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# JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide

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JD Edwards EnterpriseOne Time and Labor 9.0 Implementation Guide
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# About This Documentation Preface

JD Edwards EnterpriseOne implementation guides provide you with the information that you need to implement and use JD Edwards EnterpriseOne applications from Oracle.

This preface discusses:

• JD Edwards EnterpriseOne application prerequisites.

• Application fundamentals.

• Documentation updates and downloading documentation.

• Additional resources.

• Typographical conventions and visual cues.

• Comments and suggestions.

• Common fields in implementation guides.

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**Note.** Implementation guides document only elements, such as fields and check boxes, that require additional explanation. If an 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 fields for the section, chapter, implementation guide, or product line. Fields that are common to all JD Edwards EnterpriseOne applications are defined in this preface.

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# JD Edwards EnterpriseOne Application Prerequisites

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

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

You should be familiar with navigating the system and adding, updating, and deleting information by using JD Edwards EnterpriseOne menus, 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 JD Edwards EnterpriseOne applications most effectively.

# Application Fundamentals

Each application implementation guide provides implementation and processing information for your JD Edwards EnterpriseOne 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 implementation guide. Most product lines have a version of the application fundamentals implementation guide. The preface of each implementation guide identifies the application fundamentals implementation guides that are associated with that implementation guide.

The application fundamentals implementation guide consists of important topics that apply to many or all JD Edwards EnterpriseOne applications. 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 implementation guides. They provide the starting points for fundamental implementation tasks.

# Documentation Updates and Downloading Documentation

This section discusses how to:

• Obtain documentation updates.

• Download documentation.

## Obtaining Documentation Updates

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

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

### See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

## Downloading Documentation

In addition to the complete line of documentation that is delivered on your implementation guide CD-ROM, Oracle makes JD Edwards EnterpriseOne documentation available to you via Oracle's website. You can download PDF versions of JD Edwards EnterpriseOne documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html

# Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

| Resource | Navigation |
|---|---|
| Application maintenance information | Updates + Fixes |
| Business process diagrams | Support, Documentation, Business Process Maps |

| Resource | Navigation |
|---|---|
| Interactive Services Repository | Support, Documentation, Interactive Services Repository |
| Hardware and software requirements | Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements |
| Installation guides | Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes |
| Integration information | Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications |
| Minimum technical requirements (MTRs) | Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms |
| Documentation updates | Support, Documentation, Documentation Updates |
| Implementation guides support policy | Support, Support Policy |
| Prerelease notes | Support, Documentation, Documentation Updates, Category, Release 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 |
| 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 implementation guides:

| Typographical Convention or Visual Cue | Description |
|---|---|
| **Bold** | Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call. |
| *Italics* | Indicates field values, emphasis, and JD Edwards EnterpriseOne or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.<br><br>We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*. |
| KEY+KEY | Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key. |
| `Monospace font` | Indicates a PeopleCode program or other code example. |
| " " (quotation marks) | Indicate chapter titles in cross-references and words that are used differently from their intended meanings. |
| . . . (ellipses) | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax. |
| { } (curly braces) | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( | ). |
| [ ] (square brackets) | Indicate optional items in PeopleCode syntax. |
| & (ampersand) | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.<br><br>Ampersands also precede all PeopleCode variables. |

## Visual Cues

Implementation guides contain the following visual cues.

## Notes

Notes indicate information that you should pay particular attention to as you work with the JD Edwards EnterpriseOne 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

Implementation guides 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 implementation guides:

• 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 implementation guides:

• 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 implementation guides and other Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

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

# Common Fields Used in Implementation Guides

**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 enables 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:

*Blank:* Batch is unposted and pending approval.

*A:* The batch is approved for posting, has no errors and is in balance, but has not yet been posted.

*D:* The batch posted successfully.

*E:* The batch is in error. You must correct the batch before it can post.

| | |
|---|---|
| | *P:* 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.* |
| | *U:* 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. JD Edwards 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. JD Edwards 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. |

# JD Edwards EnterpriseOne Time and Labor Preface

This preface discusses:

- JD Edwards EnterpriseOne Time products.
- JD Edwards EnterpriseOne Time application fundamentals.
- Common fields used in this implementation guide.

## JD Edwards EnterpriseOne Time Products

This Implementation Guide refers to these JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Contract Billing
- JD Edwards EnterpriseOne Multicurrency
- JD Edwards EnterpriseOne Payroll
- JD Edwards EnterpriseOne General Accounting
- JD Edwards EnterpriseOne Service Billing
- JD Edwards EnterpriseOne Human Capital Management Self-Service
- JD Edwards EnterpriseOne Human Capital Management Fundamentals
- JD Edwards EnterpriseOne Financial Management Application Fundamentals

## JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at http://oracle.com/contracts/index.html for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

### See Also

*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "JD Edwards EnterpriseOne Financial Management Application Fundamentals Preface"

# Common Fields Used in This Implementation Guide

**Account Number**

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

A 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 G/L (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 JD Edwards EnterpriseOne General Accounting constants.

**Business Unit**

Enter an 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.

**Company**

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in F0010 and 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. You cannot use company 00000 for transaction entries.

**Employee (Employee No)**

Enter the employee numbers of the employees that you want to include in the group. The employee number identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

**Employee Business Unit**

Enter a value that identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit.

You can use the Skip to Business Unit field in the header part of the screen to specify the Business Unit to be displayed first in the lower part of the screen.

**Equipment Worked On**   Enter an identification code that represents an asset. You enter the identification code in one of these formats:

- Asset number: a computer-assigned, 8-digit, numeric control number.

- Unit number: a 12-character alphanumeric field.

- Serial number: a 25-character alphanumeric field.

Every asset has an asset number. You can use unit number and serial number to further identify assets. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for the system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the fixed assets system constants form.

**Home Business Unit**   Enter the number of the business unit in which the employee generally resides.

**Job Step**   Enter a UDC (UDC) (06/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.

**Job Type**   Enter a UDC (06/G) that defines the jobs within the organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.

**Pay Cycle**   Enter a code that identifies the values for a master payroll cycle.

**Pay Type and Pay Type Code**   Enter a pay type that will be used on the newly created timecards.

This is a 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.

**Piecework Rate**   Enter the rate that is paid for the type of component (piece) that is produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master file.

For the system to use this rate, you must set the processing options for the Time Entry Master Business Function to retrieve piece rates from F060116.

**Position ID**   A code that you use for budgetary (position) control purposes. The position ID consists of:

- Position (position code and its description).

- Fiscal year.

- Home business unit.

For example, you can identify position A0-1 as Accounting Manager for fiscal year 2005-2006, for home business unit 41.

You can set up positions so that the position IDs are the same as the corresponding job IDs. Within a home business unit, positions appear in the alphanumeric sequence of their position IDs. For example, position A0-1 appears before position A0-2.

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

**Shift Code**

A 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 payroll and time entry: 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 and Union Code**

Enter a UDC (06/UN) that represents the union or plan in which the employee or group of employees work or participate.

**CHAPTER 1**

# Getting Started with JD Edwards EnterpriseOne Time and Labor

This chapter discusses:

• JD Edwards EnterpriseOne Time and Labor overview

• JD Edwards EnterpriseOne Time and Labor integrations

• JD Edwards EnterpriseOne Time and Labor implementation

## JD Edwards EnterpriseOne Time and Labor Overview

The JD Edwards EnterpriseOne Time and Labor system from Oracle provides a versatile, cost-effective, and time-efficient solution for managing and accounting for employee time and the associated labor costs. Because this information is necessary for both the payroll and accounting departments, Time and Labor integrates with Oracle's JD Edwards EnterpriseOne Payroll and General Accounting systems to simplify the sharing of data. If you are not using the JD Edwards EnterpriseOne Payroll system, you can use JD Edwards EnterpriseOne Time and Labor as a standalone system to account for employee time and to update JD Edwards EnterpriseOne General Ledger.

To process an employee through Time and Labor or Payroll, the employee must have at least one timecard in the system. The term timecard refers to a one-line time entry record. These timecards can be manually entered or automatically created by the system.

Although you can use JD Edwards EnterpriseOne Time and Labor independently of JD Edwards EnterpriseOne Payroll, you must use JD Edwards EnterpriseOne Time and Labor if you use JD Edwards EnterpriseOne Payroll, because payroll processing depends upon timecard records. Use JD Edwards EnterpriseOne Time and Labor to:

• Enter and review employee timecards.

• Collect, review, and approve timecards that were entered by employees through self-service.

• Upload time entry information from a third-party time collection system.

• Automatically calculate overtime rates for time worked.

• Calculate retroactive pay.

• Automatically create timecards for groups of employees in situations such as company holidays or bonuses.

• Track employee assignment information and populate timecards automatically with the assignment information.

• Create journal entries for the general ledger.

• Track employee leave information.

- Assign the correct account numbers to timecards and the respective journal entries that are created from those timecards.

## System Features

JD Edwards EnterpriseOne Time and Labor includes many features that can simplify data entry, time collection, and calculations of complicated pay situations, such as overtime and retroactive pay. These procedures can ease the administrative burden on payroll and accounting clerks. For example, you can customize the amount of information that employees must enter on their timecards to suit the needs of the organization.

| Feature | Description |
|---|---|
| Default Job Information | Define default job information at the employee or group level. The system can enter this information automatically on employee timecards to eliminate the need for employees to enter the information manually. This feature can save employees time and reduce the frequency of timecard data errors. |
| Timesheet Time Entry | Enter time for employees using Timesheet time entry, which enables you to complete a time entry grid with a group of employees. You can quickly enter time for each employee in the group or create timecards for the group by specifying timecard default information before you complete the grid. |
| Timecard Automation | Use timecard automation to automatically create overtime pay from regular hours using simple or complex calculations that you define. This functionality ensures that employees are paid accurately and in accordance with the overtime rules of the organization, labor unions, and legislative requirements. Timecard automation also enables you to automatically create retroactive pay timecards and timecard templates to use with groups of employees. |
| Autopay | Use autopay to automatically create timecards for salaried employees when you process payroll. |
| Self-Service Time Entry | Using time entry self-service, employees can enter summarized or daily timecards through the internet, which reduces or eliminates the need for payroll personnel to enter timecards manually. |
| Upload Time Entry Information | Upload time entry information from a third-party source to create timecards. You can then process those timecards through Payroll or use Time and Labor as a standalone system and create journal entries that are written to the general ledger. |

## Important JD Edwards EnterpriseOne Time and Labor Tables

This table lists the key tables:

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

# JD Edwards EnterpriseOne Time and Labor Integrations

This process graphic shows how the JD Edwards EnterpriseOne Time and Labor system integrates with other JD Edwards EnterpriseOne systems:
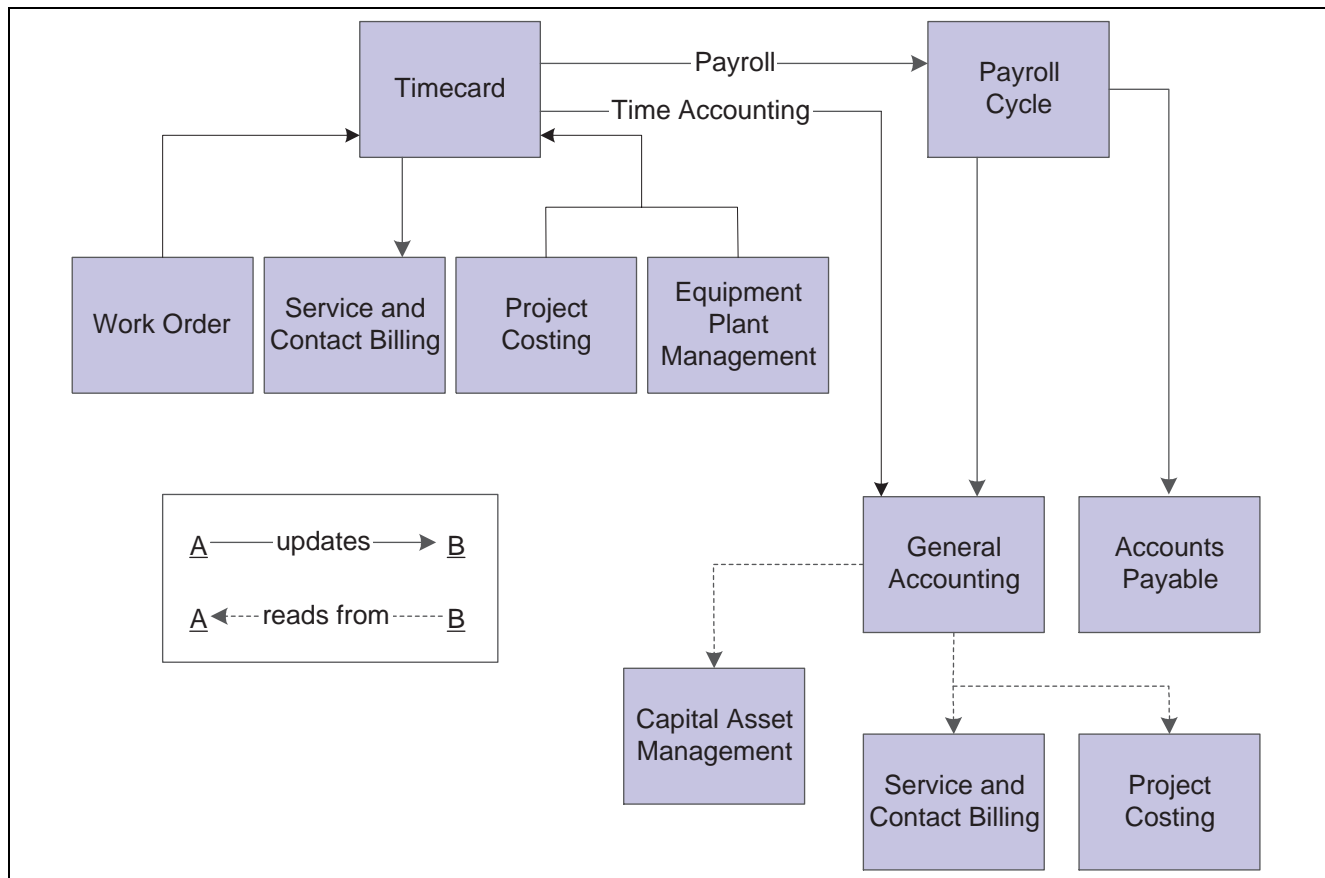
JD Edwards EnterpriseOne Time and Labor system integration

We discuss integration considerations in the implementation chapters in this implementation guide. Supplemental information about third-party application integrations is located on the Oracle or JD Edwards Customer Connection website.

To use JD Edwards EnterpriseOne Time and Labor, you must also use the JD Edwards EnterpriseOne Human Capital Management Foundation system from Oracle. JD Edwards EnterpriseOne Human Capital Management Foundation contains the central database for all information that pertains to employees, jobs, pay types, deductions, benefits, and accruals. Human Capital Management Foundation information integrates with JD Edwards EnterpriseOne Time and Labor by:

• Associating time entry records with the appropriate employee.

• Identifying which pay rates to use for each employee.

• Determining how to distribute labor and how to treat its associated burden.

• Identifying specific billing rates to charge customers for employee time.

The JD Edwards EnterpriseOne Time and Labor system also integrates with the JD Edwards EnterpriseOne Payroll, General Accounting, and Accounts Payable systems from Oracle. Time and Labor is particularly important to Payroll. Payroll uses time entry records to calculate employees' gross payment amounts. Because of this dependency, an understanding of Time and Labor is prerequisite to understanding the Payroll system.

