with the payroll cycle.
- The number of employees included in the payroll cycle.
- The total net pay, gross pay, and hours for the payroll cycle.

General Payment Information

After you process pre-payroll, you can review detailed information about payments for individual employees to ensure that the information is correct. You can verify whether the system correctly calculated an employee's gross-to-net pay and determine whether an employee was inadvertently omitted from the payroll cycle.

When you review general payment information, you can access additional forms to review from the Row menu. For example, you can access the employee entry forms and forms for interim payments. You can also access a form for resetting an individual employee record.

Payment Distributions

After you process pre-payroll, you can review the payment distributions for one or more employees to ensure that they are correct. Payment distributions show which portion of an employee's total payment is paid in the form of an automatic deposit and which portion is paid in the form of a check. If this payroll cycle is the first during which a certain employee is to receive an automatic deposit payment, you might want to review the payment distribution for that employee to ensure that the system correctly processed the automatic deposit.

You can review payment distribution information for all types of payments, or you can limit the review to automatic deposits only or checks only.

Tax Information for Payments

After you process pre-payroll, you can review detailed information about individual employees' taxes. You can also verify the total tax for the employee. You can review all taxes calculated for the employee, or you can limit the review to taxes paid by only the employee or taxes paid by only the company.

Paystub Information

After you process pre-payroll, you can review detailed information about individual employees' pay, taxes, deductions, available vacation time, and available sick leave time. You can verify that an employee's net pay and timecard information is correct. This information appears on the employee's payment detail form.

To easily determine whether the employee's paystub information is correct, you can use options on the Row menu to review tax information, the employee's timecard information, and any existing one-time overrides of DBAs.

See Also

[Chapter 10, "Working with the Payroll Cycle," Understanding Errors in Pre-Payroll Processing, page 121](#)

[Chapter 10, "Working with the Payroll Cycle," Resetting Payroll Cycle Steps, page 141](#)

[Chapter 10, "Working with the Payroll Cycle," Resetting Individual Employee Records, page 145](#)

Understanding Payroll Messages

When you process pre-payroll, the system generates messages to warn you of certain conditions. When errors occur during pre-payroll, the system displays messages in the Employee Work Center to notify you that the error exist. You should review these messages in the Employee Work Center before you continue processing the payroll cycle.

The system generates two general categories of payroll error messages:

Category	Description
Messages about errors that cause pre-payroll to abort	You must correct DBA Control Table errors and Quantum errors before you can rerun pre-payroll.
Messages that affect only one employee record	These errors do not cause pre-payroll to abort. However, the system does not process the affected employee's record. You can use the Pre-Payroll Message Center to review more detailed information about these messages.

For conditions that affect only one employee's record, you can use the Payroll Message Center to review more detailed information about the affected employee.

Payroll error messages are stored in the Pre-Payroll Error File table (F07355). Periodically, you can purge the records in this table by using the purge function of the Pre-Payroll Message Center program (P07355). You can specify which records to purge by a Payroll ID, a range of dates, or both.

DBA Control Table Errors

These DBA Control Table errors cause pre-payroll processing to terminate prematurely:

Error	Description
DBA Control Table (F07901) Not Found	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact the database administrator for assistance in creating the Pre-Payroll DBA Calculation Control Table.
DBA Control Table (F07901) Has No Data	The system uses this table during pre-payroll to calculate DBAs for each employee. Contact the database administrator for assistance in loading data into the Pre-Payroll DBA Calculation Control Table.

Quantum Errors

These Quantum errors cause pre-payroll to terminate prematurely:

Error	Description
Quantum Tax Table (F07940) Not Found	The system uses the Set Vertex Tax Table (F07940) during pre-payroll to calculate taxes for each employee. Contact the database administrator for assistance in creating the Set Vertex Tax Table.
Quantum Tax Table (F07940) Has No Data	The system uses this table during pre-payroll to calculate taxes for each employee. Contact the database administrator for assistance in loading data into the Set Vertex Tax Table.
Quantum Library Load Failed	The system uses the Quantum library during pre-payroll to calculate taxes for employees. Contact PeopleSoft Technical Support for assistance.
Quantum Connection Unsuccessful	The system is unable to connect to Quantum for Payroll Tax. Contact PeopleSoft Technical Support for assistance.
Quantum Function Pointer Is Invalid	The system is unable to locate a Quantum for Payroll Tax function. Contact PeopleSoft Technical Support for assistance.

Employee Errors

These situations do not prevent pre-payroll from processing. However, you should investigate their causes and make any necessary corrections:

Situation	Description
Autopay Timecard in Error	The Master Business Function for time entry encountered an error when it created an autopay timecard for an employee.
Employee Locked to Another Payroll	An employee record that is included in pre-payroll processing is locked in another payroll cycle. To remove the lock, process the other payroll cycle through final update. If the employee's record is locked because of an error, reset the employee's record.

Situation	Description
Employee Has Gross-to-Net Error	When the system calculated the payment for an employee, the gross wages minus the taxes and deductions did not equal the net wages. Use the Work With Employee Payment Review form or the Payroll Register report (R073012) to review detailed information about the error.
Employee Has Deductions Not Taken	When the system calculated the payment for an employee, insufficient gross wages were available to pay for all of the employee's deductions. Therefore, the system reduced or omitted one or more of the deductions.
Employee Has Deductions in Arrears	When the system calculated the payment for an employee, gross wages were insufficient to pay for all of the employee's deductions. Therefore, the system placed in arrears one or more of the deductions.
Employee Has Unprocessed Interim Payments	The system encountered an interim payment for an employee that has not been processed. The Interim Calculations program (R07280) might have aborted during processing. To process the interim payment, resubmit the interim payment for processing.
Job Does Not Qualify	One of these conditions occurred: • The pay start date entered for the employee is after the pay period ending date for the payroll cycle. • A pay stop date has been entered for the employee and this date is before the beginning date of the payroll cycle.
Terminated Employee Has Been Paid	One of the employees included in the payroll cycle has a pay status of Terminated. In some cases, this is a valid condition. Review the employee's record to determine whether the employee is supposed to receive a payment.

Forms Used to Review Payroll Cycle Information Online

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Review the status of a payroll cycle.
Work With Employee Payment Review	W07350A	On the Work With Pay Cycle Workbench form, select Payment Review from the Row menu.	Review general payment information.
Work With Payment Distribution Review	W07351A	On the Work With Pay Cycle Workbench form, select Dist. Review from the Row menu.	Review payment distributions.
Work With Tax Detail	W07353A	On the Work With Pay Cycle Workbench form, select Payment Review from the Row menu. On the Work With Employee Payment Review form, select a record and then select Tax Detail from the Row menu.	Review tax information for payments.
Work With Pay Stub Detail	W07352A	On the Work With Employee Payment Review form, select a record, and then select Stub Detail from the Row menu.	Review paystub information.
Work Center	W012503F	On the Work With Pay Cycle Workbench form, select EE Work Center from the Form menu.	Review payroll messages.
Review Payroll Messages	W07355B	On the Work Center form, click the Payroll Message Center button. On the Work With Payroll Messages form, select a record and click Select.	Review detailed information about employee-related messages.
Purge Payroll Messages	W07355D	On the Work With Payroll Messages form, select Purge Messages from the Form menu.	Purge payroll messages.

Reviewing the Status of a Payroll Cycle

Access the Work With Pay Cycle Workbench form.

Payment Date Displays the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Pay Cycle Code Displays the code that identifies the values for a master payroll cycle.

Pre Payroll

Displays the code that indicates the current status of pre-payroll processing for this payroll cycle. Values are:

Blank: Not executed for this payroll ID.

A: Active or in the job queue.

I: Completed.

E: Canadian Corporate Tax ID not set up.

S: Scheduling lock You cannot change the status of pre-payroll processing to complete.

Check

Displays the code that indicates the current status of the checks for this payroll cycle. Values are:

Blank: Not executed for this payroll ID, or no checks exist for this payroll ID.

A: Active.

O: Ready to Print.

I: Completed.

Auto Dep Adv (automatic deposit advice)

Displays the code that indicates the current status of the automatic deposit advice slips for this version. Values are:

Blank: Not executed for payroll ID, or no automatic deposit advice slips exist.

A: Active.

O: Ready to Print.

I: Completed.

Journal Entries

Displays the code that indicates the current status of the journal entries for this payroll cycle. Values are:

Blank: Not executed for payroll ID.

A: Active, or in the job queue.

I: Completed.

S: Scheduling lock.

Reports

Displays the code that indicates the current status of the reports only step of this payroll cycle. Values are:

Blank: Not executed for this payroll ID.

I: Completed.

A: Active, or in the job queue.

S: Scheduling lock.

Final Update

Displays the code that indicates the current status of the final update for this payroll cycle. Values are:

Blank: Not executed for this payroll ID.

A: Active, or in the job queue.

You cannot change status of final update to complete. When the final update is complete, the system clears the status codes for all of the steps.

Changes Only	Displays this option that indicates whether you must process a pre-payroll for changes only before you proceed to the next step in the payroll cycle. You process a changes-only pre-payroll when you corrected employee salary or timecard information after processing a regular pre-payroll. During changes-only pre-payroll processing, the system processes only those employee records that have changed. Values are: Blank: Not necessary to rerun pre-payroll. <i>1</i>: Must rerun pre-payroll for changes only. <i>A</i>: The pre-payroll is active or in the job queue.
Payroll Type	Displays the option that specifies whether the payroll cycle includes interim payments only. Values are: <i>On</i>: Yes, the payroll cycle includes interim payments only. <i>Off</i>: No, the payroll cycle includes regular payments instead of or in addition to interim payments.
Merge Int Payments (merge interim payments)	Displays the option that specifies whether interim payments will be processed in this payroll cycle. Values are: <i>1</i>: Yes, include interim payments in the payroll cycle. <i>0</i>: No, do not include interim payments in the payroll cycle.
Create Auto Pay	Displays the flag that indicates whether auto pay will be created for this Payroll ID.
Pay Period End Date	Displays the last day of a processing period (pay period, month, quarter or year).
Begin Date	Displays the first date in a range of dates.
Int Payments Flag (interim payments flag)	Displays the flag that indicates that this is an Interim Payment version and all payments associated with it are Interim payments which will ultimately be merged with a regular Payroll ID.
Check Att Status (check attachment status)	Displays the flag that indicates if there are Check Attachments for this Payroll ID. Values are: <i>1</i>: There are check attachments for this Payroll ID. <i>0</i>: There are no check attachments for this Payroll ID.
Auto Dep Att Status (automatic deposit attachment status)	Displays the code that indicates whether this payroll ID includes automatic deposit advice attachments. Values are: <i>1</i>: Yes, automatic deposit advice attachments exist for this payroll ID. <i>0</i> No, no automatic deposit advice attachments exist for this payroll ID.
Expense Type	Displays the code that determines the general ledger date for labor and burden entries. Document types T2 and T4 are used to record labor and T3 is used to record burden. Values are: <i>1</i>: Work Date. The general ledger date is the timecard work date. <i>2</i>: Period Ending Date. The general ledger date is the pay period end date for the payroll cycle currently being run.

3: Cost Period. The general ledger date is the end of the accounting fiscal period for timecards with a work date in the prior period; and the general ledger date is the pay period end date for timecards in the current period.

Number of Employees	Displays the total number of employees being processed in this Payroll ID.
Total Net	Displays the total net pay for all payments in this Payroll ID.
Total Hours	Displays the total number of hours in this Payroll ID.
Total Gross	Displays the total gross pay for all payments in this Payroll ID.

See Also

Chapter 10, “Working with the Payroll Cycle,” Reviewing Payroll Cycle Information Online, page 109

Reviewing General Payment Information

Access the Work With Employee Payment Review form.

Employee Number	Displays the number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
Employee Name	Displays the employee’s name as it has been entered in the Alpha Name field in the Address Book.
Hours	Displays the number of hours associated with each transaction.
Net Pay	Displays the net amount of the payment. Before the net-deduction phase of the pre-payroll process runs, this amount equals gross pay, less taxes, less deductions that are based on gross pay. After the net-deduction phase, this amount represents the true net pay. For additional information that is related to this calculation process, see data items NPY1 and DESQ.
Payment Date	Displays the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Co (company)	Displays the code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions (AAIs). You cannot use company 00000 for transaction entries.

Home Business Unit	Displays the number of the business unit in which the employee generally resides.
Gross to Net Error	Displays the flag that indicates whether there is a gross-to-net error for this payment.

I S (interim check status)	Displays the code that indicates the type of payment that the system generated. Values are: <i>A</i>: Automatic deposit. <i>C</i>: Computer-generated payment. <i>V</i>: Voided regular payment. <i>M</i>: Manually-generated payment. <i>Z</i>: Voided manual payment. If the code is <i>M</i>, the AAI for the payroll manual check bank are used to generate the cash entry. If the code is <i>C</i> or blank, the AAI for the normal payroll bank is used.
I C (interim check code)	Displays the code that indicates one of these conditions: Blank: The payment was processed in a regular payroll cycle. <i>I</i>: The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments. <i>X</i>: The payment is an original payment that has been voided.

Reviewing Payment Distributions

Access the Work With Payment Distribution Review form.

P T (payment type)	Displays the type of payment. Values are: <i>A</i>: Auto Deposit. <i>C</i>: Check.
Payment Number	Displays the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
Bank Acct Number (bank account number)	Displays the employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen. You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789. If you change this number, the system automatically pre-notes the employee's auto deposit record again.
Sub. Check Control No (subsequent check control number)	Displays the number that identifies the separate auto deposit transactions. This number is for paychecks with multiple auto deposit instructions.

Check Control No (check control number)	Displays the number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number. This is not the actual check number.

Reviewing Tax Information for Payments

Access the Work With Tax Detail form.

T T (tax type)	Displays the code that specifies the type of payroll tax being processed.
C E (company/employee paid tax)	Displays the code that specifies whether the payroll tax associated with the tax authority is paid by the company, as an expense, or by the employee, as a deduction (withholding). Values are: <i>C</i> : Company Paid. <i>E</i> : Employee withheld.
Gross Pay	Displays the Gross Pay to be associated with the tax authority. For instance, if an employee earns wages in more than one state for the period, his gross pay would be apportioned to the tax authority for each state.
Tax	Displays the amount of tax withheld/paid to each tax authority.

Reviewing Paystub Information

Access the Work With Paystub Detail form.

Pay Type	Displays the code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Hourly Rate	Displays the employee's hourly rate. If applicable, Pay Type Multiplier and Shift Differential values will be added. If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.
YTD Gross Amount (year-to-date gross amount)	Review the sum of an employee's gross payments from the first day of the current calendar year to the last day of the current pay period.
DBA Code	Displays the code associated with a deduction, benefit, or accrual (DBA) that was used to calculate the employee's net payment. This code prints on the right side of the payment stub.
Current Amount	Displays the current amount of gross pay, taxes, deductions, or benefits. This value only appears on the right hand side of the stub.

YTD Amount (year-to-date amount) Displays the Calendar year-to-date excludable gross pay. This is that portion of gross pay which is excluded from tax computations. Taxable gross equals gross pay less excludable gross.

Purging Payroll Messages

Access the Purge Payroll Messages form.

To purge payroll messages:

1. Complete the Payroll ID field to select records by Payroll ID.
To select records by Payroll ID only, complete this field and proceed to step 3. To select records by date range only, leave this field blank and proceed to step 2. To select records by Payroll ID and date range, complete this field and then proceed to step 2.
2. Complete these fields in the Dates section of the form to select records by date range:
 - From
 - Thru
3. Click OK.
4. On the Purge Error Records window, review the message to verify that you are purging the correct records, and then click OK.

The system runs the Purge F07355 Records program (R07355).

See Also

[Chapter 10, “Working with the Payroll Cycle,” Correcting Missing Timecard Information, page 130](#)

[Chapter 10, “Working with the Payroll Cycle,” Resetting Individual Employee Records, page 145](#)

[Chapter 10, “Working with the Payroll Cycle,” Correcting Gross-to-Net Errors, page 135](#)

[Chapter 10, “Working with the Payroll Cycle,” Correcting DBA Instructions, page 132](#)

[Chapter 10, “Working with the Payroll Cycle,” Understanding Errors in Pre-Payroll Processing, page 121](#)

Correcting Errors in Pre-Payroll Processing

This section provides an overview of correcting errors in pre-payroll processing, lists prerequisites, and discusses how to:

- Correct selection criteria.
- Correct missing timecard information.
- Correct DBA setup.
- Correct pre-payroll processing parameters.
- Correct DBA setup for group plans.
- Correct DBA instructions.
- Correct calculation tables.

- Review one-time overrides.
- Verify interim payments.
- Correct gross-to-net errors.
- Process changes-only pre-payroll.

Understanding Errors in Pre-Payroll Processing

After you review pre-payroll information online and in reports, you might discover errors that prevent the system from correctly processing payroll information. For example, you might have inadvertently omitted an employee's record from the data selection for the pre-payroll version. You must correct these errors and rerun pre-payroll for the affected employees before you print payments. To reduce computer-processing time, you can often process pre-payroll for only those employee records that you corrected. This type of pre-payroll processing is called a changes-only pre-payroll.

Correcting Employee Records Omitted from Pre-Payroll

Occasionally an employee who should be paid for the current pay period is omitted from pre-payroll processing. For example, an employee might be omitted from pre-payroll processing because of any of these reasons:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.
- The user who submitted pre-payroll does not have security to access the employee's record.

After you complete pre-payroll processing, the record for the employee should be locked in pre-payroll. If the record for the employee is not locked in pre-payroll, the employee was not included in the pre-payroll processing. To include the employee in future pre-payroll processing for this payroll ID, you must correct the error. To ensure that the employee receives a payment for this payroll cycle, complete one of these procedures:

- Reset the payroll ID, and then process pre-payroll again.
- Issue an interim check for the employee.

If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

Selection Criteria

When you create a program version for a payroll ID, the selection criteria for that version must include all of the employee records that you want to process for that payroll ID. You enter the selection criteria in the data selection for the version. When an employee record is omitted from a payroll cycle, verify that the data selection is correct and revise it if necessary.

Correcting Employee Information

When an employee record is unintentionally omitted from a payroll cycle, review the data selection for the pre-payroll version, or versions that are associated with that payroll ID, and compare it to the employee's information. Verify that the employee's information is within the parameters of the data selection. You should also verify the employee's dates of employment and the payroll dates.

For example, when an employee's pay start date is after the pay period ending date or the pay stop date is before the pay period beginning date, the system does not include that employee in the payroll cycle. If the pay period dates are April 26 through May 9 and an employee's pay start date is May 12, the system does not include that employee in that payroll cycle. When appropriate, you should correct the employee's information so that the employee will be included in the data selection. Typical information that you might need to correct includes:

- Pay start and stop dates.
- Tax area codes.
- Pay status.

If the employee's information is correct, you might need to revise the payroll data selection to include the employee in the payroll cycle.

Correcting Missing Timecard Information

When an employee record is omitted from a payroll cycle, verify that the employee has an accurate time entry record for the pay period. If the employee is paid hourly, verify that you did one of these:

- Entered a timecard for the employee.
- Entered standard hours for the employee.

When you enter standard hours, the system automatically generates timecards for the employee.

You can revise the employee's timecard information or, if necessary, enter a new timecard. Alternatively, you can enter standard hours for the employee.

DBA Calculations

Periodically, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This might happen even if the system properly calculated the DBAs during the previous payroll cycle. This condition might affect payments for all employees, some employees, or just one employee.

You can use the D/B/A Transaction Audit Report (R073053) or the D/B/A Register report (R073062), which you can print at any time during the payroll cycle, to determine the number of employees for whom the system did not calculate DBAs.

If the system does not calculate a DBA for one or more employees, you should review the setup information for the DBA and make any necessary corrections. For example, if the system did not calculate the DBA for any of the employee records, you might need to correct the effective dates for the DBA. If the system calculated a DBA (such as a retirement plan deduction) for all but one of the employees, determine whether the affected employee has reached the limit for the DBA.

If the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, you might need to correct the effective dates or withholding period that you set up for the group plan.

If you are not using group DBA plans, or if the employees for whom the system did not calculate the DBA are in different group plans, verify that the employees earned enough to cover their deductions and that the employees' DBA instructions are accurate.

Sometimes, a valid condition exists that prevents the system from calculating a DBA for an employee. For example, you might have entered a one-time override for the DBA when you entered the employee's timecard.

If a DBA is not being calculated correctly for one or more employees in the payroll:

- Verify that the Pre-Payroll DBA Calculation Control Table (F07901) contains data.

If this table is empty, contact PeopleSoft Technical Support for assistance.

- Verify that UDC table 07/VN exists and that it contains data.
- Confirm that the Period Number field on the Pre-Payroll Processing form contains a value.
- Verify that the value in the Period Number field on the Pre-Payroll Processing form coincides with the value in the appropriate Pay Period of the Month field on the Basic DBA Information form.

For example, if the Period Number field contains a *I*, verify that the Pay Period of the Month (1) field contains a value of *** or *Y*.

- Verify that the from and through dates for pre-payroll are not within the DBA start and stop dates.
- Review the Override Flag in the employee's DBA instructions, or in the group plan setup.

The DBA might be set up not to calculate for an employee or group of employees.

- Verify that the system calculated the based-on DBA, if the DBA that you are reviewing is based on another DBA.
- Verify that one or more of the pay types that were used to pay the employee's earnings for the period are included in the DBA's basis of calculation.
- Verify that the Home Company field on the Advanced DBA Information form is blank.

If it contains a value, verify that the value is the same as the employee's home company.

Correcting Information When DBAs Were Not Calculated for Any Employees

If the system does not calculate a DBA for any of the employees in the payroll cycle, you should first review the setup of the DBA and make any necessary corrections. Review the basis of calculation for the DBA and verify whether these are true:

- The based-on PDBAs were calculated.
- The based-on PDBAs are not zero.
- The DBA is not based on another DBA that is assigned at a different level (for example, employee, group, or DBA).

Additionally, you should verify that the DBA is set up to be calculated during the current period. After you have determined that the setup for the DBA is correct, you might need to correct the processing parameters that you entered during pre-payroll. For example, you might need to change the period number of the payroll cycle.

Correcting DBA Setup for Group Plans

You need to verify the group plan setup only if you have assigned employees to group plans. If you are using the Benefits system to enroll employees in benefit plans, you probably are not using group plans. In that case, verify that the employees are enrolled in the proper benefit plans.

If the system calculated a DBA for some employees, but did not calculate it for any of the employees in a specific group plan, do one of these to correct the plan setup:

- If you are using the Benefits system to enroll employees in benefit plans, verify that the employees are enrolled in the appropriate plans.
- If you are using the Payroll system to assign DBAs to employees, review the setup for the group plan and make any necessary corrections.

For example, you might need to correct the effective dates or the withholding period that you set up for the group plan.

Correcting Information When DBAs Were Not Calculated for One Employee

If the system does not calculate a DBA for one employee only, you should verify whether the employee earned enough to cover all deductions. If the employee earned enough to cover all deductions, and the employee belongs to a group DBA plan, review the employee's DBA instructions to ensure that you did not inadvertently omit the employee from the group plan. Then verify that the effective dates for the employee's DBA instructions are within the date parameters of the payroll cycle.

In some cases, the DBA might be assigned to an employee who has not reached the minimum requirements to participate in the DBA. For example, a vacation accrual might be set up so that vacation time does not start accruing until an employee has worked for the organization for three months. To verify the requirements for a DBA, review the calculation tables associated with the DBA.

Sometimes, a valid condition exists that prevents the system from calculating the DBA. For example, you might have entered a one-time override of a DBA when you entered the employee's timecards. A one-time override prevents the system from calculating the DBA during pre-payroll. You should also verify whether the employee received an interim payment. If the DBA is set up to be calculated once per pay period, and the system calculated the DBA during interim payment processing, the system does not calculate the DBA during regular payroll cycle processing.

To correct information when the system does not calculate a DBA for only one employee, you might need to correct the employee's DBA instructions, determine whether a one-time override exists, or verify interim payments.

You also correct information when the system does not calculate the DBA for more than one employee, and those employees are in different group plans. You must correct information for each employee for whom the system does not calculate a DBA.

To determine whether the employee has reached the limit for the DBA that the system did not calculate, review the information in these fields and compare them with the limits that you set up for the DBA:

- Limit \$ Pay Period
- Limit Monthly
- Limit \$ Quarterly
- Limit \$ A/L1
- Limit \$ A/L2
- Limit % Period

Gross-to-Net Errors

A gross-to-net error occurs when the gross wages minus the taxes and deductions that print on an employee's payment do not equal the net wages on the payroll register. The Payroll Register report (R073012) displays GTN or ERR next to each employee who has a gross-to-net error. You typically print the Payroll Register report during the pre-payroll processing step of the payroll cycle.

When a gross-to-net error occurs during pre-payroll, the system does not update the status code in the Pre-Payroll field on Work With Pay Cycle Workbench (the field remains blank). After you correct the gross-to-net errors, you must reset this status code to 1, reset the payroll ID, and then rerun pre-payroll.

To ensure that the system creates the appropriate journal entries, you must correct gross-to-net errors. Depending on the way in which the company options are set up, you might be required to correct these errors before you can continue with payroll cycle processing.

Typically, gross-to-net errors occur because incomplete or incorrect tax area information has been entered into the system. For example, a gross-to-net error occurs if the system deducts a tax from the employee's gross wages, but the tax area information that is associated with that tax has not been set up in the system. This situation might occur if the organization has recently started doing business in another state, but tax area information for that state has not yet been entered into the system. To correct the gross-to-net error, you must set up the missing tax area information and reprocess pre-payroll.

Gross-to-net errors can also occur if the system deducts a tax from the employee's gross wages, but the tax area information that is associated with that tax is not set up to print on the employee payment. To correct the gross-to-net error, you must change the tax area information so that all taxes that are deducted from the employee's wages are printed on the payment. After you correct the tax area information you must reprocess pre-payroll.

Tax Calculations

If the system is not calculating taxes correctly for one or more employees in the payroll:

- Verify that the Vertex database is populated.
- If a timecard is created for this employee, verify that it is locked to the correct payroll ID.
- If no timecards exist for the employee, verify that a taxable benefit was created for the employee.
If no timecards or taxable benefits were created for the employee, the system will not calculate taxes.
- Confirm that the Set Vertex Tax table (F07490) contains 112 records for the United States, and 48 records for Canada.
- Verify that the value in the Tax Area field is correct in the employee's record in the Employee Master Information table (F060116).

Processing Changes-Only Pre-Payroll

After you complete pre-payroll processing, you should review the pre-payroll information. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer-processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called changes-only pre-payroll processing.

You must run a changes-only pre-payroll when you make any of these types of changes to the employee records that were included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, or marital status.
- Revise timecard information.
- Add, change, or delete an interim payment, based on the date of the interim payment.

After you run pre-payroll processing for the first time in a payroll cycle, you can process a changes-only pre-payroll without resetting the payroll ID. You cannot process a changes-only pre-payroll if you have already printed payments or if you have changed any of this information from the time that you processed pre-payroll:

- The selection criteria for the pre-payroll program version.
- The setup of a PDBA that affects one or more employees in the payroll cycle.
- The labor distribution, automatic deposit, or DBA instructions for an employee.

If you have printed payments or made any of these changes, you must reset the payroll ID and then rerun pre-payroll processing for all of the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

If you need to process a changes-only pre-payroll after you have printed payments, you must:

1. Reset the payment workfile.
2. Process the pre-payroll for the changes.
3. Print the payments again.
4. Rerun the payroll-cycle reports.
5. Process the pro forma journal entries.

Diagnosing Pre-Payroll Errors

Occasionally, you might experience errors that cause pre-payroll to end abnormally. These errors can be related to a single employee, or the entire payroll cycle.

You have a number of diagnostic tools available to help you identify the errors that are causing pre-payroll to end abnormally. To identify the errors, you should:

- Review all payroll messages that were generated by this payroll ID.

These messages are specific to certain employees in the payroll process.

- Review all messages in the Personal In Basket.

You might need to clear the in basket of all messages, and then rerun pre-payroll to locate the specific messages that are associated with this payroll ID. These messages apply to programmatic errors that occur during payroll processing.

- Generate logs when running pre-payroll.

These logs can provide you, the system administrator, and the PeopleSoft technical assistance team with pertinent information. You should generate these logs:

- JDE.log
- JDEDebug.log
- UBE.log for R07200

- Determine whether the Pre-Payroll Driver UBE completed normally on the server.

Contact the system administrator for assistance with these troubleshooting tasks:

- Review the OCM mappings for R07200.
- Confirm that a server package/update was completed if you use modified objects.
- Confirm that Quantum for Payroll is loaded on the server, and that the database connections are set correctly.
- Confirm that all necessary UBEs and business functions have been mapped to run on the server.
- Confirm that the version of the R07200 that is associated with this payroll ID has been checked into the server.

- Verify that these setup tasks have been completed:

- Review the accuracy of the data selection for the payroll ID.
Specifically, review data selection criteria for employee number, start date, and pay status.
- Confirm that the Master Pay Cycle is set up with valid dates.
- Verify that the country code that is associated with the payroll ID is the same country code that is associated with the employees whose records you are processing.

- Verify whether Auto Pay is selected for the payroll ID, if applicable.
- Review the Additional Parameters for the payroll ID.
- Confirm that employees who are being processed in this payroll are not locked to another payroll ID.
- After you reset the payroll ID, verify that the G/L Date (DGL) and Batch Number - G/L (GICU) fields in the Employee Transaction Detail File table (F06116) are empty.

Contact the system administrator for assistance.

- Verify that security for the system, and for the payroll ID have been set up correctly by:
 - Verifying that the person who processed pre-payroll is included in the Execution Control Parameters.
 - Confirming that additional security has not been set up for a specific user.

Contact the system administrator for assistance.

After reviewing tools, setup, and security information, if you still cannot determine the cause of the pre-payroll errors:

- Process pre-payroll without generating any reports.

If pre-payroll runs successfully without reports, contact the system administrator or technical support; you might need to build a server package with the reports.

- Verify that the Employee Master Information table (F060116) and the Employee Jobs table (F060118) contain the same number of records.

- Exclude interim payments from the payroll ID.

If pre-payroll completes successfully without interim payments, review all of the interim payments that were previously included in the process. Specifically, review one-time overrides and DBAs.

- Confirm that timecards are being created during pre-payroll for all autopay employees.
- If the R07200 fails to run on the server, try processing it locally.

Contact the system administrator for assistance with this task

Prerequisites

Before you complete the tasks in this section:

- Review the employee's record on the Work With Employee Information form.

If the employee's record appears in a contrasting color, then the record is locked in pre-payroll, in which case you will need to correct the missing timecard information.

- Verify that the basis of calculation for the DBA is set up correctly.

See [Chapter 10, "Working with the Payroll Cycle," Understanding Errors in Pre-Payroll Processing, page 121.](#)

See Also

[Chapter 10, "Working with the Payroll Cycle," Resetting the Payroll ID, page 145](#)

[Chapter 12, "Working with Interim Payments," page 191](#)

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, "Understanding PDBA Setup"

Forms Used to Correct Errors in Pre-Payroll Processing

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Access revision forms. Verify interim payments. Review the Payment Date and Int Payments Flag fields to determine whether an interim payment was issued for the employee for this pay period. If the DBA is set up to be calculated once per pay period, and it is included on an interim payment, the system does not calculate it during pre-payroll.
Data Selection	W9645E	On the Work With Pay Cycle Workbench form, select a record and from the Row menu, select Pre-Payroll and then Revise Pre-Payroll. On the Pre-Payroll Processing form, click the Search button for the Version field. On the Versions List form, select Add/Revise Version from the Form menu. On the Work With Batch Versions - Available Versions form, select the version that appeared on Pre-Payroll Processing, and then select Data Selection from the Row menu.	Correct selection criteria. Revise the data selection to include the employee number for the omitted employee record, and then click OK.
Time Entry Revisions	W051131A	On the Work With Pay Cycle Workbench form, select a record and then select Payment Review from the Row menu. On the Work With Employee Payment Review form, select a record and then select Timecard Detail from the Row menu.	Correct missing timecard information.

Page Name	Object Name	Navigation	Usage
Basic DBA Information	W059116E	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup On the Work With PDBAs form, select Basic DBA Info from the Row menu.	Correct DBA setup.
Basis of Calculation	W059118B	On the Basic DBA Information form, select Basis of Calc. (Basis of Calculation) from the Form menu.	Correct DBA setup.
Advanced DBA Information	W059117A	On the Basic DBA Information form, select Advanced DBA Info. (Advanced DBA Information) from the Form menu.	Correct DBA setup.
Pay Period Constants Revisions	W059061B	On the Pre-Payroll Processing form, select Master Pay Cycle from the Form menu.	Correct pre-payroll processing parameters. Verify that the information in the Century/Year, W, B, S, and M fields matches the corresponding information on the Pay Period Constants Revisions form.
Revise Single Group Plan DBA Setup	W059101C	Pay/Deductions/Benefits Setup (G05BD4), Group Plan DBA Setup On the Work With Group Plan DBA Setup form, select a record and select Revise Single from the Row menu.	Correct DBA setup for group plans. Verify that the DBA is attached to the group plan, and make any necessary corrections in the Ending Effective Date field.
Employee DBA Instructions	W050181C	Employee Management (G05BE1), Employee DBA Instructions On the Work With Employee DBA Instructions form, select an employee record and click Select.	Correct DBA instructions.
Calculation Table	W059021C	Pay/Deductions/Benefits Setup (G05BD4), Calculation Tables On the Work With Calculation Tables form, select a record and click Select.	Correct calculation tables. Review the information in the Table Method, Lower Limit, and Upper Limit fields, and compare it to the employee's information to ensure that the employee is within the limits for the calculation table.

Page Name	Object Name	Navigation	Usage
One Time Overrides	W07OTO1C	On the Work With Pay Cycle Workbench form, select a record and select Payment Review from the Row menu. On the Work With Employee Payment Review form, select a record, and then select DBA Review from the Row menu. On the DBA Review form, a value of 1 in the Basis field indicates a one-time override. Select DBA Detail from the Form menu.	Review one-time overrides.
Pre-Payroll Processing	W07200A	On the Work With Pay Cycle Workbench form, select a record and click Select.	Process changes-only pre-payroll. On the Pre-Payroll Processing form, select the Changes Only option, make any necessary revisions, select the Submit Pre-Payroll option, and click OK.

Correcting Selection Criteria

Access the Data Selection form.

Correcting Missing Timecard Information

Access the Time Entry Revisions form.

Pay Cycle Workbench - Time Entry Revisions

Delete Cancel Form Row Tools

Lockout = 001 KT6078909

Employee No. 2006 Walters, Annette

Date / Batch * * LS Amount / Hours 86.67

Defaults

Category Codes Organization Subledger

Cat 01 Cat 03

Cat 02 Cat 04

Records 1 - 3 Customize Grid > Basic

Pay	Pay Type Description	Hours	Account Number	Work Date	Sub-ledger	Sub Type
☐ X	1 Regular	88.00	9.8115	04/30/05		
☐ X	1 Regular	1.33-	9.8115	04/30/05		

Time Entry Revisions form

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Entering Timecards for Employees”

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Adding Employee Records One at a Time”

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Revising Employee Information”

Correcting DBA Setup

Access the Basic DBA Information form.

Beginning Effective Date

Specify the date on which an address, item, transaction, or table record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective

Ending Effective Date

Specify the date on which the item, transaction, or table becomes inactive, or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost

effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.

Correct Pre-Payroll Processing Parameters

Access the Pay Period Constants Revisions form.

Correcting DBA Setup for Group Plans

Access the Revise Single Group Plan DBA Setup form.

See Also

PeopleSoft EnterpriseOne Benefits 8.11 PeopleBook, “Administering Benefits,” Enrolling Employees

Correcting DBA Instructions

Access the Employee DBA Instructions form.

Override Flag

Specify whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.

Pay Start Date

Specify the date that an employee may begin participating in the company’s benefit plans or may be included in payroll processing.

You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).

The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from October 1 to October 15, start the DBA on October 1.

If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.

For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.

For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.

Pay Stop Date

Specify the date when an employee should no longer be included in a payroll cycle or the date when an employee stops participating in the company’s benefit plans.

You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.

This date may also be the date that a deduction, benefit, or accrual instruction stops.

The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from October 1 through October 15, set the DBA stop date as September 30.

If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.

For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.

For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.

Group Code

Specify the code that is common to all deduction or benefits that share the same limitations, such as pay period currency amount, percentage, monthly, and annual. The system takes these limits from the first deduction encountered in the group and withholds for all deductions until the limit is reached for the aggregate.

Example:

Deduction 6400, Group A, Annual Limit = 1000 USD, No Pay Period Limit.

Deduction 6430, Group A, No Annual or Pay Period Limit.

Deduction 7700, Group A, No Annual or Pay Period Limit.

Deduction 9400, Group B, No Annual or Pay Period Limit.

Deduction 7550, Group B, No Annual Limit, Pay Period Limit = 50 USD.

For this example, the system determines the deductions that are assigned to Group A, and applies a 1000 USD annual limit for all three deductions. The system continues to take the deductions from an employee's paycheck until a total of 1000 USD has been deducted between all entities in Group A for the year. For deductions in Group B, the system deducts no more than 50 USD per pay period between for the two deductions.

Ded Per 1 (deduction period 1)

Specify the code designating the pay period in which the system calculates the DBA/auto deposit. Values are:

Y: Take the DBA/auto deposit during the current period.

N: Do not take the DBA/auto deposit during the current period.

***: Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.

Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.

M: Applies only to benefits based on gross hours or dollars. An *M* in the fifth field only tells the system to calculate the benefit during the special timecard post. An *M* implies a Yes for a weekly withholding frequency.

Nbr Per (number of periods)

Specify the number of periods for which a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.

	You must enter a value in this field if you automate the Number of Periods field.
Limit \$ Pay Period (amount limit per pay period)	Specify the maximum amount that can be withheld or accrued in a pay period for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit Monthly	Specify the maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ Quarterly (quarterly amount limit)	Specify the maximum amount that can be withheld or accrued in a quarter for a deduction or benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Limit \$ A/L1 (annual/level 1 amount limit)	Specify the maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Note. For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.	
Limit \$ A/L2 (annual/level 2 amount limit)	Specify the maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Note. This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.	
Limit % Period (period limit percentage)	Specify the maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.

Correcting Calculation Tables

Access the Calculation Table form.

Reviewing One-Time Overrides

Access the One Time Overrides form.

Verifying Interim Payments

Access the Work With Pay Cycle Workbench form.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Limits for Tax-Deferred Compensation Deductions”

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Deductions, Benefits, and Accruals”

Correcting Gross-to-Net Errors

To correct gross-to-net errors:

1. Set up a tax area for the new state or locality.
2. Reset the status code for pre-payroll to *I* (Complete).
3. Reset the payroll ID.
4. Rerun a full pre-payroll.

See Also

Chapter 10, “Working with the Payroll Cycle,” Resetting Status Codes, page 146

Chapter 3, “Setting Up Payroll Cycle Information,” Creating a Payroll ID, page 24

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up System Options,” Setting Up Company Options

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Tax Information,” Setting Up Tax Area Information

Processing Changes-Only Pre-Payroll

Access the Pre-Payroll Processing form.

See Also

Chapter 10, “Working with the Payroll Cycle,” Resetting the Payroll ID, page 145

Processing Payments

This section provides an overview of processing payments and discusses how to:

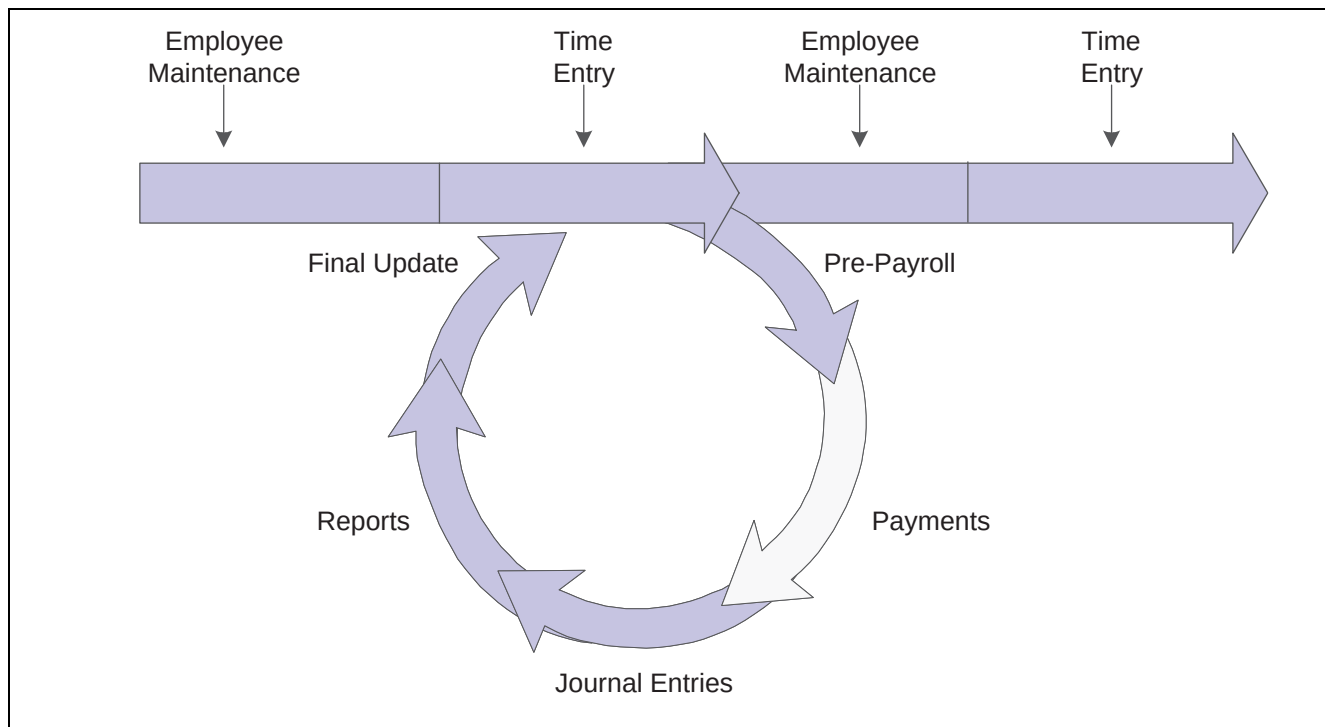
- Print payments.
- Reprint payments.

Understanding Payment Processing

After you process the Pre-Payroll step and verify that the information is correct, you can print payments for employees. Payments are the forms, such as checks and automatic deposit advice slips, that employees receive when they get paid.

After the Pre-Payroll step has been completed, the next three steps of the payroll cycle can be completed in any order that you prefer.

This graphic illustrates the location of the payments step in the payroll cycle:



Payroll cycle: payments

You can set up employees to receive either of these types of payments:

Payment Type	Description
Check	A written order to a bank to pay the employee a sum from the company's account.
Automatic deposit advice slip	A nonnegotiable form that shows the net pay amount deposited into an employee's bank account. The system prints this form for employees who are set up for automatic deposit.

Printing Payments

After you process pre-payroll and verify that the information is correct, you can print payments for employees. A payroll ID can include employees who are set up to receive checks, automatic deposit advice slips, or both.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by automatic deposit. When you process payments for a payroll ID that includes some employees who are paid by check and others who are paid by automatic deposit, you can do either of these actions:

- Run the Print Payments program (P07230) once and print both checks and automatic deposit advice forms.
- Run the Print Payments program twice, the first time to print checks, and the second time to print automatic deposit advice forms.

Individual employees can choose to receive part of their payment in the form of a check and another part in the form of an automatic deposit. For example, an employee whose net pay is 1000.00 USD per pay period might choose to receive a check for 200.00 USD and an automatic deposit of 800.00 USD.

When the payroll ID includes employees who are set up for automatic deposit, you must also instruct the system to generate an automatic deposit bank file, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the automatic deposit bank file when you print payments, or you can generate the file separately, after you print the payments. In some cases, employees might work for multiple companies or they might receive different types of pay during a payroll cycle. These situations might cause the system to create multiple payments for an employee. The system automatically creates separate payments in each of these scenarios:

- The system creates a separate payment for any pay that an employee receives from a pay type or cash benefit that is set up with *S* (separate payment) in the Print Method field.
- The system creates a separate payment for each Corporate Tax ID in which the employee works during the pay period.

The system also generates separate automatic deposit bank files for each Corporate Tax ID that is processed during a payroll cycle.

- The system creates separate payments if the timecards for an employee use different payroll disbursement bank accounts.

The system also generates separate automatic deposit bank files for each payroll disbursement bank account that is derived during a payroll cycle. These bank account numbers are derived based on the payroll AAIs and information from the employee's timecards.

Note. The system can print a maximum of 14 lines on a paystub. When you set up payment information, you can specify the number of lines (14 or less) that you want to print on a paystub. If an employee's paystub needs more lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment instead of a payment.

Reprinting Payments

After you print payments or payment advice slips, and before you continue to the next step in payroll cycle processing, you should inspect the payments and advice slips to verify that they printed correctly. If a printer problem, such as a paper jam, prevents one or more payments or advices from printing correctly, you can reprint those specific forms.

Occasionally, you might need to reset the payments before you reprint them. For example, when the payments or advice slips are dated incorrectly, you must reset the payroll ID, change the payment dates in the pre-payroll parameters, and process the payroll cycle again. You might also need to reprint all of the payments, but do not need to reset the payroll cycle. For example, if you print the checks using the wrong check stock, you will need to reprint all of the payments; however, none of the information that the system prints needs to be changed. In this case, you would reset and then rerun the print payments step of the payroll process.

Note. The system does not verify payment numbers to ensure that no duplicates exist because you might be using multiple bank accounts to pay the payments. You must manually verify payment numbers.

Prerequisite

Set up payment types for each type of payment that the organization uses.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Setting Up Payment Types, page 36.](#)

Forms Used to Process Payments

Form Name	Form ID	Navigation	Usage
Print Payments	W07230A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench On the Work With Pay Cycle Workbench form, select a record, select Payments from the Row menu, and then select Print Payments.	Print payments. Review the payments to verify that they printed correctly. If problems, such as a paper jam, prevent the payments from printing, complete the steps for reprinting payments.
Reprint Payments	W07350D	On the Work With Pay Cycle Workbench form, select a record and select Payment Review from the Row menu. On the Work With Employee Payment Review form, select Restart Print from the Form menu.	Reprint payments.

Printing Payments

Access the Print Payments form.

Pay Cycle Workbench - Print Payments

OK Cancel Tools

Payroll ID 001

☒ Checks Next Check Number 4356987

Check Message Open Enrollment begins September 1

☐ Auto Deposit Advice Next Advice Number 1

Auto Deposit Advice Message

☐ Auto Deposit Bank File

Print Payments form

Checks

Select this option to process checks.

You can process checks, automatic deposit advice slips, and the automatic deposit bank file at the same time, or you can process them separately. To process them separately, run this program multiple times, selecting different options each time.

Also, note that only the options associated with the types of payments that are included in the payroll cycle are enabled. For example, if all of the employees in the payroll cycle receive all of their earnings using automatic deposit, the Checks option is disabled, as no checks need to be printed for the payroll cycle.

Auto Deposit Advice

Select this option to process automatic deposit advice slips.

You can process checks, automatic deposit advice slips, and the automatic deposit bank file at the same time, or you can process them separately. To process them separately, run this program multiple times, selecting different options each time.

Also, note that only the options associated with the types of payments that are included in the payroll cycle are enabled. For example, if all of the employees in the payroll cycle receive all of their earnings using automatic deposit, the Checks option is disabled, as no checks need to be printed for the payroll cycle.

Auto Deposit Bank File

Select this option to process the automatic deposit bank file.

You can process checks, automatic deposit advice slips, and the automatic deposit bank file at the same time, or you can process them separately. To process them separately, run this program multiple times, selecting different options each time.

Also, note that only the options associated with the types of payments that are included in the payroll cycle are enabled. For example, if all of the employees in the payroll cycle receive all of their earnings using automatic deposit, the Checks option is disabled, as no checks need to be printed for the payroll cycle.

Next Check Number

Specify the beginning or next available number of the forms on which employees' checks are printed. The system does not notify you of duplicate check numbers because you might be using multiple bank accounts. You must track check numbers manually.

Check Message

Specify the message to print on the checks.

Next Advice Number

Specify the beginning or next available number of the forms on which employees' automatic deposit advice slips are printed. The system does not check for duplicate advice numbers because you might be using multiple bank accounts. You must track advice numbers manually.

Auto Deposit Advice Message

Specify the message to print on the auto deposit advices.

Reprinting Payments

Access the Reprint Payments form.

Pay Cycle Workbench - Reprint Payments

OK Cancel Tools

Enter From and Thru Checks to be reprinted:

Check Number From Check Number Thru

Enter Beginning Check Number and Message:

Beginning Check Number

Check Message

Enter From and Thru Advices to be reprinted:

Auto Deposit From Auto Deposit Thru

Enter Beginning Advice Number and Message:

Beginning Advice Number

Auto Deposit Advice Message

Reprint Payments form

See Also

[Chapter 10, “Working with the Payroll Cycle,” Resetting Payroll Cycle Steps, page 141](#)

Resetting Payroll Cycle Steps

This section provides an overview of resetting payroll cycle steps and discusses how to:

- Reset individual employee records
- Reset the payroll ID
- Reset the payment workfile
- Reset status codes

Understanding Resetting Payroll Cycle Steps

During payroll-cycle processing, you might encounter errors that require you to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that restores data to its state before you ran the step.

The user who originates a pre-payroll has authorization to perform a reset. Other users must be authorized to perform a reset. When you set up the system, you can grant up to five users the authority to process the steps in a payroll cycle and to perform a reset.

If you inadvertently include in a payroll cycle an employee who should not get paid in that payroll cycle, you must reset the record for the individual employee. In addition, you must reset the payroll ID when you do any of these:

- Process pre-payroll for the wrong employees.
- Omit a group of employees who should have been included in pre-payroll processing.
- Change the setup of a DBA that affects one or more employees in the payroll cycle.

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reset the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle that is affected by the reset. You can also manually reset status codes when you need to rerun a step that ended abnormally or that has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people attempt to run the step at the same time.

You do not need to perform a reset before rerunning these steps in the payroll cycle:

- Payroll journal entries.
- Payroll-cycle reports.

Individual Employee Records

You might inadvertently include in a payroll ID an employee who should not get paid in that payroll cycle. For example, you might use an incorrect selection criteria for the pre-payroll processing or forget to change an employee's status to terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee record at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee except for those that you added to the system, such as timecards.