The JD Edwards EnterpriseOne Time and Labor system integrates with other JD Edwards EnterpriseOne systems because the system stores information that it processes in a central database. Using integrated software with a central database:

• Eliminates redundant data entry.

- Maintains current and accurate information across all of the business operations.

- Improves communication between departments.

This table shows how JD Edwards EnterpriseOne Time and Labor integrates with these JD Edwards EnterpriseOne systems:

| JD Edwards EnterpriseOne System | Description of Integration |
|---|---|
| JD Edwards EnterpriseOne Address Book | JD Edwards EnterpriseOne Address Book contains employee names, addresses, and tax IDs. This information is used by JD Edwards EnterpriseOne Time and Labor to create timecards. |
| JD Edwards EnterpriseOne General Accounting | If you are using JD Edwards EnterpriseOne Time and Labor as a standalone system (that is, you are not processing timecards using the JD Edwards EnterpriseOne Payroll system), you can set up the system to integrate directly with JD Edwards EnterpriseOne General Accounting. This integration enables you to update general ledger transactions and account balances.<br><br>JD Edwards EnterpriseOne Time and Labor creates and post transactions to the general ledger using Automatic Accounting Instructions (AAIs) that you define. You can also select the level of detail to create the journal entries, which are written from JD Edwards EnterpriseOne Time and Labor to the general ledger. |
| JD Edwards EnterpriseOne Project Costing | Use JD Edwards EnterpriseOne Time and Labor to enter labor and equipment time by day. Then use JD Edwards EnterpriseOne Project Costing to analyze those costs by job. |
| JD Edwards EnterpriseOne Contract and Service Billing | Use JD Edwards EnterpriseOne Time and Labor to enter labor and equipment time by job (business unit). Then use JD Edwards EnterpriseOne Contract and Service Billing to:<br><br>• Bill customers for the labor and equipment expenses that are associated with the job.<br><br>• Bill customers for the payroll burden expense (if you are also using the Payroll).<br><br>• Bill customers for contract time that is associated with the job. |
| JD Edwards EnterpriseOne Capital Asset Management | Use JD Edwards EnterpriseOne Time and Labor to enter labor and equipment time. Then use JD Edwards EnterpriseOne Capital Asset Management to:<br><br>• Charge a job for the use of equipment.<br><br>• Track labor for equipment maintenance.<br><br>You can use the JD Edwards EnterpriseOne Time and Labor system to enter and track labor and equipment time against a work order. Use work orders to identify specific costs of a task or track equipment repair costs. You can create work orders for small projects and service calls. |

# JD Edwards EnterpriseOne Time and Labor Implementation

This section provides an overview of the steps that are required to implement the Time and Labor system.

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

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Tax Processing, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See JD Edwards EnterpriseOne Tools 8.98 Software Update Guide

For information about the Oracle Business Accelerator solution for implementation of JD Edwards EnterpriseOne Time and Labor, review the documentation available.

See http://www.peoplesoft.com/corp/en/iou/implement/rapid_start/rapid_start_prtr_notes.jsp

## Global Implementation Steps

This table lists the suggested global implementation steps for JD Edwards EnterpriseOne Time and Labor:

| Step | Reference |
|---|---|
| 1. Set up companies, fiscal date patterns, and business units. | *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Organizations" |
| 2. Set up accounts, and the chart of accounts. | *JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Creating the Chart of Accounts" |
| 3. Set up the JD Edwards EnterpriseOne General Accounting constants. | *JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Setting Up the General Accounting System" |
| 4. Set up multicurrency processing, including currency codes and exchange rates. | • *JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up General Accounting for Multicurrency Processing"<br>• *JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up Exchange Rates" |
| 5. Set up ledger type rules. | *JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Setting Up the General Accounting System" |
| 6. Enter address book records. | *JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Entering Address Book Records" |

## Implementation Steps for the JD Edwards EnterpriseOne Time and Labor System

This table lists the implementation steps for the Time and Labor system.

| Step | Reference |
|---|---|
| 1. Set processing options for these programs:<br>   Time Entry MBF Processing Options (P050002A)<br>   Speed Time Entry (P051121)<br>   Time Entry Floods (P051191) | Chapter 3, "Setting Time Entry Processing Options," page 15 |
| 2. Set up employee piece rates, piece rate item masters, item piece rates, and minimum wage information. | Chapter 4, "Setting Up Piece Rate Processing," page 31 |
| 3. Set up a flat file cross-reference and complete fields for the Employee Transactions – Batch File table. Upload timecard information, revise uploaded timecard information, and review the Time & Pay Entry Register for Batch File Report. Create timecards from uploaded information and purge processed payroll batches. | Chapter 5, "Setting Up Time Entry Batch Processing," page 39 |
| 4. Create employee groups, timecard templates, retroactive pay rules, and overtime rule sets. | Chapter 6, "Setting Up Timecard Automation," page 55 |
| 5. Register a timecard automation function, then create and test formulas. | Chapter 7, "Setting Up Functions and Formulas for Timecard Automation," page 95 |
| 6. Set up global leave system controls and leave types. | Chapter 9, "Setting Up Global Leave Administration," page 119 |
| 7. Set up employee assignments. | Chapter 10, "Creating Employee Assignments," page 137 |
| 8. Set up AAIs for each of these:<br>   Labor, billings, and equipment distribution.<br>   Burden and premium labor distribution<br>   Cash-in-bank account distribution.<br>   Liabilities.<br>   Labor billings<br>   Accruals and clearing.<br>   Also set up journal summarization rules. | Chapter 11, "Setting Up Automatic Accounting Instructions for JD Edwards EnterpriseOne Human Capital Management," page 155 |

# CHAPTER 2

# Overview of Multicurrency Time and Labor Tracking

This chapter provides an overview of multicurrency time and labor tracking and discusses how to set up and track multicurrency information.

## Understanding Multicurrency Time and Labor Tracking

As companies expand their business internationally, they find that they must send their employees abroad or employ workers in foreign countries. JD Edwards EnterpriseOne and Time and Labor software provides such multicurrency features.

The system includes multicurrency time and labor tracking features in all of the programs that you use to enter employee time. When multicurrency time and labor tracking is enabled, the currency information from specified accounts provides domestic and foreign recharge rates from F48096. If you do not use F48096, the system calculates the billing rate by using the currency of the company that is associated with the business unit that is entered in the account number and job location. The system also uses this currency information during the journal entry process to determine correct amounts for entries to the general ledger.

Multicurrency time and labor tracking uses two types of currency:

| Currency Type | Description |
| --- | --- |
| Base currency | The currency of the company that is associated with the employee's home business unit. |
| Transaction or recharge currency | The currency of the company that is associated with the job location to which time is charged. |

You can specify whether the billing rate or the foreign billing rate is fixed. You can enter the fixed rate manually on the timecard, or the system can derive the fixed rate from F060116 or F48096. The other rate is then calculated from the conversion rates that you set up in the Currency Exchange Rates program (P0015A).

To account for different billing rates and maintain foreign billing rates, the system uses F48096. This table includes rates for each specified currency code and enables you to set up billing rates for multiple transactions.

For example, if an employee based in the United States works in Japan on two jobs with different billing rates, you can account for each billing rate. After you create a user-defined generation type, you can retrieve payroll billing rates from F48096.

If you are not using F48096, the system retrieves currency rates from the Work With Currency Exchange Rates program. You set up the currency for each company. The system determines which company is associated with the specified business unit and uses the currency that is associated with that company, as defined in F0010. The system then uses the business unit and job location to derive the additional currency.

After both currencies have been identified, the system uses the Work With Currency Exchange Rates program to determine the conversion rate on the specified date.

**Note.** The system initially uses the work date on the timecard to determine the exchange rate. However, the system uses the general ledger date to derive the rate when creating journal entries. For example, if a conversion rate of 2.0 is valid from January 1, 2005 through January 31, 2005 and a conversion rate of 3.0 is valid from February 1, 2005 through February 28, 2005, the system uses the conversion rate of 2.0 when you enter a timecard with a work date of January 31, 2005. However, if the timecard is posted on February 03, 2005, the system uses the exchange rate of 3.0 to create the journal entries that are associated with that timecard.

If the system finds exchange rates on the timecards that are different from those on the journal entries, the Employee Transaction Detail Payroll Journal (Compressed), and Account Ledger files are updated with the journal entry rate to ensure that the data between the general ledger and the timecard history tables is accurate.

The system uses these tables to manage multicurrency time and labor tracking:

• F06116

• F0618

• F05290

• F063951

• F06116Z1

• F0911

• F48096

After payroll processing is complete, only the F0618, F48096, and F0911 tables retain multicurrency records.

When multicurrency time and labor tracking is enabled, these reports contain multicurrency time and labor information:

• Payroll Journal Proof/Edit Report. (R05229)

This report provides a pro forma version of the journal entries that will be posted to the general ledger for timecard entries.

All journal entries (T1-T6), as well as intercompany settlements, appear on the report. The report lists one entry for each transaction amount in the transaction currency. However, when the batch is posted, the system creates two entries from the single entry. The first entry shows the base amount of the transaction in the transaction currency. The second entry, noted by the AM journal type, shows the transaction currency for the difference between the base and transaction amounts. In addition to normal payroll information, the currency code is displayed for all multicurrency debit and credit entries created during payroll.

**Note.** If you are posting entries with no currency amounts (hours only), the system does not display a currency code on the report; however, the currency code exists in F063951.

• Time and Pay Entry Register (R053001)

This report provides detailed information about all of the timecard records that you include in a batch. When multicurrency time entry is enabled, this report includes currency information.

## Setting Up Multicurrency Time and Labor Tracking

This section discusses how to:

- Set up company options.
- Set up general accounting constants.
- Set up a billing rate/markup table.
- Set up currency exchange rates.
- Set up employee payroll information.
- Set the Time Entry Master Business Function processing options.
- Set the processing options for the Generate Timecard Journals program (R052901), also called the Generate Timecard Entries program.

The following setup procedures apply only to multicurrency time and labor tracking; separate procedures exist for setting up the JD Edwards EnterpriseOne Time and Labor system.

### Set Up Company Options

To enable multicurrency time and labor tracking, you must enable multicurrency functionality and general ledger integration on the Additional Company Options form for Company 00000.

### Set Up General Accounting Constants

To update multicurrency time and labor information in the general ledger, you must set up the multicurrency conversion option in the General Accounting Constants (P0000) to use either the multicurrency account multiplier or account divisor. You must also set up the general accounting constants to use the Flex - Create Interco w/o Hub method (method 2) when creating multicurrency intercompany settlement transactions.

### Set Up a Billing Rate/Markup Table

You must define billing rate markup rules in F48096. This table stores information that the system uses to convert rates for multicurrency time and labor tracking.

### Set Up Employee Payroll Information

Multicurrency information is based on the assumption that the work that employees perform is billable. Therefore, you must set up employees to create billing (recharge records) for the system to create multicurrency information. The system will generate multicurrency information when timecards exist for employees who are set up for payroll and recharge processing (Type 2) or recharge processing only (Type 3).

### Setting Processing Options for Multicurrency Time and Labor Tracking

To use multicurrency time and labor tracking, you must set processing options for the Batch Time Entry File Revisions program (P05116Z1) and the Time Entry MBF Processing Options program (P050002A). Processing options in the Batch Time Entry File Revisions program:

- Enable multicurrency time and labor tracking.
- Specify whether amounts that you enter are in the domestic currency of a contract or the foreign currency of a supplier.
- Specify whether the system dynamically creates new accounts.

Processing options in the Time Entry MBF Processing Options program enable multicurrency time and labor tracking. The processing options in the Time Entry MBF Processing Options program specify how the system uses F48096, and whether the system dynamically forces account creation. You also use the processing options to determine which currency (base or foreign) is fixed and which is calculated. To set multicurrency processing options, access the Recharge tab on the Time Entry MBF page.

You use the processing options in the Time Entry MBF program to:

• Enable multicurrency time and labor tracking.

• Specify whether the system uses the currency that is associated with the employee's business unit or the currency that associated with the recharge business unit as the fixed currency.

  If you select the employee's business unit as the fixed currency, you must enter a billing rate on the timecard. The Foreign Billing Rate field is then disabled and the value for that field is calculated by the system. Conversely, if you use the recharge business unit as the fixed currency, you must enter a foreign billing rate on the timecard. The Billing Rate field is then disabled, and the value for that field is calculated by the system.

  These examples illustrate how the system differentiates between the home and recharge business units.

• If the employee's home business unit is 9, which is part of a company that is associated with United States dollars (USD), the system uses USD for the base amount.

  For this example, F48096 must be defined for USD currency, or the exchange rates must be set up within the Work With Currency Exchange Rates program.

• If the employee's recharge business unit is Business Unit 77, which is part of a company that is associated with Canadian currency (CAD), the system uses CAD for the base amount.

  For this example, F48096 must be defined for CAD currency, or the exchange rates must have been set up within the Currency Exchange Rates program (P0015A).

• Specify whether the system uses F48096 to retrieve rates. If you do not use F48096, the system uses the exchange rates that you set up in the Currency Exchange Rates program.

• Specify the generation type.

• Specify the action to take if no record is found in F48096.

• Specify the version of the Billing Rate / Markup Table program (P48096).

• Specify whether the system uses dynamic account creation.

  The dynamic account creation process creates a valid account when you enter a timecard that includes an account number that is not active in the system. However, the account number must exist in the model business unit. Dynamic account creation does not create records in F48096.

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**Note.** If you use F48096, you must enter recharge account numbers, specify billing rate information, and define effective dates in this table. The system does not require that accounts entered into this table be active.

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## See Also

*JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*

*JD Edwards EnterpriseOne Contract and Service Billing 9.0 Implementation Guide*, "Setting Up Table Information," Setting Up Billing Rate and Markup Rules

*JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up System Options," Setting Up Company Options

*JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Entering Additional Employee Information," Entering Payroll Information for Employees

*JD Edwards EnterpriseOne Multicurrency Processing 9.0 Implementation Guide*, "Setting Up Exchange Rates"

*JD Edwards EnterpriseOne Contract and Service Billing 9.0 Implementation Guide*, "Setting Up Table Information," Multicurrency Setup of Billing Rate and Markup Tables

*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Automatic Accounting Instructions," Setting Up AAIs

# CHAPTER 3

# Setting Time Entry Processing Options

This chapter provides an overview of time entry processing options and discusses how to:

• Set processing options for the Time Entry MBF Processing Options Program (P050002A).

• Set processing options for the Speed Time Entry Program (P051121).

• Set processing options for the Time Entry Floods Program (P051191).

## Understanding Time Entry Processing Options

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

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

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

Master business functions are most commonly used in these situations:

• You accept records from a third-party source.

• Multiple programs update the same table.

The JD Edwards EnterpriseOne Human Capital Management system has one master business function, Time Entry MBF Processing Options (P050002A), which interacts with all time entry programs. You need to set up processing options for this master business function to define default values, valid values, and functions for time entry programs.

Processing options for master business functions are attached to version ZJDE0001. You should normally use this version as the default version for all of the entry programs. If you need to create different versions for other data entry programs, contact the system administrator.

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

It is also recommended that you set these processing options one time only. Changing these processing options might completely change necessary business functions for the time entry system. Obtain technical support if you want to change these processing options after you have begun processing timecard information for the organization.

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

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

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

## Timecard Derivation Sequence

When you set the processing options for the Time Entry MBF Processing Options business function, you determine the sequence that the system uses to derive values for fields on the timecard entry forms.

The system first uses the field value that is described in the Step 1 column. If no value exists, the system then uses the field value that is described in the Step 2 column. If no value is found, the system uses the value that is described in the Step 3 column, and so on, until the system derives a value for the specified field.

For example, the system derives a value for the Timecard Record Type field as follows:

- Step 1

  The system determines whether a value has been manually entered into that field on the timecard. If a value has been manually entered on the timecard, the system uses this value to process the timecard, and no further action is taken. If no value was entered on the timecard, the system proceeds to Step 2.

- Step 2

  The system tries to retrieve the value that is in the Timecard Record Type field in the F060116 table. If a value exists in this table, the system uses it to process the timecard and no further action is taken. If no value exists in this table, the system proceeds to Step 3.

- Step 3

  The system populates the Timecard Record Type field on the timecard with a default value of 1.

This table lists the sequence that the system uses to populate fields on the timecard:

| Field on the Timecard | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|
| Timecard Record Type | Manually entered on timecard. | F060116 table | Default - 1 | Blank | Blank |
| Pay Type | Manually entered on timecard. | Option - U, F069126 table | Option - E, F060146 table | Labor Distribution table | Blank |
| Date Worked | Manually entered on header of timecard. | Pay Period Ending for Autopay | Blank | Blank | Blank |

| Field on the Timecard | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|
| Home Company | Manually entered on timecard. | F060116 table | Blank | Blank | Blank |
| Home Business Unit | F0693006 table | Manually entered on timecard | F060116 table | Blank | Blank |
| Union Code for Wages and Reporting | Manually entered on timecard. | F069306 table | F060116 table | Blank | Blank |
| Job Type | Manually entered on timecard. | F060116 table | Blank | Blank | Blank |
| Job Step | Manually entered on timecard. | F060116 table | Blank | Blank | Blank |
| Labor Distribution Account | Manually entered on timecard. | Employee Labor Distribution Instructions (for autopay employees) | F081012 table | F06904 table | Blank |
| Billing Distribution (Recharges) | Manually entered on timecard. | AAIs for any Missing Element RD (F06904) | Blank | Blank | Blank |
| Equipment Distribution | Manually entered on timecard. | AAIs for Object Account ED (F06904) | Blank | Blank | Blank |
| Job Location | Manually entered on timecard. | Business Unit associated with Primary Distribution | Blank | Blank | Blank |
| Shift Code | Manually entered on timecard. | F060116 table | Blank | Blank | Blank |
| Shift Differential and Method | Manually entered on timecard. | Shift Differential Table $/HR or % (F069246) | If Shift Code is blank, retrieve from Pay Type table $/HR (F0690116) | Blank | Blank |
| Hours Worked | Manually entered on timecard. | Autopay Instructions | Labor Distribution table | Blank | Blank |
| Rate | Manually entered on timecard. | Option - U, F069126 table | Option - U, F060146 table | Option - E, F060146 table | F060116 table  Xe Table: F060118 |
| Base Rate | See explanation. | Blank | Blank | Blank | Blank |

| Field on the Timecard | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|
| Gross Pay | Entered Lump Sum Amount. | Calculated | Blank | Blank | Blank |
| Flat Burden per cent | F060116 table | Option - U, F069126 table | Labor Distribution Business Unit (F0006) | Blank | Blank |
| W/C Insurance | Manually entered on timecard. | Labor Distribution Account, update in F0901 | F06106 table | Option - U, F069126 table | F060116 table |
| Work Tax Area | Manually entered on timecard. | Labor Distribution Payroll Business Unit (F0006) | F060116 table | Blank | Blank |
| Check Route Code | Manually entered on timecard. | F060116 table | Blank | Blank | Blank |
| Equipment Rate Code | Manually entered on timecard (F1301). | Distribution Account, update in the F0901 table | Labor Distribution Business Unit, update in Payroll Business Unit or F0006 table | F1302 table | Blank |
| Equipment Rate | Manually entered on timecard. | F1301 table | Blank | Blank | Blank |
| Bank Account | Defined in prepayroll processing option. | Interim check entry | AAIs | Blank | Blank |

The base rate is not derived from the hourly rate. The hourly rate is derived from the base rate, usually by applying a multiplier. The extended hourly rate is derived by applying shift and uprate amounts to the hourly rate.The derivation of the base rate depends on the derivation of the hourly rate:

**Note.** The shift sequence can alter the sequence used when applying multipliers and shift amounts to the base hourly rate when deriving the hourly and extended rates.

- You can retrieve the base rate from the record in the F069126 table. The base hourly rate does not include any multiplier associated with the pay type. The multiplier is used to derive the hourly rate (PHRT) from the base hourly rate (BHRT). The base hourly rate and hourly rate can be retrieved from the F069126. The Time Entry MBF determines which rate to retrieve from Union Rates table based on the pay type of the timecard and the pay types specified in the Time Entry MBF POs. If the timecard's pay type is the same pay type as listed in the "Pay Type - Hourly" processing option, then both the base rate and hourly rate is the hourly rate retrieved from the F069126. If the timecard's pay type is the same pay type listed in the "Pay Type - Regular Overtime" processing option, then the base hourly rate is the F069126 hourly rate and the hourly rate is either the F069126 overtime rate (if an overtime rate was specified on the Union Rate's record) or the base rate times the pay type multiplier from the timecard (if the OT rate was not specified on the Union Rates

record). The same process continues for the other overtime and holiday rates. For the overtime rates, the pay type multiplier will only be applied to the base hourly rate if the overtime rate is not found in the F069126 Union Rates record. Otherwise, the hourly rate will be the OT rate retrieved from the F069126.

• If the system uses F060146 to derive the hourly rate, the system uses the same rate as the base rate.

• If you manually enter the hourly rate, the system determines the base rate by dividing the hourly rate by the pay-type multiplier. If an override rate is entered on the timecard, the override rate becomes the base rate, hourly rate, and extended rate. No other modifications are made to these three rates by the Time Entry MBF.

• If the hourly rate is retrieved from the F060116 table, the system uses the same rate as the base rate.

# Setting Processing Options for the Time Entry MBF Processing Options Program (P050002A)

Use these processing options as the basis for all time entry processing in the JD Edwards EnterpriseOne Time and Labor system.

Processing options enable you to specify the default processing for programs and reports.

## Pay Rates

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

**1. Pay Rate**

Specify the tables that the system searches to retrieve employees' pay rates for time entry. If you are using job step progression, the system always retrieves employee rates for step progression employees from the F069126 table, regardless of how this option is set. Values are:

Blank: Use pay rates from the F060116 table.

*E:* Include pay rates from the F060146 table.

*U:* Include pay rates from the F069126 table.

When you select option *E,* the system first searches the F060146 table. If no rate exists for an employee in this table, the system uses the rate that you entered in the F060116 table.

When you select option *U,* the system first searches the F069126 table. If an employee does not enter a rate in this table, the system searches for a rate in the F060146 table. If no rate exists for the employee in the F060146 table, the system uses the rate that you entered in the F060116 table.

**2. Highest Rate**

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

*0:* Standard pay rate.

*1:* Highest pay rate found.

**3. Piece Rate**

Specify whether the system uses the employee piece rate or the item piece rate when entering timecards for piece rate employees. Values are:

Blank: Retrieve pay rates from F060116.

*E:* Retrieve piece rate from F060146.

*P:* Retrieve piece rate from F06918.

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

Specify whether the system applies the pay type multiplier when you manually enter a pay rate on a timecard. Values are:

*0:* Use pay type multiplier.

*1:* Do not use pay type multiplier.

## Pay Types

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

**1. Union Table - Pay Type Codes**

Specify rate and pay type multiplier information.

**Pay Type - Hourly**

Specify the hourly pay type to process. If you are using pay rates from the F069126 table, enter only pay type codes that are linked to the entries in F069126. If you entered regular or premium amounts in F069126, enter their matching pay type codes here.

**Pay Type - Regular Overtime**

Specify the regular overtime pay type to process. If you are using pay rates from F060146, complete this processing option only. If you are using pay rates from F069126, enter only pay type codes that are linked to the entries that you made in F069126. If you entered regular or premium amounts in F069126, enter their matching pay type codes here.

**Note.** If you complete this processing option, the Time Entry program retrieves the rate from F069126 before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in F069126, but you completed the Regular Overtime processing option, the program applies the pay type multiplier before applying shift differential overrides.

**Pay Type - Double Overtime**

Specify the double overtime pay type to process.

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

**Note.** If you complete this processing option, the Time Entry program retrieves the rate from the F069126 before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in F069126, but you completed the Double Overtime processing option, the program applies the pay type multiplier before applying shift differential overrides.

**Pay Type - Triple Overtime**

Specify the triple overtime pay type to process.

If you are using pay rates from F069126, enter only pay type codes that are linked to the entries in F069126. If you entered regular or premium amounts in F069126, enter their matching pay type codes here.

**Note.** If you complete this processing option, the Time Entry program retrieves the rate from F069126 before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in F069126, but you completed the Triple Overtime processing option, the program applies the pay type multiplier before applying shift differential overrides.

**Pay Type - Holiday**

Specify the holiday pay type to process. If you are loading pay rates from F069126, enter only pay type codes that are linked to the entries in F069126. If you entered regular or premium amounts in F069126, enter their matching pay type codes here.

**Note.** If you complete this processing option, the Time Entry program retrieves the rate from F069126 before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in F069126, but you completed the Holiday processing option, the program applies the Pay Type Multiplier before applying shift differential overrides.

**2. Job Type and Step Cross-Reference**

Specify whether the system automatically enters job information into the Pay Type field. When this option is set to 1, the system automatically enters the job type and step from F06932 into the Pay Type field. Values are:

*0:* Do not automatically enter job information.

*1:* Enter job information automatically.

**3. Pay Type Description**

Specify whether the system automatically enters explanation text into the Pay Type Description field. This automatic function can reduce data entry. The system enters the pay type description from F069116 in the Explanation field (YTEXR) of F06116. Values are:

*0:* Do not load the Pay Type Description field automatically.

*1:* Load the Pay Type Description field automatically.

**4. Split Time**

Specify whether the system splits time automatically. The system splits time according to the percentages specified in the F06016 table. The total percentages of hours must equal 100 percent. Values are:

*0:* Do not split time automatically.

*1:* Split time automatically.

## Equipment

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

**1. Zero Billing Rate**

Specify whether the system uses the zero billing rate when you charge employee time against specific equipment. Values are:

*0:* Do not use.

*1:* Use.

## Batches

Use these processing options to determine how the system assigns time entry batches.

**1. Batch Number**

Specify whether the system assigns batch numbers automatically from next numbers. It is recommended that you enable the system to assign batch numbers automatically. You can override the batch number that the system assigns. Enabling the system to assign batch numbers disables the Get Batch Number form exit. When you do not assign batch numbers automatically, you must either enter a batch number or use the Get Batch Number form exit to retrieve a batch number. Values are:

*0:* Do not assign.

*1:* Assign.

## Employee

Use these processing options to determine whether the system automatically information from the timecard to F060116.

**1. Check Route Code**

Specify whether the system updates the check route code on the employee master record with the value entered on the timecard. Values are:

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

*1:* Always update the employee master record.

*2:* Do not update the employee master record.

## Recharge

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

**1. Enable Multi-Currency Functionality**

Specify whether multicurrency time accounting is enabled. Values are:

*0:* Do not enable.

*1:* Enable.

**2. Business Unit Currency for Base Amount**

Specify a code that represents an amount, for recharge records, that is the fixed amount and is not susceptible to currency fluctuations. Values are:

*0:* The amount in the home business unit currency is the fixed amount.

*1:* The amount in the recharge job currency is the fixed amount.

**Note.** This code does not apply to other payroll records. For example, for document type T2, the home business unit currency is the fixed amount.

**3. Use Billing Markup Table for Rate Lookup**

Specify whether the system obtains recharge billing rates from F48096. Values are:

*0:* Do not use.

*1:* Use.

**4. Generation Type Payroll**

Specify the type of entries for a batch and the markup rules for F48096. When associated with types of entries, the system uses these codes to assign the

generation type of a batch at the time the batch is created. When associated with billing rate/markup processing, the system uses these codes to determine the markup rules for invoice, revenue, and component amounts. Depending on how you define the billing constants, different markup rules can apply to different amounts, as follows:

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

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

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

Type P: Payroll recharge processing is used for billing recharge rates using the JD Edwards EnterpriseOne Time and Labor system. Values are:

*1:* Invoice Processing

*2:* Revenue Processing

*3:* Component Processing

*P:* Recharge Processing

**5. No Billing Markup Rate Found Action**

Specify how the system establishes the employee's rate when not using F48096. Values are:

Blank: Use the Employee Distribution Rate.

*1:* Use the Employee Cost Rate.

*2:* Return error.

**6. Billing Rate Markup Table Version (P48096)**

Specify a program version that identifies a specific set of data selection and sequencing settings for the application. You can name versions using any combination of alphabetic and numeric characters. Versions that begin with XJDE or ZJDE are predefined.

**7. Force Dynamic Account Creation**

Specify whether the system forces dynamic account creation. Dynamic account creation enables the system to write invalid accounts on timecards and process them through a payroll as long as they follow the model chart of accounts (search for business unit MD in Account Master (P0901). The system automatically creates accounts when you run the post to the general ledger. The system adds # as the first characters of the account to enable validation of the account. To activate dynamic account creation at the system level, go to System Setup [P0000]), then into General Accounting Constants, and select the Allow Invalid Accounts option. Values are:

*0:* Do not force.

*1:* Force.

## Leave Entry

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

| **1. Leave Verification Set** | Specify a code that identifies a group of leave verification rules that are grouped together for processing on any given application that will validate entry of leave time. You set up this code in the Leave Verification Rules program (P07602). |
|---|---|

**2. Leave History Source File**
Specify whether to calculate leave balances using the Employee F06146 table, or the F06147 table. Values are:

*0:* F06146

*1:* F06147

## Interims

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

**1. Interim Header**
Specify whether the system automatically creates interim payment header records during the time entry process. If you create interim header record for timecards, you must process the interim payments using the Interim Payment Workbench to populate all calculated values associated with the payment. Values are:

*1:* Create.

*0:* Do not create.

**2. Interim ID Pay Cycle Code**
Identify the pay cycle code that the system uses to search for the default interim ID that creates interim payments during time entry. The system determines which interim ID to assign to interim payments that are created during time entry using the value in this processing option and the value in the country code processing option on this tab. The system assigns the interim ID that is set up as the default interim ID for the pay cycle code and country code combination for these processing options to the interim payments.

**3. Interim ID Country Code**
Identify the country code that the system uses to search for the default interim ID that is assigned to interim payments. The default interim IDs are created during time entry. The system uses the value in this field, along with the value in the Pay Cycle Code processing option on this tab, to determine which interim ID to use. The system uses the default interim ID that is set up for this pay cycle code and country code combination.

## Processing

Use these processing options to specify how the system processes locked employees and public timecards.

**1. Time Entry Lockout**
Specify whether to release processed records to payroll. Values are:

*0:* Release processed records (default).

*1:* Keep processed records locked out to Time Entry.