Note. After you print payments or process pro forma journal entries, you cannot reset an individual employee record. This prevents you from posting incorrect journal entry information to the general ledger, and from sending incorrect information to banks if you create automatic deposits.

Payroll ID

Resetting the payroll ID restores the data to its previous state before you began payroll-cycle processing. You must reset the payroll ID when you:

- Process pre-payroll for the wrong employees.
- Omit a group of employees who should have been included in pre-payroll processing.
- Change the setup of a DBA that affects one or more employees in the payroll cycle.

If the pre-payroll processing included the wrong employees or omitted some employees who should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset. Do not change the pre-payroll data selection until after you run this reset, or the employees that were incorrectly locked to the payroll will remain locked to that payroll, even after you remove them from the data selection.

You might need to change the DBA setup for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

If the payments are lost or damaged after you print them, you can reprint payments without resetting the payroll ID.

Unless you have changed the pre-payroll selection criteria, modified the DBA setup, or printed payments, you do not need to reset the payroll ID when you:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, or marital status.
- Revise timecard information.
- Add, change, or delete an interim payment.

If you do any of these actions, you can run a changes-only pre-payroll to process the changes.

When you reset the payroll ID, the system performs these steps:

1. Identifies all of the employees that are locked to the payroll ID by using data in the Employee Lockout Code File table (F07300).
2. Identifies the check control numbers for all of the employees that are locked to the payroll ID by using data in the Payment File table (F07350).
3. Clears all of the records in these tables that have check control numbers that are associated with the payroll ID that you reset:
 - Payment Distribution File table (F07351).
 - Stub Information File table (F07352).
 - Tax Detail File table (F07353).

4. Clears all of the time entry records that were created during the payroll process from the Employee Transaction Detail File table (F06116).
The system does not clear records that were manually entered using any of the time entry programs.
5. Clears all records from these DBA tables:
 - Deduction/Benefit/Accrual Ledger File table (F0709).
 - DBA Period Control File table (F0705).
6. Updates these tables to reflect the new pay cycle status:
 - Pay Cycle Parameters File table (F07210).
 - Pay Cycle Parameters table (F072107).
7. Clears all of the records that contain the batch number that is associated with the payroll ID from these tables if journal entries were processed before you reset the payroll ID:
 - WF - Payroll Journal (Detail) table (F05290).
 - Payroll Journal (Compressed) File table (F063951).
 - Burden Distribution File table (F07241).
 - Payroll - Accounts Payable Detail table (F07490).
 - Payroll - Accounts Payable Summary File table (F07491).
 - Payroll - Accounts Payable Control File table (F07492).

Note. Resetting a payroll ID does not delete the information that you entered on the Pre-Payroll Processing form. To delete this information, you must first reset the payroll ID, and then use the Delete option on the Work With Pay Cycle Workbench form to delete the payroll ID and all of its associated information. You need to delete the payroll ID parameters only if you do not plan to use that payroll ID again.

Payment Workfile

In some cases, you might need to reprint an entire batch of payments (which might include checks or advice slips or both) after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when any of these situations occurs:

- You experience a machine or power failure that causes the print payments step to terminate abnormally.
- You find an error in employee personal or salary information after you have already printed payments.
- You need to change employee timecard information after you have already printed payments.

You can choose to reset checks only, advice slips only, or both types of payments. Resetting the payment workfile does not create accounting transactions. Therefore, you cannot reset the payment workfile if you have processed the final update for a payroll cycle.

Status Codes

When a step in the payroll cycle is locked or has ended abnormally, you must change the status of the payroll cycle. A step might end abnormally when a machine or power failure occurs, thus causing the status code to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use the Pay Cycle Review/Reset form to change an Active status code to a blank so that you can rerun the abnormally terminated or locked step.

Note. When you reset status codes, consider that:

You cannot change the status code to Complete for print checks or final update. You can change the status code to Complete for pre-payroll, reports only, and journal entries. However, you should verify that the step was actually completed before you change the status to Complete.

When pre-payroll processing ends abnormally, you must change its status code to Complete (*I*), reset the payroll ID, and then rerun the pre-payroll processing.

You can rerun payroll reports only or payroll journal entries even if the status code is Complete. You can rerun pre-payroll processing if the status code is Complete and you have not printed payments.

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun that step. When you rerun the final update, the system resumes processing at the point during which the abnormal termination occurred and generates an email message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult PeopleSoft Technical Support for assistance.

You cannot change the status code for payments. Instead, you must reset the payment workfile. Click OK.

After you reset status codes, resubmit the process for the step that you reset, and then complete the remaining steps in the payroll cycle.

Forms Used to Reset Payroll Cycle Steps

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Access revision forms. Reset the payroll ID by selecting a record, selecting Pre-Payroll from the Row menu, and then selecting Reset Payroll. Reset the payment work file by selecting Payments from the Row menu, selecting Reset, and then selecting Reset Checks, Reset Autodeposits, or Reset All.
Work With Employee Payment Review	W07350A	On the Work With Pay Cycle Workbench form, select Payment Review from the Row menu.	Reset individual employee records. Select a record and then select Reset Employee from the Row menu. Then, reprint any reports that you printed during pre-payroll processing to verify that the updated totals are correct.
Reset Payroll Parameters	W07216A	On the Work With Pay Cycle Workbench form, select Payroll Parameters from the Row menu.	Reset status codes.

Resetting Individual Employee Records

Access the Work With Employee Payment Review form.

See Also

Chapter 10, “Working with the Payroll Cycle,” Reviewing Payroll Cycle Information Online, page 109

Chapter 10, “Working with the Payroll Cycle,” Printing Payroll Cycle Reports, page 164

Resetting the Payroll ID

Access the Work With Pay Cycle Workbench form.

See Also

Chapter 10, “Working with the Payroll Cycle,” Resetting the Payment Workfile, page 146

Chapter 10, “Working with the Payroll Cycle,” Processing Changes-Only Pre-Payroll, page 135

Resetting the Payment Workfile

Access the Work With Pay Cycle Workbench form.

Resetting Status Codes

Access the Reset Payroll Parameters form.

Pay Cycle Workbench - Reset Payroll Parameters

OK Cancel Tools

Payroll ID: 001

Status Update

Pre-Payroll Processing	1	Completed
ADP Tax Service Status		Not executed for Version
Payment	1	Completed
Journal Entries	1	Completed
Reports Only	1	Completed
Final Update		

Processing Types

☒ Auto Pay ☐ Merge Interims ☐ Changes Only ☐ Leave Balance

Payroll Type: R

Reset Payroll Parameters form

Pre-Payroll Processing

Change the value in this field to *I*. You must reset the payroll ID before you rerun pre-payroll. This code indicates the current status of pre-payroll processing for this payroll cycle. Values are:

Blank: Not executed for this payroll ID.

A: Active or in the job queue.

I: Completed.

E: Canadian Corporate Tax ID not set up.

S: Scheduling lock. You cannot change the status of pre-payroll processing to complete.

Journal Entries

Remove the value in this field to reset journal entries. This code indicates the current status of the journal entries for this payroll cycle. Values are:

Blank: Not executed for payroll ID.

A: Active, or in the job queue.

I: Completed.

	S: Scheduling lock.
Reports Only	Remove the value in this field to reset reports only. This code indicates the current status of the reports only step of this payroll cycle. Values are: Blank: Not executed for this payroll ID. I: Completed. A: Active, or in the job queue. S: Scheduling lock.
Final Update	Remove the value in this field to reset final update. This code indicates the current status of the final update for this payroll cycle. Values are: Blank: Not executed for this payroll ID. A: Active, or in the job queue. You cannot change status of final update to complete. When the final update is complete, the system clears the status codes for all of the steps.

See Also

Chapter 10, “Working with the Payroll Cycle,” Resetting the Payment Workfile, page 146

Chapter 10, “Working with the Payroll Cycle,” Resetting the Payroll ID, page 145

Working with Pro Forma Journal Entries

This section provides an overview of pro forma journal entries, lists a prerequisite, and discusses how to:

- Process pro forma journal entries.
- Set processing options for the Generate Payroll Journal Entries program (R072902).
- Set processing options for the Payroll Voucher Upload program (R07411Z1).
- Review pro forma journal entries online.

Understanding Pro Forma Journal Entries

Pro forma journal entries are preliminary, review-level entries that the system stores in F063951 until you run the final update. You create a workfile based on this table to prepare the journal entries for review and posting. When you create the workfile, the system runs the Payroll Journal Proof/Edit report (R05229). You use this report to review the accuracy of the payroll cycle information before the system posts the information to the general ledger. You can also review detail and summary information online.

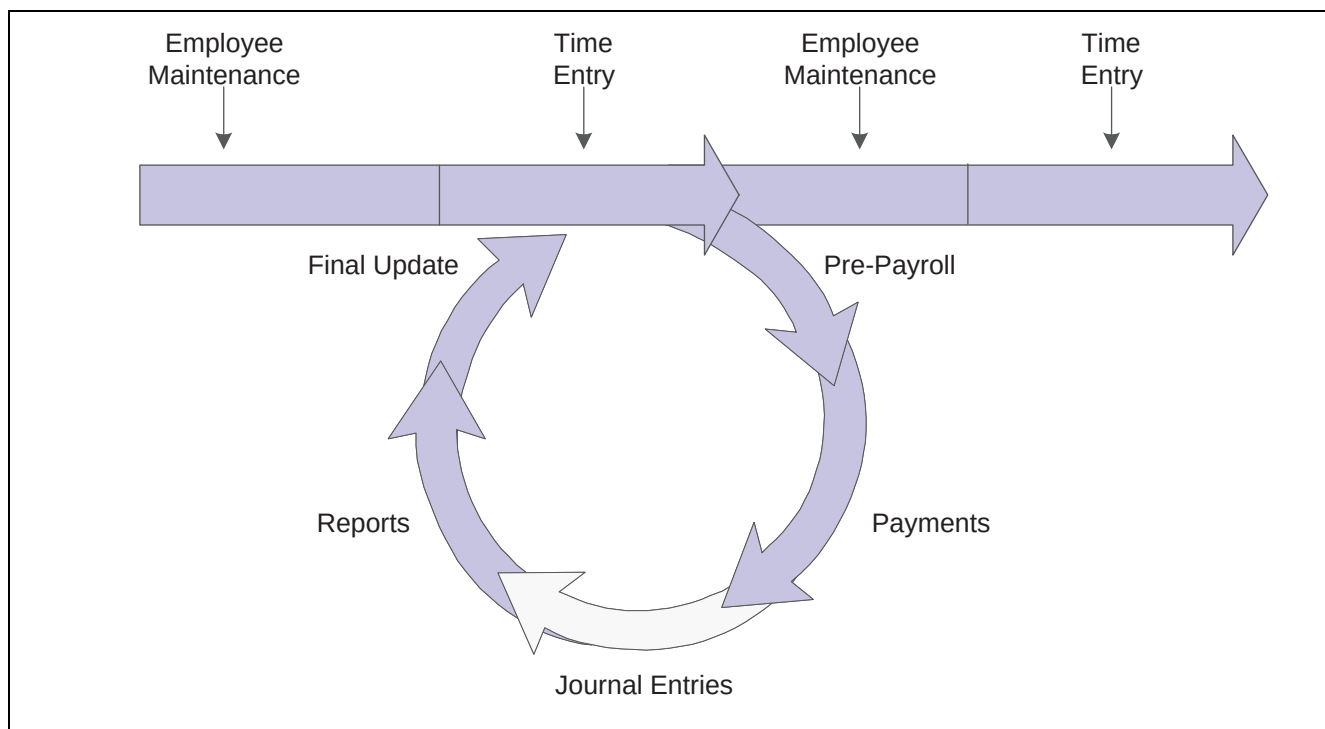
To post journal entries automatically during the final update, you must first correct any errors that you find when you review the Payroll Journal Proof/Edit Report. The final update step creates actual journal entries, updates F0911, and optionally posts the entries to F0902 if the PeopleSoft EnterpriseOne Payroll system is integrated with the PeopleSoft EnterpriseOne General Accounting system.

When you set up the system, you can set a company option that directs the system to post journal entries automatically to the general ledger during the final update step of the payroll cycle. You can also manually post the journal entries to the general ledger after final update is complete. If the PeopleSoft EnterpriseOne Payroll system is not integrated with the PeopleSoft EnterpriseOne General Accounting system, you must use another method to enter the information from the Payroll Journal Proof/Edit Report into the general ledger.

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing but before the final update. This is the recommended sequence:

1. Process pre-payroll
2. Create payments
3. Process journal entries
4. Print reports
5. Run the final update

This graphic illustrates the location of the journal entries step in the payroll cycle:



Payroll cycle: journal entries

You process pro forma journal entries so that you can review information before you post the actual journal entries. When you process pro forma journal entries, the Generate Payroll Journal Entries program (R072902) creates a workfile in which the journal entries are held until you review and post them. When the system creates the workfile for the pro forma journal entries, it also:

- Creates pro forma journal entries in full detail and then summarizes them, based on the AAIs that you have set up.
- Prints the Pay Period Journal Batch Proof report.
- Calculates any outstanding transactions that are associated with the current payroll cycle, including:
 - Intercompany settlements

- Workers compensation
- Accounts payable vouchers
- Calls the Payroll Voucher Upload program (R07411Z1), which creates pro forma vouchers for DBA and tax transactions (if you integrate PeopleSoft EnterpriseOne Payroll with PeopleSoft EnterpriseOne Accounts Payable).

If you need to rerun the journal entries step, you do not need to reset this step or the payroll ID. Instead, you can select an option that enables you to delete previous journal entries without regeneration. When you select this option, the system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Reset Payroll Parameters program (P07216), and does not print a report.

Note. When you enter a timecard, the system enters the home company and the home business unit from the employee master into the timecard. You can override both of these fields on the timecard if necessary. The default journal entry process uses the home company and home business unit from the Employee Master Information table (F060116) when creating journal entries for taxes and DBAs. All other journal entries are created using the home company and the home business unit from the timecard.

You can use a processing option to specify whether the system uses the home company and home business unit from the timecard or the F060116 when creating journal entries associated with taxes and DBAs. All other journal entries use the information from the timecard. This processing option must be set on version ZJDE0001 of the Generate Payroll Journal Entries program.

Reviewing Pro Forma Journal Entries Online

After you process pro forma journal entries, you can review summary and detail journal information online. From the summary form, you can access the detail information that is included in the summary record. You should review this information before you process the final update for the payroll cycle, at which point the system creates and posts the actual journal entries.

You can use the review forms to verify the information that the system transfers to the general ledger during the final update; however, these forms do not indicate whether any of the records contain errors. To determine whether the journal entries contain errors, you must review the Pay Period Journal Batch Proof report. If you find any errors in the journal entries, you can correct them and then reprocess the pro forma journal entries.

Prerequisite

Set up the Payroll Journal Proof/Edit report (R05229) to print during the journal entries step of the payroll cycle.

See [Chapter 10, “Working with the Payroll Cycle,” Reviewing Payroll Cycle Reports, page 159](#).

Forms Used to Process Pro Forma Journal Entries

Form Name	Form ID	Navigation	Usage
Payroll Journal Entries	W07220B	Payroll Workbench (G07BUSP11), Pay Cycle Workbench On the Work With Pay Cycle Workbench form, select a record, select Journal Entries from the Row menu, and then select Revise Journal.	Process pro forma journal entries. To process the journal entries using the information that you entered, select the Submit Journals option. If you click OK without selecting the Submit Journals option, the information that you entered will not be saved. Review the messages in the Work Center to determine whether any errors occurred when you processed the journal entries. Review the Pay Period Journal Batch Proof report and correct any errors.
Work With Compressed Payroll Journals	W053951A	On the Work With Pay Cycle Workbench form, select a record and then, from the Row menu, select Journal Entries, then Journal Review, and then Journal Summary.	Review pro forma journal entries online.
Work With Detailed Payroll Journals	W052901A	On the Work With Compressed Payroll Journals form, select Journal Detail from the Row menu.	Review detailed information about a journal entry.

Processing Pro Forma Journal Entries

Access the Payroll Journal Entries form.

Pay Cycle Workbench - Payroll Journal Entries

OK Cancel Tools

Payroll ID: 001 Pay Period Ending Date: 04/30/05

Payment Date: 05/06/05 ☐ Submit Journals.

Pay Period Journals

Expense Distribution Code: 3 ☐ Delete Previous Journal Without Regeneration.

Accrual Factor: ☐ Create All Journal Entries in Full Detail.

Override Accounting Date: ☐ Do not create Payroll Journal Details (F05290)

Journal Re-Run : Journal Batch 5856 will be deleted.

Accounts Payable Integration

A/P Integration: 0 Create vouchers DBA & Taxes ☐ Run Accounts Payable Integration Only

Wage Attachment Invoice Date: ☐ Separate Batch for DBAs and Taxes

Voucher Batch 5857 will be deleted.

Payroll Journal Entries form

Submit Journals.

Select this option to submit journals.

Expense Distribution Code

Specify the code that determines the general ledger date for labor and burden entries. Document types T2 and T4 are used to record labor and T3 is used to record burden. Values are:

1: Work Date. The general ledger date is the timecard work date.

2: Period Ending Date. The general ledger date is the pay period end date for the payroll cycle currently being run.

3: Cost Period. The general ledger date is the end of the accounting fiscal period for timecards with a work date in the prior period; and the general ledger date is the pay period end date for timecards in the current period.

Accrual Factor

Specify the accrual factor that applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25 percent) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.

Override Accounting Date

Specify the date on which the payroll-accounting journal entries are created. This date is the payment date unless you override it.

In Payroll Journal Entries, the absolute override date is used as the general ledger date for all journal entries generated for this payroll cycle (labor, burden, and payment disbursement).

Delete Previous Journal Without Regeneration.

Select this option if you are rerunning the journal entries step for this payroll cycle.

If you select this option, the system deletes the previous batch of journal entries and does not create new pro forma journal entries. However, the

system can create pro forma voucher journal entries during the revision process if you select this option.

If you select this option, you must recreate pro forma journal entries after you complete the revision process, and before you process the final update step of the payroll cycle.

Create All Journal Entries in Full Detail.

Select this option to create all payroll journal entries in full detail mode.

When you create the journal entries in full detail, the Payroll Journal Proof/Edit Report includes detailed information, such as employee names and earnings. You can review the information before you post the journal entries.

Warning! Processing journal entries in full detail can significantly increase processing time. Also, when you post journal entries that have been created in full detail, all of the detailed information associated with those journal entries is included in the general ledger. For security reasons, and to maintain salary confidentiality, it is recommended that you run journal entries in full detail only when researching errors in the payroll. Then, after you correct the errors, you should recreate journal entries without detail before you post them to the general ledger.

Do not create Payroll Journal Details (F05290)

Select this option to bypass the creation of payroll journal detail records in the WF - Payroll Journal (Detail) table (F05290).

If you select Create All Journal Entries in Full Detail, this option is disabled.

A/P Integration (accounts payable integration)

Complete this field if you are integrating Payroll with Accounts Payable.

The A/P Integration field specifies the level of integration between the Payroll and the Accounts Payable systems. Pro forma vouchers are created during the payroll journal entries step of the payroll cycle. Actual vouchers are created in accounts payable during the final update step. Values are:

N: No integration.

0: Create vouchers for both DBAs and taxes that have been set up with accounts payable integration.

1: Create vouchers only for DBAs that have been set up with accounts payable integration.

2: Create vouchers only for taxes that have been set up with accounts payable integration.

Wage Attachment Invoice Date

Complete this field if you are integrating Payroll with Accounts Payable.

A code that specifies whether the invoice date on the voucher is the payroll check date or the pay period end date. When the Accounts Payable system prints the payment for the payee, the system can print the invoice date on the check stub. The system fills the invoice date only for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments. Values are:

Blank: Create the voucher with check date in the invoice date field. The invoice number will be blank.

C: Create the voucher with check date in the invoice date field. The invoice number will be the check date followed by the employee's case number.

P: Create the voucher with pay-period end date in the invoice date field. The invoice number will be the pay-period end date followed by the employee's case number.

Run Accounts Payable Integration Only

Specify this code that enables you to rerun accounts payable integration without rerunning pay period journals. This code is typically associated with a check box. Values are:

0 (Unchecked): Run pay period journals and accounts payable integration.

1 (Checked): Run accounts payable integration only.

Separate Batch for DBAs and Taxes

Specify the code that indicates whether to separate DBA vouchers and tax vouchers into two batches. This code is useful when the payment schedule for taxes requires you to approve and post the batch to accounts payable at a much earlier date than DBAs (or vice versa). This code is typically associated with a check box. Values are:

0 (Unchecked): Create one batch for both DBA vouchers and tax vouchers.

1 (Checked): Create two batches, one for DBA vouchers and one for tax vouchers.

See Also

Chapter 8, “Integrating Accounts Payable,” Setting Up Accounts Payable Integration, page 79

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up System Options,” Setting Up Company Options

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Processing Journal Entries”

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Processing Journal Entries,” Processing and Reviewing Journal Entries

PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook

Setting Processing Options for the Generate Payroll Journal Entries Program (R072902)

Set this processing option before you generate payroll journal entries.

Process

Use this processing option to specify the source of the home company and business unit information during the journal entry process.

1. Tax/DBA AAI Source

Indicate which home company and home business unit are used to derive the account numbers for DBA and tax transactions. The system uses these values as part of the search criteria in the AAI grid to find an account number. If the business unit for the derived account number is blank in the AAI table, the business unit that is specified in this processing option is used to complete the account number.

Note. The home company and home business unit are stored in the Employee Master Information table (F060116), but they can be overridden on the timecard. If the Timecard Home Company Flag in the Company Options for Company 00000 is set to 0, timecard overrides are ignored; and the home company and business unit from table F060116 are used to create records in the Payment File table (F07350). If the flag is set to 1, the timecard overrides are used to create F07350 records. The system then derives account numbers for tax and DBA journal entries by using either the home company and business unit from table F07350 or table F060116, depending on the value of this processing option.

Workers compensation and general liability entries always use the timecard home company and business unit, so they might not appear in the same company as the other tax entries.

Values are:

0: Use F060116 for tax and DBA account numbers.

1: Use F07350 for tax account numbers and F060116 for DBA account numbers.

2: Use F060116 for tax account numbers and F07350 for DBA account numbers.

3: Use F07350 for tax and DBA account numbers.

Setting Processing Options for the Payroll Voucher Upload Program (R07411Z1)

Set this processing option before you upload payroll vouchers.

Process

This processing option enables you to specify the summarization level that the system uses when creating payroll vouchers.

1. Summarization Level

Indicate whether additional summarization is used when moving records from the Accounts Payable Summary table (F07491) to the Accounts Payable Ledger table (F0411). Accounts Payable Details (F07490) records are summarized when they are written to the Accounts Payable Summary table (F07491) using the payee voucher rules that are set up. However, you can summarize the records further when they are moved to the Accounts Payable Ledger table (F0411). Values are:

0: Use additional summarization when moving records to the Accounts Payable Ledger table (F0411). When you select this option, the system further summarizes the Accounts Payable Summary table (F07491) records by payee, type code, and voucher control. The system combines the Accounts Payable Summary table (F0791) records with different companies, account numbers, subledgers, or wage attachment numbers-- but with the same payee, type code, and voucher control-- into one record.

1: Do not use additional summarization when moving records to the Accounts Payable Ledger file (F0411). If you select this option, the system copies the

records from the Accounts Payable Summary table (F07491) to the Accounts Payable Ledger file (F0411) with no additional summarization. The number of records in the Accounts Payable Summary table (F07491) and the Accounts Payable Ledger file (F0411) are the same. The system summarizes by payee, type code, voucher control, company, account number, subledger, and wage attachment number.

Reviewing Pro Forma Journal Entries Online

Access the Work With Compressed Payroll Journals form.

Batch Number	Review the number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.
Co (company code)	Review the code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
Note. You can use company 00000 for default values such as dates and AAI's. You cannot use company 00000 for transaction entries.	
Doc Type (document type)	Review the user defined code (UDC) (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: <i>P</i> : Accounts payable documents. <i>R</i> : Accounts receivable documents. <i>T</i> : Time and Pay documents. <i>I</i> : Inventory documents. <i>O</i> : Purchase order documents. <i>S</i> : Sales order documents.
Reference 1	Review the number that provides an audit trail for specific transactions, such as a payment number for payment processing.
FY (fiscal year)	Review the fiscal year. Generally, you can either enter a number in this field or leave it blank to indicate the current fiscal year (as defined on the Company Setup form). Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99.
Per No (period number)	Review the number indicating the current accounting period. This number, used in conjunction with the Company Constants table (F0010) and the General Constants table (F0009), allows the user to define up to 14 accounting periods. See General Ledger Date. The current period number is used to determine posted before and posted after cut off warning messages. It is also used as the default accounting period in the preparation of financial reports.

G/L Date (general ledger date)	Review the date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.
Account Number	Review the account number for the account in the general ledger. Use one of these formats to enter account numbers: • Standard account number (business unit.object.subsidiary or flex format). • Third general ledger number (maximum of 25 digits). • Account ID number. The number is eight digits long. • Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number. The first character of the account number indicates its format. You define the account format in the General Accounting constants.
Units	Review the quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Address Number	Review the number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
A M (account mode)	Review the code that indicates which of the three general ledger account numbers is being used for data entry. Values are: 1: The short account ID number. 2: The standard long account number. 3: The long (unstructured, 24-byte) account number. 7: The first character of the account number indicates the format of the account number. You can also define special characters in the Accounting Constants file (F0009) to facilitate data entry. For example: /: For the unstructured account number. *: For the short account ID number. Blank: For the business unit.object.subsidiary number. For example, if the account mode is 7 and the first character of the account number is *, the account number was entered as the short account ID number.
Explanation Alpha Name	Review the explanation.
Explanation -Remark-	Review the remark that describes the purpose for using an account or conveys any other information that the user wants about the transaction.
Serial Number	Review the 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number that you enter must be unique.

Business Unit	Review the alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department. Business unit security might prevent you from viewing information about business units for which you have no authority.
Obj Acct (object account)	Review the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden. Note. If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering <i>000456</i> is not the same as entering <i>456</i> because if you enter <i>456</i> the system enters three blank spaces to fill a 6-digit object.
Sub (subsidiary)	Review the subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account. Note. If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering <i>000456</i> is not the same as entering <i>456</i> because, if you enter <i>456</i>, the system enters three blank spaces to fill a six-digit object.
Subledger	Review the code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.
Sub Type (subledger type)	Review the UDC (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. Values include: <i>A</i>: Alphanumeric field, do not edit. <i>N</i>: Numeric field, right justify and zero fill. <i>C</i>: Alphanumeric field, right justify and blank fill.
Phase	Review the UDC (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. Note. Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.

Job Typ (job type)	Review the job type. You associate pay and benefit information with a job type when you define jobs on Job Entry and Evaluation (P08001). Certain pay and benefit information that you associate with a job type is automatically copied to the Employee Entry forms when you are adding a new employee to the database.
Job Step	Review the UDC (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.
Home Business Unit	Review the number of the business unit in which the employee generally resides.
Cur Cod (currency code)	Review the code that identifies the currency of a transaction.
Exchange Rate	Review the number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount. The number in this field can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions.
Date Updated	Review the date that specifies the last update to the file record.
Doc Co (document company)	Review the number that, with the document number, document type and general ledger date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Line Number	Review the number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number, but in some cases you can override it.
P C (posted code)	Review the code that the system uses to determine whether a transaction is available for the post process. Values are: Blank: Unposted. D: Posted. P: Posted or posting. Depending on the type of transaction, this code has different meanings. If the code is assigned to an Account Ledger record (F0911), it indicates a posted status. If the code is assigned to any other transaction, it indicates that the system attempted to post the record but failed, due to an error it encountered. M: Model. The transaction is a model journal entry.
Century	Review the calendar century associated with the year. Enter the first two digits of the year. For example, 19 indicates any year beginning with 19 (1998, 1999), 20 indicates any year beginning with 20 (2000, 2001), and so on.

Program ID

Review the number that identifies the batch or interactive program (batch or interactive object). For example, the number of the Sales Order Entry interactive program is P4210, and the number of the Print Invoices batch process report is R42565.

The program ID is a variable length value. It is assigned according to a structured syntax in the form TSSXXX, where:

T: The first character of the number is alphabetic and identifies the type, such as P for Program, R for Report, and so on. For example, the value P in the number P4210 indicates that the object is a program.

SS: The second and third characters of the number are numeric and identify the system code. For example, the value 42 in the number P4210 indicates that this program belongs to system 42, which is the Sales Order Processing system.

XXX: The remaining characters of the number are numeric and identify a unique program or report. For example, the value 10 in the number P4210 indicates that this is the Sales Order Entry program.

JE Line Number (journal entry line number)

Review the number that designates a line within a journal entry. The system uses this field to sequence the journal entry lines for inquiry purposes.

LT (ledger types)

Review the UDC (09/LT) that specifies the type of ledger, such as *AA* (Actual Amounts), *BA* (Budget Amount), or *AU* (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

Reviewing Payroll Cycle Reports

This section provides an overview of payroll cycle reports, lists a prerequisite, and discusses how to:

- Print payroll cycle reports.
- Set processing options for Payroll Register (R073012).
- Set processing options for Summary Payroll Register (R073013).
- Set processing options for the Payroll Exception report (R053191).
- Set processing options for Time and Pay Entry Journal (R073051).
- Set processing options for D/B/A Register (R073062).

Understanding Payroll Cycle Reports

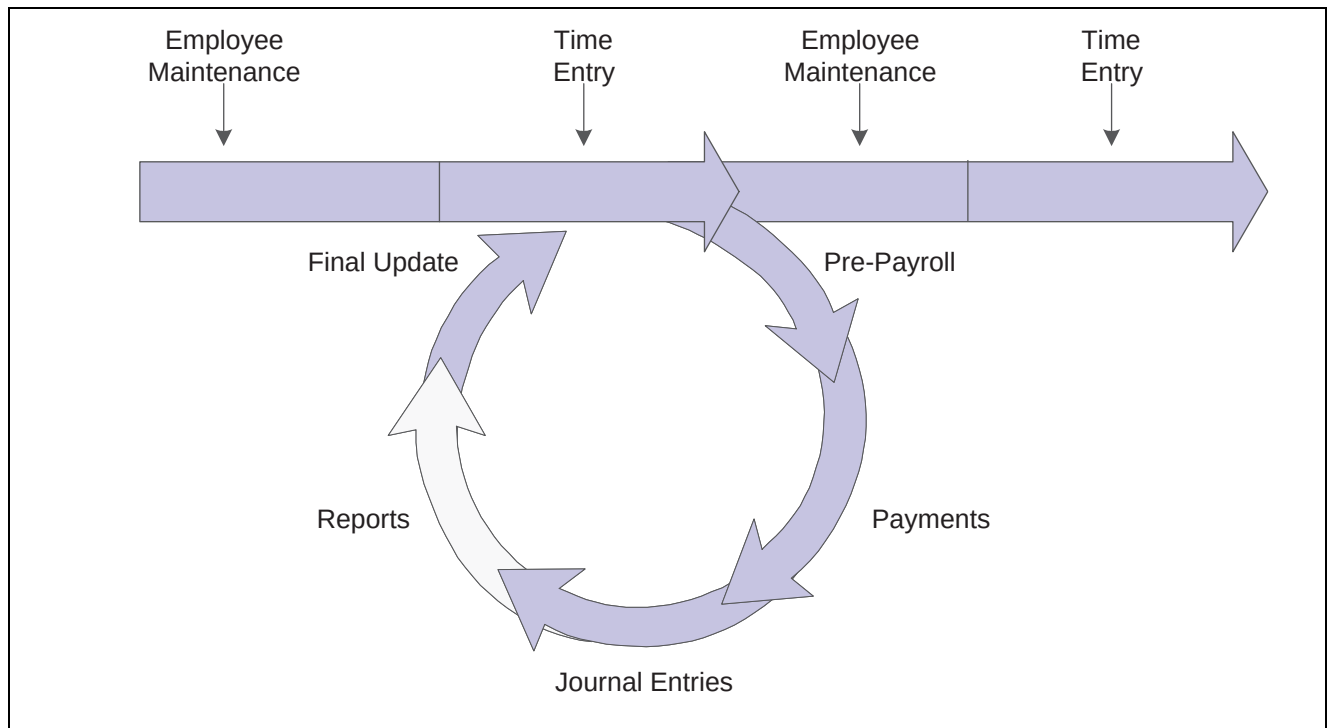
During the payroll cycle, you can generate reports that help you to verify tax, earnings, and timecard information for employees. When you set up reports, you can indicate the step in the payroll cycle during which you want the system to generate each report. For example, you might choose to generate the Payroll Register report during pre-payroll processing. You can also create custom reports and set the system up to generate them during various steps of a payroll cycle.

After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step. Many reports are particularly useful after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reports step, during which you can generate any of the payroll cycle reports that are not set up to be generated during another step of the cycle.

After you process pro forma journal entries, you can print any additional payroll cycle reports that have not been set up to print during another step of the cycle. If you corrected any errors after processing pre-payroll, you can also reprint reports to verify the corrections.

Some reports contain more detailed information when you print them after you print payments and create journal entries. For example, if you set up the Payroll Register report to print during pre-payroll, the report does not include payment numbers. When you print this report after you print payments, the report includes payment numbers.

This graphic illustrates the location of the reports step in the payroll cycle:



Payroll cycle: reports

Payroll Register Report

After you process pre-payroll, you can use the Payroll Register report (R073012) to verify that the system correctly calculated gross-to-net amounts for employees and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists:

- Pay type and deductions for each employee by business unit.
- Totals by pay type for each business unit.
- Grand totals by pay type for each company.
- Check-control numbers.

The Payroll Register report also identifies the employees for whom gross-to-net calculations are incorrect and the employees that exceed the maximum net-pay limit that you set up in the processing options. During Payroll system setup, you can specify whether gross-to-net errors are soft or hard. If you specify that the errors are soft, the system allows you to continue with processing. Otherwise, you must correct the errors before continuing.

For each payment that is created, the system assigns a check control number, which appears on the Payroll Register. Check control numbers are unique numbers that you can use to track employee payments. The system also uses check control numbers to track journal entries and to complete all of the necessary account reversals when you void a payment. The check control number is particularly important because the system does not track actual payment numbers. This is because the organization might create payments using several accounts, which can result in duplicate payment numbers.

A warning appears on the report when the total gross amount, after deductions have been subtracted, does not equal the total net amount.

Note. It is recommended that you run either a Payroll Register or a Summary Payroll Register report during pre-payroll to help you verify payroll information. You should also run one of these reports again after you print payments so that you can review the actual payment numbers.

You can print this report only during a payroll cycle. You cannot print reports from the Report Setup form.

Summary Payroll Register Report

If you are processing payroll for a large number of employees, you might prefer to use the Summary Payroll Register report (R073013) to review gross-to-net earnings for employees. This report includes only one line per payment.

The Summary Payroll Register report indicates the employees for whom gross-to-net calculations are incorrect and which employees exceeded the maximum net-pay limit that you set. When you set up company options, you can specify whether to make gross-to-net errors soft (which allows you to continue with processing) or hard (which requires that you correct the errors before continuing).

This list describes some of the columns that appear on the Summary Payroll Register report:

Column	Description
Wages	The total of all pay types and earnings that an employee receives during the current period.
Benefits	The benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, excluding those benefits that have no effect on gross or net pay. When you print this report after you have processed pro forma journal entries, the report includes all benefits.
Gross Pay	Earnings plus the benefits that the system added to net pay.

The error messages that appear on the Summary Payroll Register report include these:

Error Message	Explanation
MAX	Net pay exceeds the maximum pay specified in the processing options.
GTN	Gross-to-net error.
ERR	Both MAX and GTN errors exist.

Note. It is recommended that you run either a Payroll Register or a Summary Payroll Register report during pre-payroll to help verify payroll information. You should also run one of these reports after you print payments to review the actual payment numbers.

You can print this report only during a payroll cycle. You cannot print reports from the Report Setup form.

Payroll Exception Report

The Payroll Exception report (R053191) lists employees who either exceed the maximum or fall below the minimum rates or hours that you define. The report also includes warning messages about possible time entry errors. The system automatically generates this report during pre-payroll when one or more of these conditions exists. Use this report to determine whether you need to correct any time entry records.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form. Also, you need not set this report up to print during the payroll cycle. The system automatically prints this report if exception conditions exist during the payroll cycle.

Time and Pay Entry Journal Report

If the payroll cycle that you are processing includes employees who are set up for autopay (employees whose timecards are automatically generated by the system), you can print the Time and Pay Entry Journal report (R073051) to verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal report during pre-payroll processing, the report includes timecard information for autopay employees.

You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Labor and Burden Distribution Register

You use the Labor and Burden Distribution Register program (R053010) to review labor and burden costs for each employee, business unit, and company within the organization. If employees within the organization use labor distribution rules, the costs that are associated with their labor are typically split between several business units. The Labor and Burden Distribution Register displays all of the labor and burden costs, including employer-paid taxes and benefits, according to the business unit to which the labor was actually charged.

The system uses data from the Employee Transaction Detail File table (F06116) and the Burden Distribution File table (F07241) to produce the Labor and Burden Distribution Register. This report enables you to easily determine the actual personnel costs for each business unit. This information that can be invaluable for:

- Creating budgets for each business unit.
- Determining personnel hiring and headcount information.
- Verifying the accuracy of past budget information.

This report can also be used to track information about labor expenditures that are associated with state or federal grants.

This report enables you to review and analyze the organization's labor and burden costs by employee, business unit, company, or by the grand totals for the entire organization. The report displays details and totals of this information for each employee, business unit, company, and for the entire report:

- Number of hours worked by pay type.
- Amount of earnings by pay type.
- Employer- paid taxes by tax type.
- Employer-paid benefits by DBA code.

You can generate this report during a payroll cycle only. You cannot generate reports from the Reports Setup form.

Note. To include burden information on the report, you must create records in F07241. To create these records, you set up burden rules for each business unit that you want to include in the report before you process the payroll cycle. If you do not set up burden rules for a business unit, the report will not include any burden information for that business unit.

See Time and Labor; Setting Up Business Unit Burden Rules

D/B/A-Register Report

The D/B/A-Register report (R073062) lists all of the deductions, benefits, and accruals for the employees that are included in the payroll cycle. You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

D/B/A Transaction Audit Report

Use the D/B/A Transaction Audit Report (R073053) to review detailed information about the DBAs that are assigned to individual employees. For each employee, you can review all DBA transactions by pay period. The report includes arrearage amounts as well as totals for each employee and DBA.

To compile the report, the system retrieves information from the Benefit/Accrual Detail File table (F0619). You can print this report during a payroll cycle only. You cannot print reports from the Report Setup form.

Payroll Payment Register Report

You can print the Payroll Payment Register report (R07238) to review payment numbers and amounts. If you reprint any payments during the print payments step, the report indicates that the original payment was voided.

You can print this report only during a payroll cycle. You cannot print reports from the Report Setup form.

Automatic Deposits Bank Register Report

When you process the Create Auto Deposit Tape File program (R07235), the system prints the Automatic Deposits Bank Register report. Use the register as an audit trail of the deposit information that you send to the bank clearing house. The report contains important information about the payroll transactions that are copied onto magnetic media for direct deposit. This report requires no setup; the system automatically generates this report when you process automatic deposits.

Payroll Voucher Journal Summary Report

You use the Payroll Voucher Journal Summary report (R07496) to review summarized information about tax and DBA vouchers that are created during the payroll cycle. You can choose to print DBA vouchers, tax vouchers, or both types of vouchers on the report. The information on the report is summarized using the voucher rules that were used to create the vouchers. The information that prints on this report is based on the Payroll - Accounts Payable Summary File table (F07491).

You can print this report during a payroll cycle only. You cannot print this report from the Report Setup form.

Payroll Voucher Journal Detail Report

You use the Payroll Voucher Journal Detail report (R07493) to review detailed information about tax and DBA vouchers that are created during the payroll cycle. You can choose to print DBA vouchers, tax vouchers, or both types of vouchers on the report. The information that appears on this report is based on the Payroll - Accounts Payable Detail table (F07490).

You can print this report during a payroll cycle only. You cannot print this report from the Report Setup form.

Prerequisite

Set up the payroll cycle reports that you want to print.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Setting Up Pay Cycle Reports, page 30.](#)

See Also

[Appendix A, “PeopleSoft EnterpriseOne Payroll Reports,” R053011 - Historical Labor and Burden Distribution Register, page 346](#)

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Entering Employee Instructions,” Entering Labor Distribution Instructions

Forms Used to Review Payroll Cycle Reports

Form Name	Form ID	Navigation	Usage
Payroll Reports Only	W07240A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench On the Work With Pay Cycle Workbench form, select a record and then select Reports from the Row menu.	Print payroll cycle reports. Click All Reports to print any report for which a valid version exists, even if that report is not set up to print during the reports step of the payroll cycle. To print one report only, select a report and select Submit Report from the Row menu. To print all of the reports that are set up to print during the reports step of the payroll cycle, select Reports Only from the Form menu.

Printing Payroll Cycle Reports

Access the Payroll Reports Only form.

Pay Cycle Workbench - Payroll Reports Only

OK Find Cancel Row Form Tools

Payroll ID: 001

☒ Report Only
 ☐ Interim Report Only
 ☐ All Reports

Records 1 - 4 [Customize Grid](#)

	Step Type	Step Description	Report ID	Report Version	Version Description
☒	4	Reports Only	R073012	XJDE0001	Payroll Register
☐	4	Reports Only	R073062	XJDE0001	D/B/A Register Report
☐	4	Reports Only	R77323	XJDE0001	Employee Pay & Tax Register
☐					

Payroll Reports Only form

Setting Processing Options for Payroll Register (R073012)

Set this processing option before you run payroll reports.

Print Options

1) Enter a '1' to print the Employee's address. Default of blank will not print the address.

Specify whether to print the employee's address on the report. Values are:

1: Print the employee's address.

Blank: Do not print the address (Default).

2) Enter Employee Identification Option:

Specify which employee number to print on the report. Values are:

Blank: Address Book and Social Security Number.

2: Social Security Number only.

3: Additional Employee Number and Social Security Number.

4: Address Book Only.

Setting Processing Options for Summary Payroll Register (R073013)

Set these processing options before you run payroll reports.

Report Options

1. Enter the Employee Number you wish to print on the report:

Specify which employee number to print on the report. Values are:

1: Address Book Number.

2: Social Security Number.

3: Third Employee Number.

- 2. Enter the Maximum Net Pay. Default is \$10,000.** Specify an amount for the maximum net pay.

Setting Processing Options for the Payroll Exception Report (R053191)

Set these processing options before you run the payroll exception report.

Defaults

Use these processing options to specify the parameters that determine which employee records print on the report. The report lists each employee whose hours worked or pay rate is below the minimum or over the maximum value that you specify.

1. Minimum Allowable Hours for Weekly Employees.	Enter the minimum number of hours worked for an employee who is paid weekly. The exception report lists those employees whose hours are below the minimum for the pay period.
2. Maximum Allowable Hours for Weekly Employees.	Enter the maximum number of hours worked for an employee who is paid weekly. The exception report lists those employees whose hours exceed the maximum for the pay period.
3. Minimum Allowable Hours for Biweekly Employees.	Enter the minimum number of hours worked for an employee who is paid biweekly (every other week). The exception report lists those employees whose hours are below the minimum for the pay period.
4. Maximum Allowable Hours for Biweekly Employees.	Enter the maximum number of hours worked for an employee who is paid biweekly (every other week). The exception report lists those employees whose hours exceed the maximum for the pay period.
5. Minimum Allowable Hours for Semimonthly Employees.	Enter the minimum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours are below the minimum for the pay period.
6. Maximum Allowable Hours for Semimonthly Employees.	Enter the maximum number of hours worked for an employee who is paid semimonthly. The exception report lists those employees whose hours exceed the maximum for the pay period.
7. Minimum Allowable Hours for Monthly Employees.	Enter the minimum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours are below the minimum for the pay period.
8. Maximum Allowable Hours for Monthly Employees.	Enter the maximum number of hours worked for an employee who is paid monthly. The exception report lists those employees whose hours exceed the maximum for the pay period.
9. Minimum Allowable Pay Rate.	Enter the minimum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate is below the minimum.
10. Maximum Allowable Pay Rate.	Enter the maximum pay rate amount that is allowed for an employee who is included in the payroll cycle. The exception report lists those employees whose pay rate exceeds the maximum.

Time Accounting

Use these processing options to enter the date range that you use to select the time entry records that appear on the report. You complete the processing options on this tab only if you are printing the Payroll Exception report outside of a payroll cycle. For example, if you are not using the PeopleSoft EnterpriseOne Payroll system, you might print the Payroll Exception report to verify timecard information before you send it to the payroll service provider.

- 1. Beginning Date.** Specify the first date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.
- 2. Ending Date.** Specify the last date in the range of dates. The system uses this date range to select the time entry records that appear on the report. The selection includes the date that you enter in this field.

Payroll

Use these processing options to enter the minimum number of sick and vacation hours that the organization requires employees to have in their accrual balances. The report lists each employee whose accrued vacation and sick hours are below the minimum that you specify. You complete the processing options on this tab only if you are printing the Payroll Exception report during a payroll cycle.

- 1. Minimum Number of Sick Hours.** Enter the minimum number of sick hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose sick hours are below the minimum for the pay period.
- 2. Minimum Number of Vacation Hours.** Enter the minimum number of vacation hours that must remain available to each employee who is included in the payroll cycle. The exception report lists those employees whose vacation hours are below the minimum for the pay period.

Display

Use this processing option to specify the format for the employee number that appears on the report.

- 1. Format for Employee Number.** Specify the type of employee number that appears on the report. Values are:
Blank: Address Book number. Blank is the default.
1: Tax ID number.
2: Additional employee number.

Setting Processing Options for Time and Pay Entry Journal (R073051)

Set these processing options before you run payroll reports.

Print

Use this processing option to specify the information that appears on the report.

1. Print additional Time Card Data. Default value is blank.

Specify whether to print additional timecard data on the report. Values are:
Blank: Do not print additional timecard data on report. This is the default.
1: Print additional timecard data on report.

Setting Processing Options for D/B/A Register (R073062)

Set these processing options before you run payroll reports.

D/B/A

1. Select the Employee Number to Print.

Specify which employee number to print on the report. Values are:
1: Address Book Number.
2: Social Security Number.
3: Third Employee Number.

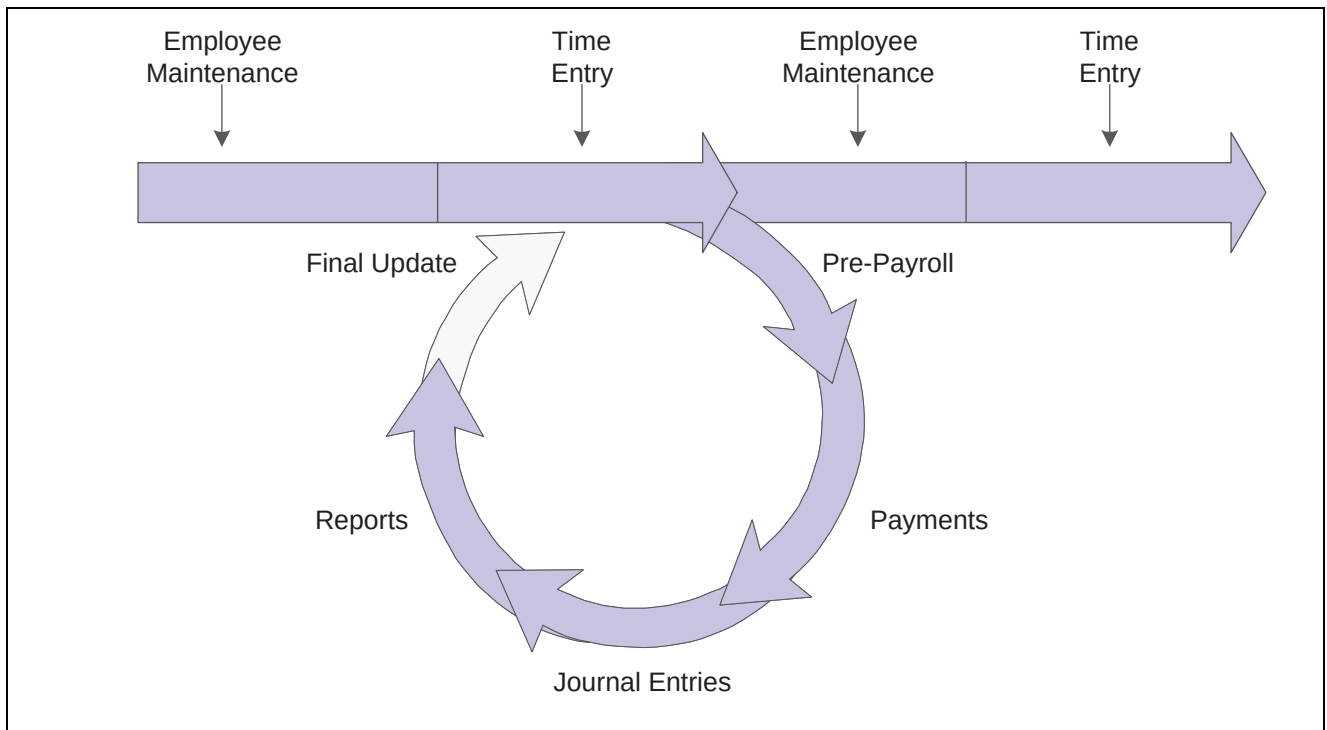
Processing the Final Update

This section provides an overview of the final update step and discusses how to process the final update.

Understanding the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares the system for the next payroll cycle. After you run the final update, you cannot change anything related to the associated payroll ID.

This graphic shows where the final update occurs in the payroll cycle:



Payroll cycle: final update

You use the final update to:

- Update employees' transaction, tax, and check history.
- Create actual journal entries using the Generate Payroll Journal Entries program (R072902).
- Post actual journal entries to the general ledger (optional).
- Update the Employee Master Information table (F060116).
- Unlock the payroll ID and prepare the system for another payroll cycle.

Unlocking the payroll ID gives other users access to that payroll ID and the employee records that it includes.

- Process any future data changes that become effective during the dates of the payroll cycle.

When the system completes the final update, it generates a completion message. If the system encounters no errors, you can use the history inquiry forms to review the results of the final update.