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

| 2. Public or Private Timecards | Specify whether the system creates private or public timecards. Values are: |
|---|---|
| | *0* or blank: Create private timecards (default). |
| | *1:* Create public timecards. |
| 3. Suspense Account Derivation | Specify whether the system uses a suspense account when the account number entered in the timecard entry is an invalid account. Values are: |
| | Blank: Do not use the suspense account (default). |
| | *1:* Use the suspense account. |

### Burden

Use these processing options to specify how the system calculates burden.

| 1. Calculate Flat Burden when Lump Sum is entered | Specify whether the system calculates the flat burden for a lump sum that you enter on the timecard. Values are: |
|---|---|
| | *0:* Calculate. |
| | *1:* Do not calculate. |

### Rate Editing

Use these processing options to specify whether the system allows blank billing rates.

| 1. Pay Rate Editing | Specify whether you can enter a blank billing rate on a timecard or whether the system enters billing rate information through the timecard automation process. Values are: |
|---|---|
| | *0:* Do not allow. |
| | *1:* Allow. |

# Setting Processing Options for the Speed Time Entry Program (P051121)

Time Entry (G05BT1), Speed Time Entry.

### Time Entry

Use these processing options to specify whether the system automatically prevents changes and the program version.

| 1. Time Entry Changes | Specify whether changes are permitted. Values are: |
|---|---|
| | *1:* Prevent changes. |
| | *0:* Do not prevent changes. |
| 2. Time Entry Version | Specify which version of the Time Entry Master Business Function (P050002A) you want to use to process timecards. If you leave this processing option blank, the system uses ZJDE0001. |

## Defaults

Use these processing options to specify the default information that the system displays automatically.

**1. Address Number**  Specify whether the system automatically supplies this field as you enter timecards on the Speed Time Entry Revisions form (W051121C). The system supplies this processing option if you leave it blank and tab to the next processing option. Values are:

*1:* Supply address number

*0:* Enter address number manually.

**2. Pay Type**  Specify whether the system automatically supplies this field as you enter timecards on the Speed Time Entry Revisions form (W051121C). The system supplies this processing option if you leave it blank and tab to the next processing option. Values are:

*1:* Supply pay type.

*0:* Enter pay type manually.

## Manufacturing

Use these processing options to specify a type of time entry.

**1. Manufacturing Time Entry**  Specify whether the manufacturing functionality in Speed Time Entry (P051121) is enabled. Setting this value to *1* enables the speed time entry application (JD Edwards EnterpriseOne Payroll system) to be used within the JD Edwards EnterpriseOne Manufacturing system. When this feature is enabled and appropriate values are entered on a linked timecard, the system creates resulting records in the Work Order Time Transactions table (F31122). The required timecard processing options are as follows:

- Order Number
- Operational Sequence Number
- Shift code
- Quantity
- Unit of Measure

To disable the link to the JD Edwards EnterpriseOne Manufacturing system when entering timecards, leave this processing option blank. Values are:

*0* or blank: Disable Manufacturing Time Entry.

*1:* Enable Manufacturing Time Entry.

**Note.** When you delete timecards that include records in the Work Order Time Transactions table, set the Manufacturing processing option to *1*. If this processing option is not set to *1*, then the system does not delete Work Order Time Transactions records.

## Localization Selections

Use these processing options to specify New Zealand processing.

**1. New Zealand Holiday Pay Act.**

Specify New Zealand processing. Values are:

Blank: Does not use New Zealand leave processing.

*1:* Holiday Pay (1981) Act Logic for Leave (Holidays) Taken.

## Profit Management

Use these processing options to specify whether you must enter an activity code.

**1. Activity Code**

Specify whether entry of the activity code is required. Values are:

*1:* Mandatory entry.

*0:* Optional entry.

# Setting Processing Options for the Time Entry Floods Program (P051191)

Time Entry (G05BT1), Employee Master Filter.

## Display

**1. Employee Master Tabs**

Specify whether the system displays certain options.

**Category Codes 001–008, 009–016, 017–020**

Specify whether the system displays category codes 001 through 008. Values are:

*0:* Hide tab

*1:* Display tab

**Organization**

Specify whether you want to display the tab containing organization information on the Employee Master Filter form. Values are:

*0:* Hide tab

By not displaying this tab, you will not be able to use organization information such as company, business unit, supervisor, and check route code for determining selection criteria for the filter.

*1:* Display tab

By displaying this tab, you will be able to use organization information such as company, business unit, supervisor, and check route code for determining selection criteria for the filter.

**Other**

Specify whether you want to display the tab containing other information on the Employee Master Filter form. Values are:

*0:* Hide tab

By not displaying this tab, you will not be able to use information contained in the Other tab, such as last business unit worked, benefit group, shift code, job type, and job step and pay cycle code for determining selection criteria for the filter.

*1:* Display tab

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|  | When you display this tab, you are able to use information contained in the Other tab, such as last business unit worked, benefit group, shift code, job type, and job step and pay cycle code for determining selection criteria for the filter. |
|---|---|
| **2. Current Transaction Tabs** and **3. Historical Transactions Tabs** | Specify whether the system displays certain options. |
| **Organization** | Specify display settings. Values are: |
|  | *0:* Hide tab |
|  | *1:* Display tab |
| **Subledger** | Specify display settings. Values are: |
|  | *0:* Hide tab |
|  | *1:* Display tab |
| **Category Codes (001-004)** | Specify display settings. Values are: |
|  | *0:* Hide tab |
|  | *1:* Display tab |

## Line Detail Time Entry

| **1. Time Entry Changes** | Specify whether you want to prevent changes to and deletion of timecards locked by another user when using the Line Detail Time Entry form. Values are: |
|---|---|
|  | *0:* Do not prevent changes. |
|  | *1:* Prevent changes. |
| **2. Time Entry Version** | Specify the version of the Time Entry Master Business Function (P050002A) that you want to use when processing timecards using Line Detail Time Entry. If you leave this processing option blank, the system uses ZJDE0001. |
| **3. Line Detail Display Tabs** | These processing options specify display options. |
| **Category Codes** | Specify whether you want to display the tab containing category codes on the Line Detail Time Entry form. Values are: |
|  | *0:* Do not display. |
|  | By not displaying this tab, you will not be able to use category codes as default information on timecards entered using the Line Detail Time Entry form. If you have not defined category codes, it is not necessary to display this tab. |
|  | *1:* Display. |
|  | By displaying this tab, you will be able to use category codes as default information on timecards entered using the Line Detail Time Entry form. |
| **Organization** | Specify whether you want to display the tab containing organization information on the Line Detail Time Entry form. Values are: |
|  | *0:* Do not display. |

By not displaying this tab, you will not be able to use organization information such as company, business unit, supervisor, and check route code as default information on timecards entered using the Line Detail Time Entry form.

*1:* Display.

By displaying this tab, you will be able to use organization information such as company, business unit, supervisor, and check route code as default information on timecards entered using the Line Detail Time Entry form.

**Subledger**

Specify whether you want to display the tab containing subledger information on the Line Detail Time Entry form. Values are:

*0:* Do not display.

By not displaying this tab, you will not be able to use subledger information such as subledger and subledger type as default information on timecards entered using the Line Detail Time Entry form.

*1:* Display this tab on the form.

By displaying this tab, you will be able to use subledger information such as subledger and subledger type as default information on timecards entered using the Line Detail Time Entry form.

## Daily Time Entry

**1. Time Entry Week Begin Day**

Specify the day of the week that time entry begins.

**2. Time Entry Changes**

Specify whether changes are allowed. Values are:

*1:* Prevent changes

*0:* Do not prevent changes

**3. Time Entry Version**

Specify a program version. Values are:

Blank: Default version

**4. Daily Time Entry Display Tabs**

Specify time entry display information.

**Category Codes**, **Organization tab**, and **Subledger tab**

Specify display settings. Values are:

*0:* Hide tab

*1:* Display tab

## Time Sheet Time Entry

**1. Time Entry Version**

Specify a program version. Values are:

Blank: Default version

**2. Time Sheet Display Tabs**

Specify display options on the time sheet.

**Category Codes**, **Organization**, **Subledger**, and **Pay Info**

Specify display settings. Values are:

*0:* Hide tab

*1:* Display tab

**3. Time Entry Defaults**    Specify time entry default information.

**Address Number**    Specify whether the system automatically displays the address number. Values are:

*1:* Supply address number.

*0:* Enter address number.

**Pay Type**    Specify whether the system automatically supplies the pay type from the previous timecard if you tab through the pay type field. Values are:

*0:* Enter the pay type manually.

*1:* The system automatically supplies pay type.

## Profit Management

**1. Activity Code**    Specify whether the activity code is required. Values are:

*1:* Mandatory entry.

*0:* Optional entry.

## Localization

**1. New Zealand Holiday Pay Act.**    Specify whether the system applies the New Zealand Holiday Pay Act when you enter timecards that include vacation time. Values are:

*0:* Do not apply.

*1:* Apply.

## Timecard Corrections

**1. Time Entry Version**    Specify the version of Time Entry. Values are:

Blank: System considers the default version.

You can enter the required version.

**2. Gross Pay change resulting with no change in Hours.**    Specify how the system handles a timecard correction that results in a change in gross pay without a change in hours. Values are:

Blank: Automatically generate a Lump Sum timecard for the difference.

*1:* Do not recalculate the timecard's Gross Pay amount.

# CHAPTER 4

# Setting Up Piece Rate Processing

This chapter provides an overview of piece rate processing and discusses how to:

• Set up employee piece rates.

• Set up piece rate item masters.

• Set up item piece rates.

• Set up minimum wage information for piece rate processing.

## Understanding Piece Rate Processing

Use piece rate processing to pay employees in the organization by the number of units that they produce or complete, by the number of hours that they work, or on a salaried basis.

You can enter timecards into the system for piece rate employees by using any of the JD Edwards EnterpriseOne time entry programs. Depending on how you set the processing options for the Time Entry MBF Processing Options program, the system derives the piece rate from either the F060116 or F06918 table.

To set up piece rate processing, you must complete these tasks:

• Set up employee piece rates if the system derives rates from F060116.

• Create item master records for each piece that you want to track using piece rate processing.

• Set up rates for each item that you want to track using piece rate processing.

• Enter current federal and state minimum wage rates.

• Create timecard automation rule sets to calculate minimum wage information and the hourly rate for overtime calculations.

• Create employee groups that include all employees who you pay using piece rate processing.

## Prerequisites

Before you complete the tasks in this section:

• Set the processing options for the Time Entry MBF Processing Options program (P050002A) to specify how the system retrieves rates for piece rate employees.

• Set up pay types for piece rate processing.

**See Also**

*JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Pay Types"

# Setting Up Employee Piece Rates

This section provides an overview of employee piece rates setup and discusses how to set up employee piece rates.

## Understanding Employee Piece Rates Setup

You can specify a piece rate at the employee level so that regardless of which items the employee completes, the employee is always paid the same piece rate.

## Forms Used to Set Up Employee Piece Rates

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Employee Piece Rates | W07024A | Piece Rate (G07BPR), Employee Piece Rate | Select employees for whom you want to add or update piece rates. |
| Employee Piece Rate Revisions | W07024B | From the Work With Employee Piece Rates form, select a record and then click Select. | Add or revise employee piece rates. |

## Setting Up Employee Piece Rates

Access the Employee Piece Rates Revisions form.

# Setting Up Piece Rate Item Masters

This section provides an overview of piece rate item master setup and discusses how to set up piece rate item masters.

## Understanding Piece Rate Item Masters Setup

Before you can process piece rate information in the JD Edwards EnterpriseOne Payroll system, you must enter the pieces or items into the system. You use the Item Master program (P07916) to enter a record for each item or piece into the F06916 table. This table stores information that is specific to each item that is used for piece rate processing.

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

## Forms Used to Set Up Piece Rate Item Masters

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Piece Rate Item Master | W07916A | Piece Rate (G07BPR), Piece Rate Item Master | Access the Piece Rates Item Master Revisions form. |
| Piece Rate Item Master Revisions | W07916B | Click Add on the Work With Piece Rate Item Master form. | Set up piece rate item masters. |

## Setting Up Piece Rate Item Masters

Access the Piece Rate Item Master Revisions form.

**Primary Unit of Measure**  Enter a code (UDC 00/UM) that designates any unit of measure appropriate for an employee's time and pay.

**Conversion Factor 1 through Conversion Factor 3**  Enter a code that specifies a factor for converting one unit of measure to another unit of measure. This field is informational only.

**Unit of Measure 1 through Unit of Measure 3**  Enter a unit of measure. You may define the use and description of this code to fit the needs of the organization. For example, piece rate items currently do not calculate unit of measure conversions, therefore all units are considered equal to one.

You can set up this category code to monitor unit of measure conversion information that relates to piece rate items. This field is used for information purposes only.

**Target Production**  Enter the total number of pieces that should be entered. The system compares this number to the actual number of pieces that are entered and a variance amount is generated to display the difference between expected and actual pieces.

This item is reserved for future use.

**Product Group Code**  Reserved for future use.

**Stock Number**  Enter the stock number for the processed item.

**Item Code**  Reserved for future use.

# Setting Up Item Piece Rates

This section provides an overview of item piece rate setup and discusses how to set up item piece rates.

## Understanding Item Piece Rate Setup

After you set up items in F07916, you must enter rates for those items so that employees who are processed through payroll using piece rates are paid correctly. Use the Item Piece Rate Revisions program (P06918) to set up multiple rates for each item that is stored in the Piecework Item Master table. Item piece rates are stored in F06918. You can create multiple piece rate records in F06918 for each unique combination of:

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

For example, you might pay employees who belong to different unions different rates for completing the same piece. The system uses the information on employee timecards to determine which rates to retrieve from F07918.

## Prerequisite

Enter item master records for each piece for which you want to set up rates.

See .

## Forms Used to Set Up Item Piece Rates

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Item Piece Rates | W07918A | Piece Rate (G07BPR), Item Piece Rates | Access the Item Piece Rates Revisions form. |
| Item Piece Rates Revisions | W07918C | Click Add on the Work With Item Piece Rates form. | Set up item piece rates. |

## Setting Up Item Piece Rates

Access the Item Piece Rates Revisions form.

Item Piece Rates Revisions form

| | |
|---|---|
| **Begin Date** | Enter the first date in a range of dates. |
| **End Date** | Enter the last date in a range of dates. |
| **Labor Distribution Flag** | Enter a value that controls whether the labor costs include a flat burden for payroll taxes and benefits. Values are: |
| | *0:* The flat burden factor is always 1.0000, so the resulting amount for the flat burden is zero. |
| | *1:* The flat burden factor is always greater than 1.0000, so the labor costs include a flat burden. |
| **Labor Distribution Multiplier** | Enter a multiplier to load direct labor costs with burden. For example, a factor of *1.32* would load every dollar of labor cost with 32 cents worth of burden. |

# Setting Up Minimum Wage Information for Piece Rate Processing

This section provides an overview of minimum wage requirements for piece rate processing and discusses how to set up minimum wage information for piece rate processing.

# Understanding Minimum Wage Requirements for Piece Rate Processing

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

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

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

To accurately calculate minimum wage information, you must:

- Enter the federal minimum wage rate in the default value for data item FMRT (Minimum Wage Rate).
- Set up state minimum wage rates if any states in which the organization does business has a minimum wage rate that is higher than the federal rate.
- Set up employee groups that include all of the employees who are paid using piece rate processing.
- Set up timecard automation rules to calculate minimum wage information.

You also need to set up:

- Piece rate pay type.
- Employee information.
- Time Entry MBF processing option.

When setting up piece rate processing, you also need to set up a piece rate pay type that is usually pay type 35. Use the Pay Types, Deductions, Benefit program (P059116) and set the pay source to *B*. Anything other than *B* is an hourly rate.

Use the Basic Compensation form in the Employee Master Information program (P0801) to set the pay class to *P* (not *H* or *S*).

Set these processing options on the Pay Rates tab in the Time Entry MBF program (P050002A) to:

- Pay Rate: Blank
- Piece Rate: *P* (the F060116 table) or *E* (the F06918 table).

The system overrides the value for the Piece Rate field unless the value for the Pay Rate field is *Blank.* Use this version for time entry. Also use this version in the Payroll Cycle Workbench (P07210). When a version is set up for Piece Rate, then you need to specify that version when using *any* time entry program.

## See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Payroll Cycle Information," Setting Processing Options for Payroll Cycle Workbench (P07210)

## Prerequisite

Add the value *MW* to UDC 06/TX.

### See Also

## Forms Used to Set Up Minimum Wage Information for Piece Rate Processing

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Tax Area Information | W069012C | Taxes and Insurance Setup (G07BPTI4), Tax Area Information | Access tax area information by state. |
| Tax Area Revisions | W069012B | Click Add on the Work With Tax Area Information form. | Set up minimum wage information for specific states. |

## Setting Up Minimum Wage Information for Piece Rate Processing

Access the Tax Area Revisions form.

Tax Area Revisions form

**Tax Type**                        Enter *MW* in this field when setting up tax area information for minimum wage processing

**Tax Adjustment Limitation**       Enter the minimum wage rate for the state. Enter rates using two decimal places. For example, to enter a minimum wage rate of USD 6, enter *6.00* in this field.

# CHAPTER 5

# Setting Up Time Entry Batch Processing

This chapter provides an overview of time entry batch processing and discusses how to:

• Set up a flat file cross-reference.

• Complete fields for the Employee Transactions - Batch File table.

• Upload timecard information.

• Revise uploaded timecard information.

• Review the Time & Pay Entry Register for Batch File report.

• Create timecards from uploaded information and purge processed payroll batches.

## Understanding Time Entry Batch Processing

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

• A remote PC time entry program.

• Custom systems.

• Electronic data interchange (EDI) transactions.

The JD Edwards EnterpriseOne Interoperability model makes possible the sharing and processing of information between a third-party source and JD Edwards EnterpriseOne software.

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

You can upload timecard information from a third-party source as a flat file that will correspond to JD Edwards EnterpriseOne time entry forms. You might need to format the timecard information in the third-party source so that the information is uploaded in a corresponding tabular format.

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

You can set processing options to have the system automatically purge the processed batches from the F06116Z1 table when you create the timecards. The system automatically purges the processed batches from F06116Z1. Doing so conserves computer disk space and makes locating unprocessed batches easier.

# Setting Up a Flat File Cross-Reference

This section includes an overview of flat file cross-references, lists a prerequisite, and discusses how to set up a flat file cross-reference.

## Understanding Flat File Cross-References

The system needs to associate the flat file with the timecard information before it can upload data from a third-party source. When you upload timecard information, the system retrieves the data from the flat files and stores it in the F06116Z1 table. The system uses flat file cross-reference information for these conditions:

• For inbound transactions, the system uses flat file cross-reference information if the third-party source cannot write data to the interface tables in the required format for JD Edwards EnterpriseOne software. The third-party source can write the data to a specific flat file for each transaction and record type.

• For uploading information, the system uses flat file cross-reference information if the third-party source is a new or different source.

## Prerequisite

Set up the conversion table that supports Unicode processing.

See *JD Edwards EnterpriseOne Tools 8.98 System Administration Guide*

## Forms Used to Set Up a Flat File Cross-Reference

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Flat File Cross-Reference | W47002A | In the Fast Path field, enter P47002. | Review and revise existing flat file cross-references, or access the Flat File Cross-Reference form. |
| Flat File Cross-Reference | W47002B | Click Add on the Work With Flat File Cross-Reference form. | Set up a flat file cross-reference |

## Setting Up a Flat File Cross-Reference

Access the Flat File Cross-Reference Form.

**Transaction**              Enter the qualifier that identifies a specific type of transaction.

**Dir Ind** (direction indicator)  Enter a code that indicates whether the transaction is inbound or outbound.

**Flat File Name**           The name of the flat file. This name includes the directory path where the flat file exists. Any folders that you specify in the filename path must already exist, because the system does not create the folders. Also, you

must use double backslashes (\\) in the filename (for example, c:\\Batch Time Entry\\F06116Z.txt).

**Record Type**                    Identifies EDI transaction records as header and detail information. This is an EDI function only.

**Record Type Description**        Enter a user-defined name or remark.

# Completing Fields for the Employee Transactions - Batch File Table

This section provides an overview of the fields in the Employee Transactions - Batch File Table (F06116Z1) table:

## Understanding the Fields in the Employee Transactions - Batch File Table

When you upload flat-file information to the F06116Z1 table, you must ensure that the information from the third-party time tracking system is in the correct format. The F06116Z1 table has a large number of fields that you can populate when you upload timecard information. Some of these fields are required.

To upload information from a third-party time tracking system, you must complete required fields in a custom program so that the system can identify the information and create a timecard with valid information in JD Edwards Time and Labor.

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

### Required Fields

These transaction fields must be completed in a custom program for the system to identify the transaction and enter the values in the F06116Z1 table:

| Field Name | Field Description |
| --- | --- |
| VLEDUS (User ID) | Enter the ID of the employee who enters the transactions. |
| VLEDTN (User Transaction Number) | Enter a number to identify a specific transaction within a batch. |
| VLEDLN (Line Number) | Enter a number to identify each line within a given transaction. |
| VLEDDT (EDI Transmission Date) | Enter the Julian date of the transmission. |
| VLEDER (Send/Receive Indicator) | Enter *R* for inbound transactions. This code indicates that the record was written by a system other than JD Edwards EnterpriseOne software, with the intent that the transaction be received in JD Edwards EnterpriseOne software. |

| Field Name | Field Description |
| --- | --- |
| VLEDSP (Processed Flag) | Enter *0* for inbound transactions. When the system finishes uploading the information, it automatically updates this field to *1*. |
| VLEDTC (Action Flag) | Enter either *A* for add or *D* for delete (left justified). |
| VLEDTR (Transaction Type) | Enter *1* for the inbound transaction. |
| VLEDBT (User Batch) | Enter a batch number to identify a specific transaction for the specific user ID. |

**Note.** The VLEDUS (User ID), VLEDBT (User Batch), and VLEDTN (User Transaction Number) fields must contain values that identify the transaction within the table. You can complete any combination of these three fields to identify the transaction during the interface processing.

You must complete these data fields for the system to accept the transaction:

| Field Name | Field Description |
| --- | --- |
| VLAN8 (Address Number) | Enter the employee's address book number. |
| VLPRTR (Transaction Number) | Enter a unique number assigned within the batch that uniquely identifies the transaction. |
| VLPHRW (Hours Worked) | Enter a number with implied decimals. |
| VLDWK (Date Worked) | Enter the date in Julian format that is used as the actual work date or pay period ending date. |
| VLPDBA (Pay Type Code) | Enter a pay type. The pay types are controlled by the F069116 table. |
| VLICU (Batch Number) | Enter a number assigned to a batch of timecards. This number can be the same as the EDBT (User Batch) field. |

## Optional Fields

Many fields in the F06116Z1 table are not required to upload timecard information. However, you might upload values into these fields. You can complete these optional fields in a custom program. If necessary, obtain technical support for additional assistance.

These fields are optional:

| Field Name | Field Description |
|---|---|
| VLANI (Account Number) | A number that identifies an account in the general ledger. You can use one of these formats for account numbers:<br><br>• Structured account (business unit, object, subsidiary)<br><br>• 25-digit unstructured number<br><br>• 8-digit short account ID number<br><br>• Speed code<br><br>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P0000).<br><br>The value is supplied from the master business function based on labor distribution fields.<br><br>Use this field or the VLMCU (Business Unit), VLOBJ (Object Account), and VLSUB (Subsidiary) fields. |
| VLMCU (Business Unit) | A value that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse, location, or job. |
| VLOBJ (Object Account) | The object account portion of the general ledger account. |
| VLSUB (Subsidiary) | A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. |
| VLGMCU (Recharge Business Unit) | For payroll purposes, a business unit that represents the distribution account where the recharge (billing) amounts are to be posted. The only time that this field is generated is when you enter *2* or *3* in the Record Type field for an employee. In these instances, the derived distribution account, or entered account, equals this business unit. |
| VLGOBJ (Recharge Object Account) | For payroll purposes, the number of the account to which the recharge (billing) amounts are to be posted. |
| VLGSUB (Recharge Subsidiary) | For payroll purposes, the number of the subsidiary account to which the recharge (billing) amounts are to be posted. |
| VLSBL (Subledger) | A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment number, an address book number, and so forth. If you complete this field, you must also complete the VLSBLT (Subledger Type) field. |
| VLSBLT (Subledger Type) | A user-defined code (UDC) (00/ST) that is used with the Subledger field to identify the subledger type. |

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

| Field Name | Field Description |
|---|---|
| VLEQCG (Equipment Worked) | The ID number of the equipment that an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger. |
| VLQOBJ (Equipment Object Account) | The object account to which you want the system to distribute equipment utilization charges. |
| VLERC (Equipment Billing Rate Codes) | A UDC (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. |
| VLEQRT (Billing Rate) | The monetary amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate-ERC). |
| VLEQHR (Equipment Hours) | The number of hours that the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field. |
| VLEXR (Explanation) | A name or remark that describes a timecard record. |
| VLP001–VLP004 (Category codes 14) | The JD Edwards EnterpriseOne Payroll system category codes for which you can define the use and description of each to fit the needs of the organization. |
| VLEPA (Entered Gross Pay) | A lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs. |

# Uploading Timecard Information

This section includes an overview of the timecard upload process and discusses how to set processing options for Inbound Flat File Conversion (R47002C).

## Understanding the Timecard Upload Process

If you use a third-party source to store timecard information, you need to upload the information from a flat file into the F06116Z1 table before you can create timecards. You use the Inbound Flat File Conversion program to upload this information.

For example, if you keep timecard information in a Microsoft Excel spreadsheet, you need to import that information into the JD Edwards EnterpriseOne Time Entry system to create timecards. You should normally run the default version, XJDE0031. This version is set up with the proper processing option values.

After you upload timecard information from the third-party system, review the information before you create actual timecards in the F06116 table.

## Setting Processing Options for Inbound Flat File Conversion (R47002C)

Select Batch Time Entry Processing (G05BBT3), Batch Time Entry File Upload.

Processing options enable you to specify the default processing for programs and reports.

### Transaction

| | |
|---|---|
| **1. Enter the transaction to process.** | Specify the transaction to process. |

### Separators

| | |
|---|---|
| **1. Enter the field delimiter.** | Specify the field delimiter. |
| **2. Enter the text qualifier.** | Specify the text qualifier. |

### Process

| | |
|---|---|
| **1. Enter the inbound processor.** | Specify the inbound processor to run after successful completion of the conversion. |
| **2. Enter the version for the inbound processor.** | Specify the version for the inbound processor. If you leave this processing option blank, the system uses XJDE0001. |

# Revising Uploaded Timecard Information

This section provides an overview of uploaded timecard revision, lists a prerequisite, and discusses how to:

• Select a batch of timecards for revision.

• Revise a batch of uploaded timecards.

## Understanding Uploaded Timecard Revision

When the system uploads timecard information, it often identifies one or more inbound transactions that contain invalid transactions. For example, an employee might have an invalid employee number. In this case, the system does not add the record to the F06116Z1 table. Instead, it generates an email message that indicates the transaction number for the transaction that is in error and sends the message to the employee work center queue.

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

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

## Prerequisite

View the employee work center queue for transaction errors.

See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*

## Forms Used to Revise Uploaded Timecard Information

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Time Entry Batch File Revisions | W05116Z1A | Batch Time Entry Processing (G05BBT3), Batch Time Entry File Revisions | Select batches of uploaded timecards for revision. |
| Time Entry Batch Revisions | W05116Z1B | Select a record and then select Time Entry from the row menu on the Work with Time Entry Batch File Revisions form. | Revise a batch of uploaded timecards. |

## Selecting a Batch of Timecards for Revision

Access the Work with Time Entry Batch File Revisions form.

**User ID** (user identification)   Identifies the source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.

**Batch Number**   Indicates the number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the transactions for each control (user) batch number it finds.

**From Date**   Enter the date to use as the actual work date or pay-period ending date.

**Thru Date**   Enter the date to use as the actual work date or pay-period ending date.

## Revising a Batch of Uploaded Timecards

Access the Time Entry Batch Revisions form.

Time Entry Batch Revisions form

If you selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the Contract Labor Category field on the Time Entry Batch Revisions form.

See *JD Edwards EnterpriseOne Project and Government Contract Accounting 9.0 Implementation Guide*, "Processing Timecards Using Contract-Specific Labor Categories".

| | |
|---|---|
| **Processed** | Select to indicate that a record was processed successfully. Depending on the application, the system updates the EDSP field in a table with one of these values: |
| | *1* or *Y:* The record was processed successfully. |
| | Blank or *N:* The record was not processed. |
| | **Note.** The system automatically updates a blank field. |

# Reviewing the Time & Pay Entry Register for Batch File Report

This section provides an overview of the Time & Pay Entry Register for Batch File report (R053001Z) and discusses how to set processing options for the report.

## Understanding the Time & Pay Entry Register for Batch File Report

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

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

Select Batch Time Entry Processing (G05BBT3), Batch Time Entry File Register.

**Defaults**

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

| | |
|---|---|
| **1. Time Card Type** | Specify the type of timecard to be printed. Values are: |
| | *L:* Labor |
| | *R:* Recharge |
| | *E:* Equipment |
| **2. Employee Number Format** | Specify the type of employee number to be printed if you are printing labor timecards (type L). Values are: |
| | *A:* Address Number |
| | *O:* Alternate Number |
| | *S:* Tax ID |
| **3. Print GL Account Number and Tax Area** (print general ledger account number and tax area) | Specify whether to print the general ledger account number and tax area on the report. Values are: |
| | Blank: Do not print. |
| | *0:* Do not print. |
| | *1:* Print. |
| **4. Print EE Totals** (print employee totals) | Specify whether to print the employee totals on the report. Values are: |
| | Blank or *0:* Do not print. |
| | *1:* Print. |

# Creating Timecards from Uploaded Information and Purging Processed Payroll Batches

This section provides an overview of the creation of timecards from uploaded information and discusses how to:

• Set processing options for Time Entry Batch Processor program (R05116Z1I).

• Purge processed payroll batches.

## Understanding the Creation of Timecards from Uploaded Information

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

When you create timecards, the system transfers the uploaded information from the F06116Z1 table to the F06116 table.

You must set up the processing options for Time Entry Batch Processor (R05116Z1I) to run this program in proof or final mode. When you run the program in proof mode, the system prints the Employee Transaction Update report and the Transaction Errors report without updating the F06116 table. Correct any errors before resetting the processing options to run the program in final mode.

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

• Uses next numbers to assign batch numbers and transaction numbers for each timecard.

• Creates and prints the Employee Transaction Update report and the Transaction Errors report.