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the status code for the final update and then rerun the final update. When you rerun the final update, the system resumes processing at the point at which the abnormal termination occurred and generates an email message that includes the address number of the employee for whom the final update stopped processing. You should verify that the system updated payroll history for this employee. If the employee's history was not updated, consult PeopleSoft Technical Support for assistance.

Integrating Payroll with General Accounting

During system implementation, you define a company option that indicates whether Payroll integrates with the PeopleSoft EnterpriseOne General Accounting system. You use this company option to indicate whether you post payroll journal entries to the General Accounting system. If you want to integrate Payroll with General Accounting, you can choose either of these options:

- During the final update step of the payroll cycle, the system automatically posts payroll journal entries to the General Ledger.
- After you process the final update for a payroll cycle, you manually post payroll journal entries to the General Ledger.

If you select this option, use the Manual Payroll Journal Post (R09801) option on the Work With Pay Cycle Workbench form to post the journal entries. This menu option processes the ZJDE0031 version of the General Ledger Post Report program.

Form Used to Process the Final Update

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Process the final update by selecting Final Update from the Row menu. To verify the accuracy of the payroll information, review any reports that you have set up to print during final update.

Processing the Final Update

Access the Work With Pay Cycle Workbench form.

See Also

Chapter 10, “Working with the Payroll Cycle,” Resetting Status Codes, page 146

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Processing Journal Entries,” Processing and Reviewing Journal Entries

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up System Options,” Setting Up Company Options

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Processing Journal Entries,” Posting Journal Entries

Processing Multiple Versions of Pay Cycle Steps

This section provides an overview of processing multiple versions of pay cycle steps, lists prerequisites, and discusses how to:

- Process multiple versions of pre-payroll.
- Process multiple versions of interims only pre-payroll.
- Process multiple versions of changes only.
- Process multiple versions of payroll journal entries.
- Revise multiple versions of payroll journal entries.
- Process multiple versions of final update.

Understanding Processing Multiple Versions of Pay Cycle Steps

To decrease the processing time of large payroll cycles, you can process multiple versions of several steps in the payroll cycle. Multiple version processing enables you to submit multiple versions of pay cycle steps simultaneously during a pay cycle. The system combines the output from these versions so that the output is identical to the output that would be created if only one version of a pay cycle step had been processed. You can use multiple version processing to complete any of these pay cycle steps:

- Pre-payroll
- Changes only
- Interims only
- Submit journals
- Revise journals
- Final update

You can run any or all of the listed pay cycle steps using multiple version processing. For example, you might choose to run a single version of pre-payroll, multiple versions of journal entries, and a single version of final update.

When you use multiple version processing, you must set up data selection for each version. Doing so ensures that employees are not included in more than one version. It is suggested that you identify ranges of address book numbers that evenly distribute the number of employees across each version of a pay cycle step.

In addition, if you process more than one pay cycle step using multiple version processing, it is recommended that you set up the same number of versions for each step, and that you use the same data selection scheme for the versions that are associated with each step.

For example, if you choose to process five versions of pre-payroll using multiple version processing, and you also want to use multiple version processing to submit journal entries and to process final update, you should create five versions for pre-payroll, journal entries, and final update. You might then use specific ranges of address book numbers as the data selection for pre-payroll, journal entries, and final update. For example:

Version Number	Range of Address Book Numbers
Version One	1000 through 250000
Version Two	250001 through 500000
Version Three	500001 through 750000
Version Four	750001 through 1000000
Version Five	1000001 through 1250000

Note. Multiple version processing does not affect the order in which you process pay cycle steps. If you process multiple versions of pay cycle steps, you must still complete pre-payroll before you run any other pay cycle steps; and final update must still be the last step in the pay cycle process. For additional information about when to process pay cycle steps, see Payroll Cycle in the Payroll Guide.

After all of the versions that you set up for a payroll cycle step have completed processing, the system automatically runs the Payroll Report Driver program (R07354). This program identifies any reports that you have set up to process during the specified step of the payroll cycle. The system then processes the reports for that step of the payroll cycle. Therefore, whether you run multiple or single version processing, the system produces a single set of reports for that pay cycle step. The output that the system generates when running a single version of a pay cycle step is no different than that which the system generates when running multiple versions.

Note. To determine the number of versions to use for each pay cycle step, you must first identify the number of processors that the system uses. Contact the system administrator for this information. After you identify the number of processors, multiply that number by three or four to determine how many versions to create for each pay cycle step. For example, if the system uses four processors, it is recommended that you create between 12 and 16 versions of each pay cycle step to achieve optimal processing time. However, due to the differences in system speeds, you should test different scenarios to determine the number of versions that best suits the business requirements.

Multiple Versions of Pre-Payroll

You can use multiple version processing to process multiple versions of these types of pre-payroll:

- Full pre-payroll
- Interims only pre-payroll
- Changes only pre-payroll

You can process any or all of these pre-payroll steps using multiple versions. For example, you might choose to run multiple versions of full pre-payroll processing, but run only a single version of changes only pre-payroll.

Note. Multiple version processing does not affect the order in which you process pay cycle steps. Whether you use multiple version processing or single version processing, you must complete pre-payroll as the first step in the pay cycle process.

In addition, if you choose to process multiple versions of the Pre-Payroll Drive UBE program (R07200), you must still enter a valid version of R07200 in the Version field on the Pre-Payroll Processing form when you create the payroll ID. However, if you assign multiple versions of R07200 to that payroll ID, the system does not use the version of the R07200 that you entered on the Pre-Payroll Processing form. See *Creating a New Payroll ID* in the Payroll Guide for additional information.

You can use multiple version processing to decrease the amount of the time that the system takes to complete pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Pre-Payroll Driver UBE program (R07200). As the system processes multiple versions of the Pre-Payroll Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Before you process multiple versions of pre-payroll, create multiple versions of the Pre-Payroll UBE program (R07200) and assign them to a payroll ID.

Multiple Versions of Interims Only Pre-Payroll

If you process many interim payments, you can use multiple version processing to significantly decrease the processing time for interims only pre-payroll processing. When you use multiple version processing, the system simultaneously processes multiple versions of the Interims Only Driver UBE program (R07200I). As the system processes multiple versions of the Interims Only Driver UBE program, it updates all of the payroll workfiles with information that is created by each version. Therefore, the workfiles that are created when you use multiple version processing are identical to the workfiles that are created when you process a single version of pre-payroll.

Before you process multiple versions of interims only pre-payroll, create multiple versions of the Interim Only Driver UBE program (R07200I) and assign them to a payroll ID.

Multiple Versions of Changes Only

If you typically make changes to large numbers of employees after you have processed pre-payroll, you can greatly reduce processing time by simultaneously processing multiple versions of changes only.

Note. If you process pre-payroll using multiple versions, you do not need to use multiple versions of changes only pre-payroll processing. Regardless of the number of versions that you use to process pre-payroll, you can use either multiple version or single version processing to complete changes only pre-payrolls.

Before you process multiple versions of changes only, create multiple versions of the Pre-Payroll Changes Only program (R07200C) and assign them to a payroll ID.

Multiple Versions of Payroll Journal Entries

Whether you use multiple or single version processing for pre-payroll, you can choose to process multiple versions of payroll journal entries. Due to the large number of calculations that the system performs when it creates journal entries, running a single version of journal entry processing can be time consuming, especially if the payroll is large. By processing multiple versions of the Generate Payroll Journal Entries program (R072902), you can significantly decrease journal entry processing time.

When you use multiple version processing to generate payroll journal entries, the system simultaneously runs each version of the Generate Payroll Journal Entries program that you create. When all versions have completed processing, the system automatically combines the output from each version into a single batch of journal entries. In addition, the system creates a single Payroll Journal Proof/Edit Report (R05229) from the combined information from all of the journal entry versions.

If you process journal entries using multiple versions, and you need to reset journal entries, you must use the multiple version reset function to reset the journal entries step of the payroll cycle.

Note. Multiple version processing does not affect the order in which you process pay cycle steps. Journal entries must be created after you process pre-payroll and before you process final update. See Payroll Cycle in the Payroll Guide for additional information about the order in which you process pay cycle steps.

To decrease the amount of processing time needed to create pro forma journal entries during the payroll cycle, you can use multiple version processing for journal entries.

Before you process multiple versions of journal entries, process the pre-payroll step of the pay cycle and create multiple versions of the Generate Payroll Journal Entries program (R072902) and assign those versions to a payroll ID.

See [Chapter 10, “Working with the Payroll Cycle,” Processing Pre-Payroll, page 107](#).

After you create pro forma journal entries during the payroll cycle, you might need to revise the entries to correct information. If you use multiple version processing to submit journal entries, you must use multiple version processing to revise them.

You do not need to create multiple versions of the journal entry reset function, because the system reprocesses the versions of the Generate Payroll Journal Entries program (R072902) that you have set up for the payroll ID in order to revise journal entries.

Multiple Versions of Final Update

To decrease the processing time of the final update step of the payroll cycle, you can process multiple versions of final update. When you use multiple version processing for final update, the system simultaneously processes all of the versions of the Final Update Driver UBE program (R07250) that you set up for the specified payroll ID.

The system updates employee history information as each payment that was included in the payroll cycle is processed through a version of final update. After all of the versions of the Final Update Driver UBE program have completed processing, the system updates all employee history information with data from the payroll cycle.

Before you process multiple versions of final update, process the pre-payroll, payments, journal entries, and reports steps of the pay cycle, and create multiple versions of the Final Update Driver UBE program (R07250).

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*

Prerequisites

Before you complete the tasks in this section:

- Set up versions for each pay cycle step for which you want to use multiple version processing.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*

- Create a payroll ID.

See Chapter 3, “Setting Up Payroll Cycle Information,” Creating a Payroll ID, page 24.

- Assign each version that you create for multiple version processing to a payroll ID.

See Chapter 3, “Setting Up Payroll Cycle Information,” Setting Up Multiple Version Processing, page 39.

See Also

Chapter 10, “Working with the Payroll Cycle,” Processing Pre-Payroll, page 107

Chapter 10, “Working with the Payroll Cycle,” Resetting Payroll Cycle Steps, page 141

Forms Used to Process Multiple Versions of Pay Cycle Steps

Form Name	Form ID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Process multiple versions of pre-payroll by selecting a record, and then selecting Process Multiple, Process, Pre-Payroll from the Row menu. Process multiple versions of interims only pre-payroll by selecting a record, and then selecting Process Multiple, Process, Interims Only from the Row menu. This option is enabled only if you have selected an Interims Only payroll ID. Process multiple versions of changes only by selecting Process Multiple, Process, Changes Only from the Row menu. This option is enabled only if you have already processed pre-payroll. Process multiple versions of final update by selecting Process Multiple, Process, Final Update from the Row menu. This option is enabled only if you have successfully completed all of the other steps in the payroll cycle.
Payroll Journal Entries	W07220B	On the Work With Pay Cycle Workbench form, select Process Multiple, Process, Revise Journals from the Row menu.	Revise multiple versions of payroll journal entries.

Processing Multiple Versions of Pre-Payroll

Access the Work With Pay Cycle Workbench form.

Processing Multiple Versions of Interims Only Pre-Payroll

Access the Work With Pay Cycle Workbench form.

Processing Multiple Versions of Changes Only

Access the Work With Pay Cycle Workbench form.

Processing Multiple Versions of Payroll Journal Entries

Access the Work With Pay Cycle Workbench form.

1. Complete the Payroll ID field on Work With Pay Cycle Workbench, and click Find.
2. Select a record, and then select Process Multiple, Process, Submit Journals from the Row menu.
3. Complete these fields on Payroll Journal Entries:
 - Expense Distribution Code
 - Accrual Factor
 - Override Accounting Date
4. Click the Create All Journal Entries in Full Detail option to create all payroll journal entries in full detail mode.
5. Click the Do not create Payroll Journal Details (F05290) option to bypass the creation of payroll journal detail records in the Payroll Journal Detail table.

Note. If you click Create All Journal Entries in Full Detail, the system automatically disables this option. Because you have already chosen to create journal entries in full detail, an additional set of journal detail records in the Payroll Journal Detail table is unnecessary.

6. Complete the Wage Attachment Invoice Date field, if you use Accounts Payable Integration.
7. Click the Run Accounts Payable Integration Only option to produce journal entries for accounts payable only.
8. Click the Separate Batch for DBAs and Taxes option to create separate batches of journal entries for DBA and tax vouchers.
9. Click OK.
10. Click OK on Multiple Versions Confirmation.

Revising Multiple Versions of Payroll Journal Entries

Access the Payroll Journal Entries form.

Submit Journals.

Select this option to submit journals.

Expense Distribution Code

Specify the code that determines the general ledger date for labor and burden entries. Document types T2 and T4 are used to record labor and T3 is used to record burden. Values are:

1: Work Date. The general ledger date is the timecard work date.

2: Period Ending Date. The general ledger date is the pay period end date for the payroll cycle currently being run.

3: Cost Period. The general ledger date is the end of the accounting fiscal period for timecards with a work date in the prior period; and the general ledger date is the pay period end date for timecards in the current period.

Accrual Factor

Specify the accrual factor that applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor

	(for example, 25 for 25 percent to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.
Override Accounting Date	Specify the date on which the payroll-accounting journal entries are created. This date is the payment date unless you override it. In Payroll Journal Entries, the absolute override date is used as the general ledger date for all journal entries generated for this payroll cycle (labor, burden, and payment disbursement).
Delete Previous Journal Without Regeneration.	Select this option if you are rerunning the journal entries step for this payroll cycle. If you select this option, the system deletes the previous batch of journal entries and does not create new pro forma journal entries. However, the system can create pro forma voucher journal entries during the revision process if you select this option. If you select this option, you must recreate pro forma journal entries after you complete the revision process, and before you process the final update step of the payroll cycle.
Create All Journal Entries in Full Detail.	Select this option to create all payroll journal entries in full detail mode. When you create the journal entries in full detail, the Payroll Journal Proof/Edit Report includes detailed information, such as employee names and earnings. You can review the information before you post the journal entries. Warning! Processing journal entries in full detail can significantly increase processing time. Also, when you post journal entries that have been created in full detail, all of the detailed information associated with those journal entries is included in the general ledger. For security reasons, and to maintain salary confidentiality, it is recommended that you run journal entries in full detail only when researching errors in the payroll. Then, after you correct the errors, you should re-create journal entries without detail before you post them to the general ledger.
Do not create Payroll Journal Details (F05290)	Select this option to bypass the creation of payroll journal detail records in the WF - Payroll Journal (Detail) table (F05290). If you select Create All Journal Entries in Full Detail, this option is disabled.
A/P Integration (accounts payable integration)	Complete this field if you are integrating Payroll with Accounts Payable. The A/P Integration field specifies the level of integration between the Payroll and the Accounts Payable systems. Pro forma vouchers are created during the payroll journal entries step of the payroll cycle. Actual vouchers are created in accounts payable during the final update step. Values are: <i>N</i>: No integration. <i>0</i>: Create vouchers for both DBAs and taxes that have been set up with accounts payable integration. <i>1</i>: Create vouchers only for DBAs that have been set up with accounts payable integration. <i>2</i>: Create vouchers only for taxes that have been set up with accounts payable integration.

Wage Attachment Invoice Date

Complete this field if you are integrating Payroll with Accounts Payable.

A code that specifies whether the invoice date on the voucher is the payroll check date or the pay period end date. When the Accounts Payable system prints the payment for the payee, the system can print the invoice date on the check stub. The system fills the invoice date only for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments. Values are:

Blank: Create the voucher with check date in the invoice date field. The invoice number will be blank.

C: Create the voucher with check date in the invoice date field. The invoice number will be the check date followed by the employee's case number.

P: Create the voucher with pay-period end date in the invoice date field. The invoice number will be the pay-period end date followed by the employee's case number.

Run Accounts Payable Integration Only

Specify the code that enables you to rerun accounts payable integration without rerunning pay period journals. This code is typically associated with a check box. Values are:

0 (Unchecked): Run pay period journals and accounts payable integration.

1 (Checked): Run accounts payable integration only.

Separate Batch for DBAs and Taxes

Specify the code that indicates whether to separate DBA vouchers and tax vouchers into two batches. This code is useful when the payment schedule for taxes requires you to approve and post the batch to accounts payable at a much earlier date than DBAs (or vice versa). This code is typically associated with a check box. Values are:

0 (Unchecked): Create one batch for both DBA vouchers and tax vouchers.

1 (Checked): Create two batches, one for DBA vouchers and one for tax vouchers.

Processing Multiple Versions of Final Update

Access the Work With Pay Cycle Workbench form.

See Also

Chapter 10, "Working with the Payroll Cycle," Processing the Final Update, page 168

CHAPTER 11

Processing Job Step Progression Information

This chapter provides an overview of processing job step progression information, lists prerequisites, and discusses how to:

- Process job step progression using the automatic method.
- Process job step progression using the stand-alone method.
- Review job step progression information.

Understanding Job Step Progression Information

After you set up the system and the employee information to enable step progression processing, enter step progression parameters for each job level, and create any necessary employee groups, you can process step progression information, either by using the automatic method or the stand-alone method.

If you process job step progression using the stand-alone method, you create all job step progression timecards before you process payroll. If you use the automatic method, the system creates job step progression timecards during the pre-payroll process. Regardless of the method that you choose, job step progression timecards must be processed through a complete payroll cycle. The system updates job step progression history when the job step progression timecards are processed through the final update step of the payroll cycle. If an employee moves to the next job level during the payroll cycle, the system automatically updates the Job Type and Job Step fields in the employee's Employee Master Information table F060116 record. You use processing options for the Payroll Cycle Workbench program (P07210) to determine whether the system also updates the Pay Rate field for the employee during final update.

Note. If you use the automatic method to process step progression information, and you want to include interim payments in the step progression calculation, you must select the Merge Interims option when you process the payroll cycle. If you are processing job step progression information using the stand-alone method, you must set the processing options for the Overtime Rules program (P186401) to include interim payments in the step progression calculations.

After you process job step progression information, you can review job step progression history online or in report format. You can also revise this history information if you determine that the information is incorrect.

Note. To ensure that employees are paid the correct overtime rates during job step progression processing, you must create a version of the Time Entry MBF Processing Options program (P050002A) and set up the processing options on the Pay Types tab to identify overtime rates. If you use the automatic method to process job step progression information, you must add this version of the P050002A to the processing options for the Pay Cycle Workbench program (P07210). If you process job step progression using the stand-alone method, you must add this version of the P050002A to the processing options for the Overtime Rules program.

Also, if you use the Timecard Automation module to process overtime timecards, you must determine in which order to process overtime rules and job step progression rules. The order in which you process these rules depends on the business practices, time entry methods, timecard automation rule and function setup, and desired outcome for overtime calculations. If you want to process job step progression rules before processing overtime rules, you must use the stand-alone method to process job step progression.

Job Step Progression Processing Order

If the organization uses timecard automation rules to process overtime, you must determine the order in which you process overtime and job step progression information so that you achieve the desired results. Many factors can change the results of overtime and job step progression calculations, including:

- The method that you use to enter timecards.
- The charge-to methods that you use for timecard automation rules.
- Business practices.
- The methods that you use to calculate overtime.
- The order in which you process information.

Note. Due to the number of factors that can affect the results of job step progression and overtime calculations, you might need to test multiple scenarios to determine the method that the organization should use to achieve the desired outcome. If you must process job step progression information before you process overtime, you must use the stand-alone method to process job step progression. If you decide to process overtime information first, you must use the automatic method to process job step progression information.

Prerequisites

Before you complete the tasks in this section:

- Set up all step progression information, and verify that the company options are set to the correct processing mode for step progression.

See [Chapter 6, “Setting Up Job Step Progression Processing,” page 57](#).

- Process overtime timecards using timecard automation, if overtime cards are applicable to the organization.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Working with Timecards for Timecard Automation”.

- Set up a version of the Time Entry MBF Processing Options program (P050002A) with the appropriate values in the processing options on the Pay Types tab.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Time Entry Processing Options,” Setting Processing Options for the Time Entry MBF Processing Options Program (P050002A).

- Verify that the processing options for the Pay Cycle Workbench program (P07210) include the correct version of the Time Entry MBF Processing Options program (P050002A).

See [Chapter 3, “Setting Up Payroll Cycle Information,” Setting Processing Options for Payroll Cycle Workbench \(P07210\), page 19.](#)

Processing Job Step Progression Using the Automatic Method

This section provides an overview of the automatic method, lists prerequisites, and discusses how to process job step progression using the automatic method.

Understanding Processing Job Step Progression Using the Automatic Method

When you use the automatic method to process job step progression, the system completes all job step progression processing during the payroll cycle. The system automatically determines which step progression rules to use to process step progression information during the pre-payroll step of the payroll cycle. The system uses these rules to create timecards automatically for employees who meet the requirements of their current job level and move to the next job level within the pay period.

For example, if an employee worked 40 hours during the pay period, but only needs 10 hours to meet the requirements to move to the next job level, the step progression function automatically creates a new timecard for the new job and adjusts the hours on the old timecard for the old job. The step progression function modifies the existing timecard from 40 hours to the 10 hours, and creates a new timecard for the 30 hours that are associated with the new job level. This process ensures that the employee is paid at the correct rate for all of the hours that are worked during the pay period.

After you process job step progression information during pre-payroll, you can delete or keep the step progression timecards that were created during pre-payroll processing if you reset payroll. If you reset payroll to make changes that do not affect the step progression timecards, you might keep them to decrease processing time when you resubmit pre-payroll.

During the final update step of the payroll cycle, the system updates job step progression history for all step progression employees. The system also updates employee information for employees that move to the next job level during the payroll cycle. Using the processing options for the Pay Cycle Workbench program (P07210), you can determine which fields the system automatically updates in the F060116 table.

You use the automatic method to process job step progression information if these statements are true:

- You are not concerned about the processing time of the payroll cycle.

Using the automatic method, the system retrieves job step progression history for each job step progression employee during the pre-payroll step of the payroll cycle. This might significantly increase processing time.

- You do not want to review timecards that are created using timecard automation functions before they are processed through the payroll cycle.

Prerequisites

Before you complete the tasks in this section:

- Create a payroll ID.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Creating a Payroll ID, page 24.](#)

- Set up the reports model for the payroll ID to include step progression reports.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Setting Up Pay Cycle Reports, page 30.](#)

See [Chapter 11, “Processing Job Step Progression Information,” Reviewing Job Step Progression Information, page 186.](#)

Form Used to Process Job Step Progression Using the Automatic Method

Form Name	Form ID	Navigation	Usage
Pre-Payroll Processing	W07200A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench On the Work With Pay Cycle Workbench form, select a record and click Select.	Process job step progression using the automatic method.

Processing Job Step Progression Using the Automatic Method

Access the Pre-Payroll Processing form.

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

Payroll Parameters

☐ Interim Only ☒ Merge Interims ☒ AutoPay ☐ Changes Only ☐ Leave Balance

Pay Cycle Information

Payroll ID ☐ Submit Pre-Payroll

Pay Cycle Code *Biweekly*

Country Code *United States*

Pay Period End Date

Version Century/Year

Date/Detail Info **Additional Parameters**

Dates

From Thru

Check Date Auto Deposit Date

Detail Information

Period No W B S M O

Std. Hours W B S M O

Pre-Payroll Processing form

Merge Interims Select this option to include interim payments in the payroll cycle.

See Also

Chapter 10, "Working with the Payroll Cycle," page 103

Processing Job Step Progression using the Stand-Alone Method

This section provides an overview of the stand-alone method, lists prerequisites, and discusses how to:

- Process job step progression using the stand-alone method.
- Review, modify, and approve step progression timecards.
- Process job step progression timecards through the payroll cycle.

Understanding Processing Job Step Progression Using the Stand-Alone Method

Using the stand-alone method, you process job step progression information by submitting timecard automation rules. You submit these rules for processing after you have entered all timecards into the system for the current pay period and before you process pre-payroll. Use the stand-alone method to process job step progression information outside of the payroll cycle to avoid increasing the processing time of the payroll cycle. The stand-alone method also enables you to review and approve timecards that are created by the job step progression rules before they are processed through a payroll cycle. Lastly, the stand-alone method enables you to process job step progression information at one time for employees that are included in different payroll cycles.

For example, you can use the stand-alone method to process job step progression information for employees in Company A at the same time that you process job step progression information for employees in Company B, even if you process separate payroll cycles for each of the companies. After timecards have been entered, but before pre-payroll has been run for either company, you would process step progression information for the employee group, which would include all job step progression employees in Company A and Company B.

Before you process pre-payroll, you can review the timecards that are created for employees that move to the next job level within the work dates that you are processing. If necessary, you can modify or delete the timecards that are created. Finally, you approve the timecards and process the employees through their respective payroll cycles. To update job step progression history, these timecards must be processed in order through a complete payroll cycle. The system also automatically updates employee information for all employees who move to the next job level during the payroll cycle. Using the processing options for the Pay Cycle Workbench program (P07210), you can specify which fields are automatically updated.

Note. When you process job step progression timecards that were created using the stand-alone method through the payroll cycle, the system generates a message before pre-payroll is processed asking whether step progression timecards have been approved. This message is a reminder to review and approve timecards before processing them through a payroll cycle. If you do not approve step progression timecards, they will not be included in the payroll process.

You use the stand-alone method of processing step progression information if these statements are true about the organization:

You do not want to increase the processing time of the payroll cycle.

You want to review and approve timecards that are created using timecard automation before they are processed through a payroll cycle.

You want to simultaneously process step progression information for employees that are in different payroll cycles.

Prerequisites

Before you complete the tasks in this section:

- Create employee groups for step progression processing.

See [Chapter 6, “Setting Up Job Step Progression Processing,” page 57](#).

- Set up job step progression rule sets.

See [Chapter 6, “Setting Up Job Step Progression Processing,” Setting Up Rule Sets for Job Step Progression Processing, page 67](#).

- Enter all timecards into the system.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Entering Timecards for Employees”.

- Process overtime rules, if they are applicable to the organization.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Up Functions and Formulas for Timecard Automation,” Testing a Formula for an Overtime Rule Set.

- Verify that the processing options for the Job Step Progression Rules program (P186401) include the correct version of the Time Entry MBF Processing Options program (P050002A).

Forms Used to Process Job Step Progression Using the Stand-Alone Method

Form Name	Form ID	Navigation	Usage
Work With Rule Sets	W186401A	Periodic Processing (G07STEP2), Job Step Progression Rules	Process job step progression using the stand-alone method by selecting Submit from the Row menu. The system automatically produces the Overtime Rule Set Batch Review report (R186404), which you can use to review step progression information after you process job step progression rules.
Work With Timecard Automation Batches	W186601A	Daily Processing (G07STEP1), Reviewing & Approving	Approve a batch by selecting Approve from the Row menu.
Speed Time Entry Revisions	W051121C	On the Work With Timecard Automation Batches form, locate a record with batch source type SPS and select Time Entry Revs from the Row menu.	Modify step progression timecards.
Stand-Alone Step Progression Confirmation	W07200E	Payroll Workbench (G07BUSP11), Pay Cycle Workbench On the Work With Pay Cycle Workbench form, select a record and then select Pre-Payroll, Submit, Pre-Payroll from the Row menu.	Process job step progression timecards through the payroll cycle. This form is a reminder to approve job step progression timecards before they are processed through the payroll cycle. If the timecards are not approved and you select <i>Yes</i> , the system will not process the timecards through the payroll cycle. Timecards must be approved to be included in the payroll cycle.

Processing Job Step Progression using the Stand-Alone Method

Access the Work With Rule Sets form.

Review, Modify, and Approve Step Progression Timecards

Access the Speed Time Entry Revisions form.

Batch Source Type Displays the batch source type. Modify as needed.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Working with Timecards for Timecard Automation”

Process Job Step Progression Timecards Through The Payroll Cycle

Access the Manual Step Progression Confirmation form.

See Also

Chapter 10, “Working with the Payroll Cycle,” page 103

Reviewing Job Step Progression Information

This section provides an overview of reviewing job step progression information and discusses how to:

- Set processing options for the Step Progression Status report (R071912).
- Review and revise job step progression history.

Understanding Reviewing Job Step Progression Information

After you process job step progression information, you can produce reports and review the information for accuracy. The Step Progression Status Report (R071912) can be only produced during the payroll cycle when you are using the automatic method. Additionally, you can produce both the Step Progression Timecard Review report (R071911) and the Step Progression Historical Report (R071913) regardless of whether you are using the stand-alone method or the automatic method to process job step progression. You can also review historical information about job step progression online.

Step Progression Timecard Review Report

You run the Step Progression Timecard Review report (R071911) to review the information that was processed for all step progression employees in the payroll process. The report displays totals for each employee, as well as grand totals for all job step progression employees that are included in the payroll cycle. In addition, the report displays any new timecards that are generated by step progression processing, along with the original timecards that were processed.

You can create this report if you are using either the automatic or stand-alone method of job step progression processing. You must set up this report in the report model that you are using for the payroll process. You might want to set up the report to run during pre-payroll so that you can review the accuracy of the job step progression information before you process additional steps in the payroll cycle. However, you can produce this report during any of the payroll cycle steps except final update.

Step Progression Status Report

You run the Step Progression Status Report (R071912) when you are using the automatic method of step progression processing. To produce the report, you must set up the report to print during the Reports step of the payroll cycle. This report lists the accumulated units, along with the units that remain in a job level for each employee that is processed through job step progression. The report also lists each employee who was moved to the next job level during the payroll cycle.

Note. For employees that move to the next job level during the payroll cycle, the report does not list accumulated hours for the new job level. These hours will be displayed on the report during the next payroll cycle.

Reviewing and Revising Job Step Progression History

After you process step progression information, you can review job step progression history online and revise the information if necessary. Using the Job Step Progression History program (P071901), you can review the step progression information that is associated with an employee's past or current job levels. All of the historical information that appears on this form is stored in the F0625 table.

You can also use the Job Step Progression History program to revert an employee to a previous job level. For example, if an employee was moved to a new job level, but you determined later that the employee should not have been moved, you can update job step progression history to move the employee back to the previous job level. To do so, you must manually update the employee's record in the F060116 table to reflect the previous job type, job step, and rate. You must also change the step progression history record for the previous job level back to make that job level active again.

Important! If you void a payment that affects job step progression information, you must manually adjust step progression history to avoid discrepancies between payroll history and job step progression history.

You can use attachments to document changes that are made when you revise step progression history using the Job Step Progression History program (P071901); however, this program does not create an audit trail. In addition, any changes that you make to history using this program are not updated to other payroll history tables, which might result in discrepancies between job step progression history and payroll history. This program should be set up with a high level of security.

Form Used to Review Job Step Progression Information

Form Name	Form ID	Navigation	Usage
Step Progression History Revisions	W071901B	Periodic Processing (G07STEP2), Job Step Progression History On the Work With Step Progression History form, select a record and click Select.	Review and revise job step progression history.

Setting Processing Options for the Step Progression Status Report (R071912)

Set these processing options before you run the Step Progression Status report.

Display

Use this processing option to determine what information is displayed on the report.

Display only promoted employees

Specify the employees to display on the Job Step Progression Status report. You can display step progression information for all step progression employees, or you can display step progression information for only the employees that move to the next job level during the period. Values are:

Blank: Display all step progression employees. This is the default.

1: Display only promoted employees.

Reviewing and Revising Job Step Progression History

Access the Step Progression History Revisions form.

Current

Select this option for current information.

Historical

Select this option for historical information.

Step Progression Status

Displays the code that indicates the current status of the Step Progression transaction. Values are:

A: Active record; units are being posted to this transaction.

P: Processed record; this transaction is no longer active.

M: Manual movement; this transaction must be changed manually.

Units Required

Review and revise, if necessary, the total number of units (Hours/Days) an employee must work in a job.

Units Remaining

Review and revise, if necessary, the units remaining for an employee to reach the next job step

Date Updated

Review and revise, if necessary, the date on which the employee's Job Type or Step became effective or was updated.

Step Progression Units

Review and revise, if necessary, the total number of units (hours, days, pieces, or custom units) that the employee has worked in a job type and step combination.

Note. Units appear in this field only if you entered a *1* in the AC (Accumulator Code) field on the Step Progression Parameter Revisions form.

Step Progression Units

Review and revise, if necessary, the total number of units (hours, days, pieces, or custom units) that the employee has worked in a job type.

Note. Units appear in this field only if you entered a *2* in the AC (Accumulator Code) field on the Step Progression Parameter Revisions form.

New Job Category

Displays the code for the job type that the system assigns to the employee after the employee meets the requirements of his or her current job level.

New Job Step

Displays the code for the job step that the system assigns to the employee after the employee meets the requirements of his or her current job level.

CHAPTER 12

Working with Interim Payments

This chapter provides an overview of interim payments, lists common elements used in this chapter, and discusses how to:

- Enter interim payments.
- Review and revise interim payments.
- Print interim payments.
- Reset and reassign interim payments.
- Create reports for interim payments.
- Delete interim payments.
- Process interim payments in a payroll cycle.

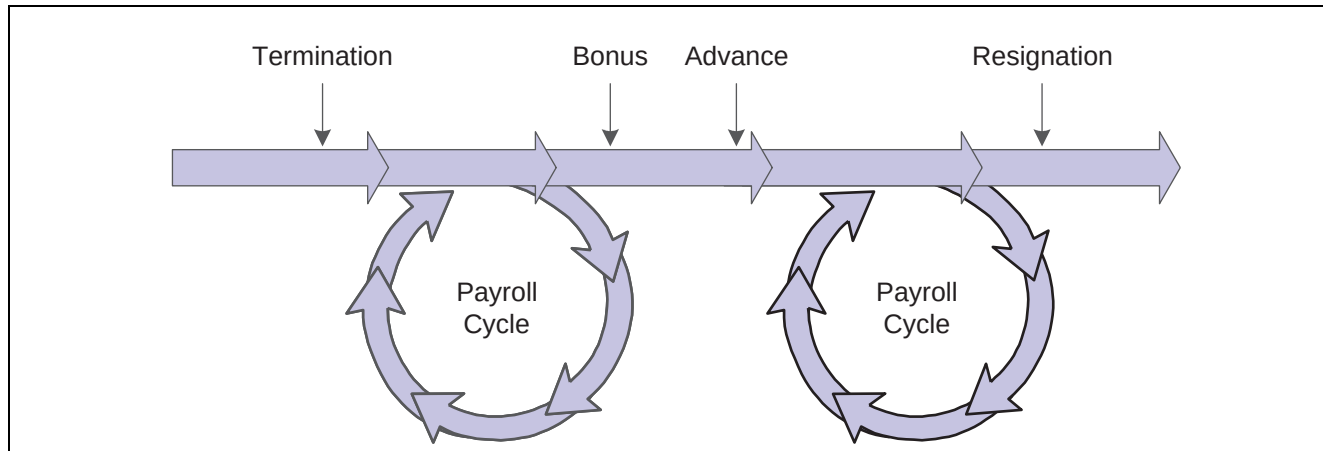
Understanding Interim Payments

An interim payment is any payment that you prepare outside of the normal payroll cycle. You can use interim payments for a variety of purposes. Typically, you create interim payments when you need to create a payment outside of the regular payroll processing cycle. You can also use the Interim Payment Workbench to perform calculations such as gross-up payments and calculated advance payments.

When you enter an interim payment, you can use existing timecard records, enter new timecard information that specifically relates to the current interim payment, or you can enter amounts into the interim entry form without using timecards. The system uses this information to calculate the gross pay, taxes, DBAs (deductions, benefits, and accruals), and net pay by processing pre-payroll for each payment. You can enter interim payments individually or, in some cases, you can automatically create interim payments for selected groups of employees.

When you enter interim payments, you can override tax and DBA information to create a payment that includes predefined amounts. The system creates workfiles that store all tax and DBA amounts for interim payments regardless of whether the amounts are calculated or overridden.

This graphic illustrates where typical interim payments might occur in relationship to the payroll cycles:



Payroll cycle: interim payments

You can use the Interims Workbench to create printed payments, automatic deposit information, and reports for interims. The Interims Workbench is useful when you need to create payments quickly and you do not have time to process a complete payroll cycle. You can also create printed payments, automatic deposit information, and reports for interims during the regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must run all interim payments through a complete payroll cycle to create journal entries and to update employee payroll history.

Note. Depending on the number of interim payments that you enter, creating printed payments using the Interims Workbench might significantly shorten the processing time of the print payments step of the regular payroll cycle. Processing interim payments along with the regular payroll might significantly increase the processing time of the payroll cycle, so you might also consider processing interim payments through a separate interims-only payroll cycle to shorten the processing time of the regular payroll cycle.

The Interim Payment Workbench enables you to:

- Prevent all DBAs from calculating for an interim payment.
- Override employee auto deposit instructions.
- Override tax and DBA information.
- Create advance payments.
- Calculate and create gross-up payments.
- Enter negative amounts to adjust employee payroll history.
- Print checks and automatic deposit advices.
- Create automatic deposit information to send to the bank.
- Create reports for interim payments.

Purposes of Interim Payments

This table explains some typical purposes of interim payments:

Purpose	Description
Enter a flat dollar advance on pay.	You can create a flat-dollar advance payment for an employee.

Purpose	Description
Enter a calculated advance on pay.	Calculated advances are used to advance an entire paycheck to an employee or to advance pay for a certain number of hours that an employee might already have worked. You create a calculated advance interim to pay an employee his or her net pay amount in advance.
Enter a bonus payment.	Many employers make bonus payments to employees and do not want these payments included with the employees' regular paychecks. Processing bonus payments with regular payroll payments might cause voluntary deductions such as medical insurance premiums, retirement plan elections, and charitable contributions to be withheld from these bonus payments. You can use the interim process to specify that, other than taxes, no deductions are to be withheld from the payment. You can also use the interim process to specify that you want to create printed checks regardless of whether employees have automatic deposit instructions. This might be useful if you want to distribute bonus checks in person (for example, during a company meeting).
Enter a termination payment.	When an employee is terminated, most states require that the final paycheck be disbursed within a specified amount of time. Many companies generate a final paycheck immediately when the termination is involuntary. Timecards can be entered during the interim process to account for severance pay and vacation or sick leave pay that an employee has earned, and current timecards that would normally be processed during the next regular payroll cycle can be used to generate the termination paycheck. Using the Interim Payment Workbench, you can print the payment immediately, and then process the interim payment through the next regular payroll cycle to create reports and journal entries, and to update employee payroll history. You can also generate a printed check regardless of whether the employee is set up to receive payroll payments as automatic deposits.
Enter information from manual payments (typed or handwritten).	You can enter information from typed or handwritten manual payments, including earnings, tax, and deduction details. The system creates journal entries and merges this information into payroll history when the interim is processed through a payroll cycle.
Adjust historical data for an employee.	You can adjust historical data for an employee. Using interim payments to adjust historical data enables you to enter negative payments into the system and provides an audit trail for future reference. The system does not generate a printed payment if you specify that it not do so.

Purpose	Description
Convert payroll history.	You can use interim payments to load historical data for all employees involved in a midyear conversion to PeopleSoft EnterpriseOne software. To update the history records for employees converting midyear, you can use the interim process to enter a one-time payment of year-to-date amounts. Doing so correctly updates the history files in the Payroll system and provides an audit trail for future reference, without creating payments for the employees. See Chapter 9, “Converting Payroll History,” page 89.
Calculate gross-up amounts.	The gross-up process enables you to enter a desired net amount for an employee and have the system calculate the gross amount for the payment to cover taxes and deductions and achieve the desired net amount. You can also create gross-up payments for individual employees or for a group of employees.
Reissue payment of a voided paycheck.	If a payment that was created during the regular payroll cycle is incorrect after it has been processed through final update, you can void the payment and generate a corrected payment using interim processing. You would process this interim payment through a full payroll cycle to ensure that the corrected information is updated in historical records.

Regardless of the purpose for creating an interim payment, you can generate the interim payment using these methods:

Method	Description
Computer	The system performs the tax and earnings calculations and generates the bank file or printed payment.
Hand Manual	The payment is calculated manually and typed or written outside of the payroll system. The amounts on the manual interim are then entered into the system and processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.
Auto Manual	The system calculates the payment using the data in the system (deduction amounts and tax history determine the appropriate amounts to withhold from the payment), and the payment can be typed or manually written outside of the system. The interim is then processed through a payroll cycle to update history and create appropriate accounting entries. The system does not print manual payments.

Common Elements Used in This Chapter

Auto Deposit Advice	Select this option to print automatic deposit advices.
Auto Deposit Advice Message	Specify the message to print on the automatic deposit advices.
Auto Deposit Bank File	Select this option to create the automatic deposit bank file.
Check Message	Specify the message to print on the checks.
Checks	Select this option to print checks.
From Interim ID	Complete this field if you have selected the Reassign Interim ID to Another ID option.
Next Advice Number	Specify the beginning or next available number of the forms on which employees' auto deposit advices are printed. The system does not check for duplicate advice numbers because you might be using multiple bank accounts. You must track advice numbers manually.
Next Check Number	Specify the beginning or next available number of the forms on which employees' checks are printed. The system does not notify you of duplicate check numbers because you might be using multiple bank accounts. You must track check numbers manually.
Reassign Interim ID to Another ID	Select this option to reassign interim payments to another interim ID.
Reset Interim Calculations	Select this option to reset the interim calculations. You must reset the calculations for interim payments before you can reset interim header records or reassign interims to another ID. If you have already reset the calculations for the interims, or if the interims have not yet been processed, you do not need to select this option.
Reset Payment Headers	Select this option to reset interim header records.
To Interim ID	Complete this field if you selected the Reassign Interim ID to Another ID option.

Entering Interim Payments

This section provides an overview of entering interim payments, lists prerequisites, and discusses how to:

- Enter an interim payment.
- Enter a group of gross up payments.
- Create interims with the Time Entry Interim Generator.

Understanding Entering Interim Payments

You enter interim payments when you need to create payments that are outside of the normal payroll cycle. You enter a standard interim payment (also known as an off-cycle interim) for payments such as bonuses or terminations that occur outside of the normal payroll cycle. You can also enter interim payments to allow employees to receive flat-amount or calculated advances on their earnings. You can enter interim payments to record manual payments that were given to employees and to calculate gross-up amounts for individuals or groups of employees. You can also use interim payments to convert or adjust employee payroll history.

If you enter interim payments for more or less than a full pay period, you can also specify that you want the DBAs that are associated with that payment to calculate at a rate other than what the system would normally calculate during a regular pay period. Using the DBA factors, you can specify the percentage of the pay period for which you want the DBAs to calculate.

To create an interim payment, you must first set up an interim payroll ID. Each interim payment that you enter must be associated with an interim payroll ID. If you process interim payments during the regular payroll cycle, the system generates reports, journal entries, and payroll history for the interim payments and the regular payroll payments at the same time. In addition, if you have not printed payments or created bank files using the interim payment workbench, the system prints payments and creates bank files for interim payments and regular payments during the payroll process. The system does not recreate printed payments or bank file information during regular payroll processing if those steps were completed using the Interim Payment Workbench. Alternatively, you can process a separate payroll cycle for interim payments.

You can enter interim payments using either interactive or batch processing. When you use interactive processing, the system automatically calculates the interim payments and updates the interim payment workfiles when the payment is entered into the system. Interactive processing enables you to print payments from the Interims Workbench immediately after they are entered into the system.

When you use batch processing, you must enter the interim payments and then run the Interim Calculations program (R07280) to process the interims. You can run a single version of the calculation program to process all interim payments that are associated with an interim ID or you can run multiple versions of the calculation program at once to process all interim payments associated with an interim ID.

Note. To enter interim payments for calculated advances, you must use interactive processing. Because the system needs to calculate deduction and tax amounts before the net payment amount is determined, calculated advance interims cannot be entered using batch processing.

If you process a large number of interim payments, you might want to use multiple versions of the calculation program to process interim payments. To do so, you must create multiple versions of the Interim Calculations program and set up those versions to run during Step I (Interims Multiple Processing) of the reports setup that you are using for interim payments. Each version that you enter in the reports setup should have unique data selection. When you run the calculation programs, the system launches each version simultaneously, and calculates the interim payments that meet the data selection criteria entered on that version. This process can significantly shorten processing time.

For example, if you enter interim payments for employees who work in three different companies, you might want to set up three different versions of the Interim Calculations program. You might set up the data selection for each version to select employees from one of the three companies. After you enter the interim payments, you can process them using the multiple versions functionality, launching all three versions of the Interim Calculations program simultaneously. Each version would process interim payments for one of the companies. Depending on how the system is set up, each of these versions might be able to run at the same time. Therefore, processing the three smaller jobs might be significantly faster than processing one job to calculate all of the interim payments for all three companies.

After you run the batch processor(s), you can print the interim payments from the Interims Workbench. The processing options for the Interim Payment Workbench determine whether interim payments are created using interactive or batch processing.

Note. If you process multiple versions of interim calculation processing, it is recommended that you create one version for each processor in the system. Contact the system administrator to determine whether running multiple versions is an acceptable option for the organization.

Also, if you process interim payments using the batch method, you cannot override the information on the Employee Tax Information tab during interim entry. This tab includes these fields:

Work Tax Area

Resident Tax Area

School District Code

Work Tax Area Source

Residency Status

Source of SUI Reporting

DOB (date of birth)

EIC Status

Tax Method

In addition, you must use the Tax Overrides option from the Form menu to enter tax override information. The tax override tabs are disabled when you process interim payments using the batch method.

You can use standard interim payments (also known as off-cycle interims) to create payroll payments outside of the regular payroll cycle. You might need to create termination, bonus, or other payroll payments at a time when it is not convenient to process an entire payroll cycle.

For example, when an employee is terminated between payroll cycles, you might need to generate the employee's last payment immediately. If you are using Enterprise Workflow Management, you can automate some of the processes involved in creating a termination payment. If you are not using the termination workflow, you can enter an off-cycle interim payment for the employee using the Interims Workbench.

You can enter new timecards, use timecards that are already in the system, or use a combination of both to create the interim payment. You can also override employee automatic deposit instructions, tax information, and DBA calculations on an interim payment.

Important! When you enter interim payments using the Interim Entry form, the system overrides the home company on all of the timecards that are associated with that interim payment with the home company from the employee's F060116 record. The Interim Entry process does not use the Company Options setting to determine whether to override the home company.

To override the home company on timecards with a value other than the home company in the F060116 table, you must enter the override value in the Home Company field on the Payment Override tab on the Interim Entry form. The system uses this value on all of the timecards that are associated with the interim payment.

Calculating DBAs Using the DBA Factor

On occasion, you must pay an employee for more or less than a full pay period. For example, an employee's first or last employment period with the organization is likely not to be a full pay period. The employee might have commenced work in the middle of a pay period, or have been terminated two days after a pay period had started. You must pay the employee for the portion of the pay period that was worked. In addition, you must calculate the employee's deductions, benefits, and accruals (DBAs) accordingly.

When you enter regular timecards and process those timecards through a payroll cycle, the system calculates the amount of pay that the employee receives during that payroll cycle and then calculates the DBA amounts that are associated with the employee's earnings. Therefore, if you were to enter timecards for a partial pay period, but process them through a regular payroll cycle, the system would treat the amount of pay as if it were earnings for a full pay period. Without taking into account the fact that the employee did not work a full pay period, the system would calculate the employee's DBAs as if he or she worked a full pay period, which would result in incorrect DBA amounts.

To ensure that DBAs for employees who work more or less than a full pay periods are calculated correctly, you must create interim payments to process partial pay period earnings. On the Interim Entry form, you can enter a value in the DBA Factor field. The value in this field represents the amount of time that the employee worked during the pay period. The system uses this value to calculate the employee's DBAs for the period. For example, if an employee works three of the 12 days in the pay period, you would enter a value that represents .25. The system uses this value to calculate DBA amounts at .25 of what they would normally be.

Depending on the amount of time that the employee worked, you can either enter the value directly into the field, or you can set up a value in UDC 07/DO. The DBA Factor field is a one-character field, therefore, if you want to multiply DBA calculations by a value of 0 through 9, you can enter that value directly into the field. However, if you want to enter a value that is more than one character, you must set up a one-character code in UDC 07/DO that represents the value, and then enter that value in the DBA Factor field.

You can use values that are more or less than a full pay period. For example, if you want to pay an employee for one and a half pay periods, you can set up a code in UDC 07/DO and enter 1.5 in the second description for that code. You would then enter the code in the *DBA Factor* field on the Interim Entry form.

Note. In the earlier example of the employee who works three of the 12 days in the pay period, you want the DBAs to calculate at .25 of what they would normally be. Because .25 is greater than one character in length, you must set up a code in UDC 07/DO. For example, you might set up code *A* in the UDC table, giving it a description of 25 percent, and entering .25 in the second description field. When the system calculates the interim payment, if the value in the DBA Factor field is 0 through 9, the system simply multiplies the DBA amounts by this value. If the value in this field is anything other than 0 through 9, the system retrieves the value from the second description of the code in UDC 07/DO.

Manual Calculations

You might need to calculate a manual payment outside of the Payroll system and then update the Payroll system with historical data for the employee. For example, you might issue a manual check for moving expense reimbursement from the Travel Accounting bank account. Doing so would require an employee's payroll history to be updated to record the reimbursement. In this situation, you could record the payment issued from the Travel Accounting bank account through the interim process without generating a payment from the Payroll system.

If you have created a payment manually, you can use the interim payment feature to enter the manual calculations into the system. Entering manual calculations ensures that the employee's payroll history is accurate, which, in turn, ensures the accuracy of year-end tax information. You can enter the tax amounts that you calculated manually and prevent the system from recalculating the taxes, or you can omit the tax information and let the system calculate the taxes automatically, using tax withholding information from the F060116 table. You can enter up to eight tax overrides. You can also override the employee's DBA instructions on the interim payment to ensure that payroll history exactly reflects the information that was included on the manual payment.

Calculated Advances

You might want to allow employees to receive their regular payroll payment before the payment is regularly created. For example, you might provide employees with vacation payments before they take a vacation leave or you might advance pay to a newly hired employee if waiting until the next regular payroll cycle places a financial strain on the employee. You can enter an interim payment to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans more than one pay period, you must enter a vacation or taxation factor so that the system accurately calculates the taxes for the advance payment. When taxes are calculated, the employee's rate of pay is annualized to determine the percentage of tax to be withheld. For example, suppose that a weekly paid employee receives four weeks of vacation pay in one payment. Without the calculation factor, the annualized salary is four times greater than the employee's actual annual salary because four weeks of vacation pay are being taxed as if all of the earnings were attributed to one week. This method of calculation results in a higher amount of taxes being withheld for that payment. When you use the calculation factor, the payment is taxed over the entire four-week period even though the entire four-week payment is made at one time. The system also uses this factor to calculate DBA information accurately for the period that is covered by the payment. In addition, if you enter values in the Pay Cycle Bypass Count and the Benefit Cycle Bypass Count fields, the system does not create payroll payments for the employee during the periods covered by this advance payment.

To create a calculated advance, you enter the gross amount of the employee's earnings that you are going to advance to the employee. The system then calculates the amount of taxes and deductions that would normally be withheld from the employee's gross earnings, and creates a flat-amount interim payment for the calculated net pay amount. When you create a calculated advance interim payment, you enter information into the Interim Entry form just as you would for a standard interim payment; however, you must specify the Calculate Interim Details option for the system to determine the net amount of the interim payment. When the interim payment is processed, the system creates a record in the employee's DBA instructions using the advance DBA that you enter in the processing options of the Work With Interims Workbench program. The amount of the advance DBA is the same as the net amount of the interim payment. No tax or PDBA (pay types, deductions, benefits, and accruals) history other than the advance DBA is updated for this interim payment. During subsequent payrolls, the amount that is associated with the advance DBA is deducted from the employee's pay according to the rules that are set up on the advance DBA. You can choose how much to recover from the employee's future paychecks, if any, and at what rate to recover the advance payment.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, "Setting Up Advanced DBAs," Setting Up Advance Deductions.

Note. You must use the interactive mode to process interim payments to enter calculated advance interims. Because the system must perform calculations to determine what the amount of the payment is before the payment is entered, you cannot enter calculated advance interim payments if you use batch processing.

Flat-Amount Advances

You enter a flat amount interim payment to pay an advance on an employee's wages. For example, if an employee requests a 500 USD advance on earnings, you can generate a flat-dollar advance interim payment for 500 USD. The system creates a deduction for the advance amount and enters this deduction in the employee's DBA instructions so that the amount is deducted from the employee's next payment. The system does not calculate or deduct any taxes from the advance payment. With the default process, the system deducts the entire advance in one lump sum from the net amount of the employee's next payment. If the employee does not have enough earnings to cover the deduction, the system collects any remaining balance during future payrolls. If you do not want to recover the full amount of the advance at once, you can change the amount that the system deducts per pay period using the employee's DBA instructions.

Note. You can change the way that the advance is recovered from the employee by changing the settings in the advance DBA.

See Setting Up an Advance Deduction in the Human Capital Management Foundation Guide for more information.

Adjustments to Historical Information

You enter an interim payment to adjust historical information when you need to void a specific amount of an employee's payment, but not the entire payment. For example, suppose that an employee is set up to receive 500 USD of his payment in the form of a check and the remainder of the payment in an automatic deposit. If the check is lost, but the automatic deposit occurs as usual, you can use the adjustment feature to manually void the part of the payment that was lost without affecting the automatic deposit. To create the manual void, you enter an adjustment interim payment for negative 500 USD. To issue a replacement check, you create a standard interim payment.

When you create an adjustment interim payment, the system automatically specifies that the interim is a manual interim. Therefore, the system does not automatically create a printed payment for adjustments.

Note. For adjustment interims, you manually enter all the required information (wages, time entry information, DBAs, taxes, and taxable balances) to adjust payroll history directly.

Additional circumstances exist where you might need to adjust employee payroll history information. Some examples of such circumstances are:

- An employee was taxed incorrectly, so you need to adjust the tax amounts.
- An employee's personal information changed and the payroll office was not notified.
- An employee transferred from one division or company to another for which year-to-date limits need to be considered in payment calculations and government reporting.
- An employee was overpaid and then paid the company back outside of the regular payroll process.

The amount that the employee paid back is the net overpayment of earnings, less deductions and taxes. For the adjustment interim, you enter negative amounts for:

- Time entry information.
- Gross wages for each applicable tax type.
- Excludable wages for each applicable tax type.
- Excess wages for each applicable tax type.
- DBAs.
- Taxes.

- An employee was set up in one state for work and residence, but actually works in one state and lives in another.

Therefore, you need to transfer taxable wages from one state to another. You must enter positive amounts for the state to be which you are transferring the wages, and negative amounts for the state from which you are transferring the wages. You need to manually enter these amounts for:

- Time entry information.
 - Gross wages for each applicable tax type.
 - Excludable wages for each applicable tax type.
 - Excess wages for each applicable tax type.
 - DBAs.
- A Canadian employee exceeded the contribution limit for EI, CPP, or QPP.
- Employees in Canada contribute to EI, CPP, and QPP, which have various contribution limits. You need to refund the overpayment of taxes and reduce or increase the excess and excludable amount, without altering the gross amount. You must enter positive or negative amounts for:
- EI.
 - CPP or QPP.
 - Excess wages for each applicable tax type.
 - Excludable wages for each applicable tax type.
- An employee, who is on a leave of absence and does not receive a paycheck, sent in a payment for a loan or benefit deduction that is normally withheld from his or her paycheck.
- So you need to update payroll DBA and tax history to reflect the payment. You must enter amounts for:
- DBA.
 - Gross wages for each applicable tax type, if the DBA is pretax.
 - Excess wages for each applicable tax type, if the DBA is pretax.
 - Excludable wages for each applicable tax type, if the DBA is pretax.

Gross-Up Payments

You can enter a desired net amount and direct the system to calculate taxes and deductions and determine the gross amount of the payment. This calculation is called a gross-up. You might want to create gross-up interim payments if you want the employees to receive payments for a specified net amount (for example, to reimburse an employee for moving expenses). Assume that an employee incurs 5,000 USD in moving expenses. In this case, you create a payment with a net amount of 5,000 USD. If you entered a regular interim payment for 5,000 USD, the employee would receive less than 5,000 USD after taxes and deductions were withheld. Using the gross-up process, the system determines what the gross amount of the payment must be so that the net amount, after taxes and deductions are calculated, is 5,000 USD.

You can enter individual gross-up payments, or the system can automatically create similar gross-up payments for a selected group of employees. For example, to give every employee in a department a 100 USD bonus for meeting a departmental goal, you could use the group gross-up feature. To create a group of gross-up payments, you must first create an employee group. Also, all of the employees in the group must receive the same net pay amount.

Time Entry Interim Generator

You can use the Time Entry Interim Generator feature to associate all timecards with a default interim payroll ID. Organizations that process large numbers of timecards and create payments multiple times during a single pay period might use this feature on an ongoing basis. Other organizations might periodically use this feature to facilitate the creation of special interim payments. When you enter timecards using the Time Entry Interim Generator, the system generates interim header records for each timecard. After you enter the timecards, you must process the interim header records using the Interim Payment Workbench to create the actual interim payments.

When you use the Time Entry Interim Generator, the default interim ID that is assigned to the timecards appears on the time entry form that you use to enter timecards. This system uses this interim ID for each timecard that is entered unless it is overridden on the individual timecard.

Note. You can also create interim payments for timecards that are entered while the Time Entry Interim Generator feature is disabled. To do so, you must first activate the Time Entry Interim Generator feature. Then, using the Speed Time Entry Revisions form, you can assign the default Interim ID to all of the timecards that appear on the form by clicking the Assign Timecards Default Interims button.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, Entering Timecards for Employees Using Speed Time Entry*.

This example illustrates how an organization might use this feature on an ongoing basis.

Company A receives over 100,000 timecards during each weekly pay period. These timecards are received on a continuous basis throughout the period, and are entered into the system as they are received. Many of the employees in this organization do not work during all of the days in the pay period. The company prints payments several times during the pay period. By doing this, the processing time that is associated with printing payments at the end of the pay period is dramatically decreased.

To process payments in this way, you use the Time Entry Interim Generator feature on a continuous basis. All timecards that are entered into the system generate interim payment records that are associated with a default interim payroll ID. Using the Interim Payment Workbench, you can process payments for this interim payroll ID several times during the period, and then process a complete payroll at the end of the period.

This example illustrates how an organization might use this feature on a periodic basis.

Company B wants to give each of its 2,000 employees a merit bonus at the annual company party. The amount of the bonus is different for each employee. To generate these bonus payments as separate payments from the regular payroll payments, you must generate interim payments for the bonuses. Due to the large number of employees, it might be easier for the payroll clerk to enter bonus information using the Speed Time Entry program (P051121) rather than to enter individual interim payments for each employee.

To create interim bonus payments using the Speed Time Entry program, you can activate the Time Entry Interim Generator feature for a specified time period. The system automatically creates interim payment records for each timecard that is entered during that period. These timecards are associated with a default interim payroll ID. You can then process the interim payroll ID to process the interim payments. After all bonus timecards are entered into the system, you can disable the Time Entry Interim Generator feature and enter timecards without generating interim payment records.

To use the Time Entry Interim Generator feature, you must first set up the processing options for the Time Entry MBF (P050002A). After you set those processing options, you must specify the version of the Time Entry Master Business Function to use in the processing options for the time entry programs that you use. Using the information in the processing options of the Time Entry Master Business Function, the system determines which default interim ID to use to create interim payments during time entry. When the Time Entry Interim Generator is functioning correctly, the default interim payroll ID appears on the time entry forms.

You can also generate interim payments when you upload timecards using the batch timecard process. To do so, you must set up a version of the Time Entry Master Business Function that enables the Time Entry Interim Generator feature. Then, you must enter that version in the processing options for the Time Entry Batch Processor program (R05116Z11). After you upload the timecards, you can review them to verify that they are attached to the correct interim ID.

Note. You can only use the Time Entry Interim Generator program to create standard computer interim payments. To create advance, gross-up, or manual interim payments, you must use the Interim Payment Workbench.

Also, whether you are using batch processing or interactive processing for interim payments, you must use the Interim Payment Workbench to process interims that are created using the Time Entry Interim Generator. The processing method for interim payments is defined by the processing option settings for the Interim Payment Workbench.

Before you create interims with the Time Entry Interim Generator, set up a default interim payroll ID and set the Time Entry MBF Processing Options (P050002A) to enable time entry to generate interim payments.

If you use the Time Entry Interim Generator to create multiple payments for employees during a single pay period, verify that company options and DBA setup information is set up correctly to ensure that DBA limits and arrearages are calculated correctly.

See [Chapter 4, “Setting Up Interim Payments,” Creating an Interim Payroll ID, page 47](#).

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up System Options,” Setting Up Company Options.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up Deductions, Benefits, and Accruals”.

See *PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook*, “Setting Time Entry Processing Options,” Setting Processing Options for the Time Entry MBF Processing Options Program (P050002A).

Prerequisites

Before you complete the tasks in this section:

- Create an interim payroll ID.

See [Chapter 4, “Setting Up Interim Payments,” Creating an Interim Payroll ID, page 47](#).

- Verify that the processing options for the Interim Payment Workbench are set up correctly.
- Set up a report model that includes all of the reports that you want to generate during the interim process.

See [Chapter 12, “Working with Interim Payments,” Creating Reports for Interim Payments, page 222](#).

- Set up DBA factor codes in UDC 07/DO, if necessary.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*.

Forms Used to Enter Interim Payments

Form Name	Form ID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Access revision forms. If you are using batch processing to enter interim payments, select a record, select Process Interims from the Row menu, and then select Process Single. If you are running multiple versions of the Interim Calculation program, select Process Interims from the Row menu and then select Process Multiple.
Interim Entry	W070701E	On the Work With Interims Workbench form, select a record and then select Add Interim from the Row menu.	Enter an interim payment.
Review/Revise Employee DBA Override Instructions	W0729A	On the Interim Entry form, select DBA Instructions from the Form menu.	Override employee DBA information. Select the DBAs that you want to calculate for this interim payment. The system calculates all DBAs that are selected for the interim payment. When you enter this form, all DBAs are selected. You can double-click a DBA record to clear it, or you can clear all DBAs. Additionally, you can double-click a DBA record to select it.
Calculate Group Gross Up	W070701C	On the Work With Interims Workbench form, select a record and then select Group Gross Up from the Row menu.	Enter a group of gross-up payments. Select Add Group from the Form menu. Regardless of whether you use batch or interactive processing for interim payments, when you click OK, the system automatically creates interim gross-up payments for the employee group.

Page Name	Object Name	Navigation	Usage
Work With Tax Overrides	W073531A	On the Interim Entry form, select Tax Overrides from the Form menu.	Enter tax amounts, including gross pay, excess gross, and excludable gross, when processing an adjustment interim. The system then automatically calculates the taxable gross based on the values you entered.
Work With Time Entry by Individual, Work With Speed Time Entry	W051121A, W051121E	Time Entry (G05BT1), the time entry program that you use to enter timecards Alternatively, on the Work With Interims Workbench form, select a record and then select Interim Generator from the Form menu. When you use this navigation, you access the Time Entry by Individual form.	Create interims with the Time Entry Interim Generator.

Entering an Interim Payment

Access the Interim Entry form.

Interim Payment Workbench - Interim Entry

OK Delete Cancel Form Tools

Employee Number 2111 Ingram, Paul Off Cycle

Interim ID 300 Pay Frequency S Check Control Number 376972

Payment Information

☒ Computer Payment Date 07/01/05 Advance Amount

☐ Manual Payment Number Gross Up Net Pay Amount

Select Tab: Payment Overrides

Tax Factor 1 Home Company / Home Business Unit

DBA Factor 1 Pay Cycle Bypass Count

G/L Bank Account Benefit Cycle Bypass Count

☐ Do not calculate DBAs ☐ Override Auto Deposit Instructions

Records 1 - 1

	Pay	Pay Type Description	Hours	Account Number	Work Date	Batch Number
☒						

Calculate Payment Details

Gross/Net Wages Taxes DBAs

Interim Entry form

To enter an interim payment:

- Complete these fields:
 - Employee Number
 - Interim Payment Code
 - Gross Up Net Pay Amount
 - Payment Date
 - Payment Number
- Select one of these options:
 - Computer
 - Manual
- Complete these fields on the Gross Up tab to create an interim for a gross-up payment:
 - Gross Up Pay Type
 - Federal Withholding Tax Rate
 - State Withholding Tax Rate

Note. The remaining tabs on the Interim Entry form are disabled during the entry of a gross-up interim payment.

4. Complete any of these fields on the Payment Overrides tab to override payment information:
 - Tax Factor
 - DBA Factor
 - G/L Bank Account (general ledger bank account)
 - Home Company / Home Business Unit
 - Pay Cycle Bypass Count
 - Benefit Cycle Bypass Count
5. Select the Do not calculate DBAs option to prevent all DBAs from calculating for this interim payment.
6. Select the Override Auto Deposit Instructions option to create a check for this interim, regardless of the employee's automatic deposit instructions.

Note. If you override the automatic deposit instructions at the Interim ID level, this option is disabled.

7. Complete these fields on the Timecard Selection tab to include existing timecards in the interim payment:
 - From Date
 - Thru Date
 - Pay Cycle Group Code
 - Home Business Unit
 - Home Company
8. Click one of these options:
 - Load existing timecards to grid.
 - Unload existing timecards from grid.

Note. The system includes all timecards on the Interim Entry form in the interim payment calculations.

9. Skip to step 11 if you are not creating an adjustment interim.
10. Access the Work With Tax Overrides form, complete these fields, click OK, and then skip to step 16 if you are creating an adjustment interim.
 - Work Tax Area
 - T T (tax type)
 - Current Tax Amount
 - Gross Pay
 - Excess Gross
 - Excludable Gross

Note. The system calculates the amount in the Taxable Gross field, based on the values that you enter in the other fields on this form. The formula that the system uses is Taxable Gross = Gross Pay – (Excess Gross + Excludable Gross).

The system also automatically populates the Override Type field with *F* (flat override), which indicates that these tax amounts replace the tax computed from the tax table.

11. Complete these fields on the Employee Tax Information tab to override employee tax information for the interim payment:

- Work Tax Area
- Resident Tax Area
- School District Code
- Work Tax Area Source
- Residency Status
- Source of SUI/SDI Reporting
- DOB
- EIC Status
- Tax Method
- Federal
- Work
- Resident
- Local

Note. This tab is disabled if you are processing interim payments using the batch method. The method of processing is determined by the processing options for the Work With Interims Workbench (P07210I).

12. Complete the steps for entering country-specific tax overrides for interim payments, to override tax exemption and credit information for the interim payment, and to complete the remaining steps of this task.
13. Complete the time entry grid that appears on the Interim Entry form to enter new timecard records for the interim payment.

Note. If you do not want to override DBA information, skip to step 14.

14. Click the Calculate Interim Details button at the bottom of the form and review the payment information, to calculate and view the interim payment calculations, and then click Close.

Note. This step is required only if you are entering a calculated advance interim payment. Also, this option is enabled only if you are processing interim payments using interactive processing. If you do not want to review the calculations when you enter the interim payment, you do not need to complete this step. You can change information on the Interim Entry form and click the Calculate Interim Details button as many times as necessary before you proceed to the next step.

15. Click OK on the Interim Entry form.

Interim Payment Code Select a payment code from the available options.

To create a standard or manual interim payment, select *Off Cycle*.

To create an interim payment for a calculated advance, select *Calculated Advance*.

To create a net advance interim payment, select *Net Advance*.

To create an interim payment to adjust historical information, select *Adjustment*.

To create an individual gross up interim payment, select *Gross Up*.

Computer

Select this option to perform the tax and earnings calculations and generate the payment on computer paper, and update the employee's payroll history.

Manual

Select this option when you manually type or write an interim payment. The system records the manual calculations and updates the employee's payroll history.

Gross Up Net Pay Amount

Enter the gross up net pay amount. Complete this field to create an interim for a gross-up payment.

Payment Date

Enter the payment date.

Note. This field is automatically populated with the system date or with the date that the system calculates using the payment offset. You can override the payment date by entering a value in this field.

Payment Number

Enter the payment number. Complete this field if you are entering a manual payment.

Gross Up

Gross Up Pay Type

Complete this field. If you leave this field blank, the system uses the pay type that is in the processing option for the Interims Workbench to calculate gross-up information. If that processing option is also blank, the system uses pay type 1.

Payment Overrides

Tax Factor

Enter the tax factor. A value in this field represents the number of pay periods that this check is to cover. The Payroll system uses field this to direct the Vertex payroll tax program to treat the pay as a vacation advance. The computed taxes are automatically averaged over the number of pay periods. See the Vertex system manual for an explanation of the method of calculating tax on vacation advances.

DBA Factor (deductions, benefits, and accruals factor)

Enter the DBA factor. A code that designates the number of periods that the check represents, and therefore, the number of periods that the flat dollar deductions are to apply. This number is multiplied by the standard deduction amount to calculate the amount to be subtracted from the employee's check.

G/L Bank Account (general ledger bank account)

Enter the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from

Home Company / Home Business Unit

the F0012 table, item number RB for Accounts Receivable, and PB for Accounts Payable.

Enter the code that indicates the company that is used on the interim payment. If you leave this field blank, the system uses the employee's home company on the interim payment. The system displays a warning when you enter an interim payment if there are timecards on which the home company is overridden.

If you enter a value in the Home Company field on the Timecard Selection tab of the Interim Entry form, that value is automatically entered and the field is disabled. Therefore, if you enter a value in the Home Company field, the system includes all existing timecards with that home company value (if you choose to include existing timecards) and uses that home company on any additional timecards that you create for the interim payment. If this field is blank, the system overrides the home company on the timecards with the home company from the F060116 table.

Note. Before you enter a value in this field, you should review the Company Options for Company 00000 to determine how the organization handles overrides to home company information on employee timecards. If you enter a value in this field that is different than the home company in the F060116 table, the system uses the value in this field as the home company for the interim payment regardless of how the company options are set. For example, if the company options are set to override the home company on a timecard with the home company from the F060116 table, and you enter a value in this field that is different than the home company from the F060116 table, the system does not override the home company on the timecard.

Pay Cycle Bypass Count

The number of pay cycles (paychecks) that the system bypasses. You normally specify this number during the interim check process for short term absences such as vacations and jury duty. The system prints a normal paycheck for an employee only when this number is zero.

For Flexible Spending Accounts Auto Deposit Instructions Only: To bypass the auto deposit feature and write a manual check, you can use this field to specify the number of pay cycles that you want to bypass. Reasons for bypassing pay cycles might include an employee's involvement in jury duty, vacation, or leave of absence.

Benefit Cycle Bypass Count

The number of pay cycles (paychecks) to bypass the benefit calculations. Typically, you specify this information during the interim check process. If you leave this value blank when you enter an interim check, the system bypasses the same number of cycles that you enter in the Replace Next N Checks field. This number must be equal to or greater than the number of pay bypasses. If you specify a value that is less than this number, the system bypasses the same number of pay cycles that you entered in the Replace Next N Checks field.

When you enter a value in this field, the system updates the employee's master record. If you change or delete the other information on the interim check, the system does not remove or adjust the bypass count. You must use the Change action on Additional Parameters to change the value in the F060116 table. However, if you delete the interim check, the system also deletes the value from the F060116 table.

Timecard Selection

Pay Cycle Group Code

Enter the user defined code (UDC) (06/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group that are assigned in the business unit constants. The type code determines which business unit is used in the selection process.

This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection; then, timecards for those employees are selected based on Pay Cycle Group Code and Type.

Home Business Unit

Specify the business unit that the system uses to search on existing timecards. If you include existing timecards in the interim payment, the system includes only timecards with the business unit that you enter in this field.

Home Company

The company that the system uses to search for existing timecards. If you include existing timecards in the interim payment, the system includes only those timecards with the company that you enter in this field.

If you leave this field blank and include existing timecards on the interim payment, the system includes all existing timecards that meet the search criteria on the timecard selection tab, regardless of the home company. The system then overrides the home company on the timecards with the value in the Enter Company if Different than Home Company field on the Payment Overrides tab. If this field is also blank, the system overrides the home company on all of the timecards that are associated with the interim payment with the home company in the F060116 table.

The system displays a warning if the home company on the timecards will be overridden.

Employee Tax Information

School District Code

Specify the code in UDC 06/SD that determines the school district tax for taxation purposes. Vertex automatically calculates the school district tax. This feature is primarily used by the public sector.

Residency Status

Enter the value that identifies out-of-state employees for whom an employer must withhold tax for the state of residence. Values are:

N: (Default) The system uses the employee residence state to calculate taxes. Because the work state has a reciprocal agreement with the employee state of residence, the system uses the employee residence state from the F060116 table.

W: The system uses only the work state to calculate taxes.

Source of SUI/SDI Reporting

Specify the work tax area that is used for SUI reporting. You can specify that the system use either the resident state or the work state, regardless of where the employee worked. FUI is calculated in the same state where SUI is calculated. Weeks Worked are the number of weeks that the employee worked in the taxed state. Values are:

N: Use the work tax area in the time entry record to determine SUI. This is the default value.

R: Always use residence tax area from the F060116 table, even if the time entry record is different.

W: Always use work tax area from the F060116 table, even if the time entry record is different.

Tax Method

A code that specifies the tax method that the Vertex payroll-tax calculation system uses to calculate certain taxes. The codes are defined in UDC 07/TM.

This code can also determine the form that the employee receives for year-end tax reporting. For example, when you enter *C*, a contract employee receives IRS Form 1099-M rather than IRS Form W-2. If a form is not specified in Description 2, the system generates IRS Form W-2.

For employees who are paid multiple times within one pay period, the system should review previous payments within the same pay period and then adjust tax amounts. To specify this function, enter *S*.

If a tax method exists for an employee in addition to the normal tax method that is set up in the F060116 table, the system can use the alternative tax method to interactively process interim payments. To specify this function, enter *Z*.

Some values, such as *S* and *Z*, might require additional setup in the UDC table.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Revising Employee Information,” Terminating Employees

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Entering Employee Instructions”

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Entering Timecards for Employees,” Entering Timecards for Employees

Entering a Group of Gross-Up Payments

Access the Calculate Group Gross Up form.

Interim Payment Workbench - Calculate Group Gross Up

OK Cancel Form Tools

Interim ID 300

Calculation Parameters

Employee Group Name Bonus Interim

Payment Date 07/01/05

Net Payment Amount

Federal Withholding Tax Rate

State Withholding Tax Rate

Override Gross Up Pay Type 1

Rate - Billing Rate

☐ Override Auto Deposit Instructions

Calculate Group Gross Up form

Federal Withholding Tax Rate

Specify the withholding tax rate. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

State Withholding Tax Rate

Specify the withholding tax rate. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts in this field override the hourly rate.

Employee Group Name

Specify the user defined name for an employee group.

Net Payment Amount

Specify the net amount of the payment.

Before the net-deduction phase of the pre-payroll process runs, this amount equals gross pay, less taxes, and less deductions that are based on gross pay.

Override Gross Up Pay Type

After the net-deduction phase, this amount represents the true net pay.

For additional information that is related to this calculation process, see data items NPY1 and DESQ.

Override Auto Deposit Instructions

Specify the code that defines the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

Specify whether to override the employee's automatic deposit instructions for an interim payment that is computer-generated. The system cannot create an automatic deposit for a manual interim check. Values are:

Off: The system follows the automatic deposit instructions that are defined for the employee in the F065016 table. Employees who do not have automatic deposit instructions will receive a check. Off is the default.

On: The system creates a check for the employee, regardless of the employee's automatic deposit instructions.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Setting Up Timecard Automation," Creating Employee Groups

Creating Interims with the Time Entry Interim Generator

Access the time entry program that you use to enter timecards.

To create interims with the Time Entry Interim Generator:

1. Complete the steps to enter timecard records.
2. Select Interim Payment Workbench from the Payroll Workbench menu (G07BUSP11).
3. Complete the Interim ID field and click Find on Work With Interims Workbench.
4. Select a record, select Process Interims from the Row menu, and then select Process Single.

If you are running multiple versions of the Interim Calculation program, select Process Interims from the Row menu, and then select Process Multiple.

5. Click OK on Process Interims Confirmation.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Entering Timecards for Employees," Entering Timecards for Employees

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Working with Timecards for Timecard Automation"

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Working with Timecards for Timecard Automation," Working with Timecard Batches

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, "Setting Time Entry Processing Options"

Reviewing and Revising Interim Payments

This section provides an overview of reviewing and revising interim payments and discusses how to review and revise interim payments.

Understanding Reviewing and Revising Interim Payments

You can review interim payments before you create payments and reports, and before you process them in a payroll cycle. If you find an error in an interim payment before you process the payment in a payroll cycle, you can correct the information. After you correct and process the interim payment, the system recalculates the gross amount, taxes, and DBAs. You can make unlimited changes to the interim payment until you process it through a payroll cycle. If you find mistakes on the interim payment after you process it through a payroll cycle, you can void it and then enter a new interim payment with the correct information.

You can review individual interim payments or you can review all interims that are associated with a specified interim payment ID.

Note. You cannot change the type of interim payment after you have entered the payment into the system. If an interim payment was entered using the wrong payment type, you must delete the interim and then enter another interim with the correct payment type.

Forms Used to Review and Revise Interim Payments

Form Name	Form ID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Review interim payments. Access revision forms. If you are using batch processing to enter interim payments, select a record, select Process Interims from the Row menu, and then select Process Single. If you are running multiple versions of the Interim Calculation program, select Process Interims from the Row menu and then select Process Multiple.
Work With Interim Payments	W07350IA	On the Work With Interims Workbench form, select a record and then select Review/Revise Int from the Row menu.	Review or revise an interim payment.
Interim Entry	W070701E	On the Work With Interim Payments form, select Interim Entry from the Row menu.	Review or revise an interim payment.
Work With Tax Overrides	W073531A	On the Interim Entry form, select Tax Overrides from the Form menu.	Review or revise tax information, as necessary, for adjustment interims.

Reviewing and Revising Interim Payments

Access the Work With Interims Workbench, Work With Interim Payments, and Interim Entry forms.

Printing Interim Payments

This section provides an overview of printing interim payments, lists prerequisites, and discusses how to:

- Set up payment information.
- Print interim payments by interim ID.
- Print selected interim payments.
- Reset the print status for interim payments by interim ID.
- Reset the print status for selected interim payments.

Understanding Printing Interim Payments

You typically print interim payments when you process those payments in a payroll cycle. However, in some cases, you might need to issue an interim check to one or more employees, or generate their automatic deposit advice and bank information, before you are ready to process the interims in a payroll cycle. In these cases, you can create checks, advices, and automatic deposit information for the bank using the Interim Payment Workbench, and then process the interims in a payroll cycle at a later date. You can create payments for all of the interim checks that are associated with an interim ID, or you can create payments for selected interims only.

For example, if an employee's regular payroll payment is incorrect, you can void the payment and create an interim payment for the employee with the correct information. To reduce the inconvenience to the employee, you might print an interim check immediately, instead of waiting until you process the payroll cycle that includes interim payments. If the employee typically receives payroll payments using automatic deposit, you can use the Interim Payment Workbench to print the advice slip and create the automatic deposit information to send to the bank.

When you process a full payroll cycle that includes these interim payments, the system does not create the payments again, either for printed payments or for automatic deposit information.

If an incident such as a printer failure prevents one or more interim payments from printing, or if you determine that the information on a printed payment is incorrect, you can reset the print status for a payment and then reprint it.

Before you can print payments from the Interim Payment Workbench, you must set up payment information. This information is used to identify which versions of the payment programs the system uses to create interim payments.

Note. If you print interim payments using the Interim Payment Workbench, the system uses the dates that are associated with the interim payment when it updates employee history. When you print interim payments during the regular payroll cycle, the system uses the dates that are associated with the payroll process to update employee history.

If you create manual interim payments (which are not printed during the payroll process) or when you use the Interim Payment Workbench, the system updates employee history using the dates that are associated with the interim payment.

Prerequisites

Before you complete the tasks in this section:

- Enter the interim payments.

See [Chapter 12, "Working with Interim Payments," Entering Interim Payments, page 195](#).

- Set up a report model for interim payments if you want to produce reports during the printing process.

See [Chapter 12, "Working with Interim Payments," Creating Reports for Interim Payments, page 222](#).

Forms Used to Print Interim Payments

Form Name	Form ID	Navigation	Usage
Print Payment Setup	W072301B	Payroll Workbench (G07BUSP11), Interim Payment Workbench On the Work With Interims Workbench form, select Print from the Row menu, and then select Setup Payments.	Set up payment information.
Print Payments	W07230A	On the Work With Interims Workbench form, select Print from the Row menu, and then select Print All.	Print interim payments by interim ID.
Print Payments	W07230A	On the Work With Interims Workbench form, select Review/Revise Int (review/revise interims) from the Row menu. On the Work With Interim Payments form, select the interim payment that you want to print and select Print Payment from the Row menu. On the Print Selected Interim Payments form, click OK.	Print selected interim payments.
Reset Checks and Auto Deposits	W07210II	On the Work With Interims Workbench form, select a record, select Reset Functions from the Row menu, and then select Reset Print Pymts (reset print payments).	Reset the print status for interim payments by interim ID.
Reset Checks and Auto Deposits	W07350IH	On the Work With Interims Workbench form, select a record and select Review/Revise Int from the Row menu. On Work With Interim Payments, select a record, select Reset Functions from the Row menu, and then select Reset Print Pymts.	Reset the print status for selected interim payments.

Setting Up Payment Information

Access the Print Payment Setup form.

Interim Payment Workbench - Print Payment Setup

OK Cancel Form Tools

Payroll ID 300

Checks

Print Program	R07231	Version	XJDE0001
Stub Lines	12		
Attachment Program	R07232	Version	XJDE0001

Auto Deposits

Advice Program	R07233	Version	XJDE0001
Stub Lines	12		
Attachment Program	R07234	Version	XJDE0001
Bank File Program	R07235	Version	XJDE0001

Print Payment Setup form

- Print Program** Specify the program that prints payroll checks.
- Stub Lines** Specify the number of lines to print on the automatic deposit advice.
- Attachment Program** Specify the program that prints the automatic deposit advice attachments.
- Advice Program** Specify the program that prints the automatic deposit advices.
- Bank File Program** Specify the program that creates the automatic deposit file.

Printing Interim Payments by Interim ID

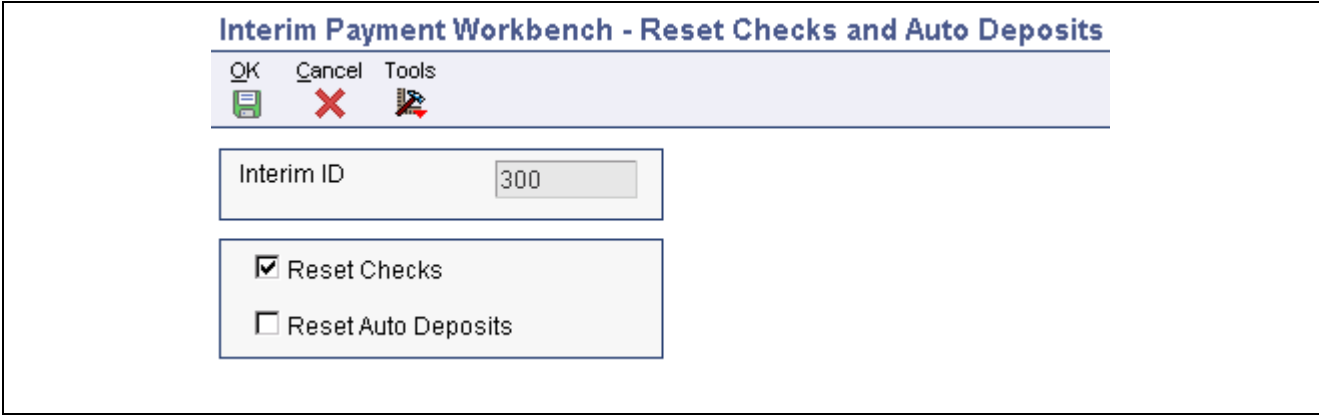
Access the Print Payments form.

Printing Selected Interim Payments

Access the Print Payments form.

Resetting the Print Status for Interim Payments by Interim ID

Access the Reset Checks and Auto Deposits form.



Interim Payment Workbench - Reset Checks and Auto Deposits

OK Cancel Tools

Interim ID 300

☒ Reset Checks

☐ Reset Auto Deposits

Reset Checks and Auto Deposits form

Resetting the Print Status for Selected Interim Payments

Access the Reset Checks and Auto Deposits form.

Reset Checks Select this option to reset checks.

Reset Auto Deposits Select this option to reset automatic deposits.

Resetting and Reassigning Interim Payments

This section provides an overview of resetting and reassigning interim payments and discusses how to:

- Reset or reassign interim payments by interim ID.
- Reset or reassign selected interim payments.

Understanding Resetting and Reassigning Interim Payments

After you enter interim payments, you might find that the information on the interim payments is incorrect. If you do not want to delete and re-enter the interim payments, you can reset the calculations that are associated with the payments. After you reset the calculations for the payments, you can revise the incorrect information and then recalculate the payments. You can reset all interim payments that are associated with a specified interim ID or you can reset the calculations for a specified payment. When you reset the calculations that are associated with an interim payment, you delete from the system all of the calculated amounts, such as taxes and DBAs, that are associated with that interim. Therefore, after you reset an interim ID and correct the information for the associated payments, you must recalculate the payments to restore all calculated values in the system.

You can also reset interim header records. When you do so, the system deletes the interim payment header information, but does not delete the timecards that are associated with the interim payments. You might use this option if you have created interim payments using the Time Entry Interim Generator, but later decide that you do not want to process those timecards as interim payments. By resetting the interim header records, you delete the interim payments but keep the timecard records intact. Those timecards can then be processed within a regular payroll cycle.

In addition, you can reassign interim payments from one interim ID to another. You might do this if you want to print all interim payments that are currently in the system, but you only want to print payments once. In this scenario, you can reassign interim payments from several interim IDs to one interim ID. After you have reassigned all interim payments to one interim ID, you can use that ID and complete the steps to print payments.

Note. When you reset calculations for interim payments, you can reset all payments that are associated with an interim ID, or you can reset only those payments that have not been printed already. The system uses the processing options for the Work With Interims Workbench program (P07210I) to determine whether to reset printed payments.

You would typically reset interim header records and reassign interim payments to another interim ID using the Interim Payment Workbench. However, if you are creating interim payments using the Time Entry Interim Generator, you might want to specify the interim payments to reset or reassign (or both) using data selection other than interim ID. To do this, you can process the reset and reassign options by running the Reset Interim Payment Header Records program (R07350I). You can access this program by selecting Reset/Reassign Payment Headers from the Advanced and Technical operations menu (G07BUSP3).

Note. You can only reassign interim payments to a different interim ID or reset interim header records for unprocessed interim payments. Therefore, if you enter interim payments using the interactive method, or if you have already selected the Process option from the Work With Interims Workbench menu, you must reset the calculations of the interim payments before you can reassign them to a different interim ID or reset the interim header records.

After you reassign interim payments to an interim ID, you must reprocess those payments to restore the payment calculations in the system.

Forms Used to Reset or Reassign Interim Payments By Interim ID

Form Name	Form ID	Navigation	Usage
Work With Interims Workbench	W07210IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench	Access revision forms. If you are using batch processing to enter interim payments, select a record, select Process Interims from the Row menu, and then select Process Single. If you are running multiple versions of the Interim Calculation program, select Process Interims from the Row menu and then select Process Multiple.
Reset/Reassign Interim ID	W07210IH	On the Work With Interims Workbench form, select a record and select Reset Functions from the Row menu, and then select Reset/Reassign ID.	Reset or reassign interim payments by interim ID. Reset or reassign selected interim payments.

Resetting or Reassigning Interim Payments By Interim ID

Access the Reset/Reassign Interim ID form.

Interim Payment Workbench - Reset/Reassign Interim ID

OK Cancel Form Tools

Interim ID 300

Payment Level Details

Employee Number

Check Control Number

☒ Reset Interim Calculations

☐ Reset Payment Headers

☒ Reassign Interim ID to Another ID

From Interim ID 300

To Interim ID 002

Reset/Reassign Interim ID form

Resetting or Reassigning Selected Interim Payments

Access the Reset/Reassign Interim ID form.

See Also

[Chapter 12, “Working with Interim Payments,” Reviewing and Revising Interim Payments, page 215](#)

[Chapter 12, “Working with Interim Payments,” Entering Interim Payments, page 195](#)

Creating Reports for Interim Payments

This section provides an overview of reports for interim payments, lists prerequisites, and discusses how to create the reports.

Understanding Reports for Interim Payments

Using the Interim Payment Workbench, you can create reports for all interim payments that are included in a specified interim ID. You can create reports to verify whether the information included in the interim payments is correct before you process the payments through a payroll cycle.

You can generate reports using the Interim Payment Workbench in three different ways. If you are creating interim payments using batch processing, you can set up reports to print when you select Process from the Work With Interims Workbench. You can also set up reports to print when you print interim payments from the Work With Interims Workbench. Finally, you can set up reports to print when you launch reports from the Interim Payment Workbench.

To create reports using the Work With Interims Workbench, you set up a report model that specifies which reports the system creates for interim payments. You must enter this report model in the processing options for the Work With Interims Workbench program (P07210I). You can then set up the reports that you want to print for each interim ID by selecting reports from the report model that you have entered in the processing options. If you leave this processing option blank, the system uses the default report model, which includes these reports for interim payment processing:

When the Report is Produced	Report Name
Process Interims (Step 6)	R073012 - Payroll Register
Process Interims (Step 6)	R073013 - Summary Payroll Register
Process Interims (Step 6)	R073051 - Time and Pay Entry Journal
Process Interims (Step 6)	R053191 - Payroll Exception Report
Interim Print Payments (Step 7)	R07238 - Payroll Payment Register
Interim Reports Only (Step 8)	R073665 - Employee Social Security Register
Interim Reports Only (Step 8)	R053001 - Time and Pay Entry Register
Interim Reports Only (Step 8)	R073012 - Payroll Register
Interim Reports Only (Step 8)	R073013 - Summary Payroll Register
Interim Reports Only (Step 8)	R073053 - D/B/A Transaction Audit Report
Interim Reports Only (Step 8)	R073062 - D/B/A-Register
Interim Reports Only (Step 8)	R073170 - Federal Tax Distribution Summary
Interim Reports Only (Step 8)	R773162 - Provincial Tax Distribution Summary (Canada)
Interim Reports Only (Step 8)	R773170C - Tax Distribution Summary - Federal (Canada)
Interim Reports Only (Step 8)	R77323 - Employee Earnings & Tax Register (Canadian)
Interim Reports Only (Step 8)	R773660 - Employment Insurance Register (Canada)

Prerequisites

Before you complete the tasks in this section:

- Create a report model to use for interim payment reports.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Setting Up Pay Cycle Reports, page 30](#).

- Enter the report model that you created for interim payments in the processing options for the Work With Interims Workbench program (P07210I).

Forms Used to Create Reports for Interim Payments

Form Name	Form ID	Navigation	Usage
Payroll Reports Only	W07240A	Payroll Workbench (G07BUSP11), Interim Payment Workbench On the Work With Interims Workbench form, select a record and from the Row menu select Reports, and then select Launch Reports.	Create reports for interim payments. The All Reports option enables you to print all reports for which a valid version exists, even if that report is not set up to print during the reports step of interim payment processing. To print individual reports, select the report, and then select Submit Report from the Row menu. To print all of the reports that are set up to print during the reports step of the interim payment process, select Reports Only from the Form menu.

Creating Reports for Interim Payments

Access the Payroll Reports Only form.

Interim Payment Workbench - Payroll Reports Only

OK Find Cancel Row Form Tools

Payroll ID 300

☐ Report Only ☒ Interim Report Only ☐ All Reports

Records 1 - 2 [Customize Grid](#)

	Step Type	Step Description	Report ID	Report Version	Version Description
☒	8	Interim Reports Only	R073012	XJDE0001	Payroll Register
☐					

Payroll Reports Only form

Deleting Interim Payments

This section provides an overview of deleting interim payments and discusses how to delete them.

Understanding Interim Payment Deletion

If you have not yet processed an interim payment in a payroll cycle, you can delete the interim payment. However, you cannot delete an interim payment if the system is currently in the process of printing the payment. If you have already printed the payment, you must reset it before you can delete the payment from the system.

When you delete an interim payment, consider that:

- If you delete the timecards that are associated with the interim payment that you are deleting, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.
- If you do not delete the timecards that are associated with the deleted interim payment, the system can include the timecards in future payroll cycles.
- If you do not delete the DBA transactions that are associated with the deleted interim payment, the system can include the transactions in future payroll cycles.

Important! You cannot delete an interim payment by clicking the Cancel button on the Interim Entry form. To maintain the integrity of the payroll history, you must follow the steps in this task to delete an interim payment.

See Also

Chapter 12, “Working with Interim Payments,” Resetting and Reassigning Interim Payments, page 220

Forms Used to Delete Interim Payments

Form Name	Form ID	Navigation	Usage
Work With Interim Payments	W07350IA	Payroll Workbench (G07BUSP11), Interim Payment Workbench On the Work With Interims Workbench form, select a record and then select Revise/Review Int from the Row menu.	Delete selected interim payments.
Reset Checks and Auto Deposits	W07350IH	On the Work With Interim Payments form, select Reset Functions and then Reset Print Pymts from the Row menu.	If you have already printed the check, reset checks and auto deposits before deleting payments.
Delete Interims	W07350IC	On the Work With Interim Payments form, select the records and click the Delete button. On the Confirm Delete form, click OK.	Select the Delete Timecard Transactions option to delete all of the timecards that are associated with the interim payment. Select the Delete DBA Transactions option to delete all of the DBA records that are associated with the interim payment.

Deleting Interim Payments

Access the Work With Interim Payments form.

To delete selected interim payments:

1. Select the record in the detail area that you want to delete.

Note. To select multiple interim payments in the detail area, hold down the Shift key and select all of the interim payments that you want to delete.

2. Select Reset Functions and then Reset Print Pymts from the Row menu, if you have printed the check already.
3. Select one of these options, on Reset Checks and Auto Deposits, and then click OK:
 - Reset Checks
 - Reset Auto Deposits
4. Click OK on Reset Checks and Auto Deposits Confirmation.
5. Click Delete on Work With Interim Payments.
6. Click OK on Confirm Delete.
7. Select the Delete Timecard Transactions? option on Delete Interims to delete all of the timecards that are associated with the interim payment:
8. Select the Delete DBA Transactions option to delete all of the DBA records that are associated with the interim payment.
9. Click OK.

Processing Interim Payments in a Payroll Cycle

This section provides an overview of processing interim payments in a payroll cycle, lists a prerequisite, and discusses how to process interim payments in a payroll cycle.

Understanding Processing Interim Payments in a Payroll Cycle

You process interim payments to create payments, generate reports and journal entries, and update employee payroll history information. You can create printed payments, automatic deposit information, and reports using the Interims Workbench, or you can create this information during a regular payroll cycle. Regardless of the method that you use to create printed payments, automatic deposit information, and reports, you must process interim payments in a regular payroll cycle to create journal entries and update employee payroll history.

You can process interim payments through a regular payroll cycle using one of two methods:

Method	Description
Merge interim payments	The system processes interim payments with the regular payroll payments. The system prints computer interim payments along with the regular payroll payments. To be included in the payroll cycle, an interim payment must have a payment date that occurs on or earlier than the payment date for the payroll cycle.
Process interim payments only	The system processes interim payments only, and prints all computer interim payments that are included in the payroll cycle. To be included in the payroll cycle, an interim payment must have a payment date that occurs on or earlier than the payment date for the payroll cycle.

Note. If you create printed payments or automatic deposit information for interims using the Interim Payment Workbench, the system will not generate those payments again when the payments are included in a regular payroll process.

Printing Interim Checks

In some cases, you might need to give an employee an interim check before you are ready to process that interim check in a payroll cycle. In this case, you can print the check and then process the payroll cycle at a later date.

When you process the payroll cycle that includes this interim check, the system does not print the check again. This printing feature is available for checks only. You cannot print automatic deposits before you process them in a payroll cycle.

Prerequisite

Create a payroll ID to use for processing interim payments.

See [Chapter 3, “Setting Up Payroll Cycle Information,” Creating a Payroll ID, page 24](#).

Forms Used to Process Interim Payments in a Payroll Cycle

Form Name	Form ID	Navigation	Usage
Pre-Payroll Processing	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench On the Work With Pay Cycle Workbench form, to merge interim payments with regular payments, select the Pre-Payroll Version option. To process interim payments only, select the Interims Only Pre-Payroll Version option. Select a record and then click Select.	Process interim payments in a payroll cycle.

Processing Interim Payments in a Payroll Cycle

Access the Pre-Payroll Processing form.

Pay Cycle Workbench - Pre-Payroll Processing

OK Cancel Form Tools

☐ Interim Only ☒ Merge Interims ☒ AutoPay ☐ Changes Only ☐ Leave Balance

Pay Cycle Information

Payroll ID ☐ Submit Pre-Payroll

Pay Cycle Code *Biweekly*

Country Code *United States*

Pay Period End Date

Version Century/Year

Date/Detail Info **Additional Parameters**

Dates

From Thru

Check Date Auto Deposit Date

Detail Information

Period No W B S M O

Std. Hours W B S M O

Pre-Payroll Processing form

Merge Interims Select this option to merge interim payments with regular payments.

Interim Only Select this option to process interim payments only.

See Also

[Chapter 12, “Working with Interim Payments,” Printing Interim Payments, page 216](#)

[Chapter 10, “Working with the Payroll Cycle,” page 103](#)

CHAPTER 13

Entering Wage Attachments for Employees

This chapter provides an overview of wage attachments for employees, lists prerequisites and common elements used in this chapter, and discusses how to:

- Enter a wage attachment for a garnishment.
- Enter exemption rules for a garnishment.
- Enter a wage attachment for a loan.
- Assign fees and interest to a wage attachment.
- Enter a wage attachment for a tax levy.
- Enter a wage attachment for a wage assignment.
- Enter additional information for a wage attachment.
- Enter rules for multiple wage attachments.
- Review wage attachment history.

Understanding Wage Attachments for Employees

In many countries, employers are responsible for collecting and distributing child support and other wage attachments. As an employer, you might be required by law (by way of a court order) to deduct a certain amount of the employee's pay and remit it to an individual or agency to satisfy the employee's debt. Failure to deduct and remit could subject the organization to penalties, fines, and interest. Therefore, you must accurately calculate deduction amounts and maintain wage attachment history by employee.

The Payroll system includes a feature, called the wage attachment workbench, that you can use to administer voluntary and involuntary wage withholding orders. You can track detailed information for each wage attachment and calculate complex deductions. For example, you can:

- Track detailed wage attachment information, such as the case number for the wage attachment.
- Define specific calculation rules.
- Track detailed history for a wage attachment, including amounts deducted, deduction dates, and payee information.

You can also manage the complexities of administering multiple wage attachments for employees. When an employee has multiple wage attachments, you need to determine the priority of each one. Priorities determine the order in which each wage attachment is deducted when an employee does not have enough disposable wages to satisfy all of the wage attachments. To do this, you must consider each court order, as well as federal and local regulations. You can specify the priority of each deduction at the wage attachment level or at the employee level. You can also override the system-defined priorities if necessary.

In addition, you can specify calculation rules for situations when employees have multiple wage attachments. These rules can be set up at the DBA level, the employee level, or the wage attachment level. For example, government regulations might specify that child support withholding cannot exceed 65 percent of an employee's disposable earnings. In addition, they might also specify that, if child support is less than 25 percent of disposable earnings, that the combined total of all child support and commercial garnishments cannot exceed 25 percent of disposable earnings.

In this situation, if an employee had a child support wage attachment that was set to calculate at 20 percent, and a commercial garnishment that was set to calculate at 10 percent, the wage attachment rule would adjust the wage attachment with the lowest priority so that the combined deduction does not exceed 25 percent of disposable earnings.

The wage attachment workbench is designed to accommodate these involuntary and voluntary wage assignments:

- Tax levy (involuntary wage attachment).
- Child support (involuntary wage assignment).
- Garnishment (involuntary wage attachment).
- Loans (voluntary payroll deductions)

Tax Levy (Involuntary Wage Attachment)

A tax levy is issued to employees who fail to pay their taxes on time. The amount deducted from the employee represents taxes, penalties, or interest that is in arrears. In the case of a federal levy, the governmental taxing authority sends a notification of a levy on employee wages, salary and other income. This notification indicates the amount of the levy and specific tax information needed to calculate the levy correctly. You might need to enter exemption amounts for the levy. The Wage Attachment Workbench enables you to set up federal and local levy tables that apply to all employees. For each individual with a tax levy, you indicate the standard deduction and personal exemption amounts based on the levy notice to access the correct levy tables. The Payroll system enables you to override the table amounts and to specify a different method of calculating the levy deduction.