• Marks transactions as processed.

• Supplies any applicable default values in the optional timecard fields.

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

Timecards with contract-specific labor categories in the F0611Z1 workfile are edited and updated in the F06116 table.

See *JD Edwards EnterpriseOne Project and Government Contract Accounting 9.0 Implementation Guide*, "Processing Timecards Using Contract-Specific Labor Categories".

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

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

After you create timecards, you should purge the processed batches if the processing options for the Time Entry Batch Processor program (R05116Z1I) are not set up to do so automatically. Purging batches conserves disk space and makes locating unprocessed batches easier. When you purge processed batches, the system removes records from the F06116Z1 table.

## Setting Processing Options for Time Entry Batch Processor (R05116Z1I)

Select Batch Time Entry Processing (G05BBT3), Time Entry Batch Processor.

### Processing

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

| | |
|---|---|
| **1. Version - Time Entry MBF** (version - time entry master business function) | Specify whether the system overrides the processor for standard time entry. The default version for Time Entry Master Business Function (P050002A) is ZJDE0001. Additional versions might be required to meet new requirements. For example, you might need to create a new version of the Time Entry MBF for employee assignment. To change the default value, enter a different version number. Only persons responsible for system-wide setup should change this option. |
| **2. Final Flag** | Specify the mode in which to run the universal batch engine (UBE). Values are: |

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

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

**3. Purge Flag**

Specify whether the system purges processed transactions from the F06116Z1 table when the transactions are complete. Values are:

*1:* Automatically purge processed transactions from the batch file.

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

**4. Payroll Lockout Processing**

Specify how the system manages an employee record that is locked out of a payroll. Values are:

*1:* Report an error for a specific employee record that is locked out of a payroll.

The system does not upload time for the locked employee record.

*2:* Report a warning for a specific employee address book number.

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

*3:* Receive no messages.

The system uploads time for the employee. This setting can force an active payroll into a changes-only run.

**5. Date Worked Override**

Specify whether to assign the labor period ending date of the employee's labor distribution period to the date worked. Values are:

Blank: Do not assign the date worked from the employee's labor distribution period.

*1:* Assign the labor period ending date from the employee's labor distribution period to the date worked.

When you run the Time Entry Batch Processor program (R05116Z1I), the system creates records in the Timecard Transaction table (F06116).

**Manual Date Worked Override**

Specify the manual date to override the date worked with a date other than the labor period ending date.

**6. Summarize Employee's F06116Z1s**

Specify whether to summarize employee timecard details. Values are:

Blank: Do not summarize the timecards.

*1:* Summarize the timecards.

## Select

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

| | |
|---|---|
| **1. Self-Service TE** (self-service time entry) | Specify the data source of the records that you want to upload. Values are: |
| | Blank: Transfer all records. (Use this option when Employee Self-Service Time Entry is not implemented.) |
| | *1:* Transfer records that are approved and records that do not require approval. |
| **2. Payroll ID** (payroll identification) | Specify a regular payroll ID (pre-payroll version) that the program uses to select records that are transferred. If the payroll ID is specified, then the start date, stop date, pay cycle code, and pay period number entered on this PO tab are ignored because the system retrieves and uses the values that are associated with this payroll ID. |
| **2. Use Data Selection of Payroll ID** (use data selection of payroll identification) | Specify the selection criteria defined in the specified payroll ID version when selecting assignment records to process. The system compares all of the assignment records to the selection criteria that are linked with the payroll ID that is defined in the Payroll ID processing option on this tab. If you leave this processing option blank, all active assignment records are processed through template generation. Values are: |
| | Blank: Do not use data selection. (default) |
| | *1:* Use data selection. |
| **3. Pay Cycle Code** | Specify the pay cycle code. Values include: |
| | *W:* Weekly |
| | *BW:* Biweekly |
| | *SEMI:* Semimonthly |
| **4. Pay Period Number** | Specify the pay period number. If the pay period number is not specified, then the system uses a pay period number that includes the system date. When the system uses a pay period number that includes the system date, the start and stop dates are based on values from the Master Pay Cycle. |
| | Pay periods are sequentially numbered from the first of the year. For example, a monthly payroll cycle beginning in January has a total of 12 periods, with October as period number 010. Value ranges include: |
| | 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) |
| | Refer to the Master Pay Cycle settings to determine how pay periods are defined. |
| **5. Starting Date** | Select records that include a date worked that is equal to or after the current date. |
| **6. Ending Date** | Select records that include a date worked that is before or equal to the current date. |

**Messages**

Specify the person who will receive messages directed to the Work Center.

| | |
|---|---|
| **1. User ID for Work Center Messages** (user identification for work center messages) | Specify the person who receives PPAT (persons, places, and things) error messages. Enter an employee address book number. If you leave this processing option blank, the system sends error messages to the person who is running the batch application. |

**Interims**

Specify version information for the Batch File Upload.

| | |
|---|---|
| **1. Default Interim Payroll Version** | Specify the valid interim ID that is assigned to timecards that are created using the upload process. |

# Purging Processed Payroll Batches

This section discusses how to run the Purge Batch Time Entry report (R05116Z1P).

Access the Work With Timecard Automation Batches form.

Select the batch that you want to use to create the report, and then select Report from the Row menu. The system generates the report.

**CHAPTER 6**

# Setting Up Timecard Automation

This chapter provides an overview of timecard automation and discusses how to:

- Create employee groups.
- Create timecard templates.
- Create retroactive pay rules.
- Create overtime rule sets.

# Understanding Timecard Automation

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

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

The Timecard Automation module consists of these components:

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

## Timecard Templates

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

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

When you create a timecard template, you can specify whether the timecard is public or private. You can set a processing option on the Processing tab of the Time Entry Master Business Function program (P050002A) to create public timecards. When the processing option is set to enable public timecards, an administrator or employees can select the *Public Timecard* option.

## Retroactive Pay Rules

Occasionally, an employee's pay must be adjusted after the employee's payment has been disbursed. For example, if an employee was supposed to receive a pay increase on the first day of the month but the increase was not entered into the system until the middle of the month, then you might want to create a payment to compensate the employee for the amount of the increase from the date on which it should have been effective. This type of pay is called retroactive pay.

You can use retroactive pay rules to calculate retroactive pay amounts based on current and historical time entry information. To do so, you first define the retroactive pay calculation. After you have defined the calculation, you identify the employees for which the retroactive pay rule should apply, as well as the time period that contains the timecards that you need to adjust. When you process the retroactive pay rules, the system creates timecards and uses the pay type that you specify when you create the rule. You can then use reports and online reviews in the Timecard Automation module to review the new timecards and the timecards from which the retroactive pay originated.

## Overtime Rule Sets

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

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

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

- Calculate pay at one-and-a-half times the regular rate when an employee works more than eight hours in a day.

- Calculate pay at one-and-a-half times the regular rate when an employee works more than 40 hours in a week.

- Calculate pay at twice the regular rate when an employee works more than 12 hours in a day.

- Calculate pay at twice the regular rate when an employee works more than eight hours on the seventh day of the week.

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

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

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

**Note.** You cannot use the overtime rule set feature to change historical timecards. Additionally, the regulatory examples in this section are for illustrative purposes only. You should refer to the federal, state, and union labor organizations for accurate and current information about overtime pay regulations.

You can create these overtime rules and attach them to overtime rule sets:

| Overtime Rule Set | Description |
| --- | --- |
| Timecard Change Rules | Timecard change rules use *if/then* logic to change original timecards, but they do not create new timecards. For example, you can identify timecards that include regular time on a designated company holiday, and then change the pay type from regular pay to overtime pay. In this scenario, the system changes the pay type on the original timecards. |
| Timecard Accumulator Rules | Timecard accumulator rules enable you to calculate overtime pay based on a specified limit and time period, and create additional timecards for the overtime pay. When you use timecard accumulator rules, you must use employee groups to identify eligible employees. The accumulator rule then calculates the overtime pay, changes the original timecards to remove the original overtime amounts, and creates new timecards for the overtime pay.

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

| Overtime Rule Set | Description |
|---|---|
| Call Custom Rules | Use call custom rules to call a user-defined business function. If a company has special overtime requirements that cannot be accommodated using change or accumulator rules, you can create a custom function and call the function in the custom rule. For example, if you want to pay a meal allowance of 8.00 USD per day for all employees who work over nine-and-a-half hours, you can create a call custom rule to perform this calculation. |
| Call Rule Set Rules | Use call rule set rules to call overtime rule sets that you have previously defined. Call rule set rules enable you to reuse rule sets in multiple ways and eliminate the need to re-create rule sets that you use frequently. |

## Employee Groups

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

The system uses employee groups with Timecard Automation in the Employee Assignment module, the Job Step Progression module, and to generate group gross-up payments using the Interim Payment module. You can create these employee groups:

• List group

• Select group

• Combo group

• Exclusion group

## List Group

A list group is a static listing of employees by address book number. You might use a list group when you need to create a group of employees with no common criteria. For example, to create an employee group that contains employees who work in different business units, job types, and locations, you can create a list group by entering the address book numbers of the employees. When you need to remove an employee from the group, you must do it manually. A list group can contain any number of employees.

## Select Group

A select group is a dynamic group of employees. You enter selection criteria over records in the F060116 table, F06116 table and F0618 table to create the group. For example, to create a group that includes all employees in business unit 100, you can create a select group. The system performs the selection criteria search each time that you use the employee group. The system automatically includes only the employees who meet the selection criteria at the time of processing. If an employee leaves business unit 100, that employee will no longer be part of that particular select group.

### Combo Group

Combo groups are lists of multiple list groups or select groups. You can use combo groups to combine multiple lists and to reuse groups that you have already defined. For example, to include all employees in business unit 100 and all employees in business unit 9, you can create a combo group that contains two groups that have already been set up as list or select groups.

### Exclusion Group

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

### Timecard Review and Approval

When you process timecard templates, retroactive pay rules, or overtime rule sets, the system creates timecards in the F06116 table and assigns the newly created timecards a status of Pending. After the system creates the timecards, you can review, revise, and delete any individual timecards. You can approve or cancel entire batches of timecards. When you approve a batch of timecards, the system removes the Pending status from the timecards, which enables you to include them in a payroll cycle. When you cancel a batch of timecards, the system removes them entirely from the F06116 table.

### Formulas and Functions

When you create timecard templates, retroactive pay rules, or overtime rule sets, you can create formulas that calculate pay rates or hours worked. The system provides several predefined business functions that calculate values for some of the variables that you commonly use when creating formulas.

# Creating Employee Groups

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

• Create a list group.

• Create a select group.

• Create a combo group.

## Understanding Employee Groups

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

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

After you define employee groups, you can use them interchangeably to process timecard templates, retropay rules, and overtime rule sets. You can reuse employee groups for each pay period. You can also use employee groups to specify the employees whom you want to include in a process and identify employees whom you want to exclude from the group when processing timecard templates, retropay rules, and overtime rule sets.

To use a group as an exclusion group, you must first identify a group of employees to include in the process. The system processes the timecard template, retropay rule, or overtime rule set, including the employees in the first group, and bypasses any employees who are part of the exclusion group.

After you define an employee group, you can review the group online to determine whether the correct employees are included. The Employee Groups program uses these tables:

• F060116

• F186201

• F186202

• F186203

• F186204

• F186206

## Types of Employee Groups

You use the Employee Groups program (P186201) to create employee groups. The types of groups that you can create include:

• List groups

• Select groups

• Combo groups

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

Select groups are dynamic and flexible. You create a select group by specifying selection criteria. You can use fields from the F060116, F06116 and F0618 tables as selection criteria. For example, you can use a select group to select all hourly employees who work in a specific business unit. Regardless of whether employees change within a business unit, the selection criteria for the group remains the same. Each time that you run a process using a select group, the system generates the group based on the selection criteria. Therefore, you do not need to modify or re-create the group when members of the group change.

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

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

- Group name.

- Group type.

- Associated exclusion group (if any).

- Names and address book numbers of employees.

- Number of members.

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

To support the global leave administration module, two Row menu options exist in the Employee Groups program:

- Build Leave Group

- View Leave Group

When you create a new group and then select Build Leave Group from the Row menu, the system creates the F186206 table and saves new leave group records. When the table already exists with data for a particular group, the system overwrites the existing data with new information. You can view the information in this table by selecting the View Leave Group option from the Row menu.

## Forms Used to Create Employee Groups

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Employee Groups | W186201A | Periodic Processing menu (G18620), Employee Groups | Select an existing employee group for review or revision. |
| Group Type | W186201H | Click Add on the Work With Employee Groups form. | Select the type of group that you want to create. |
| Employee List Group | W186201B | Select List Group on the Group Type form. | Create a list group. |
| Employee Select Group | W186201C | Click Select Group on the Group Type form. | Create a select group. |
| Employee Combo Group | W186201E | Select Combo Group on the Group Type form. | Create a combo group. |
| Employees In Group | W186201F | Select a group and select View Group from the Row menu to review all of the employees in the group on the Work With Employee Groups form. | View the employees in an existing group. |
| Work With Employee Information | W0801A | Select the employee to review, and then select Employee Info from the Row menu on the Employees In Group form. | Review information about an employee in a group. |
| Work With Employee Groups | W186201A | Select a report type on the Work With Employee Information form. | Select one of these options from the Report menu:<br><br>• Selected Group<br><br>• All Groups |

## Creating a List Group

Access the Employee List Group form.

Employee List Group form

| Name | Enter a user-defined name for an employee group. The group name should describe the employees who make up the group. For example, a group name might be Business Unit 9. |
| --- | --- |
| Exclusion Group | Enter the name of an existing employee group to exclude the employees in that group from processing. |
| Home Company | Enter the number of the company where the employee records generally reside. |
| Country Code | Indicates the country in which the employee resides. Select a value from user-defined code (UDC) table 00/CN. |

# Creating a Select Group

Access the Employee Select Group form.



Employee Select Group form

| | |
|---|---|
| **Name** | Enter a user-defined name for an employee group. The group name should describe the employees who make up the group. For example, a group name might be Business Unit 9. |
| **Exclusion Group** | Enter the name of an existing employee group to exclude the employees in that group from processing. |
| **Field Name** | Identifies and defines a unit of information. The identifier is a 32-character, alphabetic field that does not allow blanks or special characters such as %, &, +, and so on. |
| | You cannot change the data item. It forms the C-code data name (for example AddressNumber) that the system uses in business functions, data structures, and event rules. |
| | The table that you select determines which fields are available when you create the selection criteria. You can select the F060116, F06116, or F0618 table. |
| | After you create a select group, you cannot change the selection table. If you need to change the selection table, you must create a new select group. |
| **Field Alias** | Identifies a data item by the alias or alpha description. |
| | If the field alias column is not available in the detail area, select Show Alias from the Form menu. If you enter a field alias, the system automatically completes the field name with the information that you provide. To use Field Name (and hide Field Alias), select Hide Alias from the Form menu. |
| **Op** (operand) | Enter a code that identifies the operand in Boolean logic. Values are: |
| | *EQ:* Equal to. |
| | *LT:* Less than |
| | *LE:* Less than or equal to. |
| | *GT:* Greater than. |
| | *GE:* Greater than or equal to. |
| | *NE:* Not equal to. |
| | *NL:* Not less than. |
| | *NG:* Not greater than. |
| | You use simple logic to create selection criteria statements for select groups. After you have specified the field on which you want to base selection criteria, you use the Op and Value fields to define the statement and identify whether the field value should be equal to, greater than or equal to, greater than, less than or equal to, less than, not equal to, not greater than, or not less than the value in the Value field. For example, to include all employees in business unit 9, enter *HMCU* in the Field Alias field, *EQ* in the Op field, and *9* in the Value field. |
| **And /Or** | Enter a code to designate whether the test parameters or criteria are based on an AND condition or an OR condition. |
| | Use this field to add complexity to a logic statement. For example, to further define the previous statement to narrow the group to include only hourly employees in business unit 9, enter an AND statement and enter *FLSA* in the Field Alias field, *EQ* in the Op field, and *N* in the Value field. |

## Creating a Combo Group

Access the Employee Combo Group form.



Employee Combo Group form

| | | |
|---|---|---|
| **Type Code** | | Enter a code that identifies the type of employee group. The system automatically populates this field when you enter an employee group. Values are: |
| | | *LIST:* A list group is a static list of employees that can be stored and used repeatedly. |
| | | *ELECT:* A select group is a group of employees that meet the selection criteria that you specify in a request. |
| | | *COMBO:* A combination group is a list of other groups. The other groups can include list groups, select groups, or both. |

# Creating Timecard Templates

This section provides an overview of timecard templates, lists a prerequisite, and discusses how to:

• Create timecard templates.

• Process timecard templates.

• Run the Timecard Template Batch Review report.

## Understanding Timecard Templates

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

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

• Pay type

• Hours

• Lump Sum Amount

• Timecard Date

• Account Number

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

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

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

## Creating Timecard Templates

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

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

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

## Submitting Timecard Templates for Processing

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

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

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

### Timecard Template Processing Report (R186303)

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

• An error prevents the system from creating the timecard.

• The system creates the timecard, but an error or warning exists.

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

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

• Employee records that the system processed.

• All timecards that the system created.

• Timecards that the system was unable to create.

• Timecards that the system created without errors or warnings.

• Timecards that contained errors.

• Timecards that contained warnings.

• Hours worked.

• Gross pay.

### Timecard Template Batch Review Report (R186304)

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

## Prerequisite

Create one or more employee groups that include the employees for which you want to create timecards.

See Chapter 6, "Setting Up Timecard Automation," Creating Employee Groups, page 59.

### See Also

## Forms Used to Create Timecard Templates

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Timecard Templates | W186301B | Periodic Processing (G18620), Timecard Templates | Select existing timecard templates for review or revision. |
| Timecard Template | W186301E | Click Add on the Work With Timecard Templates form. | Create a timecard template and submit it for processing. |
| Work With Timecard Automation Batches | W186601A | Daily Processing (G18610), Reviewing and Approving | Select batches of timecards to use when generating the Timecard Template Batch Review report. |

## Creating Timecard Templates

Access the Timecard Template form.



Timecard Template form

| **Name** | Enter a user-defined name for a timecard template. The name should describe the purpose of the template. For example, a timecard template name might be Holiday Timecards. |
|---|---|

| | |
|---|---|
| **Employee Group** | Enter a user-defined name for an employee group. |
| **Time Entry MBF Version** (time entry master business function version) | The version of the Time Entry MBF program to run when creating timecards. When you select the Time Entry MBF version for Timecard Templates, you are selecting the version that includes the processing options that you want. If you leave this field blank, the system uses version ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the timecard template definition, the Time Entry MBF version enters the appropriate values in the optional fields that you leave blank. |

## Main

Select the Main tab.

| | |
|---|---|
| **Hours Worked** | Enter a formula that the system uses to calculate the number of hours that the employees worked. |
| | You can enter a specific number of hours in the Hours Worked field or create a formula for calculating the hours worked by clicking the search button. For example, the holiday policy might stipulate that, to receive holiday pay, the employee must have worked at least eight hours on the workday prior to the holiday. You would create a formula for the system to determine whether employees meet this criteria. If you leave this field blank, you must enter a value in the LS Amount field. |
| **LS Amount** (lump sum amount) | Enter a lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs. If you enter a value or a formula in the Hours Worked field, you can leave this field blank. |
| **System Date** | Indicates from where the timecards that were created by a timecard template will receive their work date. You can select these dates from: |
| | *System Date* |
| | *Day Before System Date* |
| | *Day After System Date* |
| | *Specify Date* |
| | You should review the dates of the pay period before you select a date for the timecards. The system includes only the timecards with dates that occur within the pay period dates of the payroll cycle that you are processing. |

## Category Codes

Select the Category Codes tab.

| | |
|---|---|
| **Category Code 01** | Enter a category code that defines payroll system needs. You can define the use and description of this code to fit the organization. For example, you can set up a category code for information such as division, supervisor, branch office, health insurance plan, stock plan, and so on. |
| | **Note.** When setting up category codes in the JD Edwards EnterpriseOne Workforce Management system, you should coordinate information with the payroll department to ensure that information is not duplicated or overwritten. |

### Organization

Select the Organization tab.

| | |
|---|---|
| **Job Location** | Enter a value that represents the location in which the employee worked. You can use this value to specify that an employee worked at this location but charged the time to a different business unit. The system uses this value to derive rates from the Union Pay Rate table and uses the value exclusively with the Certified Payroll Register. |
| | A value in this field overrides the rates that are set up in the F069126 table if it is set up by job or business unit. |
| **Check Route Code** | Enter a code from UDC table 07/CR that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery. |

### Subledger

Select the Subledger tab.

| | |
|---|---|
| **Subledger** | Enter a 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. |
| **Subledger Type** | Enter a code from UDC table 00/ST that the system uses 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 value is either hard-coded or user-defined. Values include: |
| | *A:* Alphanumeric field; do not edit. |
| | *N:* Numeric field; right-justify and zero fill. |
| | *C:* Alphanumeric field; right-justify and blank fill. |
| **Order Number** | Enter a number that identifies an original document. This document can be a voucher, a sales order, an invoice, unapplied cash, a journal entry, and so on. |

### Rates

Select the Rates tab.

| | |
|---|---|
| **Hourly Rate** | Enter a formula that the system uses to calculate an actual hourly rate. You can enter a specific hourly rate or create a formula for calculating the hourly rate. For example, you might want to create a formula to multiply by two the employee's regular hourly rate if he or she worked on a holiday. If you leave this field blank, the system uses the employee's rate from the employee master or union pay rates table. If you enter a specific hourly rate, the system uses that rate for all employees for whom the template is processed. |

## Processing Timecard Templates

Access the Timecard Template form.

Select the timecard template that you want to process, and then select Submit from the Form menu. The system processes the timecard template, creates a new batch of timecards based on the options specified in the timecard template (including employee group), and creates the Timecard Template Processing report, which shows the processing details.

## Running the Timecard Template Batch Review Report (R186304)

Access the Work With Timecard Automation Batches form.

Select the batch that you want to use to create the report, and then select Report from the Row menu. The system generates the report.

# Creating Retroactive Pay Rules

This section provides an overview of retroactive pay rules, lists a prerequisite, and discusses how to:

• Set processing options for Retroactive Pay (P186701).

• Create retroactive pay rules.

• Process retroactive pay rules.

## Understanding Retroactive Pay Rules

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

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

• Determines which employees in an employee group are eligible for retroactive pay.

• Uses current and historical timecard information to calculate the retroactive pay that each employee earns.

• Creates new timecards for the retroactive pay adjustment.

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

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

After the batch is processed, it is submitted to the Reviewing and Approving program (P186601). You use the Reviewing and Approving program to review, approve, or cancel the batch. You can also review the Retroactive Pay Rule Processing report (R186702) from within the Retroactive Pay Rules program.

## Creating Retroactive Pay Rules

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

When adding a retroactive pay rule, you can select the option Select Groupto specify the group of timecards to display. You can enter select statements to select the fields from the F0618 table.

---

**Note.** You can select the fields in the F0618 table as all the fields of F0618 exist in F06116 but not vice versa. Also, the F186704 table stores the select statements.

---

When you reuse the retroactive pay rule, you can use the existing group or change to another employee group.

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

- The employees that you want to process, which you specify by attaching one or more employee groups to the retroactive pay rule.

- The period that you want to process, which you specify by selecting starting and ending work dates.

  The system uses the date range to locate current and historical timecards, which are used as the basis for the new retroactive pay timecards.

- The elements that create new timecards, which you specify by selecting a new work date, new pay type, new hourly rate, new hours worked, or no hours on timecard.

- The timecards to include (based on pay type) for the basis of the retroactive pay calculation, which you specify by selecting all pay types, a specific list of pay types, or a pay type category.

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

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

### Processing Retroactive Pay Rules

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

When you submit a retroactive pay rule, the system also generates the Retroactive Pay Rule Processing report (R186705), which you can use to verify the timecard information.

### Reviewing the Retroactive Pay Rule Processing Report

When you submit retroactive pay rules for processing, the system generates the Retroactive Pay Rule Processing report (R186705). Use this report to verify that the system created timecards for all of the employees who are in the employee group that is associated with the retroactive pay rule. The Exceptions (errors) section of the report lists those employees for whom one of these statement is true:

• An error prevents the system from creating the timecard.

• The system creates the timecard, but an error or warning exists.

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

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

• Employee records that the system processed.

• All timecards that the system created.

• Timecards that the system was unable to create.

• Timecards that the system created without errors or warnings.

• Timecards that contained errors.

• Timecards that contained warnings.

• Hours worked.

• Gross pay.

# Prerequisite

Create one or more employee groups that contain the employees for whom you want to process a retroactive pay rule.

See <u>Chapter 6, "Setting Up Timecard Automation," Creating Employee Groups, page 59</u>.

### See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Correcting Missing Timecard Information

## Forms Used to Create Retroactive Pay Rules

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Retroactive Pay Rules | W186701A | Periodic Processing (G18620), Retroactive Pay | Select existing retroactive pay rules for review or revision. |
| Retroactive Pay Rule | W186701B | Click Add or select a retroactive pay rule, and click Select on the Work With Retroactive Pay Rules form. | Create a new retroactive pay rule, or review and revise existing rules. |

## Setting Processing Options for Retroactive Pay (P186701)

Set these processing options before you enter requests into the system.

### Defaults

**1. Time Entry MBF Version** (time entry master business function version)

Specify the default version of the Time Entry MBF (Master Business Function) program that the system uses when timecards are added as this rule is processed.

**2. 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 automatic accounting instructions (AAIs).

*Y:* Copy new timecard account information from the original timecard.

*1:* Get the subsidiary from the work order (cost center = original timecard; object = payroll AAIs; subsidiary = work order).

**3. Custom Rule Pay Type**

Specify a pay type to be used in a custom retro pay rule to calculate a retro pay rate. For example, to use 886 as the pay type that the custom retro pay rule will use for calculations, enter *886.*

## Creating Retroactive Pay Rules

Access the Retroactive Pay Rule form.

Retroactive Pay Rule form

| | |
|---|---|
| **Name** | Enter a user-defined name for a retro pay rule. |
| | Enter a name that describes the purpose of the retroactive pay rule. For example, if you are creating a retro pay rule to apply a 3 percent salary adjustment, the name for the retro pay rule might be Three Percent Salary Adjustment. |
| **Employee Group** | Enter a user-defined name for an employee group. |
| **Time Entry MBF Version** (time entry master business function version) | Enter the version of the Time Entry MBF program to run when creating timecards |
| | If you leave this field blank, the system uses version ZJDE0001. If the version that you select has defined values for optional fields in the retroactive pay rule definition, the system enters the values that you defined into the optional fields if you leave them blank. |
| **Starting Work Date** | Enter the date upon which the system begins including timecards for processing that is generated by a particular rule. |
| **Ending Work Date** | Enter the date up to which the system includes timecards for processing generated by a particular rule. |
| **New Work Date** | Enter a code that indicates whether timecards that are created by a rule contain a new work date or retain the same work date as the original timecard. If you select this option, the system uses this date as the timecard date for the newly created timecards. If you complete this field, verify that the date that |

you enter falls within the pay period dates of the payroll cycle in which you want to process the timecards.

If you do not select this option, the new timecards contain the same date as the old timecards.

**New Pay Type**

Enter a code that indicates whether timecards that are created by a rule contain a new pay type or retain the same pay type as the original timecard. If you select this option, the system uses this pay type to create the adjustment timecards. You might want to use a pay type with a description that indicates what the payment is for. If you do not select this option, the system uses the pay type from the old timecards.

**New Hourly Rate**

Enter a code that indicates whether timecards that are created by a rule contain a new hourly rate or retain the same hourly rate as the original timecard. If you select this option, enter a rate or a formula to calculate the hourly rate in this field. For example, if the retroactive pay adjustment is 3 percent of employees' timecard rate, you might enter this formula:

$.03 \times RHRF\_TimecardRate$

If you do not select this option, the existing timecards retain their original hourly rate.

**New Hours Worked**

Enter a code that indicates whether timecards that are created by a rule contain a new number of hours worked or retain the same number of hours worked as the original timecard. If you select this option, enter an amount or a formula to calculate the number of hours that are worked. The system uses this amount on the newly created timecards.

If you do not select this option, the new timecard retains the same amount of hours worked as the original timecard.

**No Hours On Time Card**

Enter a code that specifies whether timecards that are created by a retroactive pay rule will have a value of zero in the Hours Worked field.

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

**Pay Types**

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

**Pay Type Categories**

Select this option for the system to enable the detail area below the inclusion options. You must enter into the detail area the specific pay type to include in the basis of calculation for the adjustment. For example, if you want to include only regular time hours in the calculation, and all of the regular pay types are in a pay type category called Regular, enter *Regular* in the detail area.

**All**

Select this option for the system to create the adjustment using all eligible timecards within the specified date range as the basis of calculation. The detail area is hidden if you select this option.

**Select Group**                    Select this option to enable the detail area. You must enter the select statements to determine the group of timecards to which the Overtime is to be applied.

## Processing Retroactive Pay Rules

Access the Retroactive Pay Rule form.

Select the retroactive pay rule that you want to process, and then select Submit from the Form menu. The system processes the rule, creates a new batch of timecards based on the options specified, and creates the Retroactive Pay Rule Processing report (R186702) that shows the processing details.

# Creating Overtime Rule Sets

This section provides an overview of overtime rules, lists a prerequisite, and discusses how to:

• Create an overtime rule set.

• Create a timecard accumulator rule.

• Create a timecard change rule.

• Create a call rule set rule.

• Create a call custom rule.

• Define the user parameters.

• Set processing options for Overtime Rules (P186401).

• Process overtime rules sets.

• Set processing options for the Overtime Rule Set Batch Review report (R186404).

## Understanding Overtime Rules

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

• Determine which employees in an employee group are eligible for overtime pay.

• Identify the timecards that are the basis for overtime pay calculation, based on a user-defined date range.

• Calculate the overtime pay for each eligible employee.

• Change current, unprocessed timecards, or create new timecards for the overtime pay.

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

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

A typical overtime calculation for a company might be to pay all nonexempt employees one-and-a-half times their base salary for any time that they worked over 8 hours a day or 40 hours a week. The company might also pay employees double time for any time that they worked over 12 hours a day. To accommodate this overtime calculation, use a rule set and attach an employee group consisting of all nonexempt employees. This rule set would consist of:

• A rule to calculate time-and-a-half for all hours worked over 8 hours per day.

• A rule to calculate time-and-a-half for all hours worked over 40 hours per week.

• A rule to calculate double time for all hours worked over 12 hours per day.