Child Support (Involuntary Wage Assignment)

A withholding order for child support can be either for ongoing payments (wage assignment), amounts in arrears (back child support), or both. In many cases, all initial orders for child support require wage withholding unless the court order specifies another method of payment. This means that payroll departments have an increased number of child support withholding orders. In addition, you must calculate the disposable earnings on which to base the deduction, while considering the maximum amount of disposable earnings that can be deducted from the employee. Since each court order varies, the calculation of disposable wages, maximum amounts, and withholding amounts varies by individual. The Payroll system easily accommodates a variety of child support withholding orders, including the complexities surrounding multiple orders for an employee.

For employees with multiple child support orders, the Wage Attachment Workbench offers the flexibility to prorate amounts when an employee's wages are insufficient to cover all obligations. In such cases, you must determine the priority of each withholding order. To determine priority, employers must comply with the withholding order as well as state regulations. States have adopted three basic methods to handle multiple orders, and each of these methods is incorporated into the Wage Attachment Workbench:

- Priority is given to the first order received, which means that the first order must be completely satisfied before moving onto the next order.
- The available wages can be allocated based on the percentage of each order to the total amount of the orders (prorated).
- The available wages are split equally among all orders.

When an employee owes back child support (arrears), the amount to deduct for an individual can be included with the ongoing support obligation or as a separate wage attachment in the Payroll system.

Garnishment (Involuntary Wage Attachment)

A garnishment is a court-ordered payroll deduction imposed for nonpayment of a personal debt or child support. You are required to make a payroll deduction based on the court-ordered garnishment as well as to comply with state regulations regarding maximum amounts that can be withheld for each type of garnishment. In addition to back taxes and child support arrears, other examples of a garnishment include student loan collections, bankruptcy orders, and federal agency loan collections. The Payroll system can accommodate complex garnishment calculations, including multiple garnishments.

Loan (Voluntary Payroll Deductions)

The Payroll system can calculate, track, and maintain history for company-administered loans such as loans from the employee's stock or retirement plan. Some companies will make personal loans or allow employees to borrow funds from their retirement or stock plan. Whether the company is remitting the loan repayment deduction to a third party (retirement plan administrator) or an internal department, the Wage Attachment Workbench can be used, if necessary, to set up the loan, attach agency fees, and calculate interest. Unlike wage attachments or wage assignments, the setup for loans is not mandated by court order or federal or state regulations. However, complex calculations could require the use of a table, which can be set up in the Payroll system.

Wage Attachment Processing

If the organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a monetary amount or an amount equal to a percentage of gross wages, you might not need to use the wage attachment-processing feature. Instead, you can set up and assign the wage attachment deduction in the same way that you set up and assign any other type of deduction.

The organization can charge employees fees for administering most types of wage attachments. In addition to the fees that the organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the standard annual exemption amounts that are used to determine the wages that are exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions and the wage attachment workbench.

You can review wage attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.

Terms

These terms are pertinent to wage attachments:

Employee	The debtor or obligor.
Obligee	The creditor, garnishor, person, or organization to whom the employee owes money.
Company	The company, the employer, and the garnishee.

Payee The person or organization that receives the payments and, in turn, pays the obligee.

To deduct a court-ordered payment from the employee's earnings, you can enter a wage attachment for the employee. You can also enter a wage attachment for an employee when the organization grants a loan to the employee and charges interest for the loan.

When you enter a wage attachment for an employee, you define the specific rules for calculating the wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for each wage attachment. You also can enter additional information for a wage attachment such as its file number and effective dates.

You can enter a wage attachment for an employee in either of these ways:

- Enter the deduction for the wage attachment in the employee's DBA instructions.

The system displays the Wage Attachment Revisions form, on which you can enter the unique information for the employee's wage attachment. The system prompts you to enter only the information that applies to the type of wage attachment that you are entering.

- Enter the wage attachment information for an employee directly by accessing the Wage Attachment Revisions form from the wage attachment workbench.

The system adds the wage attachment DBA to the DBA instructions for the employee.

You can choose the method that works best for you. If you have many employees with wage attachments, entering the wage attachment information directly is likely the most efficient entry method.

Prerequisites

Before you complete the tasks in this section:

- Set up a deduction for each type of wage attachment.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, "Setting Up Deductions for Wage Attachments".

- Enter obligees and payees into the address book.

See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records".

See Also

[Chapter 13, "Entering Wage Attachments for Employees," Assigning Fees and Interest to a Wage Attachment, page 240](#)

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, "Entering Employee Instructions," Entering Employee Deduction, Benefit, and Accrual Instructions

Common Elements Used in This Chapter

Address Number Specify the employee number on which you want to calculate the rule.

Amount 1/Method

Complete this field to calculate the garnishment or wage attachment with a method other than the garnishment calculation tables. If you are calculating a levy, complete this field to use a method other than the Standard Annual Exemption Amounts and the Additional Exempt Amounts tables.

The amount to be withheld from the employee's paycheck for a wage attachment. Based on the method, this amount may be used as a comparison to a percentage. The method determines whether the amount or the percent is deducted.

Note. If an employee receives multiple payments during a pay period, the system tries to deduct the full amount from the first payment that the employee receives. If the full amount of the deduction cannot be satisfied from the first payment, the system continues to deduct from the employee's earnings in subsequent payments that are received during the pay period until the full amount has been deducted. After the full amount has been deducted, the system no longer withholds additional earnings if the employee receives additional payments during the pay period.

Amount Due

Specify the amount that is due. The amount due is either:

- The amount due for a declining balance (Declining Balance field = Y).
- The amount due for a wage attachment deduction.

This amount is required for all wage attachments except a child support deduction.

The amount due for a declining balance must be specified at one of these assignment levels:

- DBA setup
- Group assignment
- Employee assignment

For wage attachment setup, the system stores the amount due in a different table and does not display it in the DBA instructions for employees.

You cannot specify the amount due during time entry.

When the amount due equals zero, the DBA becomes inactive.

Amount or Rate

Specify the rate or amount that the system uses when determining whether the rule has been broken.

Deduction Number

Specify the code that defines the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

No. Deduction Periods
(number of deduction periods)

Specify the number of periods for which a deduction or benefit should be taken, or for which the arrearage amount must be deducted. The system automatically decreases this number by one for each period taken.

You must enter a value in this field if you automate the Number of Periods field.

Obligee

Specify the address book number of the person, company or individual who initiated the claim and is due the money.

Original Balance	Specify the original balance due on the wage attachment. The total amount which must be withheld from the employee's paychecks to meet the court order requirement. For example: If the employee was served a court order for an outstanding garnishment, the system displays the total amount that due. This <i>is not</i> the current outstanding balance, which is carried in the Amount Due (AD) field. The Remaining Balance on the Detail Wage Attachment Ledger is reduced by the amount of the deduction each pay period it is deducted.
Payee	Specify the address book number for the supplier who receives the final payment. For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.
PDBA Code	Specify the DBA for which you want the rule to calculate.
Percent 1	Specify the percentage of the employee's disposable wage that can used in the calculation of a wage assignment, as specified in the wage attachment setup. To enter an ongoing wage assignment that is a monetary amount, enter 2 in the Method field, a monetary amount in the Amount field, and 0 (zero) in the Percent 1 field. To enter an ongoing wage assignment that is a percentage of the employee's disposable wage, enter 2 in the Method field, 0 (zero) in the Amount field, and a percentage amount in the Percent 1 field.
Source of Calculation	Specify the wage basis that the system uses to calculate the rule. This user defined code (UDC) (07/DB) specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment. For wage attachments use one of these codes: I–8: Garnishment, tax levy, wage assignment (child support and maintenance). R: Loan, interest. 0: Fees.
Wage Attachment Priority Number	Specify the priority in which the wage attachment is to be withheld. This priority supersedes the deduction priority that is specified when you set up the deduction.
Wage Attachment Withholding Rule	Specify the type of rule to use. This rule is used to define withholding limitations across multiple wage attachments for a single employee.

Entering a Wage Attachment for a Garnishment

This section provides an overview of entering a wage attachment for a garnishment, lists a prerequisite, and discusses how to enter a wage attachment for a garnishment.

Understanding Wage Attachment for a Garnishment

You must enter a garnishment wage attachment for an employee when a court orders the organization to withhold payments for overdue child support or personal debt from the employee's wages.

When you enter a garnishment wage attachment, you specify the total amount that the employee owes (the amount due) and the method by which the system calculates the withholding amount (such as a flat rate or a percentage amount) for each pay period. The court determines this method. For garnishments, courts often require you to use guidelines that are defined by the state or federal government. In such cases, you can use a garnishment table as the method of calculation.

Note. To calculate a garnishment without using a garnishment table, enter *NOTBL* in the Table Code field on the Basic DBA Information form for the garnishment DBA.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, Setting Up Deductions for Wage Attachments*.

Prerequisite

Set up garnishment tables.

See [Chapter 7, “Setting Up Tables for Wage Attachments,” Setting Up Garnishment Tables, page 69](#).

Forms Used to Enter a Wage Attachment for a Garnishment

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench Click the Add button on the Work With Wage Attachments Workbench form.	Enter a wage attachment for a garnishment.

Entering a Wage Attachment for a Garnishment

Access the Wage Attachment Revisions form.

Wage Attachment Workbench - Wage Attachment Revisions			
OK	Cancel	Form	Tools
Employee No.	7504	Meade, Jane	Wage Attach # 67
Deduction Number	1104	Garnishment	
General Information			
Case or Loan/Date	568944	06/12/05	Minimum Net Pay
Obligee Number			Amount Due 627.79
Payee Number	5557	Arapahoe County, Clerk of...	Original Balance 1,133.59
No of Periods			Amount/Method
A/P Voucher (Y,N)	Y		Source of Calculation 2
Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules			
Company Fee		Deduction No.	
Agency Fee		Deduction No.	
Pay Period Limit		Limit on Pay Period Dollars	
Monthly Limit		Limit on Monthly Dollars	
Quarterly Limit		Limit on Quarterly Dollars	
Annual Limit		Limit on Annual Dollars	

Wage Attachment Revisions form

Case Number

Specify the number that is assigned to the wage attachment by the issuing agency. When you enter wage attachments, the system prevents you from entering duplicate case numbers.

Case Date

Specify the date that the wage attachment was issued by the agency.

A/P Voucher (Y, N)

(accounts payable voucher (yes, no))

Specify a code that determines whether the system generates a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Values are:

N: No, do not generate a voucher.

Y: Yes, generate a voucher.

WC M (wage calculation method)

Specify the method that the system uses to calculate a wage attachment deduction. Values are:

Blank: The system uses information in the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy.

1: Lesser of the flat amount or percent of disposable wage. (Use for child support).

2: Greater of the flat amount or percent of disposable wage. (Use for child support).

- 3: Greater of flat amount or percent, the difference becomes the arrearage deduction, if there is an arrearage amount. (Use for child support).
- 4: Flat dollar amount, the difference between the new disposable wage and the minimum net pay equals the arrearage amount. (Use for child support).
- 5: Flat dollar amount, unless the amount is greater than percent of wage, then use the secondary amount. (Use for child support).
- 6: Flat dollar amount, unless the new disposable wage is less than minimum net pay, then adjust amount until minimum net reached. (Use for garnishment and levy).
- 7: Percent of disposable wage adjusted to minimum net. (Use for garnishment and levy).
- 8: Lesser of percent of gross or table amount. (Use for garnishment).
- \$: Flat dollar amount. (Use for garnishment, levy, and loans).
- %: Percentage of disposable wages (Use for garnishment and levy).

Entering Exemption Rules for a Garnishment

This section provides an overview of entering exemption rules for a garnishment or child support wage attachment and discusses how to enter them.

Understanding Exemption Rules for a Garnishment

You must enter exemption rules for an employee when the government specifies exemption rules that must be adhered to when processing garnishments and child support wage attachments.

Use the Exemption Rules tab on the wage attachment form to capture all rules that determine exemption amounts for child support and garnishment wage attachments. These rules are used in conjunction with all existing functionality for wage attachments. These rules can be set up as a flat amount, a percentage, or a table method. When you use a table method, calculation tables store the upper limit, lower limit, and exemption rate for the individual garnishment or child support order. The exemption rules are stored in the F071074 table. The system enables you to:

- Calculate exemption amounts based on a flat dollar amount.
- Calculate exemption amounts based on a percentage of gross or net wages.
- Calculate exemption amounts based on a range of gross or net wages.
- Calculate exemptions based on a flat dollar amount in combination with a range of gross or net wages.
- Calculate exemption amounts within multiple wage ranges.

Note. (CAN) Legislation exists within Canada requiring either a specific amount or a percentage of wages to be exempt from maintenance orders (child support) and garnishments.

See *Payroll for Canada, Setting Up Wage Attachments for Canada*.

Prerequisite

Set up exemption calculation tables.

See [Chapter 7, “Setting Up Tables for Wage Attachments,” Setting Up Exemption Tables, page 71.](#)

Forms Used to Enter Exemption Rules for a Garnishment

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench Click the Add button on the Work With Wage Attachments Workbench form.	Enter exemption rules for a garnishment.

Entering Exemption Rules for a Garnishment

Access the Wage Attachment Revisions form. Click the Exemption Rules tab.

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 7504 Meade, Jane Wage Attach # 67

Deduction Number 1104 Garnishment

General Information

Case or Loan/Date 568944 06/12/05 Minimum Net Pay

Obligee Number Amount Due 627.79

Payee Number 5557 Arapahoe County, Clerk of... Original Balance 1,133.59

No of Periods Amount/Method

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information **Exemption Rules**

Exemption Method Blank Table Code

Exemption Amount Source of Calculation

Minimum Exemption Maximum Exemption

Wage Attachment Revisions form, Exemption Rules tab

Exemption Method

Specify the method to calculate an exemption amount for a child support or garnishment wage attachment. Values are:

	1: Flat dollar amount. 2: Percent of gross or net wages. 3: Use an exemption table from which the exemption amount is retrieved. If you use exemption method 3 and enter an amount in the Exemption Amount field, the amount is defined as a flat dollar value and is added to the exemption amount that the system retrieves from the table.
Exemption Amount	Specify the amount at which a child support or garnishment wage attachment calculates. This can either be an amount or a percent, depending on the exemption method.
Minimum Exemption	Specify the minimum amount of pay that is exempt from the garnishment or child support wage attachment, even when the exemption calculates to a lower amount. For example, an employee has a minimum exemption amount of 200 USD. If the employee's exemption calculates to a lower amount than 200 USD, the employee would still have 200 USD exempt from the child support or garnishment wage attachment. Note. You cannot use minimum exemption with exemption method 1. If you enter an amount in this field, the system applies this rule after calculating the exemption.
Table Code	Designate the table code to be accessed in the F069026 table. Note. You can use table code only with exemption method 3. This field <i>must</i> be numeric.
Maximum Exemption	Specify the maximum amount of pay that is exempt from the garnishment or child support wage attachment, even when the exemption calculates to a higher amount. For example, an employee has a maximum exemption amount of 200 USD. If the employee's exemption calculates to a higher amount than 200 USD, the employee would still have 200 USD exempt from the child support or garnishment wage attachment. Note. You cannot use maximum exemption with exemption method 1. If you enter an amount in this field, the system applies this rule after calculating the exemption.

Entering a Wage Attachment for a Loan

This section provides an overview of entering a wage attachment for a loan and discusses how to enter it.

Understanding Wage Attachment for a Loan

When the organization lends money to an employee, you can simplify the records that are required to track the payments by entering the loan as a wage attachment. Entering the loan as a wage attachment also simplifies the tracking of any fees and interest associated with the loan.

If the company does not charge a fee or interest on a loan to an employee, you can enter the loan as a deduction with a declining balance instead of as a wage attachment. This type of loan deduction does not appear on wage attachment reports.

When you enter a loan wage attachment for an employee, the system calculates the amount of the deduction based on the amount due. If the employee does not earn enough in a pay period to pay the loan deduction, the system does not calculate any fees or interest associated with the loan.

Forms Used to Enter a Wage Attachment for a Loan

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench Click the Add button on the Work With Wage Attachments Workbench form.	Enter a wage attachment for a loan.

Entering a Wage Attachment for a Loan

Access the Wage Attachment Revisions form.

See Also

Chapter 13, “Entering Wage Attachments for Employees,” Assigning Fees and Interest to a Wage Attachment, page 240

Assigning Fees and Interest to a Wage Attachment

This section provides an overview of assigning fees and interest to a wage attachment, lists a prerequisite, and discusses how to assign fees and interest to a wage attachment.

Understanding Assigning Fees and Interest to a Wage Attachment

Some outside agencies charge fees for administering wage attachments. The organization might also attach fees to any wage attachment or charge interest on loans that it provides to employees. You can assign fees and interest when you enter the wage attachment. The system updates the employee’s DBA instructions with the DBA code for the fee or interest.

Prerequisite

Enter the wage attachment.

See Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Garnishment, page 234.

See Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Loan, page 239.

See [Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Tax Levy, page 242.](#)

See [Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Wage Assignment, page 245.](#)

Forms Used to Enter a Wage Attachment for a Loan

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench On the Work With Wage Attachments Workbench form, select a record and click Select.	Assign fees and interest to a wage attachment.

Assigning Fees and Interest to a Wage Attachment

Access the Wage Attachment Revisions form.

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 7504 Meade, Jane Wage Attach # 67
Deduction Number 1104 Garnishment

General Information

Case or Loan/Date 568944 06/12/05 Minimum Net Pay
Obligee Number Amount Due 627.79
Payee Number 5557 Arapahoe County, Clerk of... Original Balance 1,133.59
No of Periods Amount/Method
A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy **Fees** Additional Information Exemption Rules

Company Fee 5.00 Deduction No. 1120 Agency Fee Deduction No.
Pay Period Limit Limit on Pay Period Dollars
Monthly Limit Limit on Monthly Dollars
Quarterly Limit Limit on Quarterly Dollars
Annual Limit Limit on Annual Dollars

Wage Attachment Revisions form, Fees tab

Company Fee

Specify the administrative fee amount to be withheld from the employee's paycheck.

	Each type of wage attachment must have its own DBA set up for Fees.
Deduction No. (deduction number)	Specify the deduction number to use for withholding the agency fee from the employees paycheck.
Agency Fee	Specify the agency fee amount to be withheld from the employee's paycheck. Each wage attachment must have a DBA of its own set up for fees.
Pay Period Limit	Specify the maximum amount that can be withheld or accrued in a pay period for a deduction, benefit or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.
Limit on Pay Period Dollars	Specify the pay period limit on dollars that can be withheld from the employee's paycheck for agency fees.
Monthly Limit	Specify the maximum amount that can be withheld or accrued in a month for a deduction, benefit or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.
Limit on Monthly Dollars	Specify the monthly limit on dollars which can be withheld from the employee's paycheck for agency fees.
Quarterly Limit	Specify the maximum amount that can be withheld or accrued in a calendar quarter for a deduction, benefit or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.
Limit on Quarterly Dollars	Specify the quarterly limit on dollars which can be withheld from the employee's paycheck for agency fees.
Annual Limit	Specify the maximum amount that can be withheld or accrued in a year for a deduction, benefit or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.
	Note. For Payroll, this field can represent either an initial annual limitation or a final limitation in a year: If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. If an annual limit is specified on a DBA calculation table, the annual limit from the table takes precedence over annual limits defined at the master DBA or employee levels.
Limit on Annual Dollars	Specify the annual limit on dollars which can be withheld from the employee's paycheck for agency fees.

Entering a Wage Attachment for a Tax Levy

This section provides an overview of entering a wage attachment for a tax levy, lists a prerequisite, and discusses how to enter a wage attachment for a tax levy.

Understanding Wage Attachment for a Tax Levy

You enter a wage attachment for a tax levy when a court orders the organization to deduct repayments for overdue taxes from an employee's earnings.

When you enter a wage attachment for a tax levy, you specify the total amount that the employee owes (the amount due) and the method (determined by the court) that the system uses to calculate the payments. For tax levy payments, the court typically directs you to use the standard annual exemptions and additional exemptions that the government defines. In this case, you can use exemption tables as the method of calculation. If necessary, you can specify another method for calculating the tax levy payments.

Prerequisite

Set up the tables for standard annual exemption amounts and additional exemption amounts.

See [Chapter 7, "Setting Up Tables for Wage Attachments," Setting Up Exemption Tables, page 71](#).

Forms Used to Enter a Wage Attachment for a Tax Levy

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench Click the Add button on the Work With Wage Attachments Workbench form.	Enter a wage attachment for a tax levy.

Entering a Wage Attachment for a Tax Levy

Access the Wage Attachment Revisions form.

Wage Attachment Workbench - Wage Attachment Revisions			
OK	Cancel	Form	Tools
Employee No. 7505		Mastro, Robert	
Deduction Number 1106		Wage Attach # 4	
Lewy			
General Information			
Case or Loan/Date	4639862	02/14/05	Minimum Net Pay
Obligee Number			Amount Due 9,995.99
Payee Number	4060	Internal Revenue Service	Original Balance 12,462.44
No of Periods			Amount /Method
A/P Voucher (Y,N)	Y		Source of Calculation 2
Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules			
Marital Status	S	Tax Levy Exemptions	1
Disability Flag		Employee Age	46

Wage Attachment Revisions form, Tax Levy tab

Marital Status

Complete this field to use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy.

The employee's federal marital status from the 668-W form. Marital status is automatically copied from the employee master if it is not entered manually. This code is used in the computation of all tax levy deductions.

Disability Flag

Complete this field to use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy.

A code which is recognized by the federal government as to whether the employee has a disability that might cause the calculation of a tax levy to change.

Warning! Do not delete or change the codes.

Tax Levy Exemptions

Complete this field to use the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy.

The number of exemptions that are claimed by the employee. These exemptions are not those defined on the W-4. For tax levies, employees must fill out form 668-W and define their marital status and number of exemptions.

Entering a Wage Attachment for a Wage Assignment

This section provides an overview of entering a wage attachment for a wage assignment and discusses how to:

- Enter an ongoing wage assignment.
- Enter a wage assignment with a split deduction.
- Enter arrearage information for combined amounts.
- Enter arrearage information for separate amounts.
- Enter arrearage information for variable wages.
- Enter arrearage information with minimum net pay.

Understanding Entering a Wage Attachment for a Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings.

Often, employees have wage attachments to pay their child support or maintenance payments that are late or in arrears. In these cases, the court might require that, in addition to the amount that you must deduct for ongoing payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

The Payroll system recognizes two types of arrearage amounts:

Amount Type	Description
Agency arrearage	An amount past due as stated by the court when it issued the wage assignment.
Deduction arrearage	The amount that the system could not deduct from the employee's wages because the employee did not earn enough to pay the wage assignment deduction.

When you enter a wage assignment for an employee, you specify how to calculate the deduction for ongoing payments. If the employee has an agency arrearage amount, you must also specify how to calculate payments for agency arrearage amounts. To specify how the system processes a deduction arrearage, you enter arrearage rules in the wage assignment deduction.

Note. Ongoing wage assignment payments always take precedence over arrearage payments.

Ongoing Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee's earnings. When the employee has no agency arrearage, you enter only the information for the ongoing wage assignment.

Split Deduction

Employees who have more than one family might have multiple wage assignments. For employees with multiple wage assignments, you can use the split deduction feature to specify how the system divides the amount among the families if the employee does not earn enough to pay all deductions.

When you use the split deduction feature, you must enter each wage assignment separately, using the same deduction number and group limit code.

Example: Splitting a Wage Assignment Deduction between Families

George supports two families and has two wage assignments. The first wage assignment is 300.00 USD per pay period, and the second is 200.00 USD. However, the maximum percentage of the employee's disposable wages that must go toward all wage assignments is 65 percent, based on the minimum net pay that George is allowed. When George does not earn enough to pay both wage assignments, the amount available must be divided proportionately between the wage assignments.

This pay period, George has disposable wages of 500 USD. The system uses these calculations to determine George's wage assignment deductions for this pay period:

Amount	Calculation
Amount available	Disposable wage $\times$ percent = amount available for all wage assignments $500 \times .65 = 325$
First wage assignment percent	First wage assignment $\div$ total obligation = percentage of disposable wages for first wage assignment $300 \div 500 = .60$
Second wage assignment percent	Second wage assignment $\div$ total obligation = percentage of disposable wages for second wage assignment $200 \div 500 = .40$
First deduction	Percent of disposable wages for first wage assignment $\times$ amount available for all wage assignments = amount deducted for first wage assignment $.60 \times 325 = 195$
Second deduction	Percent of disposable wages for second wage assignment $\times$ amount available for all wage assignments = amount deducted for second wage assignment $.40 \times 325 = 130$

Wage Assignment with Agency Arrearage Information

Often, employees must use wage attachments to pay their child support or maintenance payments because their payments are late or are in arrears. In these cases, the court might require that, in addition to withholding amounts for current payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

When an employee is ordered to pay an arrearage amount but does not have an ongoing wage assignment, you enter a garnishment to deduct the arrearage payments.

When an employee has an ongoing wage assignment as well as an agency arrearage, you can:

Action	Description
Enter two wage attachments	Enter these wage attachments: • A wage assignment that calculates and tracks the current wage assignment payments only • A garnishment that tracks payments on the arrearage
Enter one wage attachment	Enter a wage assignment that calculates and tracks both the ongoing payments and the arrearage payments

How you enter arrearage information for an employee depends on the organization's historical reporting needs and the requirements of the court.

When you enter two wage attachments, the system stores a separate wage attachment history for each one. You can review the amount that the employee paid in arrearage payments and the amount that is paid in current wage assignment payments. When you enter a single wage attachment to track current payments as well as arrearage payments, the system stores only the combined history for both amounts. When you enter a single wage attachment, you have more flexibility in calculating arrearage payments.

Depending on the court requirements and the employee's situation, you can set up wage assignments in any of these four ways:

Action	Description
Combined amounts	Use this setup when the court specifies a combined amount, which includes the ongoing support payments and the arrearage payments, for a specific number of periods. The system includes the arrearage payments with the ongoing wage assignment payments until the total amount in arrearage is paid. The ongoing wage assignment continues after the arrearage is paid.
Separate amounts	Use this setup when the court specifies two amounts, one for the arrearage payment and the other for the ongoing wage assignment, to be deducted for a specific number of pay periods. The ongoing wage assignment continues after the arrearage is paid. You enter a separate arrearage amount, the total of which is paid in the number of periods that you specify.

Action	Description
Variable wages	Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages. Typically, this setup applies either to employees who earn a commission or to employees who are paid an hourly rate and work a different number of hours each pay period. The system compares a monetary amount to a percentage of the employee's disposable wages. The greater of these amounts is the current payment. The difference between these amounts is the agency arrearage payment.
Minimum wage	Use this setup when the court allows the employee to take home a minimum net pay amount. You enter a minimum net pay amount for the employee. The difference between this amount and the employee's disposable wages is the agency arrearage payment.

Combined Amounts

When you enter arrearage information for combined amounts, the system collects the ongoing payment and the agency arrearage (the number in the Amount 1 field or the percentage of disposable wages, depending on the method) for a set number of periods. After the arrearage amount is satisfied, the system collects only the child support payment (the number in the Amount 2 field or the percentage of disposable wages, depending on the method and on whether the deduction is a primary or secondary deduction).

Separate Amounts

When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment that you entered in the Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.

Variable Wages

To calculate the arrearage information for variable wages, the system deducts whichever of these is greater:

- The amount that you enter in the Amount 1 field.
- The percentage of disposable wages that you enter in the Percent 1 field.

The difference between these amounts is the agency arrearage deduction.

Minimum Net Pay

The court might allow the employee to take home a minimum net pay amount. When you enter minimum net pay and arrearage information with the appropriate wage assignment method, the system deducts:

- The ongoing payment.
- The agency arrearage payment, which is the difference between the new disposable wage and the allowed minimum net pay.

When the agency arrearage balance reaches zero, the system deducts only the ongoing payment.

See Also

Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Garnishment, page 234

Chapter 13, “Entering Wage Attachments for Employees,” Entering an Ongoing Wage Assignment, page 249

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Advanced DBAs,” Setting Up a Deduction DBA to Adjust Negative Pay

Forms Used to Enter a Wage Attachment for a Wage Assignment

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench Click the Add button on the Work With Wage Attachments Workbench form.	Enter an ongoing wage assignment.

Entering an Ongoing Wage Assignment

Access the Wage Attachment Revisions form.

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 7500 McDougle, Cathy Wage Attach # 11

Deduction Number 1102 Child support ADMIN FEE

General Information

Case or Loan/Date 6647811 06/17/05 Minimum Net Pay

Obligee Number

Payee Number 5557 Arapahoe County, Clerk of...

No of Periods

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules

Amount 1/Method 250.00 2 Percent 1

Amount 2 Percent 2

Agency Arr. Bal. Ded. Arrearage

Agency Arr. Amt Group Limit Code

Family Code Split Deduction Flag N

Periods in Arrears Secondary Ded Flag N

Wage Attachment Revisions form, Child Support tab

A/P Voucher (Y/N)(accounts payable voucher
(yes/no))

Specify a minimum net pay amount only if you enter 4 in the Method field. The system calculates the agency arrearage amount, which is the difference between the disposable wage and the minimum net pay amount.

Wage Attachment Amount**2**

Specify the amount to be withheld from the employees paycheck for a child support deduction. In some states the calculation of child support may be two tiered:

- If the Method equals 5, the calculation will be: If Amount 1 is greater than Percent 1 use Amount 2.
- For Methods 1, 2, 3, or 4, if the Secondary Deduction Flag equals a 1, the calculation is: If the Number of Periods equals zero (0), use Amount 2 for the calculation.
- If the Secondary Deduction Flag equals a 2, the calculation is; If the Number of Periods equals zero (0), use the Percent 2 in conjunction with Amount 1 for the calculation.

Entering a Wage Assignment with a Split Deduction

Access the Wage Attachment Revisions form and complete the steps for entering an ongoing wage assignment.

Wage Attachment Workbench - Wage Attachment Revisions			
Employee No.	8447	Brown, Harvey J.	Wage Attach # 263
Deduction Number	1102	Child support	ADMIN FEE
General Information			
Case or Loan/Date	7575	07/21/05	Minimum Net Pay
Obligee Number			
Payee Number	5557	Arapahoe County, Clerk of...	
No of Periods			
A/P Voucher (Y,N)	Y	Source of Calculation	2
Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules			
Amount 1/Method	500.00	3	Percent 1 50.00
Amount 2			Percent 2
Agency Arr. Bal.	75.85		Ded. Arrearage
Agency Arr. Amt			Group Limit Code
Family Code			Split Deduction Flag N
Periods in Arrears			Secondary Ded Flag N

Wage Attachment Revisions form

Group Limit Code

Enter a *W* in this field.

	A UDC 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages. When you enter a value in Split Deduction Flag for an employee who has multiple families, you must enter a group limit code.
Secondary Ded Flag (secondary deduction flag)	Specify the code that indicates whether the system uses the secondary amount or percent fields when the number of periods is zero. This field applies when the Method is 1, 2, 3, or 4. Values are: <i>N</i>: Do not use the Amount 2 or Percent 2 field in the calculation of the Child Support Deduction. <i>1</i>: When Number of Periods is zero (0), use Amount 2 in conjunction with Percent 1. <i>2</i>: When Number of Periods is zero (0), use Percent 2 in conjunction with Amount 1. If you enter 2 in Secondary Deduction Flag and 1 or 2 in the Method field, the system uses the Percent 2 field and the Amount 1 field to calculate the deduction amount after the value in the Number of Periods field equals 0.
Family Code	Specify the code that indicates whether the employee (Obligor) is single or supports another family. Values are: <i>S</i>: Single, supporting oneself. <i>M</i>: Married, supporting another family. <i>H</i>: Single, supporting another family.
Split Deduction Flag	Enter a <i>Y</i> in this field.

See Also

Chapter 13, “Entering Wage Attachments for Employees,” Entering an Ongoing Wage Assignment, page 249

Entering Arrearage Information for Combined Amounts

Access the Wage Attachment Revisions form and complete the steps for entering an ongoing wage assignment.

Amount 1/Method	Enter the total of the ongoing amount and the arrearage amount.
WC M (wage calculation method)	Enter 1 or 2.
Percent 1	Enter the percentage of the employee’s disposable wage that must be applied to the total of the ongoing amount and the arrearage amount.
Wage Attachment Amount 2	Enter the ongoing amount only.

Entering Arrearage Information for Separate Amounts

Access the Wage Attachment Revisions form and complete the steps for entering an ongoing wage assignment.

Wage Attachment Workbench - Wage Attachment Revisions

OK Cancel Form Tools

Employee No. 6002 Abbott, Dominique Wage Attach # 246

Deduction Number 1102 Child support ADMIN FEE

General Information

Case or Loan/Date CS1234568 04/25/05 Minimum Net Pay

Obligee Number

Payee Number 5557 Arapahoe County, Clerk of...

No of Periods

A/P Voucher (Y,N) Y Source of Calculation 2

Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules

Amount 1/Method 200.00 2 Percent 1 50.00

Amount 2

Agency Arr. Bal. 200.00 Ded. Arrearage

Agency Arr. Amt 200.00 Group Limit Code

Family Code Split Deduction Flag N

Periods in Arrears 5 Secondary Ded Flag N

Wage Attachment Revisions form

Amount 1/Method Enter the value to calculate the ongoing wage assignment amount.

WC M (wage calculation method) Enter 1 or 2.

Percent 1 Enter the percentage of the employee's disposable wage used to calculate the ongoing amount.

Wage Attach Min. Arrearage (wage attachment minimum arrearage) Specify the amount of a wage attachment arrearage to be withheld from the employee's paycheck. This amount is determined by the court. The system withholds this amount in addition to the regular child support amount. If you enter an amount in this field, you must also enter a value in the Periods in Arrears field (WAWA).

Wage Attach Periods in Arrears Specify the number of periods for which the amount entered in the Agency Arrearage Amount field is withheld from the employee's pay. You must enter a value in this field if you entered an amount in the Agency Arrearage Amount field (WAWA).

Entering Arrearage Information for Variable Wages

Access the Wage Attachment Revisions form and complete the steps for entering an ongoing wage assignment.

Wage Attachment Workbench - Wage Attachment Revisions			
OK Cancel Form Tools			
Employee No.	8447	Brown, Harvey J.	Wage Attach # 263
Deduction Number	1102	Child support	ADMIN FEE
General Information			
Case or Loan/Date	7575	07/21/05	Minimum Net Pay
Obligee Number			
Payee Number	5557	Arapahoe County, Clerk of...	
No of Periods			
A/P Voucher (Y,N)	Y	Source of Calculation	2
Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules			
Amount 1/Method	500.00	3	Percent 1 50.00
Amount 2			Percent 2
Agency Arr. Bal.	75.85		Ded. Arrearage
Agency Arr. Amt			Group Limit Code
Family Code			Split Deduction Flag N
Periods in Arrears			Secondary Ded Flag N

Wage Attachment Revisions form

Amount 1/Method Enter the value used to calculate the ongoing wage assignment amount.

WC M (wage calculation method) Enter 3.

Percent 1 Enter the percentage of the employee's disposable wage to calculate the ongoing amount.

Agency Arr. Bal. (agency arrearage balance) Enter the total amount of the arrearage.

Entering Arrearage Information with Minimum Net Pay

Access the Wage Attachment Revisions form and complete the steps for entering an ongoing wage assignment.

Wage Attachment Workbench - Wage Attachment Revisions			
OK	Cancel	Form	Tools
Employee No.	8443	Zolinski, Paul L.	Wage Attach # 265
Deduction Number	1102	Child support	ADMIN FEE
General Information			
Case or Loan/Date	C855555	09/12/05	Minimum Net Pay 500.00
Obligee Number			
Payee Number	5557	Arapahoe County, Clerk of...	
No of Periods			
A/P Voucher (Y,N)	Y	Source of Calculation	2
Child Support Amount Due Tax Levy Fees Additional Information Exemption Rules			
Amount 1/Method	100.00	4	Percent 1
Amount 2			Percent 2
Agency Arr. Bal.	10,000.00		Ded. Arrearage
Agency Arr. Amt			Group Limit Code
Family Code			Split Deduction Flag
Periods in Arrears			Secondary Ded Flag

Wage Attachment Revisions form

Amount 1/Method

Enter the value to calculate the ongoing wage assignment amount.

WC M (wage calculation method)

Enter 4.

Agency Arr. Bal. (agency arrearage balance)

Specify the amount of the wage attachment which is in arrears based upon the court order received. This is not the arrearage amount that is related to the deduction since the employee started being paid. For example:

If an employee is behind in his or her child support payments when you received the court order, the arrearage amount is identified on the order. Enter this amount into this field.

Entering Additional Information for a Wage Attachment

This section provides an overview of entering additional information for a wage attachment, lists a prerequisite, and discusses how to enter additional information for a wage attachment.

Understanding Additional Information for a Wage Attachment

You might need to enter additional information for a wage attachment, such as its file number or effective dates. For example, if an employee has a garnishment that is effective for three months, you might need to enter the dates on which the system should start and stop deducting the garnishment.

The system does not prorate wage attachment payments. Therefore, the beginning effective date (the start date) must coincide with a pay period start date. The system deducts the wage attachment payments for each pay period in which the pay period end date is earlier than or the same as the wage attachment stop date (ending effective date).

Prerequisite

Enter the wage attachment for which you need to enter additional information.

See [Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Garnishment, page 234.](#)

See [Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Tax Levy, page 242.](#)

See [Chapter 13, “Entering Wage Attachments for Employees,” Entering a Wage Attachment for a Wage Assignment, page 245.](#)

Forms Used to Enter Additional Information for a Wage Attachment

Form Name	Form ID	Navigation	Usage
Wage Attachment Revisions	W07107B	Employee Management (G05BE1), Wage Attachment Workbench On the Work With Wage Attachments Workbench form, select a record and click Select.	Enter additional information for a wage attachment.

Entering Additional Information for a Wage Attachment

Access the Wage Attachment Revisions form.

Date Wage Attachment Received	Specify the date on which the wage attachment was received from the court or administering agency.
Wage Attachment From Date	Specify the beginning effective date of the wage attachment calculation.
Thru Date	Specify the ending date of the wage attachment calculation.
File Number	Specify the number that has been assigned to the wage attachment by the issuing agency.
Tax Area (Work)	Specify the code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code

	is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.
Pay Frequency	Specify the UDC (07/PF) that indicates how often an employee is paid. Values are: <i>B</i>: Biweekly. <i>W</i>: Weekly. <i>S</i>: Semimonthly. <i>M</i>: Monthly. <i>A</i>: Annually. <i>C</i>: European Annualized. The system uses the value in the Description-2 field on the User Defined Codes form to calculate the amount per pay period for a salaried employee.
Interest	Specify the amount of interest included in the wage attachment.
Lawyer Fee	Specify the amount of attorney fees included in the wage attachment.
Tax Levy Exemptions	Specify the number of exemptions that are claimed by the employee. These exemptions are not those defined on the W-4. For tax levies the employee must fill out form 668-W and define their marital status and number of exemptions.
Answer Fee	Specify the amount of answer fees that are included in the wage attachment.
Other Costs	Specify the amount of other costs included in the wage attachment.
Penalty	Specify the amount of penalty included in the wage attachment.

Entering Rules for Multiple Wage Attachments

This section provides an overview of entering rules for multiple wage attachments and discusses how to:

- Set up a wage attachment rule at the DBA level.
- Set up a wage attachment rule at the employee DBA level.
- Set up a wage attachment rule at the wage attachment level.

Understanding Rules for Multiple Wage Attachments

Many federal and state governments regulate the amount of an employee's earnings that can be used to satisfy wage attachments. On occasion, employees within the organization might have more than one wage attachment. Although you can set up withholding limits on each wage attachment individually, you might need to create a rule that considers all of the employee's wage attachments when determining how much of an employee's earnings can be used to satisfy the attachments.

During pay cycle processing, the Process Multiple Wage Attachment Rules function (B0701800) tests for wage attachment rules each time a wage attachment is calculated to determine whether any rules have been broken. Occasionally, a reduction in the amount of an employee's wage attachment withholdings is necessary to comply with the wage attachment rules. When a reduction is necessary, the system adjusts the amount of the wage attachment withholdings to comply with the rule.

Depending upon the employees or the wage attachments that are effected by the rule, you can set the rule up at the DBA level, the employee DBA level, or the wage attachment level. When you add a rule, you must specify how the system determines the employee's eligible wage basis for calculating wage attachments, along with the calculation limits and methods. Wage attachment rules are stored in the F071073 table.

When you set up wage attachment rules, you must consider this information:

- Disposable wage calculation types
- Wage attachment withholding rules
- Assignment level
- Priority

Disposable Wage Calculation Types

The system uses disposable wage calculation types to determine how to calculate disposable wages for the rule. Calculations for determining an employee's disposable earnings can vary by state or by the type of wage attachment. Therefore, when you set up a wage attachment rule, you must specify the calculation that the system uses to determine an employee's disposable wages. Valid calculation types are stored in UDC 07/WY and include:

Calculation Type	Disposable Wage Calculation
1	Gross Wages – (Taxes + All Deductions)
2	Gross Wages – (Taxes + Mandatory Deductions)
3	Gross Wages – Taxes
4	Gross Wages

Wage Attachment Withholding Rules

The system uses wage attachment withholding rules to determine how to apply the limits of the rule to the employee's earnings. For example, regulations in one state might specify that the withholding amount cannot exceed a specified amount of disposable wages. Regulations in another state might specify that withholding amounts cannot exceed a specified dollar amount. Therefore, when you set up wage attachment rules, you must specify the withholding rule to ensure that the correct limits are used. Valid withholding rules are stored in UDC 07/WW, and include:

Withholding Rule	Description
1	Minimum Percent of Disposable Wage The calculated amount of the wage attachment cannot cause the employee's net wages to be below a specified percentage.
2	Minimum Net Amount The calculated amount of the wage attachment cannot cause the employee's net wages to be below a specified currency amount.

Withholding Rule	Description
3	Maximum Wage Attachment Amounts Withheld as Percentage of Disposable Wages The calculated amount of a wage attachment, in sum with all other wage attachments, cannot exceed the specified percentage of disposable wages.
4	Maximum Wage Attachment Amount Withheld as Dollar Amount The calculated amount of a wage attachment, in sum with all other wage attachments, cannot exceed the specified amount.

Assignment Level

Depending on how you want the system to calculate the wage attachment rule, you can assign the rule at the DBA level, the employee DBA level, or the employee wage attachment level. The level at which the rule is assigned specifies how the rule is calculated. This table illustrates when to use each of the levels:

Assignment Level	Assign this Rule Under These Conditions
DBA Level	The rule is the same for all employees, regardless of the state in which they work. This is the default level. The system calculates rules that are set up at this level for every employee who has a wage attachment using the specified DBA number.

Assignment Level	Assign this Rule Under These Conditions
Employee DBA Level	The same DBA is used for employees in different states that have different regulations. For example, state A regulates that an employee's withholdings for garnishments cannot exceed 15 percent of disposable wages. State B specifies that withholdings cannot exceed 20 percent. Employees that live in State A, and have multiple wage attachments are subject to the 15 percent regulation. Employees who live in state B are subject to the 20 percent regulation. The organization uses DBA 1500 for all garnishments. You would assign rules at the employee DBA level according to the state in which the employee lives. You assign a 15 percent rule to DBA 1500 for employees in state A, and a 20 percent rule to DBA 1500 for employees in state B.
Employee Wage Attachment Level	An employee has garnishments from different states that have different regulations, but use the same DBA code. For example, an employee has one garnishment from state A that uses DBA 1500, and one from state B that also uses DBA 1500. State A regulations specify that no more than 15 percent of disposable wages can be used to satisfy garnishments. State B regulations specify that no more than 20 percent of disposable wages can be used to satisfy garnishments. You would assign a rule to the first garnishment that enforces the 15 percent regulation, and another rule to the second garnishment that enforces the 20 percent regulation.

Priority

Use the Process Multiple Wage Attachment Rules function (B0701800) to test employee wage attachment rules at all of the assignment levels. Occasionally, the system determines that a reduction in an employee's withholdings is necessary to comply with the wage attachment rules.

When calculating DBAs during the payroll process, the system calculates the wage attachments with the lowest PDBA number first, and if multiple wage attachments exist with the same PDBA number, the priority is then determined by the wage attachment number. The system calculates the lowest wage attachment number first.

After it calculates each wage attachment, the system searches for any wage attachment rules. It then determines whether any of the rules have been broken. If no rule has been broken, the system calculates the employee's next wage attachment. Again, the system checks to see if any rules have been broken after calculating the second wage attachment. If rules have been broken, this wage attachment is reduced so that the employee's combined withholdings comply with the rule.

This example illustrates how the system determines the order in which to calculate, and reduce, wage attachments:

Employee A has these wage attachments, all of which have rules attached to them at the DBA level:

- PDBA 1102, wage attachment 4000, assigned to the employee on January 1, 2003.
- PDBA 1102, wage attachment 5000, assigned to the employee on June 1, 2003.

- PDBA 1104, wage attachment 3000, assigned to the employee on January 1, 2002.

The system calculates wage attachment 4000, verifies whether any rules have been broken, and adjusts the amount of this wage attachment if necessary. The system then calculates wage attachment 5000, verifies whether any rules have been broken, and adjusts the amount of this wage attachment if necessary. Lastly, the system calculates wage attachment 3000, verifies whether any rules have been broken, and adjusts the amount of this wage attachment if necessary.

Important! When you set up DBAs for wage attachments, you must consider the priority in which you want them to calculate when assigning DBA codes. For example, if child support wage attachments should be given higher priority than garnishment wage attachments, the DBA code that you use for child support wage attachments must be lower than the DBA code you use for garnishments.

As indicated in the example, wage attachment 3000 has the highest DBA number and therefore the lowest priority. Because of its priority, this DBA is calculated last, even though it was assigned to the employee before the other two attachments.

If the organization does business in many different states or countries, you might need to set up more than one DBA for each type of wage attachment to ensure that the system uses the correct priority according to the legislative requirements in the organization's areas.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, PDBA Setup*.

Example: Setting Up a Wage Attachment Rule at the DBA Level

This example illustrates when you might set up a wage attachment rule at the DBA level to comply with government regulations:

For this example, assume that federal government regulations specify that commercial garnishments cannot exceed 25 percent of an employee's disposable earnings. Because this rule is a federal regulation, it should calculate for all employees. Therefore, it should be set up at the DBA level.

If all of the employees in the organization had only one garnishment, no rules would be necessary. You could set up the limits on the garnishment wage attachment so that no more than 25 percent of disposable earnings are used to satisfy the garnishment. However, if an employee has more than one garnishment, you must set up a rule so that the system can consider all of the employee's wage attachments to determine the amount to withhold.

For example, assume that a particular employee has these garnishments:

- Wage Attachment Number 44543, assigned to the employee on March 1, 2003, is a garnishment that is set up to withhold 20 percent of the employee's disposable earnings.

This wage attachment is set up using DBA 1104.

- Wage Attachment Number 76658, assigned to the employee on June 1, 2002, is a garnishment that is set up to withhold 25 percent of the employee's disposable earnings.

This wage attachment is also set up using DBA 1104.

Assume that the employee's disposable wages for the period are 1000 USD. According to government regulations, no more than 250 USD can be used to satisfy the employee's garnishments. To comply with this regulation, you can set up this rule:

Parameter	Description
Rule Level	All Employees - Default Level
PDBA Code	1104
Withholding Rule	3 (Maximum Wage Amounts Withheld as Percentage of Disposable Wages)
Amount or Rate	25
Source of Calculation	3

The system calculates the amount of each wage attachment individually and verifies whether any of the rules have been broken. The employee's final withholding amounts are determined accordingly:

1. Wage attachment 44543 calculates for 200 USD (1000 USD × 20 percent).
2. The system verifies whether the rule has been broken. It has not, therefore, the final amount for wage attachment 44543 is 200 USD.
3. Wage attachment 76658 calculates for 250 USD (1000 USD × 25 percent).
4. The system verifies whether the rule has been broken. In this example, the rule has been broken; therefore, this wage attachment must be reduced so that the total withholdings are no more than 25 percent of disposable earnings. The final amount for wage attachment 76658 is 50 USD.
5. Total of combined wage attachments = 250 USD

When calculated individually, the combined total of the wage attachments is 450 USD, or 45 percent of the employee's disposable earnings. Therefore, without the rule, the employee would have paid more than the amount that is specified by the government.

Note. This example is for illustration only. For information about rates, limits, and other regulations regarding wage attachment withholdings, contact state or federal labor authorities.

Example: Setting Up a Wage Attachment Rule at the Employee DBA Level

This example illustrates when you might set up wage attachment rules at the employee DBA level to comply with differing regulations in multiple areas:

State A regulations specify that commercial garnishments cannot exceed 25 percent of an employee's disposable earnings. This rule should calculate for all employees who have a garnishment in state A.

State B regulations specify that commercial garnishments cannot exceed more than 250 USD of an employee's disposable earnings. This rule should calculate for all employees who have a commercial garnishment in state B.

The organization uses DBA 1130 for all commercial garnishments. Because the regulations for each of the states are different, you cannot set up a rule at the DBA level for DBA 1130 that ensures that all regulations are met. Therefore, you must assign a rule to each employee who has a garnishment that uses DBA 1130 to ensure that each of the employee's total withholdings do not exceed the maximum amount that is specified by the state that is associated with the garnishment.

For example, employees in the organization have these garnishments:

- Employee Jane Doe has a commercial garnishment that is set up using DBA 1130, and is associated with state A.

- Employee Robert Smith has a commercial garnishment that is set up using DBA 1130, and is associated with state B.

Because the legislation governing the withholding limits for these garnishments is different, and because these garnishments use the same DBA number, you must set up rules at the employee DBA level.

To comply with the regulations for state A, you can set up this rule, and attach it to Jane Doe:

Parameter	Description
Rule Level	Employee DBA Level
PDBA Code	1130
Withholding Rule	3 (Maximum Wage Amounts Withheld as Percentage of Disposable Wages)
Amount or Rate	25
Source of Calculation	3

To comply with the regulations for state B, you can set up this rule, and attach it to Robert Smith:

Parameter	Description
Rule Level	Employee DBA Level
PDBA Code	1130
Withholding Rule	4 (Maximum Wage Amount Withheld as a Dollar Amount)
Amount or Rate	250
Source of Calculation	3

Example: Setting Up a Wage Attachment Rule at the Wage Attachment Level

This example illustrates when you might set up wage attachment rules at the wage attachment level for employees who have the same type of wage attachments, each with differing regulations:

State A regulations specify that commercial garnishments cannot exceed 25 percent of an employee's disposable earnings. This rule applies to all employees who have a garnishment in state A.

State B regulations specify that commercial garnishments cannot exceed more than 250 USD of an employee's disposable earnings. This rule applies to all employees who have a commercial garnishment in state B.

The organization uses DBA 1130 for all commercial garnishments. Because the regulations for each of the states are different, you cannot set up a rule at the DBA level for DBA 1130 that complies with all regulations.

Additionally, you have several employees within the organization who have garnishments from both of these states. Therefore, you cannot assign the rule at the employee DBA level, because these employees have multiple wage attachments that use the same DBA, but each wage attachment has a different rule. Therefore, to accurately calculate these wage attachments, you must assign a rule to each wage attachment that these employees have that uses DBA 1130.

For example, assume that employee John McDonald has these garnishments:

- A commercial garnishment that is set up using DBA 1130, has wage attachment number 5446, and is associated with state A.
- A commercial garnishment that is set up using DBA 1130, has wage attachment number 8766, and is associated with state B.

Because the legislation governing the withholding limits for these garnishments is different, and because these garnishments use the same DBA number and are assigned to the same employee, you must set up rules at the wage attachment level.

To comply with the regulations for state A, you can set up this rule, and attach it to John McDonald:

Parameter	Description
Rule Level	Employee Wage Attachment Level
PDBA Code	1130
Wage Attachment Control Number	5446
Withholding Rule	3 (Maximum Wage Amounts Withheld as Percentage of Disposable Wages)
Amount or Rate	25
Source of Calculation	3

To comply with the regulations for state B, you can set up this rule, and attach it to John McDonald:

Parameter	Description
Rule Level	Employee Wage Attachment Level
PDBA Code	1130
Wage Attachment Control Number	8766
Withholding Rule	4 (Maximum Wage Amount Withheld as a Dollar Amount)
Amount or Rate	250
Source of Calculation	3

Forms Used to Enter Rules for Multiple Wage Attachments

Form Name	Form ID	Navigation	Usage
Multiple Wage Attachment Rule Revisions	W07107H	Employee Management (G05BE1), Wage Attachment Workbench On the Work With Wage Attachments Workbench form, select Mult. Attach. Rule (Multiple Attachment Rule) from the Form menu. Click the Add button on the Work With Multiple Wage Attachment Rules form.	Set up a wage attachment rule at the DBA level.

Setting Up a Wage Attachment Rule at the DBA Level

Access the Multiple Wage Attachment Rule Revisions form.

All Employees - Default Level Select this option.

Setting Up a Wage Attachment Rule at the Employee DBA Level

Access the Multiple Wage Attachment Rule Revisions form.

Employee DBA Level Select this option.

Setting Up a Wage Attachment Rule at the Wage Attachment Level

Access the Multiple Wage Attachment Rule Revisions form.

Employee Wage Attachment Level Select this option.

Wage Attach Control Number Enter the wage attachment number for which you want to calculate the rule.

Reviewing Wage Attachment History

This section provides an overview of reviewing wage attachment history and discusses how to review it.

Understanding Wage Attachment History Review

You can review wage attachment history by employee, payee, or obligee. You can also review detail ledger records that are associated with wage attachments for a specific employee.

To review wage attachment history for multiple employees, generate the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If an employee's detail wage attachment history contains an error or omission, you can correct wage attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage attachment history might interfere with the integrity of the historical records.

Forms Used to Review Wage Attachment History

Form Name	Form ID	Navigation	Usage
Wage Attachment Ledger	W07107C	Employee Management (G05BE1), Wage Attachments Workbench On the Work With Wage Attachments Workbench form, select a record and select Wage Att. Ledger (Wage Attachment Ledger) from the Row menu.	Review wage attachment history. If the employee has multiple wage attachments, you can click the Previous button or the Next button to navigate among them. You can delete wage attachments. However, you cannot delete a wage attachment that has historical records associated with it.

Reviewing Wage Attachment History

Access the Wage Attachment Ledger form.

CHAPTER 14

Working with Rollovers

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

- Process rollovers.
- Work with leave balance records.

Understanding Rollovers

You use rollover programs to carry balances forward at the end of the year for pay types, deductions, benefits, and accruals (PDBAs) and to create the beginning balances for the next year. You need to carry these balances forward to correctly process payroll cycles in the new year.

For PDBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. For example, you might need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

This table describes the types of years that you can specify for rollovers:

Year	Description
Standard year	The calendar year, January through December
Fiscal year	The organization's fiscal year
Anniversary year	Employee anniversary dates, such as birth date or hire date, in which the rollover date (year-end date) varies for each employee
User defined year	A user-defined date

This table describes the two types of rollover programs that the Payroll system provides:

Rollover Program	Description
Year-End	Use the Year-End Rollover program (P07390) to process DBAs that roll over balances at the end of the standard year. These programs use the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year. You should run these programs after you process the last payroll of the year. You can roll calendar-month and payroll-month history using this program. The system maintains historical balances for the standard year in these tables: • F06145 • F06146
Anniversary	Use the Leave Balance Rollover program (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard year. The system maintains historical balances for fiscal and anniversary years in the F06147 table.

The system maintains balances in different tables because of the differences among calendar months, payroll months, calendar years, and anniversary years. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month; but year-to-date (YTD) totals remain the same, unless the cycle also crosses calendar years.

You can use online review programs to review benefits and accruals history and year-to-date balances for anniversary history.

See Also

[Chapter 16, “Working with Payroll History,” Reviewing Payroll History Information Online, page 290](#)

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Rollover Information for DBAs”

PeopleSoft EnterpriseOne 8.11 1099 Processing for 2004 PeopleBook

PeopleSoft EnterpriseOne 8.11 T4 Processing for 2004 PeopleBook

PeopleSoft EnterpriseOne 8.11 W2 Processing for 2004 PeopleBook

Prorated Accruals and Rollovers

The system 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. In this case, accruals are prorated and time taken is applied to the correct year dependent on when the timecard date falls.

The examples that follow are based on this rollover scenario:

- The employee's anniversary date is September 26, 2000.
- The pay period range is September 16, 2003 to September 30, 2003.
- The employee's rollover date is September 25, 2003.

Example 1

Suppose that the employee is an hourly employee who accrues .05 hours of vacation for each hour worked. This employee has timecards for 40 hours worked (8 hours each day for September 16, September 17, September 20, September 21, and September 30).

First, write one F07149 table based on the four F0709 tables that occur prior or equal to the rollover date of September 25. Since each record has .4 hours, then 1.6 hours would be written for the anniversary date of September 25, 2003. The remaining .4 hours would be written for the anniversary date of September 25, 2004.

Example 2

Suppose that the employee is a salary employee who accrues .05 hours of vacation for each hour worked. This employee has a timecard (for 80 hours worked) that is keyed to the pay period end date of September 30, 2003. Since the employee is salaried, you need to determine a percentage or ratio with which to allocate.

First, you need to determine the number of days within the period that occur prior or equal to the employee's anniversary date (beginning with the pay period begin date (September 16, 2003) and ending with the employee's anniversary date (September 25, 2003)). Divide that result (10) by the total number of days in the pay period (15) to obtain the allocation percentage or ratio (2/3). Multiply the total number of hours accrued ($80 \times .05 = 4$ hours) by the percentage or ratio (2/3) and then write the result (2.66667 hours) to the employee's current anniversary date of September 25, 2003. The remaining 1.33333 hours would be written to the next year's anniversary date of September 25, 2004.

Processing Rollovers

This section provides overview of the rollover process and discusses how to:

- Process rollovers between payroll cycles.
- Set processing options for Leave Anniversary Rollover (R073910).
- Set processing options for Work with Fiscal/Anniversary Workfile (P07149).
- Review the Fiscal/Anniversary Workfile.

Understanding the Rollover Process

To carry PDBA balances forward at the end of the year and to create the beginning balances for the next year, you can run rollovers either during payroll cycles or between payroll cycles.

In some cases, you might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You use Leave Balance Rollover (R073910) to process DBAs that are set up to roll over balances at times other than the end of the standard calendar year. Use these guidelines to determine when to run this rollover program:

- If you have DBAs that roll over balances at the end of the fiscal year, run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.
- For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees.
- If you have DBAs that roll over balances on anniversary dates, run the rollover program once per pay period per payroll ID to ensure that each employee's balance is rolled over at the appropriate time.

- For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee.

The rollover program rolls over balances for only those employees whose anniversary dates are included in the current payroll cycle.

The rollover program uses the pay-period ending date that you specify in the processing options to determine which employees' DBA balances to roll over.

You can run Leave Balance Rollover in any of these modes:

- Report-only
- Proof
- Update

When you run the rollover program in report-only mode, the system creates the Rollover Anniversary report but does not create the F07149 table. To create the workfile, you must run the rollover program in proof mode. When you run the rollover program in proof mode, it creates the Rollover Anniversary report and the F07149 table. When you run the rollover program in update mode, the system uses the F07149 table to update the F06147 table. Therefore, you must run the rollover program in proof mode before you run it in update mode.

Example: Rollover on the Employee's Original Hire Date

Assume that:

- You have set up a vacation accrual to roll over on the original hire date.
- You have an employee whose original hire date is March 5, 1996.
- The 2005 master pay cycles for March include:

Payroll Number	Pay-Period Ending Date
5	February 28, 2005
6	March 14, 2005

The beginning work date for the next payroll cycle, March 15, is later than the end of the employee's anniversary year, March 5. This means that the rollover must be completed in the payroll cycle with the pay-period ending date of March 14, 2005. Therefore, one of these scenarios happens:

- If you request the rollover program during the payroll cycle, the system processes the rollover for this employee in the payroll cycle with the pay-period ending date of March 14, 2005.
- If you request the rollover program from the menu, you should process the rollover after the payroll cycle with the pay-period ending date of March 14, 2005, and before you begin the next payroll cycle.

Rollover Processing During the Payroll Cycle

To simplify rollover processing and to ensure that the system rolls over all DBA balances at the appropriate times, you might want to run rollovers during payroll processing. To run rollovers during the payroll cycle, you must set up pay cycle reports to include the Leave Balance Rollover program (R073910).

When you run the Leave Balance Rollover program during the payroll cycle, the system automatically runs the program in proof mode. The system processes all employees that are included in the current payroll ID, and writes a rollover record for employees whose anniversary date falls within the payroll cycle. You can run Leave Balance Rollover during any of these steps in the payroll cycle:

- Process pre-payroll

- Print payments
- Process journal entries
- Process payroll cycle reports

You specify the step during which to run Leave Balance Rollover when you set up payroll cycle reports. You cannot run Leave Balance Rollover during the final update step, because during that step the system updates the F06147 table using the workfile records that were created when you ran the report in proof mode.

You cannot process standard year-end rollovers during the payroll cycle. Standard year-end rollovers must be processed between payroll cycles at year-end.

Considerations

Consider these when you process rollovers:

Consideration	What You Must Do
Pre-payroll reset	If you reset a payroll ID, the system deletes the records in the F07149 table for that payroll ID.
Changes-only processing	If you need to run a changes-only pre-payroll, the system recreates the employees' fiscal/anniversary workfile records and creates a new leave rollover report only for the employees whose records have been changed, regardless of whether their leave information has changed.
Interim payments	If you need to pay employees' leave in advance and the employees' anniversaries occur while they are on leave, you must complete the Pay Cycle Bypass Count field on the Interim Entry form to ensure that the system includes records for the employees who are on leave, although it will not generate pay for those employees.
Year-end rollover processing	You are not required to process year-end rollovers for all countries. Year-end rollovers are primarily used by countries whose tax years follow the standard calendar year (January through December).
Voiding a payment after the rollover occurs	If, after you process a rollover, you must void a payment that was issued before an employee's accruals were rolled over, you must manually void the payment by entering an adjustment interim payment. Using the actual void function to void such a payment might result in incorrect accrual balances.

Rollover Processing Between Payroll Cycles

You can run the Leave Anniversary Rollover program (R073910) between payroll cycles. For example, if you process pre-payroll for a large group of employees, running the rollover program during pre-payroll might be too time-consuming. When you run the rollover program from a menu selection between payroll cycles, you can select specific employees to process and choose whether to run the program in proof or update mode.

When you process rollovers between payroll cycles, you use a processing option to specify the pay period end date that the system uses to determine which employees' balances to roll over. Each time that you run the rollover program, the system generates a rollover report.

The system maintains balances for years that begin on a date other than January 1 in the F06147 table.

The Rollover Anniversary Report

When you run rollovers, the system automatically generates a rollover anniversary report, which lists this information for each employee:

- The beginning balance from the start of the year being rolled over, for the available PDBA code.
- Current-year additions for the available PDBA code.
- Taken, accrual, and new available leave balances.
- Actual new available balance after any limits are applied.
- Any amount lost as a result of rollover rules being applied.
- Negative balances.

You can generate this report in detail mode or summary mode. You use the processing options for the rollover program to specify which mode you want. The detail report lists individual accrual and taken PDBA codes when more than one taken PDBA code is associated with an available PDBA code. The summary report summarizes information at the available PDBA code level and shows both hours and monetary amounts.

After you run rollovers, you should review the report to verify that the appropriate balances rolled over correctly. Before you perform the update to roll over those employees' balances, you must correct any errors that you found on the report in the F07149 table.

The Fiscal/Anniversary Workfile

After you run rollovers and before you update the leave balance information to the F06147 table, you might want to review the information that the system stores in the F07149 table. When you review the leave balance information in the workfile, you might discover an error that you need to correct. If the account has the necessary security permission, you can manually revise information in the workfile to correct the error.

See Also

[Chapter 10, "Working with the Payroll Cycle," Processing Pre-Payroll, page 107](#)

[Chapter 3, "Setting Up Payroll Cycle Information," Setting Up Pay Cycle Reports, page 30](#)

Prerequisite

Set up the rollover information for DBAs.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, "Setting Up Rollover Information for DBAs".

Form Used to Process Rollovers

Form Name	Form ID	Navigation	Usage
Fiscal/Anniversary Work File Revisions	W07149C	Leave Balance Functions menu (G07BUSP18), select Work with Fiscal/Anniversary Workfile. Locate a record on the Work With Fiscal/Anniversary Work File form, and click the Select button.	Review the fiscal/anniversary workfile. If the user account has the necessary security permission, you can correct any of the information.

Processing Rollovers between Payroll Cycles

Select Leave Balance Functions (G07BUSP18), Leave Anniversary Rollover.

Setting Processing Options for Leave Anniversary Rollover (R073910)

Set these processing options before you run Leave Anniversary Rollover.

Defaults

These processing options enable you to specify how the system runs the rollover program, including the balances and accruals that it rolls over.

- 1. Report Mode**
 Specify the mode in which the report is to be run. The report must be run in proof mode before it can be run in update mode. Values are:
 - 0: Proof Mode.
 - 1: Update Mode.
 - 2: Report Only Mode.
 - 3: Reset Mode - This option resets the workfile only.
- 2. Roll Over Balances of Terminated Employees**
 Specify whether to roll over terminated employee leave balances. Terminated employees are identified by a pay status of T. Values are:
 - 0 or Blank: Do not roll over terminated employee leave balances. (Default)
 - 1: Roll over terminated employee leave balances.
- 3. Employee Number to Print**
 Specify which employee number prints on the report. Values are:
 - A: The address number for the employee is printed.
 - B: The social security number for the employee is printed.
 - C: The alternate employee number is printed.
- 4. Pay Cycle Code**
 Specify the Pay Cycle Code to use when creating the report.
- 5. Pay Period End Date**
 Specify the date on which the last payroll was processed. The system uses this date to determine the date range that the system uses for rollover requirements.
- 6. Lost PDDBA Code**
 Specify the PDDBA code that the system uses to store lost leave time. If you do not enter a valid PDDBA code in this option, lost leave time is not stored.

- 7. Report Type** Specify the mode in which you want to process the report. You can process the report in detail mode to display all leave taken PDBA information for each employee, or you can process the report in summary mode to see the total leave taken balance for each employee. Values are:
- D*: Detail Mode.
- S*: Summary Mode.
- 8. Roll Over Only Sick and Vacation Accruals** Specify whether the system rolls over sick or vacation PDBA codes only, or whether the system rolls over all PDBA codes. Values are:
- 0* or Blank: Roll over all PDBA codes. (Default)
- 1*: Roll over only sick and vacation PDBAs.
- 9. Roll Over Only Current Accrual** Specify whether the system rolls over accrual balances only. You should choose to do this only if employees lose any accrued leave time that they have not taken. Values are:
- 0* or Blank: Roll over all information.
- 1*: Roll over accrual balances only.

Select

These processing options enable you to specify the type of history that the system rolls over and whether it carries negative balances forward.

If you want to set the processing options on this tab to roll over fiscal or anniversary history, do not list any PDBAs in the processing options on the PDBA Codes tab. If you specify any PDBAs to roll over on the PDBA Codes tab, those values override the selections in the processing options on this tab to roll over fiscal or anniversary history.

- 1. Roll Over Fiscal History** Specify whether the system rolls over fiscal history type details. Values are:
- 0* or Blank: Do not roll over fiscal history type details.
- 1*: Roll over fiscal history type details.
- 2. Roll Over Anniversary History** Specify whether the system rolls over anniversary history details. Values are:
- 0* or Blank: Do not roll over anniversary history details.
- 1*: Roll over anniversary history details.
- 3. Carry Forward Negative Balances** Specify whether an employee's available leave balance can be negative when rolled over. Values are:
- 0* or Blank: Negative balances will be reset to 0. (Default)
- 1*: Negative balances are permitted.

PDBA Codes

These processing options enable you to specify the available PDBA codes to roll over. If you leave them blank, the system rolls over all PDBA codes based on how you set the processing options on the Defaults tab and the Select tab.

- 1. PDBA Code to Roll Over** Identify the first PDBA code to roll over. If you leave this option blank, all PDBA codes are rolled over.

2–12. Additional PDDBA Code to Roll Over

Identify additional PDDBA codes to roll over. If you leave all of these processing options blank, all PDDBA codes are rolled over.

Setting Processing Options for Work with Fiscal/Anniversary Workfile (P07149)

Set this processing option before you generate the Fiscal/Anniversary Workfile.

Default

This processing option enables you to specify the DBA code in which the system stores lost and banked leave. When you run the rollover program for an employee whose hours of leave exceed the amount that can be rolled over, the excess hours are either lost completely or banked (saved) to a DBA that you specify. You might want to hold the lost and banked hours in a DBA so that you can refer to those amounts in the future, perhaps if the organization allows managers to grant back to their employees some of the lost hours.

Lost and banked hours are for informational purposes only. The amount in the lost and banked DBA is not included in any calculations during the DBA calculation process or during the rollover process. This DBA is only used to store any excess hours at the time of rollover.

Enter the DBA code for 'Lost/Banked' Leave

Specify the PDDBA code that the system uses to store lost or banked leave time.

Reviewing the Fiscal/Anniversary Workfile

Access the Fiscal/Anniversary Work File Revisions form.

Important! This program should have the highest possible level of system security because, when you revise this information manually, the system does not:

Create an audit trail of the changes that you enter.

Update pay stubs and advices to reflect the changes.

Update the records in the F06146 table.

Anniversary Date	Specify the rollover date (year-end date), such as a birth date or hire date, that varies for each employee.
Current Hours	Specify the YTD hours for a fiscal or anniversary year.
Current Amount	Specify the YTD amount for a fiscal or anniversary year.
Beginning Balance Hours	Specify the balance at the beginning of the year for the number of hours that are associated with a PDDBA.
Beginning Balance Amount	Specify the balance at the beginning of the year for the gross pay associated with a pay, deduction, benefit, or accrual.
Prior Year Hours	Specify the PDDBA's YTD balance for hours in the prior year.
Prior Year Amount	Specify the pay type, deduction, benefit, or accrual's year to date balance for gross pay in the prior year.

Working with Leave Balance Records

This section provides an overview of the Maintain Fiscal/Anniversary History File program (P07147), and discusses how to:

- Set processing options for Maintain Fiscal/Anniversary PDBA History (P07147).
- Maintain leave balance records.

Understanding the Maintain Fiscal/Anniversary History File Program (P07147)

When you first install the Payroll system, you can use the Maintain Fiscal/Anniversary History File program (P07147) to enter the existing information into the F06147 table. You might also want to use this program to work with information in the table directly (for example, if you encounter problems with an update or if you want to manually maintain an employee's balance).

Important! When you use this program, changes that you make directly affect the information in the F06147 table. Only experienced users who are familiar with the consequences of changing employees' accrual information should be allowed to run this program.

Form Used to Work with Leave Balance Records

Form Name	Form ID	Navigation	Usage
Maintain Fiscal/Anniversary History Records	W07147B	Leave Balance Functions menu (G07BUSP18), select Work with Fiscal/Anniversary Records. Locate a record on the Work with Fiscal/Anniversary History Records form and click the Select button. If you need to add a record and the user account has the necessary security permission, click the Add button on the Work with Fiscal/Anniversary History Records form.	Add or revise fiscal or anniversary history records that are associated with leave balances.

Setting Processing Options for Maintain Fiscal/Anniversary History File Program (P07147)

Set this processing option before you work with fiscal/anniversary history.

Default

This processing option enables you to specify the DBA code in which the system stores lost and banked leave.

Enter the DBA code for 'Lost/Banked' Leave

Specify the PDBA code that the system uses to store lost or banked leave time.

Maintaining Leave Balance Records

Access the Maintain Fiscal/Anniversary History Records form.

CHAPTER 15

Working with Vouchers

This chapter provides an overview of working with vouchers, lists a prerequisite, and discusses how to work with vouchers.

Understanding Vouchers

After you set up the Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs (deductions, benefits, and accruals) require vouchers and who the payees are for those vouchers. The system stores this information in the F0709 table.

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each pro forma voucher is assigned a voucher number. Consider this information about voucher numbers:

- If the voucher is not for a wage attachment, the voucher number includes the payroll ID (identification), the time that the voucher was created, and the edit transaction number.

The edit transaction number is unique for each voucher and is used to avoid duplicate voucher numbers.

- If the voucher is for a wage attachment, the voucher number is the date and the wage attachment case number.

Each batch has a unique batch number. For vouchers, you can create one batch for DBA vouchers and a separate batch for tax vouchers. This method enables you to post journal entries for DBA vouchers separately from journal entries for tax vouchers. If you prefer, you can store the DBA and tax vouchers in the same batch.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Payroll Journal Proof/Edit report (R05229) lists these document types.

During the journal entries step of the payroll cycle, the system creates the vouchers and places them in these tables in the Payroll system:

Table	Description
F07490	This table lists, by employee, all of the DBA and tax transactions that require vouchers.

Table	Description
F07491	When the system updates this table, it summarizes the information in the F07490 table and creates pro forma vouchers. These vouchers have document type T7. The system uses the voucher summarization rules that are set up for the payee. If no rules exist, the system uses the default rule 00.
F07492	This table contains control information about the vouchers, such as the number of vouchers in the batch.

The system does not automatically post the journal entries for vouchers. You must run a separate program to post them.

Before you process the final update, you should review the pro forma voucher information, make any necessary corrections, and then rerun the journal entries.

If errors occur when the system creates the actual journal entries during final update, the system sends messages to the queue in the employee work center. You must correct these errors before you can post the journal entries for vouchers.

Prerequisite

Process a payroll cycle that includes vouchers.

Working with Vouchers

This section provides an overview of vouchers and discusses how to:

- Review pro forma vouchers by payee.
- Review pro forma vouchers by employee.
- Transfer voucher information to the Accounts Payable system.
- Set processing options for the Batch Voucher Processor Report program (R04110ZA).
- Post payroll vouchers to the general ledger.

Understanding Working with Vouchers

This section provides an overview of working with vouchers.

Pro Forma Vouchers by Payee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online. When you review pro forma vouchers by payee, you can review the journal entries that are associated with a voucher.

In some cases, a voucher might have a negative amount. Vouchers that have negative amounts usually result from voided payments. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

Pro Forma Vouchers by Employee

The system creates pro forma vouchers during the journal entries step of the payroll cycle. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

Payroll Voucher Journal Reports

To verify the accuracy of the pro forma vouchers, you can set up the system to generate these reports during the journal entries, reports only, or final update steps of the payroll cycle:

- Payroll Voucher Journal Summary
- Payroll Voucher Journal Detail

Use these reports to view tax vouchers, DBA vouchers, or both, based on the version that you specify. The Payroll Voucher Journal Detail report provides detailed information about the vouchers, while the Payroll Voucher Journal Summary is a summary view.

You should review these reports before you process the final update. The system automatically generates these reports again during the final update when it creates the actual vouchers. When the reports are generated during final update, they include the payment terms and pay items.

Revising Voucher Information

Before you process the final update for a payroll cycle that includes vouchers, you should review voucher information to verify that it is correct. When you review voucher information, you might notice an error in the setup of payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you must typically rerun some steps in the payroll cycle to ensure that the system creates the appropriate vouchers. The steps that you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA. Revising voucher information includes revising vouchers for tax types and revising vouchers for DBAs.

To revise vouchers for tax types, make the necessary revisions to the voucher setup and then you rerun the journal entries step of the payroll cycle.

To revise vouchers for DBAs, make the necessary revisions to the voucher setup. Then, reset the payroll ID for the payroll cycle. Finally, rerun the full payroll cycle. For this scenario, you cannot run a changes-only pre-payroll.

Reviewing Voucher Error Messages

If errors occur when the system creates the actual journal entries during final update, the system sends messages to the queue in the employee work center. Such errors typically occur due to errors in the setup of the Accounts Payable system. For example, you receive an error if the AAIs are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee. When voucher errors occur during final update, you must use the Accounts Payable program, Batch Voucher Revisions, to correct the errors. You must correct these errors before you can post the journal entries for vouchers.

Transferring Voucher Information to the Accounts Payable System

If errors occur during final update when the system creates the journal entries for actual vouchers, the system sends messages to the queue in the employee work center and stores the voucher entries in the F0411Z1 table. After you have reviewed these messages and made any necessary corrections, you must run the Batch Voucher Processor (R04110ZA) to copy the voucher entries to the Accounts Payable Ledger and Account Ledger tables. This program includes a processing option that enables you to automatically post the entries to the Account Balances table.

After you process the final update, you can no longer review pro forma vouchers.

Note. Version ZJDE0002 of the Batch Voucher Processor (R04110ZA) is automatically processed during the journal entries step of the payroll cycle. In this version, processing options one and three on the Process tab in Version ZJDE0002 are blank. Version ZJDE0003 is processed during the final update step of the payroll cycle. Processing options one and three on the Process tab are set with a value of 1 in Version ZJDE0003. Both of these versions are hard-coded and cannot be changed.

Version ZJDE0001 is attached to the Batch Voucher Processing menu. You should review the processing options before you process this program.

Posting Payroll Vouchers to the General Ledger

When you process the final update step of a payroll cycle that includes vouchers, the system creates the actual journal entries for the vouchers. When no errors exist, the system stores these entries in these tables:

- F0411
- F0911

Although you can set the payroll company constants to automatically post the journal entries for other types of payroll transactions (document types T1 through T6), the system cannot automatically post voucher entries during final update. After final update, you must run the General Ledger Post Report program (R09801) to post the voucher entries (document type T7) to 0902. However, you cannot use this post program to post voucher entries that contain errors.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system generates these reports:

Report	Description
Posting Edit report	Use the Posting Edit report to determine whether the vouchers are posted. When no errors occur during posting, the report contains a message that no errors were found, and the system posts the batch.

Report	Description
General Ledger Post Payroll Vouchers report	Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists these document types: • T7: Payroll voucher entries. • AE: Offsetting credit entries to the accounts payable liability account that the system creates during posting.
Payroll Voucher Upload report	When you void and reissue a payment that originally included payroll vouchers, the system recreates those vouchers during final update. However, if the original vouchers were not deleted, the new vouchers are created with a zero dollar amount, and no records are created in the F0411 table and the F0911 table. When vouchers with zero dollar amounts are created, the Payroll Voucher Upload report (R07411Z1) generates a report that lists all of these vouchers. The system does not produce a report if there are no vouchers with a zero dollar amount.

Before you post payroll vouchers to the general ledger, for the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offset are set up in the Accounts Payable system.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Setting Up the Accounts Payable System,” Setting Up AAIs for Accounts Payable.

See Also

[Chapter 15, “Working with Vouchers,” Reviewing Pro Forma Vouchers by Payee, page 284](#)

[Chapter 15, “Working with Vouchers,” Reviewing Pro Forma Vouchers by Employee, page 284](#)

[Chapter 10, “Working with the Payroll Cycle,” Reviewing Payroll Cycle Reports, page 159](#)

[Chapter 10, “Working with the Payroll Cycle,” Printing Payroll Cycle Reports, page 164](#)

[Chapter 8, “Integrating Accounts Payable,” Setting Up Accounts Payable Integration, page 79](#)

[Chapter 10, “Working with the Payroll Cycle,” Processing Pro Forma Journal Entries, page 150](#)

[Chapter 10, “Working with the Payroll Cycle,” Resetting the Payroll ID, page 145](#)

[Chapter 10, “Working with the Payroll Cycle,” Processing Pre-Payroll, page 107](#)

PeopleSoft EnterpriseOne Time and Labor 8.11 PeopleBook, “Processing Journal Entries,” Processing and Reviewing Journal Entries

PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook

Forms Used to Work with Vouchers

Form Name	Form ID	Navigation	Usage
Work With Vouchers by Payee	W07497A	Payroll Workbench (G07BUSP11), Review A/P Voucher by - Payee On the Work With Payee Vouchers form, select a record and click Select.	Review pro forma vouchers by payee.
Work With Voucher Detail by Payee	W07497E	On the Work With Vouchers by Payee form, select a record and click Select.	Review detailed information about a specific voucher.
Work With Journal Line Entries	W07497C	On the Work With Voucher Detail by Payee form, select a record and then select Journal Entries from the Row menu.	View the journal entries that are associated with a voucher.
Work With Vouchers by Employee	W07499A	Payroll Workbench (G07BUSP11), Review A/P Voucher by - Employee	Review pro forma vouchers by employee.

Reviewing Pro Forma Vouchers by Payee

Access the Work With Vouchers by Payee form.

Provider Trustee

Specify the address book number for the supplier who receives the final payment.

In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.

For wage attachments, the payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

Type Code

Enter the code which specifies whether the Payroll accounts payable transaction is a DBA or a payroll tax. Values are:

D: Indicates the transaction is for a DBA.

T: Indicates the transaction is for a Payroll Tax.

Reviewing Pro Forma Vouchers by Employee

Access the Work With Vouchers by Employee form.

Transferring Voucher Information to the Accounts Payable System

Select Batch Voucher Processing (G04311), Batch Voucher Processor Report.

Setting Processing Options for the Batch Voucher Processor Report Program (R04110ZA)

Before you set the processing options, review voucher information and make any necessary corrections.

See [Chapter 15, “Working with Vouchers,” Reviewing Pro Forma Vouchers by Payee, page 284.](#)

See [Chapter 15, “Working with Vouchers,” Reviewing Pro Forma Vouchers by Employee, page 284.](#)

Select

Enter the values you would like to use for data selection.

1. EDI - User ID (Electronic Data Interchange - user identification)	Enter a valid user ID. Use this processing option to narrow data selection to a single EDI user. If you leave the processing blank, the system selects all user IDs.
2. EDI - Batch Number	Specify the batch number. If you leave this processing option blank, the system selects all batches. Use this processing option to set data selection for the EDI - Batch Number. Use only existing batch numbers for this data selection.
3. EDI - Transaction Number	Specify the transaction number. Use this processing option to select data by EDI transaction number. If you leave this processing option blank, the system will select all EDI transaction numbers.
4. EDI - Transmission Date	Specify the transmission date. Use this processing option to select records by EDI transmission date. If you leave this processing option blank, the system will select records for all EDI transmission dates.

Process

1. Enter a '1' to process the batch information in Final mode.	Specify whether the system runs the program in proof or final mode. In proof mode, the system generates a report, but does not update any tables. In final mode, the system generates a report, creates error messages for any errors in the vouchers, and updates the F0411 table and the F0911 table based on the information that you provide. If you leave this option blank, the batch processing will be performed in Proof mode and no file updates will occur. Values are: 1: Final Mode. Blank: Proof mode.
2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out of balance. (A/P amounts are not equal to G/L amounts).	Specify whether the system updates the F0411 table and the F0911 table when the sum of the amounts to be distributed for the voucher does not equal the sum of the amounts to be distributed for the corresponding journal entry. The system considers tax amounts when determining the amounts to distribute for both the voucher and journal entry. Values are: 1: Process vouchers that are out of balance. You should select this option only when you convert voucher records separately from their corresponding journal entries, such as when you upload legacy information from another system. Blank: Do not process vouchers that are out of balance. If you leave this option blank, the transaction will not be processed if the amounts are out of balance.

Warning! When you process vouchers that are out-of-balance, you might cause unpredictable results in other applications.

3. Enter a '1' to automatically purge processed transactions from the batch file.

Specify whether to automatically purge successfully processed voucher records from the F0411Z1 table and the F0911Z1 table. If you set the processing option to purge automatically, you will have to run a separate purge program. If you leave this option blank, transactions will be flagged as processed and will remain in the file. Values are:

1: Purge voucher records.

Blank: Do not purge voucher records.

Messages

1. Enter a '1' to suppress the creation of warning Workflow messages.

Specify whether the system sends any warning messages that occur during processing to the employee work center. The system sends all error messages to the employee work center, regardless of how you set this processing option. Warning messages do not prohibit vouchers from processing successfully. If you leave this option blank, warning messages will be created in Workflow. Values are:

1: Do not send warning messages to the employee work center.

Blank: Send warning messages to the employee work center.

Note. The system sends error messages to the employee work center only when the report is processed in final mode.

2. Enter the user to receive the Workflow messages.

Specify which user receives workflow warning messages. If you leave this option blank, the user that entered the transaction will receive the Workflow messages.

Defaults

1. Enter a '1' to bypass the defaulting of tax area and tax explanation code.

Specify whether the system updates the tax explanation code and tax rate/area information on successfully processed supplier ledger records with the values specified in the F0101 table and the F0006 table. If the Tax Rate/Area field is completed in both tables, the system uses the value from the F0401 table. If you leave this option blank, the system using default values for tax fields from Address Book and the Business Unit Master tables. Values are:

Blank: Update the tax values.

1: Do not update the tax values.

Versions

1. Enter the number of the Master Business Function Processing Option Version to be used for Voucher Processing.

Specify the version of the Voucher Entry MBF Processing Options program (P0400047) that you want the system to use to process the voucher transaction to the F0411 table. If you leave this processing option blank, the system uses version ZJDE0001.

2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing.

Specify the version of the Journal Entry MBF Processing Options program (P0900049) to process the voucher transaction to the F0911 table. If you leave this processing option blank, the system uses version ZJDE0001.

Batch Approval

1. Enter a '1' if you would like to have the batch status on all batches created through the Voucher Batch Processor to be set to 'Approved' (regardless of the general accounting constants).

Specify the status to assign to successfully processed voucher batches. If you leave this field blank, the batch status will be set according to the general accounting constants. Values are:

1: Assign a status of approved (*A*) to successfully processed voucher batches.

Blank: Assign the value according to the Manager Approval of Input option specified on the Accounts Payable Constants form.

Auto Post

1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balances table (F0902) after creation.

Specify whether the system automatically posts successfully processed voucher transactions to the F0902 table. You must specify the version of the post program that you want the system to use. If you leave this option blank, the system does not post transactions.

See Also

Chapter 15, "Working with Vouchers," Posting Payroll Vouchers to the General Ledger, page 287

PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook, "Processing Accounts Payable Vouchers"

Posting Payroll Vouchers to the General Ledger

Select Payroll Workbench (G07BUSP11), Post Payroll Vouchers to G/L.

See Also

PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook, "Processing Batch Vouchers," Processing Batch Vouchers

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Generating Financial Reports"

CHAPTER 16

Working with Payroll History

This chapter provides an overview of payroll history, lists common elements used in this chapter, and discusses how to:

- Review payroll history information online.
- Work with payment history.

Understanding Payroll History

Each time that you process a payroll cycle, the system creates historical records of employee earnings, deductions, benefits, accruals, and taxes. You can review this history to verify that it is correct and revise it if necessary.

Payroll history includes detail and summary information for:

- Earnings and taxes.
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs).
- Timecards.
- Accruals, such as vacation time earned, taken, and available.
- Individual payment information.

You use historical information to answer questions for employees, to print historical and government reports, and to process year-end forms for employees. You can also perform certain tasks, such as voiding a payment, when you review information for individual payments.

Calendar-Month and Payroll-Month History

The system maintains transaction (PDBA) history by payroll month, which is based on payment dates. Balances for the payroll month are stored for pay types and deductions, benefits, and accruals (DBAs). These balances update the F06146 table.

You can also maintain history by calendar month, which is based on work dates. Balances for the calendar month are stored for DBAs only and not for pay types. These balances update the F06145 table.

The balances for each type of transaction history are consistent except during transitional payroll cycles. A transitional payroll cycle, such as a biweekly payroll cycle that begins in January and ends in February, crosses months.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Deductions, Benefits, and Accruals”

Common Elements Used in This Chapter

G/L Bank Account (general ledger bank account)	Specify the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the F0012 table, item number RB for Accounts Receivable and PB for Accounts Payable.
I C (interim check code)	Indicates one of these conditions: Blank: The payment was processed in a regular payroll cycle. <i>I</i>: The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments. <i>X</i>: The payment is an original payment that has been voided.
I S (interim check status)	Indicates the type of payment that the system generated. Values are: <i>A</i>: Automatic deposit. <i>C</i>: Computer-generated payment. <i>V</i>: Voided regular payment. <i>M</i>: Manually-generated payment. <i>Z</i> Voided manual payment. If the code is <i>M</i>, the automatic accounting instruction (AAI) for the payroll manual check bank is used to generate the cash entry. If the code is <i>C</i> or blank, the AAI for the normal payroll bank is used.
Payment/Item Number	Specify the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
Vd/Re Date (void/reissue date)	Displays the date this check was voided or reissued.

Reviewing Payroll History Information Online

This section provides an overview of online payroll history information, and discusses how to:

- Review PDBA history by payroll month.
- Review DBA history by calendar month.
- Review detail history for pay types.
- Review detail history for DBAs.
- Review earnings history.

- Set processing options for Payroll Accrual Inquiry (P070931).
- Review accrual history.

Understanding Online Payroll History Information

Each time that you process a payroll cycle, the system creates historical records of employee earnings, taxes, and DBAs. You use historical information to answer employee questions about earnings and tax information, to print historical and government reports, and to process year-end forms for employees. You can verify whether this information is correct and revise it accordingly.

Important! Payroll history programs should have the highest possible level of system security. Be aware of this information when you manually revise payroll history:

The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

The system does not create an audit trail of the changes that you enter when you revise payroll history manually.

The totals in the summary tables do not equal the totals in the detail tables unless you update all tables. If you manually update history tables, you must, at a minimum, update the detail table. After you update the detail tables, you must process all related repost programs to update the changes in the detail tables to the summary tables. If you update the summary tables alone, running a repost will delete all changes to the summary tables. Contact PeopleSoft Technical Support for assistance with manually updating history tables and processing repost programs.

For information about an employee's earnings and deductions, you can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on payment dates) or by calendar month (based on work dates). You can review pay types by payroll month history only.

You can review PDBA history at both summary and detail levels. This table shows the PDBA summary tables and their corresponding detail tables:

Summary Table	Detail Tables
F06146	F0618 F0719
F06145	F0719
F06156	• F0618 • F0719

You can review a variety of PDBA history information. For example, you can:

- Review PDBA history by payroll month.
- Review DBA history by calendar month.
- Review detail history for pay types.
- Review detail history for DBAs.

When you review payroll history, you might discover errors that you need to correct. If you have the necessary security permissions, you can manually revise payroll history to correct the errors.

To ensure an audit trail, revising payroll history using interim payments is recommended.

Earnings History

To provide information about an employee's payments and deductions in previous pay periods, you can review the earnings history for the employee. You can review information for a past pay period as well as year-to-date amounts. The system retrieves information from the F07186 table.

When you review payroll history, you might discover an error that you need to correct. If the account has the necessary security permission, you can manually revise payroll history to correct the error.

Accrual History

You can review information about an employee's accrual history online. For example, you might want to know how many vacation days an employee has taken in the past year. For accrual type, you can review:

- Time and monetary amounts accrued.
- Time accrued but not yet available.
- Totals of time taken, accrued, and remaining.

The system retrieves information from either the F06146 table or the F06149 table, depending on how you set the processing options.

See Also

[Chapter 16, "Working with Payroll History," Working with Payment History, page 301](#)

[Chapter 17, "Working with Payroll History Integrity," page 307](#)

Forms Used to Review Payroll History Online

Form Name	Form ID	Navigation	Usage
PDBAs by Payroll Month	W079951B	U.S. History Inquiries (G07BUSP14) or Canada History Inquiries (G77BCAP14), PDBA History. Locate a record in the detail area on the Work with DBA's History (Payroll Month) form, and then select PDBAs by Payroll M (PDBAs by Payroll Month) from the Row menu.	Review PDBA history by payroll month.

Page Name	Object Name	Navigation	Usage
DBAs By Calendar Month	W079951C	U.S. History Inquiries (G07BUSP14) or Canada History Inquiries (G77BCAP14), Calendar Month DBA's History. Locate a record in the detail area on the Work with DBA's History (Calendar Month) form and select DBAs by Cal. Month (DBAs by Calendar Month) from the Row menu.	Review DBA history by calendar month. If the user account has the necessary security, you can revise the information.
Pay Detail	W079951E	U.S. History Inquiries (G07BUSP14) or Canada History Inquiries (G77BCAP14), PDBA History. Locate a record in the detail area on the Work with DBAs History (Payroll Month) form, and select Pay Detail from the Row menu.	Review detail history for pay types. If the user account has the necessary security permission, you can revise the information.
DBA Detail	W079951D	U.S. History Inquiries (G07BUSP14) or Canada History Inquiries (G77BCAP14), Calendar Month DBA's History. Locate a record in the detail area on the Work with DBA's History (Calendar Month) form, and select DBA Detail from the Row menu.	Review detail history for DBAs.
Pay Stub History Information	W07186A	U.S. History Inquiries (G07BUSP14) or Canada History Inquiries (G77BCAP14), Pay Stub History. Locate a record in the detail area on the Work with Pay Stub History form, and click the Select button.	Review earnings history.
Work With Benefits/Accruals	W070931B	U.S. History Inquiries (G07BUSP14) or Canada History Inquiries (G77BCAP14), select Benefit/Accrual Inquiry.	Review benefit and accrual history.

Reviewing PDBA History by Payroll Month

Access the PDBAs by Payroll Month form.

Important! To access the PDBAs by Payroll Month form, you must select a record from the Work with DBAs History (Payroll Month) form. To load PDBA history for a specific employee, enter a value in the Employee Identification field and then click Find. Until you click the Find button, the system maintains history information from the last employee that you viewed. If you do not click Find, you might incorrectly update historical information.

PDBA History - PDBAs by Payroll Month

OK Cancel Form Tools

Employee No. 2006 Walters, Annette Year 5
 PDBA Code 1 P Regular Tax History Type
 Company 00001 Financial/Distribution Comp... Tax ID 840782700

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April	2,834.66	176.00	
May	2,705.81	168.00	
June	2,834.66	176.00	
July			
August			
September			
October			
November			
December			

YTD Total 8,375.13 520.00
 Beginning Balance
 Prior Year
 Remain Bal/Prds.

Arrearage

PDBAs by Payroll Month form

Reviewing DBA History by Calendar Month

Access the DBAs By Calendar Month form.

Calendar Month DBA's History - DBAs By Calendar Month

OK Cancel Form Tools

Employee No. 2006 Walters, Annette Year 5

DBA Code 1005 B HealthCo Tax ID 840782700

Company 00001 Financial/Distribution Company

Month	Amount	Pay Basis	Pieces
January			
February			
March			
April	90.00		
May	90.00		
June	90.00		
July			
August			
September			
October			
November			
December			
YTD Total	270.00		
Beginning Balance			
Prior Year			

DBAs By Calendar Month form

Reviewing Detail History for Pay Types

Access the Pay Detail form.

PDBA History - Pay Detail

OK Find Cancel Tools

Employee No. 2006 Walters, Annette Company ... 0000

Business Unit *

Pay Type 1 Regular

Work Dates - From 01/01/05 Thru 12/31/05

Records 1 - 7 [Customize Grid](#)

	Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	Job Step	Sub Ledger	Sub Type	Check Control
☐	04/15/05	1	88.00	16.106	1,417.33		9 2H-2				3578
☐	04/30/05	1	88.00	16.106	1,417.33		9 2H-2				3738
☐	05/15/05	1	88.00	16.106	1,417.33		9 2H-2				3869
☐	05/31/05	1	80.00	16.106	1,288.48		9 2H-2				4159
☐	06/15/05	1	88.00	16.106	1,417.33		9 2H-2				4343
☐	06/30/05	1	88.00	16.106	1,417.33		9 2H-2				4491
☒	Σ		520.00		8,375.13						

Pay Detail form

Reviewing Detail History for DBAs

Access the DBA Detail form.

PDBA History - DBA Detail

OK Find Cancel Tools

Employee No. 2006 Walters, Annette

DBA Code 1005 Health/Co

Pay Period Dates - From 01/01/05 Thru 12/31/05

Records 1 - 7 [Customize Grid](#)

	Employee Number	Check Control	Pay Period End Date	DBA Code	DBA Type	Work Date	Hours Worked	Rate	Gross Pay	Business Unit
☐	2006	3578	04/15/05	1005	B	04/15/05		45.0000	45.00	
☐	2006	3738	04/30/05	1005	B	04/30/05		45.0000	45.00	
☐	2006	3869	05/15/05	1005	B	05/15/05		45.0000	45.00	
☐	2006	4159	05/31/05	1005	B	05/31/05		45.0000	45.00	
☐	2006	4343	06/15/05	1005	B	06/15/05		45.0000	45.00	
☐	2006	4491	06/30/05	1005	B	06/30/05		45.0000	45.00	
☒	Σ								270.00	

DBA Detail form

Hours Worked

Displays the number of hours that are associated with each transaction.

Pieces	Displays the number of pieces for piecework or any other unit of measure that you want to track for this employee. Examples include recording miles driven for drivers of company vehicles, cubic yards of concrete, feet drilled, or miles flown and so forth.
Work Date	Displays the date used as the actual work date or pay-period ending date.
Pay Type	Displays the code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Rate	Displays the employee's hourly rate. If applicable, the system adds values for pay type multiplier and shift differential. If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.
Sub Ledger	Displays the value, such as equipment number or work order number, that you can attach to the end of an account number to further define an account and more easily track it.
Sub Type (subledger type)	Displays the code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.
Check Control	Displays the number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number. This is not the actual check number.
Account Number	Displays the value that identifies an account in the general ledger. Use one of these formats to enter account numbers: • Standard account number (business unit.object.subsidiary or flex format). • Third general ledger number (maximum of 25 digits). • Account ID (identification) number. The number is eight digits. • Speed code, which is a two-character code that you concatenate to the AAI item SP. You can enter the code instead of an account number. The first character of the account number indicates its format. You define the account format in the General Accounting constants.
Item No. (item number)	Displays the Item Number (Inventory) that the system uses when entering time for piecework earnings generation.
Shift	Displays the user defined code (UDC) (00/SH) that identifies 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.

For the Payroll and Time Entry systems, 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.

Union Code

Displays the UDC (06/UN) that represents the union or plan in which the employee or group of employees work or participate.

Units

Displays the UDC (system 00/type UM) that designates any unit of measure appropriate for an employee's time and pay.

Reviewing Earnings History

Access the Pay Stub History Information form.

Pay Stub History - Pay Stub History Information i ? M

Close Form Row Tools

Address Number Walters, Annette Route

Check Date Pay Period Ending Date Check No.

Records 1 - 9 Customize Grid

	Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description
☒	1	P	Regular	88.00	16.106	1,417.33	15,332.93		Gross Wages
☐	2	A	Vac Accrual			10.00	60.00		Federal Income Tax
☐	3		* Sick Taken/Available *						Federal FICA Withheld
☐	4		* Vacation Taken/Available *						Federal Medicare Withheld
☐	5								CO Department of Revenue
☐	6							1010	Dental EE
☐	7							1030	Dental EE+Fm
☐	8							3002	Life Ins.
☐	9							4004	Med-EE+Fam

Gross Pay - Deductions = Net Pay

Pay Stub History Information form

Seq. (sequence)

Displays the stub line number of each record in the stub detail. The number determines the print order.

Hours

Displays the number of hours that are associated with each transaction.

Hourly Rate

Displays the employee's hourly rate. If applicable, the system will add values for pay type multiplier and shift differential.

If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.

YTD Amount (year-to-date amount)	Displays the sum of an employee's gross payments from the first day of the current calendar year to the last day of the current pay period.
DBA Code	Displays the code that is associated with a deduction, benefit, or accrual (DBA) that was used to calculate the employee's net payment. This code prints on the right side of the payment stub.
Current Amount	Displays the current amount of gross pay, taxes, deductions, or benefits. This value only appears on the right hand side of the stub.

Setting Processing Options for Payroll Accrual Inquiry (P070931)

Set these processing options before you work with accrual inquiry.

Display

Use these processing options to specify whether accrued information and monetary amounts appear on the form.

1. Display Accrued	Specify whether accrued information appears on the form. Values are: <i>0</i> : No. <i>1</i> : Yes.
2. Display Dollars	Specify whether monetary amounts appear on the form. Values are: <i>0</i> : No. <i>1</i> : Yes.

Process

Use this processing option to specify the type of history that the system retrieves.

1. History Source File	Specify the table from which the system retrieves history information. Values are: <i>0</i> or Blank: F06146 or F06145. <i>1</i> : F06147.

Reviewing Accrual History

Access the Work With Accruals form.

Hours Begin Bal (hours beginning balance)	Displays the total number of accrued hours that the employee had earned as of the beginning of the year.
Hours Additions	Displays the number of hours that have been added to the employee's beginning balance since the beginning of the year.
Hours Taken	Displays the number of hours that the employee has taken this year.
Hours Available	Displays the number of hours that are currently available for the employee to take.
Hours Accrued	Displays the total number of hours worked (for pay types), or the basis (for DBAs) for the fifth month of the payroll year.

Days Begin Bal (days beginning balance)	Displays the total number of accrued days that the employee had earned as of the beginning of the year. The system uses these days to determine whether the employee is eligible for holiday pay for the period being processed.
Days Additions	Displays the number of days that have been added to the employee's beginning balance since the beginning of the year. The system uses these days to determine whether the employee is eligible for holiday pay for the period being processed.
Days Taken	Displays the number of days that the employee has taken this year.
Days Available	Displays the number of days that are currently available for the employee to take. These days are used to determine whether the employee is eligible for holiday pay for the period being processed.
Days Accrued	Displays the number of days that the employee has earned so far this year. If the accrual is set up so that accrued days are available immediately, then the accrued days equal the available days. If the accrual is set up so that a waiting period exists before the accrued days are available to the employee, then the number of accrued days is smaller than the number of available days. For example, the organization's vacation plan might specify that employees begin accruing vacation days on their date of hire, but they cannot take any of those days until they have completed one year of service with the organization. In this case, the days accrued days would exceed the available days.
Dollars Begin Bal (dollars beginning balance)	Displays the total monetary value of the benefit as of the beginning of the year. This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.
Dollars Additions	Displays the monetary amount that has been added to the employee's beginning balance since the beginning of the year. This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.
Dollars Taken	Displays the monetary amount that represents the portion of the employee's balance that the employee has used (spent) this year. This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using. Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.
Dollars Available	Displays the monetary amount that is currently available for the employee to spend on the benefit. This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.

Dollars Accrued

Displays the total monetary amount that the employee has added to this benefit so far this year.

This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.

Working with Payment History

This section provides an overview of historical information about payments, and discusses how to:

- (USA) Review payment history information for the United States.
- (CAN) Review payment history information for Canada.
- Review history information for a single payment.
- Void payments.

Understanding Payment History

You can review detailed payment history for an employee to verify that the information is correct. If you discover errors, you can void a payment and issue a replacement for it.

Historical Information About Payments

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary and detail information regarding the employee's earnings, taxes, and deductions. If you discover errors in the employee's payment history, you can void a payment and issue a replacement.

Voiding a Payment

After a payment has been processed through a payroll cycle, you might need to void it and issue a replacement payment. For example, during the process of generating the reports for a payroll cycle, you might discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle, and then issue a replacement interim payment for that employee. To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

When you void a payment, the system reverses all associated transactions in the payroll history, including employee and employer-associated transactions. Because the system reverses all of the transactions that are associated with the payment, it is not possible to void part of a payment using the void process. To void a partial payment, you must enter a manual adjustment using interim payments.

The check date of the original payment is used as the general ledger date for reversing entries that are associated with the disbursement, such as reversing the credit to cash and tax liabilities. The time entry dates that are associated with the original payment are used as the general ledger dates for reversing entries that are associated with timecards, such as labor distribution. The time entry dates are also used for the work dates on the reversing timecards.

When you void a check, you can reissue (reprint) it. You should select the reissue option only if the replacement check contains exactly the same information as the original check. For example, if an employee fails to receive a check in the mail, or if a check is accidentally destroyed, you can reissue the check. The replacement check will contain the same information as the original check, except that it will have a new date and a new check number.

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax-filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled.

Note. When you void an automatic deposit, the system does not update the automatic deposit tape, nor does it create an accounts receivable entry for the employee.

The system stores the voided payment as an interim payment; therefore, an interim payroll ID must exist before you void the payment. You can use an existing interim payroll ID or you can create a new one. After you void a payment, you must process it during a payroll cycle so that the system updates the reversing entries. The system retrieves the information from the F06156 table when you void a payment.

If necessary, you can simultaneously void multiple payments. However, all of the payments that you void at the same time must be associated with the same country code. For example, if you must void a Canadian payment and a United States payment, you must process them separately. You specify the payments that you want to void by using either the Payment History program (P070601) or the Payment History - Review and Void - Canada program (P770602).

Whether you choose a single payment or multiple payments, the system processes voided payments by using the Void and Reissue Payments UBE program (R0701830).

Note. When you void payments, you cannot process payments that are associated with different countries at the same time. The system uses the first payment that you select when choosing the payments that you want to void to determine the country code. All subsequent payments that you select for inclusion in the void process must be associated with the same country code as the first payment. If you attempt to void payments that are associated with different country codes in a single batch, the system generates an error message.

Additionally, when you select an interim payroll ID to associate with the voided payment, you must select an ID that has the same country code as the associated payments. If the interim ID that you select is associated with a country that is different from the one that is associated with the voided payment, the system generates an error message.

Tasks Related to Voiding Payments

These tasks relate to voiding payments:

Task	Description
Unvoiding a payment	If you inadvertently void a payment that should not be voided, you can select Unvoid a Void from the Form menu on the Payment Review and Void form. Doing so cancels the void. When you unvoid a payment, the system removes the information entered in these fields on the Work With Payment History form: • IC • Void CKCN • Void/Reissue Date
Voiding part of a payment	You might need to void, or reverse, a specific amount that represents part of a payment rather than voiding the entire payment. This type of void is called an adjustment. To enter an adjustment, use the Interim Entry form. You cannot use the Void Check window to void a partial payment.
Voiding a payment from a previous year	You might need to void a payment that was processed in a previous year. To process this void, you must run a payroll cycle, using dates from the previous year, that includes interim payments. Note. You might need to reissue year-end forms for an employee if voiding the payment changes his or her year-end tax information.
Voiding a reconciled payment	To ensure data integrity, the system does not allow you to void a reconciled payment. If you must adjust an employee's payment history after a payment has been reconciled, you can enter an adjustment interim payment.

See Also

[Chapter 12, “Working with Interim Payments,” Entering Interim Payments, page 195](#)

[Chapter 12, “Working with Interim Payments,” Processing Interim Payments in a Payroll Cycle, page 226](#)

Prerequisite

Verify that an interim payroll ID exists. You can create a new interim payroll ID or you can use an existing one.

See [Chapter 4, “Setting Up Interim Payments,” Creating an Interim Payroll ID, page 47](#).

Forms Used to Work with Payment History

Form Name	Form ID	Navigation	Usage
Work With Payment History	W070601C	U.S. History Inquiries menu (G07BUSP14), select Payment History.	(USA) Review payment history and select a payment to void.

Page Name	Object Name	Navigation	Usage
Payment Review and Void	W070601B	On the Work With Payment History form, locate a record and select Review Payment from the Row menu.	(USA) Review payment history for a single payment. To review detailed information about the DBAs that are associated with the payment, click the DBA Detail button and review the information in the detail area. To review detailed information about the pay types that are associated with the payment, click the Earning Detail button and review the information in the detail area.
Void Check	W070601K	On the Payment Review and Void form, select Void or Reissue from the Form menu. Enter the appropriate void information, and then click the OK button.	(USA) Void a payment. If any of the payments that you are voiding are automatic deposits, the system displays a warning message. Also, all of the payments that you select must be associated with the same country code. The first payment that you select determines the country code. All subsequent payments that you select must be associated with the same country code as the first payment, or the system displays an error message.
Work With Payment History	W770602E	Canada History Inquiries menu (G77BCAP14), select Payment History.	(CAN) Select records to void.

Page Name	Object Name	Navigation	Usage
Payment Review and Void	W770602B	On the Work With Payment History form, locate a record and select Review Payment from the Row menu.	(CAN) Review payment history information. To review detailed information about the DBAs that are associated with the payment, click the DBA Detail button and review the information in the detail area. To review detailed information about the pay types that are associated with the payment, click the Earning Detail button and review the information in the detail area.
Void Cheque	W770602C	On the Payment Review and Void form, select Void or Reissue from the Form menu. Enter the appropriate void information and then click the OK button.	(CAN) Void a payment. If any of the payments that you are voiding are automatic deposits, the system displays a warning message. Also, all of the payments that you select must be associated with the same country code. The first payment that you select determines the country code. All subsequent payments that you select must be associated with the same country code as the first payment, or the system displays an error message.

(USA) Reviewing Payment History Information for the United States

Access the Work With Payment History form.

Check Repl By (check replaced by)

Displays the number of the check that replaced the current check when it was voided and reissued. This check replaces the check that was voided.

(CAN) Reviewing Payment History Information for Canada

Access the Work With Payment History form.

Reissue No (reissue number)

Displays the number of the cheque which replaced the current cheque when it was voided and reissued. This cheque replaces the cheque that was voided.

Cheque Replaced

Displays the number of the cheque that was voided and reissued as the current cheque.

Reviewing History for a Single Payment

Access the Payment Review and Void form.

Payment History - Payment Review and Void

OK Find Cancel Form Tools

Employee No. 2006 Walters, Annette Check Control No 3578
Check Date 04/15/05 Check Number 109

.....Check Summary.....

Gross Pay	1,417.33	Hours	88.00
Total Deductions	51.28	Benefits	65.03
Taxes Withheld	329.40	Taxes Paid	126.88
Net Pay	1,036.65		

Earning Detail DBA Detail Tax Detail

Records 1 - 2 Customize Grid

Type	Pay/Accrual Description	Work Date	Hours	Pieces	Rate	Gross Amt	Tax
1	Regular	04/15/05	88.00		16.106	1,417.33	06
Σ			88.00			1,417.33	

Payment Review and Void form

Voiding Payments

Access the Void Check form.

Note. After you complete the steps to void a payment, the system launches the Void and Reissue Payments UBE program (R0701830), which creates an interim payment for the void. To update the system, you must process the interim payment through a payroll cycle.

Interim Payroll ID

Specify the code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.

When you void a payment, you must select an interim payroll ID that is associated with the same country code as the payments that you want to void.

The system also use this code to identify the interim ID that you select when you enter interim payments.

Reissue?

Select the Reissue option only if all of the payments that you are voiding are checks and you want the new checks to contain the same information as the voided checks (except the check numbers and check dates).

CHAPTER 17

Working with Payroll History Integrity

This chapter provides an overview of payroll history integrity, lists common elements used in this chapter, and discusses how to:

- Work with tax history integrity.
- Correct tax history integrity errors.
- Work with PDBA history integrity.
- Correct PDBA history integrity errors.
- Repost payroll history.

Understanding Payroll History Integrity

After you process a payroll, you should verify the integrity of the payroll history. You use this history for:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of the payroll history, you run integrity reports to identify these types of information:

- Discrepancies within the summary history tables.
- Discrepancies between the summary history tables and their corresponding detail tables.
- Information in the summary tables that is missing, inaccurate, or incomplete.

You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing. You should review each error that appears on the integrity reports to determine what action, if any, you must take to correct it. Depending on the error, you must correct payroll history either by revising the appropriate payroll information or by making changes to the payroll history tables. The system can correct other errors automatically when you run integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

Types of Payroll History

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are:

Record	Description
Detail records	Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.
Summary records	After the system stores records in the detail history tables, it totals and summarizes the information in these tables, and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. The use of summary history tables to report tax and earnings information reduces processing time.

History Tables

This table lists detail history tables and their corresponding summary tables:

Detail Table	Summary Tables
F06166	F06136
F0719	• F06145 • F06146 • F06148
F0618	• F06146 • F0627

Common Elements Used in This Chapter

Error Code	Review this four-digit number that is assigned to all errors. When this number is used in the error message facility (F7 from any form), you may enter a specific error message number and press F13 to automatically exit to the revisions program that is referenced within the text of the error message. This function applies only to error messages that refer to items such as user defined codes (UDCs).
History Type	Review the UDC (07/TH) that specifies the type of information being tracked for the employee in the F06136 table or the F0713 table. The value in this field determines what type of year-end form the system generates.
Year	Specify the two-digit number that identifies the applicable year. If you leave this field blank, the program uses the system date.

Working with Tax History Integrity

This section provides an overview of working with tax history integrity, lists prerequisites, and discusses how to:

- Identify tax history integrity errors.
- Set data selection and sequence for the Tax History Integrity report.
- Set processing options for Tax History Integrity report (R077011).

Understanding Working with Tax History Integrity

To verify tax history integrity, run the Tax History Integrity report (R077011). This report identifies errors such as missing, inaccurate, or incomplete information in the F06136 table. You should regularly verify the integrity of the taxation history to ensure that the correct information appears on the quarterly tax reports and employees' year-end forms.

To identify taxation integrity errors, you first run the Tax History Integrity report in proof mode so that you can research errors and enter any manual corrections before you update the table. When you run the integrity report in proof mode, the system identifies possible errors, but does not change any information in the history table. Running the integrity report in update mode automatically corrects some errors.

To correct taxation integrity errors, use history revision forms to enter manual corrections, and then run the Tax History Integrity report in update mode. When you run an integrity report in update mode, the system corrects information in the F06136 table and generates a report that indicates the errors that could not be corrected. Review all of the errors, correct them as instructed, and rerun the integrity report until all of the errors are corrected. (Some entries on the report might reflect valid conditions for the data.)

To simplify the process of regularly verifying the payroll history integrity, you can set up the integrity reports to run during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

To complete the tax history integrity tasks, you must run the integrity report at least three times to:

- Identify the errors.
- Correct the errors.
- Verify that all updates were performed.

Employee Tax History Types

When you review employee tax history, note that each tax history record is assigned a tax history type. The tax history type that is assigned to tax history records is determined by the tax method that you assign to the employee during the employee setup process. The system uses the tax history type to determine the year-end form on which the employee's earnings are reported. For example, if an employee has a blank tax method (regular), the tax history type is also blank. All tax history records with a blank history type are reported on the W-2 form. This table indicates the year-end form on which each type of tax history is reported:

Tax Method	Description	Tax History Type	Year-End Form
Blank	Regular	Blank	W-2
N/A	Third-Party Sick Pay	1	W-2 (separate)

Tax Method	Description	Tax History Type	Year-End Form
C	Contract	C	1099-MISC
P	Pension	2	1099-R
4	Medicare Qualified	3	W-2
5	FICA/Medicare Exempt	4	W-2
R	Regular - Puerto Rico with Tax Area = 72	R	499R-2

Identifying Tax History Integrity Errors

The system uses the information in the F06136 table to produce government year-end forms for employees. Keeping this table error-free simplifies the year-end processing tasks. The Tax History Integrity report identifies three types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Irregularities that are not necessarily errors.

For example, a situation in which no federal tax was withheld might be a valid condition for a low-wage earner.

The system also creates a backup table of the summary history table (F077011) when you delete records (for example, invalid records that contain negative amounts). We recommend that you call customer support for help in restoring the backup table.

You run integrity reports in proof mode to identify possible errors without changing any of the information in the history tables. You also run integrity reports in proof mode so that you can research errors before correcting and updating the appropriate tables. You use processing options to specify that the Tax History Integrity report run in proof mode.

Reviewing Error Codes for the Tax History Integrity Report

After you run the Tax History Integrity report (R077011) in proof mode, you must research each error that appears on the report. You must correct these errors so that the quarterly reports and year-end forms are accurate.

Any of these error codes might appear on the report. These codes are defined in UDC table 06/IX. To help determine the action that you must take to correct integrity errors, review the explanation of the error code from this error code list:

Error Code	Description
0101 - Taxable wage less than tax	The amount of taxable wage [Gross minus (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings. Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or a voided check from a prior year. If an error occurs, you can disregard it, repost the information from the F06166 table to the F06136 table or manually adjust the records in the F06136 table using the Tax Summary form.
0102 - Sign mismatch on gross/tax	A mismatch exists between the taxable wages and tax. Either the taxable wages value is positive and the tax negative, or the taxable wages value is negative and the tax is positive. Determine the cause of the sign mismatch between the two numbers and decide which is correct. For example, someone might have entered the tax as a negative number. You can disregard the mismatch, repost the F06166 table, or manually adjust the F06136 table by using the Tax Summary form.
0103 - Sign mismatch on earnings	A mismatch exists between the various wage fields in the F06136 table. One or more of the wage fields is positive, and the other is negative. Determine the cause of the sign mismatch between the earnings fields and decide which one is correct. For example, someone might have entered the wage as a negative number. You can disregard the mismatch, repost the F06166 table, or manually adjust the F06136 table by using the Tax Summary form.
0104 - Mismatch on Social Security (OASDI) amount	A difference exists between the Federal/D wage or tax amount and the Federal/E wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch between the Federal/D record and the Federal/E record, and decide which is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the F06166 table, or manually adjust the F06136 table by using the Tax Summary form.

Error Code	Description
0105 - Mismatch on Medicare	A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch and decide which record is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the F06166 table, or manually adjust the F06136 table by using the Tax Summary form.
0106 - Mismatch on Tier I	A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount. That is, the employee portion differs from the employer portion. Determine the cause of the mismatch and decide which record is correct. For example, an interim check might have an override of the employee tax but not the employer tax. Or a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can disregard the mismatch, repost the F06166 table, or manually adjust the F06136 table by using the Tax Summary form.
0107 - Tax area not on record	No tax area exists on the Tax History record. Delete the erroneous transaction from the F06136 table. If you include this record when you build the workfile for the year-end form, the program ends abnormally with an array index error.
0108 - State wages greater than federal	The total of the wages for State/C Federal Unemployment Insurance (FUI) records is greater than the Federal/C wages. Review the transactions and each State/C record to determine whether these totals should balance to the Federal/C balance. For example, if an employee lives in one state and works in another, the system updates both records with total gross wages. You must manually adjust the discrepancy, using the Tax Summary form.
0109 - Invalid tax ID number	The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from 2 to 9 characters in length. Verify that the corporate tax ID is set up on the Corporate Tax ID Revisions form located on the Taxes and Insurance menu (G07BPTI4). Then rerun the Tax History Integrity report in update mode.

Error Code	Description
0110 - Employee number is invalid	The employee number does not exist or has been deleted from the F060116 table. Add the employee number to the F060116 table, then run the Tax History Integrity report in update mode.
0111 - Tax area does not exist	The tax area code on the record does not exist in the F069016 table. Add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G07BPTI4). Then run the Tax History Integrity report in update mode.
0112 - Tax ID does not exist	The corporate tax ID on the record does not exist in the F069086 table. Add the corporate tax ID on the Corporate Tax ID Revisions form. Then run the Tax History Integrity report in update mode.
0113 - Tax ID does not match	The corporate tax ID on the record does not match the corporate tax ID in the F069086 table. Verify that the tax ID on the Corporate Tax ID Revisions form is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the Tax History Integrity report in update mode. Note. Year-end forms do not print correctly when the Federal A Corporate Tax ID in the Tax Summary field contains punctuation or spaces. The Federal A tax area is the tax area that is set up as the default federal tax area. If this tax area contains punctuation or spaces, you cannot print year-end forms for employees.
0114 - School district code missing	A school district code is not present in the school district tax history record. Currently, the system does not check for this error.
0115 - Uncollected taxes	Uncollected payroll taxes exist for the tax area and type. This condition, which is most common in an environment in which employees earn tips, could occur if you calculated taxes in arrears and adjusted the tax to have net pay equal to zero. Determine whether you should be calculating taxes in arrears. If so, this error message indicates that uncollected taxes exist and that these amounts will be printed on the year-end form (in box 12) if the tax types are FICA or Medicare.

Error Code	Description
0120 - Social Security Over/Under-withheld	The amount of Social Security was either over-withheld or under-withheld. To correct the over-withheld or under-withheld tax, enter an interim payment for the correct amount. The system changes the tax withheld to match the FICA taxable wage. Alternatively, you can report the amount on the employee's year-end form, and the employee is then responsible for recording an overpayment or underpayment on the tax return.
0121 - Medicare Over/Under-withheld	The amount of Medicare withheld exceeds the annual maximum defined by the Internal Revenue Service (IRS). To correct the over-withheld or under-withheld tax, enter an interim payment for the adjustment amount. The system corrects the tax. Alternatively, you can report the amount on the employee's year-end form so that the employee becomes responsible for reporting an overpayment on the tax return.
0131 - Record contains no dollars (\$)	All of the amounts in the F06136 table are blank (zero dollars). Delete each of these records from the table by using the Tax Summary form.
0140 - State taxable wage, no tax	Taxable wages exist for the employee, but no tax was withheld. This situation might have occurred because of reciprocal agreements between states or because the employee has claimed enough exemptions to prevent tax from being withheld. The system cannot identify which states have or do not have tax amounts. You must determine which records are valid. If you determine that the records are invalid, you must manually delete the records using the Tax Summary form.
0141 - Tax in non-taxing state	The state listed is a non-taxing state, as defined by UDC list 06/TA; but taxes have been withheld due to an interim payment tax override. Remove the tax amount from the non-taxing state record or enter a tax refund through the interim payment facility. If you manually adjust the record, you should add the adjusted amount to another state that withholds state income tax.
0150 - Negative gross wage amount	The gross wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity report again to verify that no other problems exist.

Error Code	Description
0152 - Negative excludable wage amount	The excludable wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If not, adjust the balance using the Tax Summary form. Run the Tax History Integrity report to verify that no other problems exist.
0154 - Negative paid-in-excess wage amount	The paid-in-excess wage amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity report again to verify that no other problems exist.
0156 - Negative tax paid amount	The tax withheld and paid amount contains a negative value. Determine whether a negative balance is justified for the tax area and tax type. If it is not justified, adjust the balance by using the Tax Summary form. Run the Tax History Integrity report again to verify that no other problems exist.
0199 - History record deleted	The program deleted the tax history record from the F06136 table. Determine whether the record should have been deleted. If it should not have been deleted, restore the backup table.
0250 - No federal tax taken	Federal taxable wages exist for the employee, but no tax was withheld. This condition might have occurred because the employee has claimed enough exemptions to prevent tax from being withheld. If you determine that the federal transactions are invalid, you must manually change the records, using the Tax Summary form.
0251 - Work state, county, city mismatch tax area	The tax area on the Tax Summary record does not match the work state, work county, or work city fields on the same record. Determine whether the tax area in the tax history record matches the F069016 table. If it is correct, run this report again in update mode to correct the WST, WCNT, and WCTY fields.
0252 - Invalid statutory code	The statutory code on the Tax Summary record does not match the statutory code in the Payroll Tax Area Profile table. Verify that the statutory code on the Tax Area Information form is correct. If it is not correct, correct it and then run the Tax History Integrity report in update mode.

Error Code	Description
0253 - Invalid century field	The Century field in the Tax Summary record is blank. Run the Tax History Integrity Report in update mode to correct the Century field in the Tax Summary record.
0254 - Fed Tax Wages not equal to State Tax Wages	The currency amount of federal taxable wages does not equal the currency amount of state taxable wages. Verify that the taxable wages are correct for both federal and state. If you determine that the taxable wages are incorrect, you can change this information by using interim payments or you can manually update tax information by using the Tax Summary form.
999 - Invalid	The error code is not set up in UDC list 06/IX.

Prerequisites

Before you complete the tasks in this section:

- Create a backup table of the F077011 table.

The system does not create a backup of this table when you run the integrity report.

- Set the processing mode to Proof in the processing options to ensure that the system runs the report without updating data.
- Enter the appropriate tax earnings limitations and rates in the processing options.
Without this information, the system cannot identify certain types of errors.
- On the Corporate Tax ID Revisions form, ensure that no dashes or spaces exist in the tax ID for the Federal A tax area.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook*, “Setting Up Tax Information,” Setting Up Corporate Tax IDs.

Identifying Tax History Integrity Errors

Select Advanced and Technical Operations (G07BUSP3), Tax History Integrity.

Setting Data Selection and Sequence for the Tax History Integrity Report

Enter the last two digits of the current year. If all of the companies in the organization have the same paymaster, do not include the home company in the selection criteria.

Do not change data sequence.

Setting Processing Options for the Tax History Integrity Report (R077011)

These processing options specify the mode in which to run the Tax History Integrity report, whether the system deletes certain information, and which error types the system displays on the report. You can also enter information that might vary from year to year, such as the tax rate and limit for Social Security.

Taxation

1. Processing Mode	Specify the mode in which mode the report runs. If you select proof mode, then the system prints a report without updating the history tables. If you select Update mode, then the system prints a report and updates the summary history table with the corrected information. Values are: 0: Proof mode. 1: Update mode.
2. Tax History Records	Specify whether to delete the records in the Tax History table for which the company, tax area, and tax type have no corresponding records in the Corporate Tax ID table. In some situations, these records are valid and should not be deleted. For example, if you are waiting to receive a corporate tax ID from the government, you might have entered <i>applied for</i> in the Corporate Tax ID table. In this case, you would not want to delete the tax history records, even though they do not correspond to the records in the Corporate Tax ID table. Values are: 0: Do Not Delete. 1: Delete.
Warning! Deleting tax history records can cause significant loss of information that you might need for year-end processing. Before you set this processing option to 1, contact PeopleSoft Technical Support for customer support.	
3. Annual Wage Limit for Social Security	Enter a numeric value that represents the amount of wages on which employees must pay Social Security tax.
4. Tax Rate for Social Security	Enter a numeric value that represents the percentage of wages that employees must pay in Social Security tax for the current year. For example, if the Social Security tax rate is 6.2 percent, enter 6.2 in this processing option.
5. Tax Rate for Medicare	Enter a numeric value that represents the percentage of wages that employees must pay in Medicare tax for the current year. For example, if the Medicare tax rate is 6.2 percent, enter 6.2 in this processing option.
6. Error Codes to Omit.	List the four-digit error codes that you do not want to print on the report. If you leave this processing option blank, all error codes will print on the report.

Correcting Tax History Integrity Errors

This section provides an overview of correcting tax history integrity errors, lists a prerequisite, and discusses how to:

- Correct Tax History Integrity Errors Manually.

- Correct Tax History Integrity Errors Automatically.

Understanding Correcting Tax History Integrity Errors

After you run the Tax History Integrity report (R067011) in proof mode and review the errors, you must correct these errors so that the quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as an invalid statutory code or a missing tax ID code. To correct other errors, such as an incorrect tax ID or an invalid number of periods, you must manually revise the payroll data before you run the report in update mode. Some entries that appear on the report might not be errors for the data. For example, taxation error 0250 - No Federal Tax Taken might appear for a low-wage earner for whom no federal tax should be withheld.

After you run the Tax History Integrity report in update mode, you should run it again to produce an error-free report. When the system finds no errors, it generates only the cover page.

Note. If running the Tax History Integrity report does not generate errors, the review form does not allow you to review information. This form is used only to review and revise errors that are generated by the report.

Correcting Tax History Integrity Errors Manually

The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that appears on the Tax History Integrity report. You might need to manually revise history records, tax area information, or corporate tax IDs before running another integrity report in update mode. For example, you might need to make these corrections:

- Delete a record that contains zero dollars.
- Change a tax ID number.

Correcting tax history ensures that the correct information appears on the quarterly tax reports and year-end forms.

Important! This program must have the highest possible level of system security. Be aware of this information when you revise payroll history manually:

The system does *not* update the General Accounting system. You must manually enter the appropriate journal entries.

The system does *not* create an audit trail of the changes that you enter when you revise payroll history manually.

The summary totals do *not* equal the detail totals.

Correcting Tax History Integrity Errors Automatically

After reviewing the Tax History Integrity report (R077011) and making any manual corrections, you run the report in update mode to update the Summary History table with the corrected information. Errors that can be corrected automatically are corrected when you run an integrity report in update mode. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system updates all history records with the new tax ID.

Consult the payroll error code list for information that you might need to correct before running the integrity report in update mode.

You can correct these errors by running the Tax History Integrity report in update mode after you have made any necessary corrections as instructed for each error on the error code list:

- 0109 - Invalid tax ID number.
- 0112 - Tax ID does not exist.
- 0113 - Tax ID does not match.
- 0251 - Work state, county, city mismatch tax area.
- 0252 - Invalid statutory code.
- 0253 - Invalid century field.

Error codes 0251, 0252, and 0253 are for fields in the table only. The information is not visible from any review forms.

Prerequisite

Set the processing mode to Update in the processing options for the Tax History Integrity report to print the report and update the table.

Forms Used to Correct Tax History Integrity Errors

Form Name	Form ID	Navigation	Usage
Work With Taxation History Review	W077001A	Advanced and Technical Operations (G07BUSP3), Tax History Integrity Review	Specify the fields to include in the review, and select a record from the detail area.
Corporate Tax ID Revisions	W059081AB	On the Work With Taxation History Review form, select Corp Tax ID (Corporate Tax IDs) from the Row menu.	Change the corporate tax ID number.
Work With Payment History	W070601C	On the Work With Taxation History Review form, select Paycheck Review from the Form menu.	Void a payment.
Working With Tax Area Information	W069012C	On the Work With Taxation History Review form, select from the Form menu.	Enter or correct a tax area.
Work With Tax History	W070920A	On the Work With Taxation History Review form, select Tax History from the Row menu.	Revise an employee's tax history.

Correcting Tax History Integrity Errors Manually

Access the Work With Taxation History Review form.

To correct tax history integrity errors manually:

1. Complete one or more of these fields and click Find:
 - Company
 - Year
 - Error Code

- History Type
 - Skip to Employee
2. Review the errors that appear in the detail area and complete these steps, as necessary.
 3. Complete steps 4 through 6 to enter or correct a corporate tax ID number.
 4. Select a record in the detail area on Work With Taxation History Review.
 5. Select Corp Tax ID (Corporate Tax ID) from the Row menu on Work With Taxation History Review.
 6. Enter the necessary changes on Corporate tax ID Revisions.
 7. Complete steps 8 and 9 to void a payment.
 8. Select Paycheck Review from the Form menu on Work With Taxation History Review.
 9. Complete the steps for voiding a payment on Work With Payment History.
 10. Complete steps 11 and 12 to enter or correct a tax area.
 11. Select Tax Area Cnsts (tax area constants) from the Form menu on Work With Taxation History Review.
 12. Enter the necessary changes on Work With Tax Area Information.
 13. Complete steps 14 through 16 to review or revise an employee's tax history.
 14. Select a record in the detail area on Work With Taxation History Review.
 15. Select Tax History from the Row menu on Work With Taxation History Review.
 16. Enter any necessary changes on Work with Tax History, and then click OK.

See Also

Chapter 10, "Working with the Payroll Cycle," Working with Pro Forma Journal Entries, page 147

Chapter 16, "Working with Payroll History," Voiding Payments, page 306

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, "Setting Up Tax Information," Setting Up Corporate Tax IDs

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, "Setting Up Tax Information," Setting Up Tax Area Information

PeopleSoft EnterpriseOne U.S. Payroll 8.11 PeopleBook, "Reviewing U.S. Tax History"

Correcting Tax History Integrity Errors Automatically

Select Advanced and Technical Operations (G07BUSP3), Tax History Integrity.

Working with PDBA History Integrity

This section provides an overview of working with PDBA history integrity, lists prerequisites, and discusses how to:

- Identify PDBA history integrity errors.
- Set data selection and sequence for the PDBA History Integrity report.
- Set processing options for Payroll Month PDBA Integrity report (R077021).

Understanding Working with PDBA History Integrity

To ensure that the correct information appears on the quarterly tax reports and employees' year-end forms, you should regularly verify the integrity of the pay type, deduction, benefit, and accrual (PDBA) history. To verify PDBA history integrity, run the PDBA Integrity report (R077021). This report identifies missing, inaccurate, or incomplete information in the F06146 table.

To identify PDBA history integrity errors, run the PDBA History Integrity report in proof mode so that you can review errors and enter any manual corrections before updating the table. When you run the integrity report in proof mode, the system identifies possible errors without changing any information in the history table.

To correct PDBA history integrity errors, run the PDBA History Integrity report in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the Employee Transaction History Summary table and generates a report that lists the errors that it could not correct. Review all errors, correct them as instructed, and rerun the integrity report until all of the errors are corrected.

You should run integrity reports monthly, quarterly, and before you begin year-end processing.

To complete these tasks, you must run the integrity report at least twice:

- The first time, to identify the errors.
- The second time, to correct the errors.

Identifying PDBA History Integrity Errors

You use the Payroll Month PDBA Integrity report to identify errors in the F06146 table. This table contains the adjustment amounts that you might need to add to taxable wages or reported in other detail boxes on the year-end forms. These amounts might include retirement account contributions, moving expenses, group term life insurance premiums, and so on. Ensuring that this table remains error-free simplifies the year-end processing tasks.

You typically generate the integrity report first in proof mode to identify possible errors without changing any information in the history tables. After you have reviewed and corrected any errors that appear on the report, you generate the report in final mode, during which the system updates the appropriate tables.

The Payroll Month PDBA Integrity report identifies these types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.

These errors usually apply to multiple records.

To generate the Payroll Month PDBA Integrity report in proof mode, set the processing mode to Proof in the processing options.

Reviewing Error Codes for the PDBA Integrity Report

After you run the PDBA Integrity report (R077021) in proof mode, you must research each error that appears on the report. You must correct the errors to ensure accurate quarterly reports and year-end forms.

Any of these error codes might appear on the report. These codes are defined in UDC table 06/IT). To help determine the action that you must take to correct integrity errors, review the explanation of the error code from this error code list:

Error Code	Description
0101 - Employee number is invalid	The employee number does not exist in the F060116 table. Add the employee record to the F060116 table and then run the PDBA History Integrity report in update mode.
0102 - Pay, deduction, or benefit type does not exist	The pay, deduction, benefit, or accrual number does not exist in the F069116 table. Create a new pay, deduction, benefit, or accrual using the Basic DBA Information form or the Pay Type Revisions form. Then run the PDBA History Integrity report in update mode.
0103 - Tax ID does not exist	The corporate tax ID on the record does not exist in the F069086 table. This is a common error. Add the corporate tax ID on the Corporate Tax ID Revisions form. Then run the Payroll Month version of the PDBA Integrity report in update mode. The report corrects the tax ID for a number of forms automatically.
0104 - Tax ID does not match	The corporate tax ID on the record does not match the corporate tax ID in the F069086 table. This is a common error. Verify that the tax ID on the Corporate Tax ID Revisions form is correct, and then run the Payroll Month PDBA History Integrity report in update mode. The report corrects the tax ID for a number of forms automatically. Note. Year-end forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.
0105 - Amount due invalid	An amount is due on the DBA, but the record for the DBA states that an amount due should not occur on the transaction. Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero by using the Advanced DBA Information form.
0106 - Number Periods invalid	A value exists in the Number of Periods field for the DBA, but the record for the DBA states that using Number of Periods is not allowed. Either change the Number of Periods field to allow periods or manually adjust the periods to zero by using the Advanced DBA Information form.

Prerequisites

Before you complete the tasks in this section:

- Create a backup table of the F06146 table.

The Payroll Month PDBA Integrity report does not automatically create a backup of the information in this table when you run the report in update mode.

- Set the processing mode to Proof in the processing options for the Payroll Month PDBA Integrity report to print the report without updating the table.

Identifying PDBA History Integrity Errors

Select Advanced and Technical Operations (G07BUSP3), Payroll Month PDBA Integrity Report.

Setting Data Selection and Sequence for the PDBA History Integrity Report

Enter the last two digits of the current year in the data selection. Do not change the data sequence of the report.

Setting Processing Options for Payroll Month PDBA Integrity Report (R077021)

Set these processing options before you run the Payroll Month PDBA Integrity report.

Process

Use these processing options to specify the mode in which to run the Payroll Month PDBA Integrity report. You can also specify any error types that you do not want the system to print on the report.

1. Processing Mode	Specify whether to process the report in proof mode or update mode. In proof mode, the system prints a report without updating the history tables. Use the report to review errors and determine the information that you need to correct manually before you run the report in update mode. In update mode, the system prints a report and updates the summary history table with the corrected information. Use this mode after you have reviewed and corrected all errors that you can correct manually. Values are: 0: Proof mode 1: Update mode.
2. Error Codes to Omit	Specify the error codes that you do not want the system to print on the report. To print all error codes, leave all fields for this processing option blank. Enter four digits for each error code that you want to omit. Use leading zeros for codes that are less than four digits (for example, 0101). For a list of valid error codes, see UDC list 06/IT.

Correcting PDBA History Integrity Errors

This section provides an overview of correcting PDBA history integrity errors, lists prerequisites, and discusses how to:

- Correct PDBA history integrity errors manually.
- Correct PDBA history integrity errors automatically.

Understanding Correcting PDBA History Integrity Errors

After you run the PDBA History Integrity report in proof mode and review the errors, you must correct the errors so that the quarterly reports and year-end forms are accurate.

Running the integrity report in update mode automatically corrects certain errors, such as a missing tax ID code. To correct other errors, such as an invalid number of periods, you must manually revise the payroll data before you run the report in update mode.

After you run an integrity report in update mode, you should run it again in proof mode to produce an error-free report. When the system finds no errors, it generates only the cover page.

If the PDBA History Integrity report does not generate errors, the review form does not allow you to review information. This form is used only to review and revise errors that are generated by the report.

Correcting PDBA History Integrity Errors Manually

After you run the Payroll Month version of the PDBA Integrity report (R077021), you might need to enter some manual corrections before you run the report again. The payroll error code list helps you determine the actions that you must perform to correct each payroll history error that prints on the report. You might need to manually correct the history before running another integrity report in update mode. Correcting the history ensures that the correct calculated totals print on the quarterly tax reports and year-end forms. For example, you might need to modify the gross pay amount for one month for a particular pay type.

You can correct certain payroll history errors by revising the monthly history for a pay type, deduction, benefit, or accrual. To revise monthly PDBA history, use the PDBAs Integrity Report Review program (P077002). This program updates the F06146 table.

Important! This program must have the highest possible level of system security because when you revise payroll history manually:

The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

The system does not create an audit trail of the changes that you enter when you revise payroll history manually.

The summary totals do not equal the detail totals.

Correcting PDBA History Integrity Errors Automatically

After reviewing the Payroll Month PDBA Integrity report and making any manual corrections, you generate the report in update mode to update the F06146 table with the corrected information. Errors that are corrected automatically are corrected when you generate an integrity report in update mode.

Consult the payroll error code list for information that you need to correct before you generate the integrity report in update mode.

You can correct these errors by running the Payroll Month PDBA Integrity report in update mode after you have made the necessary corrections as instructed for each error on the error code list:

- 0103 - Tax ID does not exist.
- 0104 - Tax ID does not match.

Prerequisite

Before you correct PDBA history integrity errors:

- Review the error codes that appear on the report.

See [Chapter 17, “Working with Payroll History Integrity,” Identifying PDBA History Integrity Errors, page 323.](#)

- Set the processing mode to Update in the processing options for the Payroll Month PDBA Integrity report, if you are correcting errors automatically, to generate the report and update the table.

Forms Used to Correct PDBA History Integrity Errors

Form Name	Form ID	Navigation	Usage
Work With PDBAs Review	W077002A	Advanced and Technical Operations (G07BUSP3), Payroll Month PDBA Integrity Review	Review PDBA history integrity errors.
Work With Corporate Tax ID's	W059081AA	On the Work With PDBAs Review form, select Corp Tax ID (Corporate Tax IDs) from the Form menu.	Enter or correct a corporate tax ID number.
Work With Payment History	W070601C	On the Work With PDBAs Review form, select a record and select Payment History from the Form menu.	Void a payment.
PDBAs by Payroll Month	W079951B	On the Work With PDBAs Review form, select a record and select History Rev (History Review) from the Row menu.	Enter or correct PDBA history.

Correcting PDBA History Integrity Errors Manually

Access the Work With PDBAs Review form.

To correct PDBA history integrity errors manually:

1. Complete one or more of these fields, and click Find:
 - Company
 - Error Code
 - Year
 - History Type
 - Skip to Employee
2. Review the errors that appear in the detail area, and complete these steps, as necessary.
3. Complete steps 4 and 5 to enter or correct a corporate tax ID number.
4. Select Corp Tax ID (corporate tax IDs) from the Form menu on Work With PDBAs Review.
5. Enter the necessary changes on Work With Corporate Tax ID's.
6. Complete steps 7 through 9 to void a payment.
7. Select a record in the detail area on Work With PDBAs Review.

8. Select Payment History from the Form menu.
9. Complete the steps for voiding a payment on Work With Payment History.
10. Complete steps 11 through 13 to enter or correct PDBA history.
11. Select a record in the detail area on Work With PDBAs Review.
12. Select History Rev (history review) from the Row menu.
13. Make any necessary corrections to any of the information in these fields on PDBAs by Payroll Month, and then click OK:
 - Amount
 - Pay Basis
 - Pieces

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Processing Journal Entries,” Working with Journal Entries

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Setting Up Tax Information,” Setting Up Corporate Tax IDs

Correcting PDBA History Integrity Errors Automatically

Select Advanced and Technical Operations (G07BUSP3), Payroll Month PDBA Integrity Report.

Reposting Payroll History

This section provides an overview of reposting payroll history, lists prerequisites, and discusses how to:

- Repost the tax ledger to the tax summary.
- Set processing options for Repost Tax Ledger to Tax Summary (R07136).
- Repost pay types to the payroll month.
- Set processing options for the Payroll Repost - F0618 to F06146 program (R07146A).
- Repost DBAs to the payroll month.
- Set processing options for Repost DBAs to Payroll Month (R07146B).
- Repost DBAs to the calendar month.
- Repost DBAs to the tax area summary.
- Set processing options for Repost DBA's to Tax Area Summary (R07148).
- Repost the workers compensation summary.

Understanding Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During the final update, a machine failure or power outage might prevent the system from updating the summary history tables.
- While revising pay and tax amounts by month, you might have entered an incorrect gross pay amount.

In these instances, you can usually repost to correct the problem. A repost program retrieves the information in a detail history table by payment date and recalculates the totals in the corresponding summary history table. If you revised or corrected the summary history table and want to keep the changes, you should not run a repost. Except for maximum amount taxes such as FICA and Medicare, the repost will not include the revisions that you made to the history summary table.

Reposting the Tax Ledger to the Tax Summary

Repost the tax ledger to the tax summary if the F06136 table contains corrupt data. This repost totals the tax transactions in the F06166 table by year, home company, tax type, tax area, tax ID, and employee number. It then posts these totals as one summary transaction to the F06136 table. The summary transaction includes these totals by month for each year processed:

- Gross pay.
- Excludable gross.
- Pay in excess of annual limit for tax calculation.
- Taxes withheld.

The repost program summarizes information by check date. In addition, it overwrites existing totals in the summary table.

Reposting Pay Types to the Payroll Month

Repost pay types to the payroll month if the F06146 table contains corrupt data. This repost process totals the pay type transactions in the F0618 table and posts monthly totals for gross pay and hours to the F06146 table. The repost summarizes by check date and overwrites existing totals in the F06146 table.

Reposting DBAs to the Payroll Month

Repost DBAs to the payroll month if the information in the F06146 table does not correspond to the detail information in the F0719 table. For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the F06146 table. The repost summarizes by check date and overwrites existing totals in the F06146 table.

Reposting DBAs to the Calendar Month

Repost DBAs to the calendar month if the information in the F06145 table does not correspond to the detail information in the F0719 table. For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA Summary History File table. The repost program summarizes by work date. It overwrites existing totals in the F06145 table.

Reposting DBAs to the Tax Area Summary

Repost DBAs to the tax area summary if the information in the F06148 table does not correspond to the detail information in the F0719 table. For each employee, this repost totals the amounts for all transactions that have the same tax area, DBA type, year, tax ID, and company number. It then posts the total, as one summary transaction, to the F06148 table. The repost overwrites existing totals in the F06148 table.

Reposting the Workers Compensation Summary

Repost the workers compensation summary when the information in the F0627 table does not correspond to the detail information in the F0618 table. This repost summarizes, by payment month and year, the workers compensation and general liability amounts in the F0618 table. It then posts this summary to the F0627 table. This repost adds information to the history summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal A tax ID for U.S. Payroll and the Federal Tax ID for Canadian Payroll.

Prerequisites

Before you complete the tasks in this section:

- Back up all summary tables that you need to repost.
- Contact PeopleSoft Technical Support for customer support.

Reposting the Tax Ledger to the Tax Summary

Select Advanced and Technical Operations (G07BUSP3), Repost Tax Ledger to Tax Summary.

Setting Processing Options for Repost Tax Ledger to Tax Summary (R07136)

Set these processing options before you repost Tax Ledger to Tax Summary.

Tax Report

Enter the Tax Area to Repost	Specify the tax area to repost. This code identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.
Enter the Tax Type to Repost	Specify the tax type to repost. This code identifies the type of payroll tax being processed. This is a UDC (07/TX). To set up state minimum wage amounts, you must enter <i>MW</i> in this field. To do so, you must first add MW to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.
Enter the Year to Repost	Specify the year to repost. This is entered as a two-digit number. If you leave this field blank, the program uses the system date.
Enter the Month to Repost	Specify the month to repost. If you leave this field blank, the system will repost all months for the specified year.
If desired, enter a Specific Employee, or leave blank to Repost all employees	Specify an employee to repost. If you leave this field blank, the system will repost all employees.

Reposting Pay Types to the Payroll Month

Select Advanced and Technical Operations (G07BUSP3), Repost Pay Type to Payroll Month.

Setting Processing Options for the Payroll Repost - F0618 to F06146 Program (R07146A)

Set this processing option before you run the Payroll Repost - F0618 to F06146 program.

Payroll Repost

Enter the YEAR to be reposted

Specify the year to repost. This is entered as a two-digit number. If you leave this field blank, the program uses the system date.

Reposting DBAs to the Payroll Month

Select Advanced and Technical Operations (G07BUSP3), Repost DBAs to Payroll Month.

Setting Processing Options for Repost DBAs to Payroll Month (R07146B)

Set this processing options before you repost DBAs to Payroll Month.

Payroll Repost

Enter the YEAR to be reposted

Specify the year to repost. This is entered as a two-digit number. If you leave this field blank, the program uses the system date.

Reposting DBAs to the Calendar Month

Select Advanced and Technical Operations (G07BUSP3), Repost DBAs to Calendar Month.

Reposting DBAs to the Tax Area Summary

Select Advanced and Technical Operations (G07BUSP3), Repost DBA's to Tax Area Summary.

Setting Processing Options for Repost DBA's to Tax Area Summary (R07148)

Set this processing option before you repost DBAs to Tax Area Summary.

Select

**1. Year To Repost, Blank =
Repost All Years**

Specify the year to repost, including the century. If you leave this field blank, the system will repost all years.

Reposting the Workers Compensation Summary

Select Advanced and Technical Operations (G07BUSP3), Repost Workers Compensation Summary.

CHAPTER 18

Working with Payment Reconciliation

This chapter provides an overview of payment reconciliation and discusses how to:

- Reconcile payments
- Review payment reconciliation reports

Understanding Payment Reconciliation

To ensure that the information in the Payroll system is consistent with the bank records, you must periodically reconcile payments. You can reconcile payments manually or you can run a program that automatically reconciles payments.

When you reconcile payments manually, you can review the status of individual payments, reopen an item that was previously marked as reconciled, or mark a check as unclaimed.

When you reconcile payments automatically, the system compares the payroll history with the information that you receive from the bank.

To help you reconcile payments, you can review reconciliation reports that help you identify outstanding payments as well as discrepancies between the net pay amounts that the bank reports and the net pay amounts in the payroll history records.

Reconciling Payments

This section provides an overview of reconciling payments and discusses how to:

- Reconcile payments manually.
- Copy bank information to the payroll system.
- Reconcile payment history automatically.
- Set processing options for Reconcile Check History (R075613).

Understanding Reconciling Payments

You reconcile payments to make payment information consistent with the bank records. You can reconcile the payment history either manually or automatically. When you reconcile payments automatically, you can review reports that you use to determine whether the payroll history corresponds to the bank's records.

Manual Payment Reconciliation

When you reconcile payments manually, you can review the reconciliation status of the payments and change it if necessary. You review reconciliation status to determine whether you need to reconcile outstanding payments, reopen an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay amounts as well as the name and employee number of the employee to whom the payment was issued.

Copying Bank Information to the Payroll System

Typically, the bank sends you a tape that includes information about reconciled payments. The system stores the information from the bank in F075611. Before you can reconcile payments automatically, you must copy the bank information (the information in the F075611 table) to F06561 in the Payroll system.

You use the Custom Reformat program (R8907561) to perform the copy process. This program is a table conversion program that creates the F06561 table and copies the bank information, including interim payment status, to that table. This program is designed to be used with fixed-width, space-delimited information. If the information from the bank is in a different format, you can customize the program to meet your specific needs.

Before you copy bank information to the payroll system, load the bank tape to the F075611 table. The F075611 file is a fixed-width, space-delimited file that follows the format of the F06561 table with regard to length and starting positions. The F075611 is left-justified with trailing blanks. Contact the system administrator for assistance.

Automatic Payment History Reconciliation

To streamline the process of reconciling payments, you can run a program that reconciles the outstanding payments automatically. When you reconcile payments automatically, the system copies the information in F06561 and compares that information with the payment history in F06156. The system then reconciles matching entries and generates reports that you can use to verify that the information is correct.

When you reconcile payment history automatically, the system prints the Check Reconciliation - Update History report. Review this report to verify that the information is correct. In some cases, the system also prints the Amounts not Equal and the Issued but not Cleared reports. You use these reports to determine whether errors have prevented any payments from being reconciled.

Before you reconcile payment history automatically, copy the reconciliation information from the bank to the F06561 table and set up the G/L Bank Account Number to G/L Account Number UDC table (06/BK) with the short account ID in the Code field and the bank account number in the Description field.

See [Chapter 18, “Working with Payment Reconciliation,” Copying Bank Information to the Payroll System, page 334](#).

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook, User Defined Codes*

Forms Used to Work with Payment Reconciliation

Form Name	Form ID	Navigation	Usage
Check Reconciliation	W070612A	Paycheck Reconciliation (G07PC12), Check Reconciliation	Reconcile payments manually. To change the reconciliation status of a payment, select a record, and then select Reconcile, Reopen, or Unclaimed Funds from the Row menu.

Reconciling Payments Manually

Access the Check Reconciliation form.

Check Reconciliation - Check Reconciliation

OK Find Cancel Row Tools

G/L Bank Account 00006171

Check Dates - From Thru

Check Number * Clearing Date 11/01/04

☐ Select All

☒ All Checks
☐ Reconciled Checks
☐ Unclaimed Checks
☐ Unreconciled Checks

Records 1 - 10 Customize Grid

	Recon Clearing	Check Number	Check Date	Net Pay	Employee Number	I S	Employee Name	ICS Descript
☒		200	05/06/99	1,278.43	8014	C	Anderson, Jeanette	
☐		201	05/06/99	1,272.19	8012	C	Edwards, Angela	
☐		202	05/06/99	1,334.00	8015	C	Kilmer, Jessica	
☐		203	05/06/99	1,372.09	8013	C	Washington, Harold	
☐		204	05/06/99	1,482.76	8011	C	Watkins, Joshua	
☐		205	05/20/99	1,278.43	8014	C	Anderson, Jeanette	
☐		206	05/20/99	1,272.20	8012	C	Edwards, Angela	
☐		207	05/20/99	1,334.00	8015	C	Kilmer, Jessica	
☐		208	05/20/99	1,372.10	8013	C	Washington, Harold	
☐		209	05/20/99	1,482.75	8011	C	Watkins, Joshua	

Check Reconciliation form

G/L Bank Account (general ledger account)

Specify the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from

the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.

Check Dates - From

Specify the beginning date for the checks to be reconciled.

Check Number

Specify the number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.

All Checks

Specify which records to view. Values are:

Blank: All Checks.

R: Reconciled checks only.

C: Unclaimed checks only.

U: Unreconciled checks only.

Recon Clearing (reconciled clearing)

Specify the date to be used for reconciled checks, unless you entered a specific date. If a payment requires a reconciliation date other than the date that it cleared, complete this field.

Copying Bank Information to the Payroll System

Select Paycheck Reconciliation (G07PC12), Custom Reformat.

See Also

PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook, Creating a Batch Version

Table Conversion, Setting Up a Table Conversion

Table Conversion, Running a Table Conversion

Reconciling Payment History Automatically

Select Paycheck Reconciliation (G07PC12), Reconcile Check History.

Setting Processing Options for Reconcile Check History (R075613)

Set these processing options before you reconcile check history.

Defaults

Use these processing options to specify the information to reconcile.

1. Enter valid values to reconcile Auto Deposits

Specify whether to reconcile automatic deposits. Values are:

I: Reconcile automatic deposits.

Blank: Do not reconcile automatic deposits.

2. Enter valid values to reconcile Voids

Specify whether to reconcile voided payments. Values are:

I: Reconcile voided payments.

Blank: Do not reconcile voided payments.

3. Enter From and Through date to reconcile Auto Deposits and Voids

Specify the beginning date and the ending date in the date range for which you are printing the report. For example, to print the report for the period of January 1 through January 15, enter January 1 as the beginning date and then enter January 15 as the ending date.

4. Enter valid values to reconcile amounts that are not equal in F06561 (Bank Record) and F06156 (Paycheck Amount)

Specify whether to reconcile amounts that are not equal. Values are:

1: Reconcile amounts not equal.

Blank: Do not reconcile amounts not equal.

5. Print Employee Name and Number on Report

Specify whether to display the employee name and number. Values are:

1: Display employee name and number.

Blank: Do not display employee name and number.

Reviewing Payment Reconciliation Reports

This section provides an overview of payment reconciliation reports and discusses how to:

- Reviewing the Reconcile Check History Report.
- Reviewing the Reconciliation Register Report.
- Set processing options for Reconciliation Register (R073241).

Understanding Payment Reconciliation Reports

After you run the program to reconcile payment history automatically, you review payment reconciliation reports to verify that the payments were reconciled correctly.

The system automatically generates the Reconcile Check History report each time that you reconcile payments automatically. The Amounts not Equal report is generated only when the payment records from the bank do not match the records in the payroll history. The system generates the Issued but not Cleared report only when outstanding payments exist. The system does not automatically generate the Reconciliation Register. You can generate it when you need to review detailed information about outstanding payments.

Reconcile Check History Report

When you run the Reconcile Check History program (R075613), the system generates a report that is based on the information in the F06561 table. Verify that this information is correct:

- Employee names and numbers.
- Check numbers and dates.
- Net pay amounts per check.
- Reconciliation indicator.

On the report, the T (Reconciled) field contains either an *R* (if the payment has been reconciled) or an asterisk (if the system has no record of the payment). The Status field specifies one of these payment types, if applicable:

- *C* (computer-generated interim payment).
- *M* (manually produced interim payment).

- *A* (automatic bank deposit).

Amounts not Equal Report

When you reconcile payment history automatically, some payment amounts in the payroll history might vary from the corresponding amounts in the bank's records. In such a case, the system generates the Paycheck Recon - Amounts Not Equal report (R075613A). This report lists payments for which discrepancies exist.

Issued but not Cleared Report

When you run the program to reconcile payment history automatically, the payroll history might include some outstanding payments that are not included in the bank records. In this case, the system generates the Paycheck Recon - Issued But Not Cleared report (R075613B). This report lists payments that have been issued but have not yet been paid by the bank.

Reconciliation Register Report

After you reconcile payments, you can review the Reconciliation Register report (R073241) to identify any outstanding payments. You can generate this report at any time. The report includes this information:

- Payment numbers and dates.
- Net pay amounts per payment.
- Totals by payment date.
- Employee names and numbers.

The information in this report is based on F06156.

Reviewing the Reconcile Check History Report

Select Paycheck Reconciliation (G07PC12), Reconcile Check History.

Reviewing the Reconciliation Register Report

Select Paycheck Reconciliation (G07PC12), Reconciliation Register.

Setting Processing Options for Reconciliation Register (R073241)

Set these processing options enable before you run the Reconciliation Register.

Defaults

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

1. Enter values to print employee name and number:

Specify whether the form displays the employee name and number. Values are:

I: Display employee name and number.

Blank: Do not display employee name and number.

2. Enter valid values to include voided checks (negative amounts) in the grand totals.

Specify whether the system includes voided payments (negative amounts) in the grand total. Values are:

Blank: Do not include voided payments.

I: Include voided payments.

CHAPTER 19

Understanding Pre-Payroll Workfiles and Business Functions

This chapter provides an overview of how pre-payroll uses workfiles and business functions and discusses:

- Pre-payroll workfiles
- Pre-payroll business functions

Understanding Pre-Payroll Workfiles and Business Functions

When you process pre-payroll, the system generates temporary workfiles that are used to calculate employee earnings, create payments, generate journal entries, and create employee payroll history. The system uses business functions when you process pre-payroll to retrieve employee data, perform complex payroll calculations, and produce payment information.

Pre-Payroll Workfiles

The pre-payroll process creates these temporary workfiles:

- F05290
- F063951
- F0705
- F0709
- F07210
- F07241
- F07350
- F07351
- F07352
- F07490
- F07491
- F07492

Pre-Payroll Business Functions

The pre-payroll process uses these business functions:

Business Function	Description
Employee Lockout Function (B0700021)	The Employee Lockout function creates the F07300 table, and performs payroll error message editing to determine whether employees are locked to another payroll ID, or whether employees that you are trying to process do not qualify for the payroll.
Lock Timecards Function (B0700019)	The Lock Timecard function locks all of the timecard records in the F06116 table by updating the Check Control Number and the Payroll Lockout ID fields. This function also creates the timecard cache.
Auto Pay Generation Function (B0700027)	The Auto Pay Generation function determines whether the system must automatically generate timecards for employees. This function evaluates employee information and existing timecards that should be included in auto pay calculations, and generates additional timecards for auto pay employees.
DBA Lockout Function (B0700016)	The DBA Lockout function locks DBA one-time override records in the F0709 table that were manually entered before the payroll was processed.
Create PDBA Cache History Function (B0700013)	The Create PDBA Cache History function retrieves employee PDBA history from these files, and then creates the PDBA cache: • F06146 • F06145 If you are using leave balance, this business function also retrieves history from the F06147 table.
Create Tax Workfile History Function (B0700014)	The Create Tax Workfile History function retrieves employee tax history from these tables, and then creates the tax detail cache: • F06136 • F07353
Payment Shell Record Server Function (B0700017)	The Payment Shell Record Server function creates the initial payment header record in the F07353 table.
Pre-Payroll DBA Calculation Function (B0700005)	The Pre-Payroll DBA Calculation function calculates gross DBA amounts, and updates the F0709 table. After the Vertex Tax Calculations function (B0700010) is processed, this function also calculates net DBA amounts and again updates the F0709. Additionally, this function updates the F07350 table with DBA gross, net, and tax information.

Business Function	Description
Vertex Tax Calculations Function (B0700010)	The Vertex Tax Calculations function (B0700010) calculates employee tax details and updates the F07353 table. Additionally, this function calls these functions that are used to calculate employee tax withholding amounts: • Set Tax Calculation Inputs (B0700004) • Perform Tax Calculations (B0700008) • Create Tax Detail Records (B0700009)
Create Stub Detail Records Function (B0700001)	The Create Stub Detail Records function creates the payment stub record in the F07352 table.
Create Payment Distribution Records Function (B0700002)	The Create Payment Distribution Records function creates records in the F07351 table. Additionally, this function performs the Gross to Net Error edit.

APPENDIX A

PeopleSoft EnterpriseOne Payroll Reports

This appendix provides an overview of payroll reports and enables you to:

- View summary tables of all reports.
- View details for selected reports.

Payroll Reports

You can print payroll reports to satisfy governmental requirements and to review current and historical payroll information, including taxes paid, workers' compensation insurance information, employee retirement plan investments, and union information. You can print these types of payroll reports:

- Standard Reports
- Periodic Reports
- Union Reports

Standard Reports

Standard reports are those reports that you generate to review historical payroll information for accuracy and completeness. You can also use these reports to help you analyze trends.

Periodic Reports

Periodic reports are reports that you generate on a regular basis, typically to supply information to government agencies or organizations such as a unions. You typically generate periodic reports on a schedule that coincides with governmental, industry, or union reporting requirements; however, you can generate and review these reports more often.

Union Reports

If the organization has employees who are union members, you print union reports to satisfy government and union reporting requirements. Union reports include detailed information about work hours and wages for union employees.

PeopleSoft EnterpriseOne Payroll Reports: A to Z

These tables list the PeopleSoft EnterpriseOne Payroll reports, sorted alphanumerically by report ID. This section discusses:

- Payroll standard reports

- Payroll periodic reports
- Payroll union reports

Payroll Standard Reports

This table lists the standard reports:

Report ID and Report Name	Description	Navigation
R053011 Historical Labor and Burden Distribution Register	Use this report to review and analyze labor and burden costs by employee, business unit, company, or by the grand totals for the entire organization.	U.S. History Reports (G07BUSP15), Historical Labor and Burden Distribution Register
R071913 Step Progression Historical Report	Use this report to review detailed step progression history information for each step progression employee.	Daily Processing (G07STEP1), Progression Historical Report Note. This report should be set up to print during the final update step of the payroll cycle.
R073231 Employee Pay & Tax Register	Use this report to review individual employees' taxes, and the pay amounts on which those taxes were based. The report includes gross pay, excludable wages, taxable wages, excess pay, and actual tax amounts for each tax type for the specified period.	U.S. History Reports (G07BUSP15), Employee Pay & Tax Register
R07345 Historical Payroll Register	This report lists the accumulated pay, benefit, deduction, accrual, and tax information for a selected group of employees for a selected period of time.	• U.S. History Reports (G07BUSP15), U.S. Historical Payroll Register • Canada History Reports (G77BCAP15), Canadian Historical Payroll Register • Australia/New Zealand Reports (G07BUSP17), Historical Payroll Register
R07415 PDBA History By Company Report	Use this report to review a monthly list of pay types, deductions, benefits, and accruals (PDBAs) for each company in the organization.	U.S. History Reports (G07BUSP15), PDBA History by Company

Payroll Periodic Reports

This table lists the periodic reports:

Report ID and Report Name	Description	Navigation
R073101 Deduction/Benefit Workfile Build	Process the Deduction/Benefit Workfile Build program (R073101) to generate reports that enable you to review DBA history for individual employees. You specify the reports to produce in the processing options.	U.S. History Reports (G07BUSP15), DBA Register/401K Reports
R073102 Deduction/Benefit Report	Use this report to review individual employees' DBA information for the period that you specify. You generate this report by running the Deduction/Benefit Workfile Build program.	U.S. History Reports (G07BUSP15), DBA Register/401K Reports Set the processing option for this report to 1 to generate the report.
R073121 Job Billing Health & Welfare - Detail Report	Use this report to review pay type, deduction, benefit, and accrual information for each employee who worked in a specified job or business unit. You can generate this report only by running the Job Billing Workfile Build process.	U.S. History Reports (G07BUSP15), Job Billing Registers Set the processing option for this report to 1 to generate the report.
R073122 Job Billing Health & Welfare - Summary Report	Use this report to review pay type, total hours, gross pay, deduction, benefit, and accrual information for each job or business unit. You can generate this report only by running the Job Billing Workfile Build process.	U.S. History Reports (G07BUSP15), Job Billing Registers Set the processing option for this report to 1 to generate the report.
R073181 Employee Earnings History Summary Report	Use this report to review information about employees' payroll earnings during a specified period of time.	U.S. History Reports (G07BUSP15), Employee Earnings History
R073200 Job Billing Workfile Build Program	Process the Job Billing Register Workfile Build program (R073200) to generate job-billing reports. You specify the job-billing reports to produce in the processing options.	U.S. History Reports (G07BUSP15), Job Billing Registers

Report ID and Report Name	Description	Navigation
R073201 Job Billing Register - Detail Report	You produce this report to review detailed information regarding timecards and burden for each employee in a specified job. The report displays employee information, timecard and pay rate information, job type and step, actual burden amounts for each employee, and totals for each job that is included in the report. You can generate this report only by running the Job Billing Workfile Build process.	U.S. History Reports (G07BUSP15), Job Billing Registers Set the processing option for this report to <i>1</i> to generate the report.
R073211 Job Billing Register - Summary Report	You generate this report to review summarized job billing information for a specific job or business unit. This report displays hours, gross pay amounts, deduction amounts, and actual burden amounts for each job or business unit that is included in the report. You can generate this report only by running the Job Billing Workfile Build process.	U.S. History Reports (G07BUSP15), Job Billing Registers Set the processing option for this report to <i>1</i> to generate the report.
R073221 401K Report	Use this report to review employee and company contributions to individual employees' 401(k) plans. You generate this report by running the Deduction/Benefit Workfile Build program.	U.S. History Reports (G07BUSP15), DBA Register/401K Reports Set the processing option for this report to <i>1</i> to generate the report.
R073251A Investment Register Report	You produce this report to review the percentages of their investments that participants in a retirement plan, such as a 401(k) plan, allocate to fixed investments and the percentages that they allocate to equity investments. You generate this report by running the Deduction/Benefit Workfile Build program.	U.S. History Reports (G07BUSP15), DBA Register/401K Reports Set the processing option for this report to <i>1</i> to generate the report.
R073301 Job Billing Workers Compensation by Job Register	You generate this report to review workers' compensation information for each employee within a business unit or job. You can generate this report only by running the Job Billing Workfile Build process.	U.S. History Reports (G07BUSP15), Job Billing Registers Set the processing option for this report to <i>1</i> to generate the report.

Report ID and Report Name	Description	Navigation
R073302 Job Billing PL & PD by Job Register (personal liability & property damage)	You generate this report to review general liability calculations for each employee within a business unit or job. General liability includes personal liability (PL) and property damage (PD). You can generate this report only by running the Job Billing Workfile Build process.	U.S. History Reports (G07BUSP15), Job Billing Registers Set the processing option for this report to 1 to generate the report.
R07343 General Liability Insurance Report	This report provides general liability insurance subtotals as well as each employee's workers' compensation code, work state, company, and grand totals for general liability insurance.	- U.S. History Reports (G07BUSP15), Worker's Comp/General Liability - Canada History Reports (G77BCAP15), Worker's Comp/General Liability On Worker's Comp/General Liability Revisions (W07343A), click the General Liability Insurance Report option.
R07343 Worker's Compensation Insurance Report	This report provides workers' compensation insurance subtotals along with each employee's workers' compensation code, work state, company, and grand totals for workers' compensation insurance.	- U.S. History Reports (G07BUSP15), Worker's Comp/General Liability - Canada History Reports (G77BCAP15), Worker's Comp/General Liability On Worker's Comp/General Liability Revisions (W07343A), click the Workers Compensation Insurance Report option.

Payroll Union Reports

This table lists the union reports:

Report ID and Report Name	Description	Navigation
R073112 Health and Welfare Report by Employee	This report provides a detailed breakdown of the deductions and benefits from employee payments. You use this report primarily to satisfy union reporting requirements.	Periodic Processing (G07UN2), Health and Welfare Report by Employee
R073132 Health and Welfare Report by Provider and Employee	This report provides a detailed breakdown of the deductions and benefits from employee payments for all payees and providers. You use this report primarily to satisfy union reporting requirements.	Periodic Processing (G07UN2), Health & Welfare Report by Provider & EE

Report ID and Report Name	Description	Navigation
R073142 Health & Welfare Report by Payee & Union	This report lists the deductions and benefits that are assigned to payees by the union. You use this report primarily to satisfy union reporting requirements.	Periodic Processing (G07UN2), Health & Welfare Report by Payee & Union
R073151 Union Distribution Report	You print this report to review detailed information by union about each employee's work hours per pay period. You use this report primarily to satisfy union reporting requirements.	Periodic Processing (G07UN2), Union Distribution Report
R073152 Union Liability Report	You print this report to review a summary of the types of hours worked by each employee in each union.	Periodic Processing (G07UN2), Union Liability Report

PeopleSoft EnterpriseOne Payroll Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this section.

R053011 - Historical Labor and Burden Distribution Register

Use the Historical Labor and Burden Distribution Register program (R053011) to review labor and burden costs for each employee, business unit, and company within the organization. This information can be especially useful when you need to create budgets for each business unit, determine personnel hiring and headcount information, and verify the accuracy of past budget information. For example, if employees within the organization use labor distribution rules, the costs that are associated with their labor are typically divided among several business units. The Historical Labor and Burden Distribution Register displays all of the labor and burden costs for a specified period, including employer-paid taxes and benefits, by the business units to which the labor was actually charged. This report can also be used to track information about labor expenditures that are associated with state or federal grants.

The report displays details and totals of this information for each employee, business unit, company, and for the entire report:

- Number of hours worked by pay type.
- Amount of earnings by pay type.
- Employer-paid taxes by tax type.
- Employer-paid benefits by DBA code.

Note. To include burden information on the report, you must have created records in the Burden Distribution File table (F0724). To create these records, you set up burden rules for each business unit that you want to include in the report. When you process payroll, the system creates these records based on the burden rules that you set up. If you do not set up burden rules for a business unit, the report will not include any burden information for that business unit.

Additionally, the system includes burden information on the report only for the time periods during which you were creating burden records. For example, if you set up burden rules on January 1, 2005, the system will not include burden information for any records that were processed through a payroll cycle before this date.

See *Time and Labor, Setting Up Business Unit Burden Rules*.

To compile the report, the system uses data from F0618 and F0724.

See Also

Chapter 10, “Working with the Payroll Cycle,” Understanding Payroll Cycle Reports, page 159

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 PeopleBook, “Entering Employee Instructions,” Entering Labor Distribution Instructions

Processing Options for the Historical Labor and Burden Distribution Register (R053011)

Set these processing options before you run the Historical Labor and Burden Distribution Register.

General

Use these processing options to specify how to process historical labor and burden data.

1. Dates	Specify the Pay Period Ending Date, or the beginning and the end of the date range (Beginning Date Range (From) and Ending Date Range (Thru)) for which historical labor and burden information will be reported.

R071913 - Step Progression Historical Report

This report lists units, effective dates, and status information for all of the job levels in which an employee has worked during the period. You can run this report if you are processing step progression information using the automatic method or the stand-alone method.

Processing Options for the Step Progression Historical Report (R071913)

Set this processing option before you run the Step Progression Historical Register.

Default

These processing options identify the type of information that will appear on the report.

1. Display history records:	Specify the type of information to display on the Job Step Progression Historical report. Values are:

Blank: Display all step progression history. This option will display step progression history records for all job type and job step combinations in which an employee has worked. This is the default.

I: Display only active records. This option will display step progression history records for the employee’s current job type and job step.

R073101 - Deduction/Benefit Workfile Build

You use the Deduction/Benefit Workfile Build to generate any or all of these reports:

- Deduction/Benefit Report (R073102)
- 401K Report (R073221)
- Investment Register Report (R073251A)

You use the processing options to specify the version for each report that you want to generate.

Processing Options for the Deduction/Benefit Workfile Build Program (R073101)

Set these processing options to specify the deduction/benefit and 401(k) reports to produce, and which version to use for each report that you want to generate.

Defaults

Use these processing options to set date ranges for the information that is used to create the reports and to determine which reports to produce.

1. Date From	Identify the beginning date of a valid range of dates.
2. Date Thru	Identify the ending date of a valid range of dates.
3. Current Month	Specify the month in which the report is being submitted. If you leave this option blank, the system date determines the month.
4. Company	Specify which company to use when processing the Deduction/Benefit Workfile Build.
5. Date to Base Current Amount	Specify whether to use work dates or payment dates to calculate the current amounts on the 401(k) report.
Note. If you use payment dates, the report reflects the information that is stored in PDBA History, which is also based on payment dates.	
Values are: Blank: Use work dates to calculate the current amount. <i>I</i>: Use payment dates to calculate the current amount.	
6. Deduction/Benefit Report (R073102)	Specify whether to automatically produce the Deduction/Benefit Report after the Deduction/Benefit Workfile Build process is complete. Values are: Blank: Do not produce the report. <i>I</i>: Produce the report.

- 7. 401K Report (R073221)** Specify whether to automatically produce the 401(k) Report after the Deduction/Benefit Workfile Build process is complete. Values are:
Blank: Do not produce the report.
I: Produce the report.
- 8. Investment Report (R073251A)** Specify whether to automatically produce the Investment Report after the Deduction/Benefit Workfile Build process is complete. Values are:
Blank: Do not produce the report.
I: Produce the report.

Versions

Use these processing options to identify the version that you want the system to use to create the reports.

1. Deduction/Benefit Report (R073102) Version	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>I</i> in the processing option on the Defaults tab in order for the system to produce the report.
2. 401K Report (R073221) Version	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>I</i> in the processing option on the Defaults tab in order for the system to produce the report.
3. Investment Report (R073251A) Version	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>I</i> in the processing option on the Defaults tab in order for the system to produce the report.

R073102 - Deduction/Benefit Report

You can review month-to-date, quarter-to-date, and year-to-date totals for employees' DBA information.

See Also

[Appendix A, "PeopleSoft EnterpriseOne Payroll Reports," R073101 - Deduction/Benefit Workfile Build, page 348](#)

Processing Options for the Deduction/Benefit Report (R073102)

Set these processing options to specify the details of the information that the Deduction/Benefit Report includes.

Print

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

- 1. Employee number to print.** Indicate the type of employee number that appears on the report. Values are:
Blank: Address Book number.

	<i>1</i> : Tax ID number.
	<i>2</i> : Other employee number.
2. Print MTD, QTD, YTD information (print month-to-date, quarter-to-date, year-to-date information)	Indicate whether the report displays month-to-date, quarter-to-date or year-to-date information. Values are: Blank: Do not display union and job codes. <i>1</i> : Display current period information only.
3. Deductions appear as negative	Indicate whether the report displays deductions as negative amounts. Values are: Blank: No. <i>1</i> : Yes.

R073112 - Health and Welfare Report by Employee

The system treats all employees who are not covered by a plan or union as a group. Totals for each group are displayed on a Union Total Information Page that follows the last member of the group. You can run the report at any time. The report lists this information:

- Gross pay earned.
- Related deductions, benefits, and accruals.
- Basis for the deductions and benefits.
- Employee totals.
- Totals for payee/union.

The information provided in this report is based on these tables:

- F0618
- F0719

Processing Options for Health and Welfare Report by Employee (R073112)

Set these processing options enable before you run the Health and Welfare Report by Employee.

Dates

Use these processing options to specify the dates that are used to process the report.

1. Date Range	Specify the date range for selecting records for processing. Both from and through dates must be entered.
2. Date Range Type	Specify the date field that the system uses in the data selection. Values are: Blank: Check Dates (Default). <i>1</i> : Work Dates.

Job Category

Use this processing option to specify the job categories that are used to process the report.

1. Apprenticeship Job Category Codes, Job Type (Craft) Code 1-5

Specify up to five category codes for apprenticeship jobs. These codes will be used to separate apprenticeship totals from all other job category totals on the report.

D/B/A Codes

Use this processing option to specify which DBA codes are used to process the report.

D/B/A Codes 1-5(deduction /benefit/accrual codes 1-5)

Specify up to five DBA codes, which will be used to track and print totals for each rate within the DBA. Typically, this processing option is used for DBAs, such as 401(k), where the rate is entered at the employee level.

Employee Mode

Use this processing option to specify which employee number prints on the report.

1. Employee Number Mode Specify the type of employee number that will print on the report. Values are:

- 1: Address Book number.
- 2: Tax ID number (default).
- 3 Third employee number.

R073121 - Job Billing Health & Welfare - Detail Report

This register displays the total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amount totals for each business unit or job.

You can automatically generate this report when you process the Job Billing Register Workfile Build program (R073200). You specify in the processing options for the Job Billing Register Workfile Build program the reports to be created during the workfile build process.

See [Appendix A, "PeopleSoft EnterpriseOne Payroll Reports," R073200 - Job Billing Workfile Build Program, page 356.](#)

Processing Options for the Job Billing Health & Welfare - Detail Report (R073121)

Set these processing options before you generate the Job Billing Health & Welfare - Detail Report.

Display

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

1. Select employee number to print:

Specify the employee number to print on the report. Values are:

- A: Address Book Number.
- S: Social Security Number.
- O: Third Employee Number.

2. Include payroll burden costs:

Indicate whether to print burden costs on the report, and specify the type of burden costs to print. You can print flat burden, which is a fixed burden cost that does not vary by the work hours or any other factors. Alternatively, you

can print actual burden costs, which are calculated using burden type, burden rate, method, and work hours. Values are:

Blank: Do not include burden costs.

1: Print Flat Burden.

2: Print Actual Burden.

R073122 - Job Billing Health & Welfare - Summary Report

You can automatically generate this report when you process the Job Billing Register Workfile Build program (R073200). You specify in the processing options for the Job Billing Register Workfile Build program the reports to be created during the workfile build process.

See [Appendix A, "PeopleSoft EnterpriseOne Payroll Reports," R073200 - Job Billing Workfile Build Program, page 356.](#)

Processing Options for the Job Billing Health & Welfare - Summary Report (R073122)

Set these processing options before you generate the Job Billing Health & Welfare - Summary Report.

Defaults

Use this processing option to specify whether payroll burden costs appear on the report.

1. Include payroll burden costs: Indicate whether to include burden costs in the report and select which type of burden costs to include. You can include flat burden, which is a fixed burden cost that does not vary by the work hours or any other factors. Alternatively, you can include actual burden, which is calculated using burden type, burden rate, method, and work hours. Values are:

Blank: Do not include burden costs.

1: Include flat burden.

2: Include actual burden.

R073132 - Health and Welfare Report by Provider and Employee

This report is organized by provider (payee). It lists amounts by employee within a union (or group plan), with a group total page, and prints an accumulated listing within the payee across all unions (or group plans). You can run the report at any time. The report lists this information:

- Hours and gross pay basis for the deductions listed.
- All deductions assigned to the payee for each employee.
- Employee totals.
- Report divided by payee or provider.
- Totals for each payee.

To compile the report, the system uses data from F0618 and F0719.

Processing Options for Health and Welfare Report by Provider and Employee (R073132)

Set these processing options before you run the Health and Welfare Report by Provider and Employee.

Display

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

1. Report Period Begin Date	Specify the beginning of the date range for which DBAs will be reported.
2. Report Period End Date	Specify the end of the date range for which DBAs will be reported.
3. Date Range Type	Specify whether the data will be selected based on work date or check date. Any value other than <i>1</i> will result in check dates being used.
4. Employee Identification Number	Specify which employee number to print on the report. Values are: Blank: The default value that was set up in company options. <i>1</i>: Address Book number. <i>2</i>: Tax ID number. <i>3</i>: Alternate employee number. If you enter any other value in this field, the system uses the default value that was set up in company options.

R073142 - Health and Welfare Report by Payee and Union

You can run the report at any time. The report lists these items:

- Hours and gross-pay basis by pay period for the deductions listed.
- Figures by union for the payee or provider in each pay period.
- Totals for each payee or provider.

The information provided in this report is based on F0618 and F0719.

Processing Options for Health & Welfare Report by Payee & Union (R073142)

Set these processing options before you run the Health & Welfare Report by Payee & Union.

Dates

Use these processing options to specify the date range for the data that is included in the report.

1. Date Range	Specify the date range to use to produce the report. Both from and through dates must be entered.
2. Date Range Type	Specify the date field against which to perform data selection. Values are: Blank: Check date (default). <i>1</i>: Work date.

R073151 - Union Distribution Report

This report provides this information:

- Hours worked for each pay period for each employee.
- Total hours worked for the month.
- Total gross pay.
- Employee totals.
- Union totals.
- Grand totals for the entire report.

The information provided in this report is based on F0618.

Processing Options for the Union Distribution Report (R073151)

Set these processing options before you run the Union Distribution Report.

Display

Use these processing options to specify the information to print on the report.

1. Pay Period End Date	Specify whether to display the pay period ending date on the report. This value is informational only. This value does not control data selection. You must set up the data selection in the program version. If this field is blank, the system does not print the pay period end date on the report.
2. Employee Identification Number	Specify which employee identification number to print on the report. Values are: Blank: Use the default value set up in company constants. 1: Use the address book number. 2: Use the social security number (employee tax ID). 3: Use the alternate employee number. Any other value in this field will cause the default value that is set up in company constants to be used.

R073152 - Union Liability Report

This report shows actual hours worked and equivalent hours worked for union employees for each week in the reporting period. You can specify the reporting period for the report, as well as the pay types and employee identification numbers that appear on the report.

The information provided in this report is based on the Employee Transaction History table (F0618). and on the Union Liability Basis Tables that you define in user defined code (UDC) list 06/IP. You use these tables to define the multiplication factor and description for each hour type that appear on the report.

Note. Before you generate the Union Liability Report (R073152), set up Union Liability Basis Tables in UDC 06/IP.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*.

Processing Options for the Union Liability Report (R073152)

Set these processing options before you run the Union Liability Report.

Display

Use these processing options to specify the information to print on the report.

1. Pay Cycle Code	Specify the pay cycle type (from master pay cycles) to be used in the report.
2. Month	Specify the month for which pay period ending dates will appear on the report.
3. Year	Specify the year of the reporting period.
4. Century	Specify the century of the reporting period.
5. Employee Identification Number	Specify which employee identification number appears on the report. Values are: Blank: Use the default value set up in company constants. 1: Use the address book number. 2: Use the social security number (employee tax ID). 3: Use the alternate employee number. Any other value will cause the default value that is set up in company constants to be used.
6–10. Union Liability Basis Code 1–5	Identify tables of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several processes, such as defining insured pay types for workers' compensation and identifying pay types to be included in automatic timecard generation. The order that these codes are entered in the processing options is the order that they will appear on the report.

R073181 - Employee Earnings History Summary Report

You produce this report to review employees' payroll earnings during the period of time that you specify, such as month-to-date, quarter-to-date, or year-to-date.

Processing Options for the Employee Earnings History Summary Report (R073181)

Set these processing options before you run the Employee Earnings History Summary Report.

Process

Use these processing options to determine what information to include on the report.

1. Employee Number	Specify which employee identification number to print on the Employee Earnings History Summary report. Values are: A: Address Book Number. S: Social Security Number. O: Third Employee Number.

2. Date From	Specify the beginning date of a valid range of dates to include in the report. If you leave this option blank, the system does not produce a report.
3. Date Thru	Specify the ending date of a valid range of dates to include in the report. If you leave this option blank, the system does not produce a report.

R073200 - Job Billing Workfile Build Program

To generate job billing reports, you must build the F07UI200 table. This table, and the job-billing reports that you want to produce, are created when you process the Job Billing Register Workfile Build program (R073200). The system compiles the job billing reports using timecard history information that is stored in F0618 and burden information (associated with that timecard history) that is stored in F0724. You use the job billing reports to provide detailed cost information regarding the work that is performed for a particular job. Before you generate any of the job billing reports:

- Create versions of each of the job billing reports that you want to produce.

See *PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*.

- Complete the processing options for the Job Billing Register Workfile Build program (R073200).

Note. For the system to populate F0724, you must set up burden rules for each business unit.

See *Time and Labor, Setting Up Business Unit Burden Rules*.

Processing Options for the Job Billing Workfile Build Program (R073200)

Set these processing options to specify the job-billing reports to produce, and which version to use for each report that you want to generate.

Defaults

Use these processing options to set date ranges for the information that is used to create job billing registers and to determine which job billing registers to produce.

1. Date From	Identify the beginning date of a valid range of dates.
2. Date Thru	Identify the ending date of a valid range of dates.
3. Date Range Type	Identify the type of date that the system uses to select data for the job billing registers. Using the date range entered in the Date From and Date Thru processing options, the system uses payroll history data that has either work dates or pay period end dates that are included in the specified date range. Values are: Blank: Work Date. /: Pay Period End Date.
4. Job Billing Register Detail (R073201)	Specify whether the system produces the Job Billing - Register Detail report (R073201). This report lists each employee's hours, labor distribution amount, and burden amounts. The report also provides totals by business unit or job for the hours, labor distribution amount, and burden amount. Values are: Blank: Do not produce the report. /: Produce the report.

5. Job Billing Register Summary (R073211)

Specify whether the system produces the Job Billing Summary Register (R073211). This report provides totals by unit or job for hours, gross pay, deduction amounts, and actual burden. To display deduction amounts and actual burden, you must process timecards through the PeopleSoft Payroll system. Values are:

Blank: Do not produce the report.

/: Produce the report.

6. Job Billing H & W Detail (R073121) (health & welfare)

Specify whether the system produces the Job Billing Health & Welfare - Detail (R073121). This report lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The report also provides the total hours, gross pay amounts, and benefit amounts for each job classification and business unit or job. Values are:

Blank: Do not produce the report.

/: Produce the report.

7. Job Billing H & W Summary (R073122)

Specify whether the system produces the Job Billing Health & Welfare Summary Report (R073122). This report provides total hours, gross pay amounts, and benefit amounts for each job classification and business unit or job. Values are:

Blank: Do not produce the report.

/: Produce the report.

8. Job Billing W/C by Job (R073301) (workers compensation)

Specify whether the system produces the Job Billing Workers Compensation by Job Register (R073301). This report lists detailed information for workers' compensation calculations for each employee within a business unit or job. The register also provides a grand total workers' compensation amount for the company, and totals by business unit and job classification for hours, gross pay, excludable gross pay, reportable gross pay, and workers' compensation amounts. Values are:

Blank: Do not produce the report.

/: Produce the report.

9. Job Billing Register PL & PD by Job (R073302)

Specify whether the system produces the Job Billing Personal Liability & Property Damage by Job Register (R073302). This report lists detailed information for general liability calculations for each employee within a business unit or job. The register also provides a grand total general liability amount for each company, and totals by business unit and job classification for hours, gross pay, excludable gross pay, reportable gross pay, and general liability amounts. Values are:

Blank: Do not produce the report.

/: Produce the report.

Versions

Use these processing options to identify the version that you want the system to use to create job billing reports.

1. Job Billing Register Detail (R073201)

Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.

	Note. You must enter a <i>1</i> in the processing option on the Default tab in order for the system to produce the report.
2. Job Billing Register Summary (R073211)	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>1</i> in the processing option on the Default tab in order for the system to produce the report.
3. Job Billing H & W Detail (R073121)	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>1</i> in the processing option on the Default tab in order for the system to produce the report.
4. Job Billing H & W Summary (R073122)	Enter the name of the report version to execute. If you leave this option blank the version XJDE0001 will be used.
	Note. You must enter a <i>1</i> in the processing option on the Default tab in order for the system to produce the report.
5. Job Billing W/C by Job (R073301)	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>1</i> in the processing option on the Default tab in order for the system to produce the report.
6. Job Billing Register PL & PD by Job (R073302)	Select the version to use to produce the report. If you leave this option blank, the system uses version XJDE0001.
	Note. You must enter a <i>1</i> in the processing option on the Default tab in order for the system to produce the report.

R073201 - Job Billing Register - Detail Report

You can automatically produce this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Workfile Build program.

See [Appendix A, “PeopleSoft EnterpriseOne Payroll Reports,” R073200 - Job Billing Workfile Build Program, page 356.](#)

Processing Options for the Job Billing Register - Detail Report (R073201)

Set these processing options before you generate the Job Billing Register - Detail Report.

Display

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

1. Detail or summary:	Specify whether the system prints the report in detail or summary format. The detail format includes all of the information that is included in the summary format, plus individual job entries. Values are: Blank: Detail format. <i>I</i> : Summary format.
2. Select employee number to print:	Specify which employee number will print on the report. Values are: <i>A</i> : Address Book Number. <i>S</i> : Social Security Number. <i>O</i> : Third Employee Number.
3. Enter '1' to include payroll burden costs.	Indicate whether the system prints payroll burden costs on the report. You must process timecards through PeopleSoft Payroll system to print this information. Values are: <i>0</i> : Do not print burden. <i>1</i> : Print burden.

R073211 - Job Billing Register - Summary Report

You can automatically generate this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Register Workfile Build program.

See [Appendix A, "PeopleSoft EnterpriseOne Payroll Reports," R073200 - Job Billing Workfile Build Program, page 356.](#)

Processing Options for the Job Billing Register - Summary Report (R073211)

Set these processing options before you generate the Job Billing Register - Summary Report.

Default

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

1. Include Payroll Burden Costs	Specify whether to include payroll burden costs on the report. You must process payroll through the PeopleSoft Payroll system, and you must create detailed burden records to print this information. Values are: Blank: Do not print burden. <i>1</i> : Print burden.
2. Summarize Benefits	Specify whether to display summarized benefit information on the report. Values are: Blank: Do not display. <i>1</i> : Display by summarized benefit. <i>2</i> : Display all benefits.

R073221 - 401K Report

In addition to reviewing employee and company contributions to employees' retirement accounts, you can also review total contributions by company.

Processing Options for the 401K Report (R073221)

Set these processing options to specify the details of the information that the 401(k) Report includes.

Defaults

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

1. Employee Number.	Indicate the type of employee number that appears on the report. Values are: Blank: Address Book Number. 1: Tax ID Number. 2: Additional Employee Number.
2. Type of report.	Indicate the types of amounts that the report displays. Values are: Blank: Display Current Amounts and MTD. 1: Display Current Amounts and QTD. 2: Display Current Amounts and YTD. 3: Display Monthly Amounts and QTD. 4: Display Monthly Amounts and YTD. 5: Display Quarterly Amounts and YTD.
3. Deduction appear as negatives.	Indicate whether the report displays deductions as negative amounts. Values are: Blank: No. 1: Yes.

R073231 - Employee Pay & Tax Register

You can use the Employee Pay & Tax Register to balance and verify information that appears on the employee year-end tax reports and forms. You can run the report with or without detailed transaction information. You can also choose which employee number appears on the report. In addition, you can choose which of these types of employee history you want to include on the report:

- Month-to-date history (default).
- Quarter-to-date history with monthly totals.
- Quarter-to-date history with grand totals only.
- Year-to-date history with monthly totals.
- Year-to-date history with quarterly totals.
- Year-to-date history with grand totals only.

The system retrieves information from F06136 and F06166 to produce this report.

Processing Options for the Employee Pay & Tax Register (R073231)

Set these processing options before you run the Employee Pay & Tax Register.

Defaults

These processing options enable you to specify the default information that the system uses to create the report.

1. Employee Number	Indicate the employee number that appears on the report. Values are: Blank: Address Book number. 1: Tax ID number. 2: Third employee number.
2. Period End Date	Indicate the period end date. You must enter a date in this processing option.
3. History Type	Indicate the type of history information that appears on the report. Values are: Blank: Month-to-date. 1: Quarter-to-date with monthly balances. 2: Quarter-to-date totals only. 3: Year-to-date with monthly balances. 4: Year-to-date with quarterly balances. 5: Year-to-date totals only.
4. Detailed Transactions	Indicate whether the report displays the detailed transactions associated with each balance. Values are: Blank: No, do not display detailed transactions. 1: Yes, display detailed transactions.

R073251A - Investment Register Report

In addition to reviewing employees' allocations to fixed investments and to equity investments, you can also review total investment amounts by company. You can use the PeopleSoft EnterpriseOne Human Resources system to allocate percentages of retirement plan investments.

See *PeopleSoft EnterpriseOne Benefits 8.11 PeopleBook*, "Administering Benefits," Working with Fund Allocations.

Processing Options for the Investment Register Report (R073251A)

Set these processing options before you run the Detail Investment Register Report.

Process

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

1. Level of Detail	Specify the level of detail for the information to print on the report. Values are: P: Pay Period Detail.

	<i>M</i>: Monthly Detail. <i>Q</i>: Quarterly Detail. <i>A</i>: Annual Detail.
2. Employee Deduction Code	Specify the deduction code to print on the report.
3. DBA Code Ranges for Employee Investments	Identify the code ranges for the employee investments to print on the report. For both Fixed Investments and Equity Investments, identify these ranges: • Range 1 from Type • Range 1 thru Type • Range 2 from Type • Range 2 thru Type
4. Basic Benefit Code	Specify the benefit code to print on the report.
5. DBA Code Ranges for Employer Matching Investments.	Identify the code ranges for the employer matching investments to print on the report. For both Fixed Investments and Equity Investments, identify these ranges: • Range 1 from Type • Range 1 thru Type • Range 2 from Type • Range 2 thru Type
6. Print Negative Employee Investments	Specify whether to print negative employee investments. Blank: No (Default). <i>I</i>: Yes.
7. Employee Number	Indicate the employee number that appears on the report. Values are: <i>A</i>: Address Book Number (Default). <i>S</i>: Social Security Number. <i>O</i>: Third Employee Number.

R073301 - Job Billing Workers Compensation by Job Register

In addition to providing a grand total of the workers' compensation amounts for the company, the register also provides these totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- Workers' compensation amount

You can automatically generate this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Register Workfile Build program.

See [Appendix A, “PeopleSoft EnterpriseOne Payroll Reports,” R073200 - Job Billing Workfile Build Program, page 356.](#)

Processing Options for the Job Billing Workers Compensation by Job Register (R073301)

Set these processing options before you generate the Job Billing Workers Compensation by Job Register.

Default

Use these processing options to specify default information for this report.

1. Select employee number to print:	Specify which employee number prints on the report. Values are: <i>A</i> : Address Book Number. <i>S</i> : Social Security Number. <i>O</i> : Third Employee Number.
2. Include payroll burden costs:	Specify which payroll burden costs to print on the report. You can print flat burden, which is a fixed amount that does not vary by period, or you can print actual burden, which is a calculated amount that can vary. Values are: Blank: Do not include burden. <i>1</i> : Flat burden. <i>2</i> : Actual burden.

R073302 - Job Billing Personal Liability and Property Damage by Job Register

In addition to providing a grand total of the general liability amount for the company, the register provides these totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- General liability amount

You can automatically generate this report when you process the Job Billing Register Workfile Build program (R073200). You specify which reports are created during the workfile build process in the processing options for the Job Billing Workfile Build program.

See [Appendix A, “PeopleSoft EnterpriseOne Payroll Reports,” R073200 - Job Billing Workfile Build Program, page 356.](#)

Processing Options for the Job Billing PL & PD by Job Register (R073302)

Set these processing options before you generate the Job Billing PL & PD by Job Register.

Default

These processing options determine the default information that is used to produce the report.

- 1. Select employee number to print:** Specify which employee number to print. Values are:
A: Address Book Number.
S: Social Security Number.
O: Third Employee Number.
- 2. Include payroll burden costs:** Specify which payroll burden costs to include on the report. Flat burden is a fixed burden cost that does not vary by period. The actual burden is a calculated burden cost that can vary. You must create detailed burden records to print actual burden costs. Values are:
 Blank: Do not include burden.
1: Flat burden.
2: Actual burden.
- 3. General Liability set up as 'GENL' on Worker's Comp Table: (workers' compensation table)** Identify whether the general liability account on the Worker's Compensation table is set up as GENL. Values are:
 Blank: No, GENL is not set up for general liability.
1: Yes, GENL is set up for general liability.

R07343 - General Liability Insurance Report and Worker's Compensation Insurance Report

You can produce the Worker's Compensation Insurance Report and the General Liability Insurance Report to review historical insurance information. You can produce these reports in detail or summary format, depending upon the type of information that you want to review. When you produce these reports, you can decide whether you want to summarize information by country and state, or by country, state, and county. Use these reports to review detailed general liability insurance and workers' compensation insurance information for all employees that are processed through payroll cycles within the organization.

Access the Worker's Comp/General Liability Revisions form.

Version	Specify the version of either the General Liability Insurance Report or the Worker's Compensation Insurance Report that you want to process.
Address Book Number	Click this option to print the employee address book number on the report.
Social Security Number	Click this option to print the employee social security number on the report.
Other Employee Number	Click this option to print the other employee identification number on the report.

Canadian Detail Report with Totals by Company, State, and County

Click this option to display detailed Canadian information with totals by company, state, and county on the report

Detail Report with Totals by Company and State

Click this option to display detailed U.S. information with totals by company and state on the report

Canadian Summary Report with Totals by Company, State, County, and Workers Comp (workers compensation)

Click this option to display detailed Canadian information with totals by company, state, county, and workers' compensation on the report

Summary Report with Totals by Company, State, and Workers Comp

Click this option to display summary U.S. information with totals by company, state, and workers' compensation information on the report

R07345 - Historical Payroll Register

You can use the information that is included in the Historical Payroll Register to reconcile and audit payroll history at various times during the year, such as quarter- or year-end. The report includes information about accumulated pay, benefit, deduction, accrual, and tax information at these levels:

- Employee
- Business unit
- Company
- Grand total

The system uses data from these history tables to produce the Historical Payroll Register:

- F0618
- F0719
- F06166
- F0716

Processing Options for the Historical Payroll Register (R07345)

Set these processing options before you run the Historical Payroll Register.

Process

Use these processing options to specify how you want the system to process historical payroll data.

1. Payroll Type

Specify the type of payroll history that the Historical Payroll Register processes. Values are:

Blank: U.S. payroll history.

1: Canadian payroll history.

2: Australian payroll history.

3: New Zealand payroll history.

2. Summary Mode

Specify the level of detail to print on the Historical Payroll Register report (R07345). Values are:

0: Detail by check control number.

1: Summary per pay period end date.

2: Summary per month.

3: Summary per quarter.

4: Summary per year.

5: Summary per check date.

Note. If you choose to summarize by pay period end date, the report totals might be different than the report totals that you receive when you use any of the other five summary modes because the pay period end date might occur in a different month than the check date.

3. Payroll Tax Year

Specify the payroll tax year that you want to use to process employee history for an entire year. When you enter a value in this processing option, the system disregards any values in the Date From and Date Thru processing options. To use those options to specify a partial year, you must leave this processing option blank. When you leave all three of these processing options blank, the report does not produce any output.

4. Partial Year Date From

Specify the beginning date of a valid range of dates to print. Use this processing option in conjunction with the Date Thru processing option to process employee history for a partial year. You cannot specify a date range that is greater than one payroll tax year. If you do not specify a partial year using this processing option and the Date Thru processing option, you must enter a value in the Payroll Tax Year processing option, or the report does not produce any output.

5. Partial Year Date Thru

Specify the ending date of a valid range of dates to print. Use this option in conjunction with the Date From processing option to process employee history for a partial year. You cannot specify a date range that is greater than one payroll tax year. If you do not specify a partial year using this processing option and the Date From processing option, you must enter a value in the Payroll Tax Year processing option, or the report does not produce any output.

Print

Use these processing options to specify the information to print on the report.

1. Print Employee Tax ID on Report

Specify whether the employee's tax ID appears on the report. Values are:

Blank: Yes.

1: No.

Note. (AUS and NZL) If you are processing this report for employees in Australia or New Zealand, the system does not include employee tax ID numbers on the report, regardless of how this option is set. Also, you cannot sort employees in Australia or New Zealand by tax ID number. If you choose to sort Australian or New Zealand employees by tax ID number, the system sorts them by address book number, because displaying employee tax IDs is against privacy regulations in these countries.

2. Print Employer Paid DBAs and Taxes

Specify whether the system prints employer-paid DBAs and taxes on the report. Values are:

Blank: No, do not print DBAs or taxes.

1: Print DBAs and taxes.

2: Print DBAs only.

3: Print taxes only.

3. Print YTD Totals by Employee or HMCU/HMCO (home business unit/home company)

Specify how the report displays an employee's year-to-date history totals. Values are:

Blank: By HMCU and HMCO.

1: By Employee.

4. Sort Employees By

Specify the order that the system uses to print employee records on the report.

For Australian or New Zealand employees, the employee's address number is stored in the Employee Tax ID field in the Employee Master Information table (F060116). Therefore, option 1 will print Australian and New Zealand employees by address number, not employee tax ID. Values are:

Blank: Address Number.

1: Employee Tax ID.

2: Alpha Name.

5. Print Employee History by BIN Number/Employer Tax ID (business identification number)

Specify whether employee DBAs and taxes appear separately by business identification number (BIN) or employer tax ID. If you do not choose to print information separately, employee DBA and tax information is grouped together, regardless of the company in which the employee worked. Values are:

Blank: No, do not print DBAs and taxes separately.

1: Yes, print DBAs and taxes separately.

R07415 - PDBA History By Company Report

You can use this report to review monetary amounts and hours by pay type, and quarter-to-date and year-to-date totals of PDBA amounts by type or by company. To compile the report, the system retrieves information from F06146.

Processing Options for the PDBA History By Company Report (R07415)

Set these processing options before you run the PDBA History By Company Report.

Period

Use these processing options to specify the dates for which this report runs.

1. Enter Fiscal Year	Enter the fiscal year for which the report should be processed.
2. Enter Thru Period Number	Specify the ending period number of a valid range of dates to print. This number corresponds to the month in a calendar year.

Hours

Use these processing options to specify how to display hours information on the report.

1. Enter a '1' to show the hours on the report.	Enter <i>1</i> to show the hours on the report. If you leave this processing option blank, hours will not be displayed on the report.
2. Enter the character that will indicate that the row being printed indicates hours.	Enter the character that you want to use to indicate that the row being printed shows hours.

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction. In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to PeopleSoft EnterpriseOne. In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	A transaction method that enables a client application to perform work on a client workstation, 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 and store-and-forward.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
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.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all 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.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
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 information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft 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.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable 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.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, 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.
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.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
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. A facility is sometimes referred to as a <i>business unit</i> .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	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.
interface table	See Z tables.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
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.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People 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. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, 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.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a <i>nota fiscal</i> with invoice information. See also <i>nota fiscal</i> .

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, 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.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path): 11>21>26>28>38>01 In this path, 11 equals new project pending review, 21 equals programming, 26 equals QA test/review, 28 equals QA test/review complete, 38 equals in production, 01 equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, 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.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) 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 may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.
Version 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.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in 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 server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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