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

| Rule Type | Description |
| --- | --- |
| Timecard change rules | Timecard change rules use *if/then* logic to change original timecards, but they do not create new timecards. For example, if a timecard includes regular time on a designated company holiday, then change the pay type from regular pay to overtime pay. In this example, the system changes the pay types on the original timecards. |
| Timecard accumulator rules | Timecard accumulator rules enable you to pay overtime based on a specified limit and time period, and create additional timecards for the overtime pay. When you use timecard accumulator rules, you must use employee groups to identify eligible employees. The accumulator rule then calculates the overtime pay, changes the original timecards to remove the original overtime amounts, and creates new timecards for the overtime pay.<br><br>For example, you can create an overtime rule to pay employees one-and-a-half times their regular rate for any hours worked over 40 in a week. Therefore, if an employee timecard included 45 hours of regular time in a given week, the system would change the existing timecard to include 40 hours of regular time, and create a new timecard, or timecards, that would include 5 hours of overtime. |
| Call custom rules | Use call custom rules to call a user-defined business function. If a company has special overtime requirements that cannot be accommodated using change or accumulator rules, you can create a custom function and have the system call the function in the custom rule. For example, if you want to pay a meal allowance of 8.00 USD per day for all employees who work over nine-and-a-half hours, you can create a call custom rule because neither the timecard change rule nor the timecard accumulator rule can perform this calculation. |
| Call rule set rules | Use call rule set rules to call overtime rule sets that you have previously defined. Call rule set rules enable you to reuse rule sets in a variety of situations and eliminate the need to re-create rule sets that you use frequently. |

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

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

The Overtime Rules program uses an employee group, a date range, and the overtime rules that you identify to determine which timecards are affected. After the system selects the appropriate timecards, the Overtime Rules program uses these timecards as the basis to create new timecards or to change existing ones as necessary. The system does not change historical timecards, nor does it process any original voided timecards.

The system processes these timecards but does not change the types:

• Posted timecards.

• Interim, nonvoided timecards.

• Printed check timecards.

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

## Overtime Rule Sets

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

• The employee group that contains the employees to whom the overtime rule set applies.

• The dates for which employees should receive overtime pay.

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

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

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

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

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

## Timecard Accumulator Rules

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

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

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

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

The timecard accumulator rule consists of these components:

- An accumulation period.

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

- An include section.

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

- An overtime limit.

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

- A charge-to method.

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

- Method 1

- Method 2
- Method 3
- Method 4

## Method 1

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

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

This table illustrates the number of hours that are included on the timecards before and after processing:

| Hours on the Original Timecard | Hours on the New Regular Timecard | Hours on the New Overtime Timecard |
|---|---|---|
| 8 | 8 | Blank |
| 10 | 8 | 2 |
| 9 | 8 | 1 |
| 8 | 8 | Blank |
| 8 | 8 | Blank |

## Method 2

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

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

This table illustrates the number of hours that are included on the timecards before and after processing:

| Original Timecard Hours | New Regular Timecard Hours | New Overtime Timecard Hours |
|---|---|---|
| 8 | 8 | Blank |
| 10 | 8 | Blank |

| Original Timecard Hours | New Regular Timecard Hours | New Overtime Timecard Hours |
|---|---|---|
| 9 | 8 | Blank |
| 8 | 8 | Blank |
| 8 | 8 | Blank |
| Blank | Blank | 3 |

## Method 3

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

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

This table illustrates the number of hours included on the timecards before and after processing:

| Original Timecard Hours | New Regular Timecard Hours | New Overtime Timecard Hours |
|---|---|---|
| 8 | 7.43 | .57 |
| 10 | 9.34 | .66 |
| 9 | 8.37 | .63 |
| 8 | 7.43 | .57 |
| 8 | 7.43 | .57 |

## Method 4

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

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

This table illustrates the number of hours included on the timecards before and after processing:

| Original Timecard Hours | New Regular Timecard Hours | New Overtime Timecard Hours |
|---|---|---|
| 8 | 7.43 | Blank |
| 10 | 9.34 | Blank |
| 9 | 8.37 | Blank |
| 8 | 7.43 | Blank |
| 8 | 7.43 | Blank |
| Blank | Blank | 3 |

## Timecard Change Rule

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

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

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

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

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

| Operator | ( | Field Alias | Field Name | Op | Value | Value Description | ) |
|---|---|---|---|---|---|---|---|
| OR | Blank | DWK | Date-Worked | EQ | 11/24/05 | Blank | Blank |
| OR | Blank | DWK | Date-Worked | EQ | 12/25/05 | Blank | ) |

If you are creating a timecard change rule to change all regular time that is charged on company holidays to holiday pay, the THEN statement might look like this:

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

## Call Rule Set Rule

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

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

## Call Custom Rule

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

**Note.** If you need to create custom BSFN entries, contact the system administrator for assistance.

## User Parameters

After you define a call custom rule, you can define user parameters to specify static values that the system passes to the business function. The user parameters enable you to select specific string, numeric, integer, character, date, and Boolean fields into which you can enter the value that you want to pass into the function. Before you can define user parameters, you must create a call custom rule.

### Processing Overtime Rule Sets

After you create an overtime rule set and attach and sequence the overtime rules, you can submit the overtime rule set for processing. When you submit an overtime rule set for processing, the system creates a batch of timecards for the employee group that is associated with the overtime rule set. The timecards in this batch have a status of Pending Approval. You should review these timecards and revise them, if necessary. When you are satisfied that the timecards are correct, you can approve the batch. You must approve the batch before you can process the timecards in a payroll cycle.

### Overtime Rule Processing Reports

When you submit an overtime rule for processing, the system generates the Overtime Rule Set Processing report (R186405) and the Overtime Rule Set Batch Review report (R186404). Review these reports to verify that the calculations were completed as expected, and that the system processed the overtime rule without any processing errors.

You should investigate any errors or warnings on these reports, and make any necessary corrections before you approve the batch. If all or most of the timecards are incorrect, you might have entered incorrect information on the overtime rule set or the associated employee group. In this case, you can cancel the batch of timecards, correct the error, resubmit the overtime rule set, and then use the Reviewing and Approving program (P186601) to review the newly created timecards. If only a few timecards contain errors, you can use a time entry program, such as Speed Time Entry (P051121), to review the errors and make corrections. In this case, you do not need to cancel and resubmit the batch.

## Prerequisite

Create one or more employee groups that contain the employees for whom you want to process an overtime rule set.

See .

## Forms Used to Create Overtime Rule Sets

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Rule Sets | W186401A | Periodic Processing menu (G18620), Overtime | Review existing rule sets. |
| Rule Set | W186401H | Select a rule to review and click Select or click Add to add a new rule set on the Work With Rule Sets form. | Create a rule set or review an existing rule set. |
| Timecard Accumulator Rule | W186401D | On the Work With Rule Sets form, select a rule to review and click Select.<br><br>On the Rule Set form, select Add Accum Rule from the Form menu. | Create a timecard accumulator rule and attach it to a rule set. |
| Timecard Change Rule | W186401C | On the Work With Rule Sets form, select a rule to review and click Select.<br><br>On the Rule Set form, select Add Change Rule from the Form menu. | Create a timecard change rule and attach it to a rule set. |
| Call Rule Set Rule | W186401G | On the Work With Rule Sets form, select a rule to review and click Select.<br><br>On the Rule Set form, select Add Call Rule Set R from the Form menu. | Create a call rule set rule and attach it to a rule set. |
| Call Custom Overtime Rule | W186401C | On the Work With Rule Sets form, select a rule to review, and click Select.<br><br>On the Rule Set form, select Add Call Custom from the Form menu. | Create a call custom rule and attach it to a rule set. |
| User-defined Parameter Descriptions for Custom Overtime Rule | W186401J | On the Rule Set form, select the call custom rule for which you want to define user parameters, and then select Edit Rule from the Row menu.<br><br>On the Call Custom Overtime Rule form, select User Params from the Form menu. | Define the user parameters for a specified call custom rule. |

## Creating an Overtime Rule Set

Access the Rule Set form.

Rule Set form

| Name | Enter a user-defined name for an overtime rule. |
|---|---|
| | The name should describe the purpose of the overtime rule set. For example, an overtime rule set name might be *California Overtime Rules*. |
| **Time Entry MBF** (time entry master business function) | Leave this field blank for the system to use the default version, ZJDE0001. If the Time Entry MBF version has defined values for optional fields in the overtime rule set definition, the Time Entry MBF version enters the appropriate values in the optional fields that you leave blank. |
| **Processing Order** | After you have attached overtime rules to the rule set, you can change their processing order by entering a numeric value in this field. |

## Creating a Timecard Accumulator Rule

Access the Timecard Accumulator Rule form.

Timecard Accumulator Rule form

| | |
|---|---|
| **Name** | Describes the purpose of the accumulator rule. For example, if the rule is to calculate overtime for time worked over eight hours per day, a descriptive name might be Daily Over Eight. |
| **Accumulation Period** | Enter the number of days to add up hours on timecards forcalculating overtime. |
| | This field works with the Overtime Hours field. Enter the period of time, in days, during which time can accumulate before overtime is calculated. Any time worked during this period that is over the number of hours that you enter in the Overtime Hours field is changed to overtime as a result of the rule. For example, if you are creating an accumulator rule to pay employees time-and-a-half for time worked over eight hours per day, the Accumulator Period field should contain a value of *1,* and the Overtime Hours field should contain a value of *8.* |
| | **Note.** Because accumulator rules accumulate time worked by day before charging excess time to overtime, you track employee time on a daily basis; otherwise, accumulator rules do not work correctly. |
| **Overtime Hours** | Enter a limit above which any hours accumulated will be considered overtime. |
| | This field works with the Accumulation Period field to determine which hours are considered overtime hours. Enter the number of accumulated hours over which any excess time that is worked during the accumulation period is considered overtime. For example, if you are creating an accumulator rule to pay employees time-and-a-half for time worked over eight hours per day, the Overtime Hours field should contain a value of *8,* and the Accumulator Period field should contain a value of *1.* |
| **Charge To Method** | Enter a code that identifies where the system will charge overtime. |
| | The Charge To Method specifies how the system creates and changes timecards for overtime. It does specify how the system directs overtime-related labor and expenses to accounts within the general ledger. Unless the processing options are set to copy the account information from the original timecards, the |

|  | system uses the AAIs that have been defined for the organization to determine general ledger account information and instructions. |
|---|---|
| **New Pay Type** | Enter a code that indicates whether timecards that are created by a rule contain a new pay type or retain the same pay type as the original timecard. The system uses this pay type to create the overtime timecards. You might want to use a pay type with a description that indicates the purpose of the payment. Values are: |
|  | *1:* Contains a new pay type. |
|  | *0:* Retains the same pay type as the original timecard. |
| **New Hourly Rate** | Enter a code that indicates whether timecards that are created by a rule contain a new hourly rate or retain the same hourly rate as the original timecard. If you select this option, enter a rate or a formula to calculate the hourly rate. If you do not select this option, the new timecard retains the same hourly rate as the original timecard. |
| **Pay Types** | Select to enable the detail area. You must enter into the detail area the specific pay types to include in the basis of calculation for the adjustment. For example, if the new timecards should be based only on regular and overtime hours, you would enter the pay types that you use for regular and overtime pay into the detail area. |
| **Pay Type Categories** | Select to enable the detail area below the inclusion options. You must enter into the detail area the specific pay type to include in the basis of calculation for the adjustment. For example, if you want only regular time hours to be included in the calculation, and all of the regular pay types are in a pay type category called Regular, you would enter *Regular* in the detail area. |
| **All** | Select this option for the system to create the adjustment using all eligible timecards within the specified date range as the basis of calculation. The detail area after these options is hidden if you select this option. |
| **Select Group** | Select this option to enable the detail area. You must enter the select statements to determine the group of timecards to which the retropay is to be applied. |

## Creating a Timecard Change Rule

Access the Timecard Change Rule form.

Timecard Change Rule form

To enter a new line of logic, click the New Line button on the tool bar or select New Line from the Form menu.

| | |
|---|---|
| **Name** | Enter a user-defined name for an overtime rule. |
| | Create a name that describes the purpose of the change rule. For example, if the rule is to change all regular time that is charged on a company holiday to a holiday pay type, a descriptive name might be *Company Holidays.* |
| **Operator** | Enter a code that indicates that a specific mathematical process is to be carried out. You use an operator to create formulas for calculating change rules. |
| | The system automatically enters *IF* in the Operator field on the first line of the IF statement. On subsequent lines of logic, you can select *IF, AND, OR,* or *THEN* for the Operator field. Values are: |
| | *IF* |
| | *AND* |
| | *OR* |
| | *THEN* |
| **(** | Marks the beginning of a grouping. Use an open parenthesis in equations to determine the order of operation. |
| | If you are grouping components of the statement together (for example, if you are using a string of IF operands), you might want to use this field to indicate the beginning of the grouped components. |
| **Field Alias** | Enter a code that identifies and defines a unit of information. It is an alphanumeric code up to 8 characters that does not allow blanks or special characters such as %, &, or +. You create new data items using system codes 55 through 59. You cannot change the alias. |
| | If you want to use the Field Alias field but it is not available, select Show Alias from the Form menu. If you use Field Alias, the system completes the Field Name field automatically when you enter a field alias in this field. If the jde.ini file is set appropriately, you can access field aliases for each data item by right-clicking the data item. |

**Field Name**            Enter an identifier that refers to and defines a unit of information. It is a
                          32-character, alphabetic field that does not allow blanks or special characters
                          such as %, &, or +.

                          The data item cannot be changed.

                          It forms the C-code data name (for example AddressNumber) that the system
                          uses in business functions, data structures, and event rules.

                          Also identify a data item by the alias or alpha description.

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

**Op** (operand)          Enter a code that identifies the operands in Boolean logic. You can specify
                          any of these codes:

                          *EQ:* Equal to

                          *LT:* Less than

                          *LE:* Less than or equal to.

                          *GT:* Greater than.

                          *GE:* Greater than or equal to.

                          *NE:* Not equal to.

                          *NL:* Not less than.

                          *NG:* Not greater than.

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

**)**                     Marks the end of a grouping. Use a close parenthesis in equations to determine
                          the order of operation.

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

# Creating a Call Rule Set Rule

Access the Call Rule Set Rule form.

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Call Rule Set Rule form

**Overtime Rule Set To Call**    Enter a user-defined name for an overtime rule set.

**(Processing Order)**    Indicates the order in which the system processes a rule within a given rule set.

# Creating a Call Custom Rule

Access the Call Custom Overtime Rule form.


Call Custom Overtime Rule form

**Overtime Rule Name**    Enter a user-defined name for an overtime rule.

**Function Name**    Indicates the actual name of the function. It must follow standard ANSI C naming conventions (for example, no space between words).

**All**    Enter a code that specifies which method he system uses to determine which pay types to include for processing. Values are:

*0:* Include all timecards.

*1:* Include only the timecards for which pay type is on the pay type list.

*2:* Include only the timecards for which pay type is on the pay type category list.

| | |
|---|---|
| **Pay Type Category** | Indicates which method the system uses to determine which pay types to include for processing. Values are: |
| | *0:* Include all timecards. |
| | *1:* Include only the timecards for which pay type is on the pay type list. |
| | *2:* Include only the timecards for which pay type is on the pay type category list. |
| **P C** (pay type categories) | Enter a code from UDC table 07/PC that specifies the pay type categories that you want to use: |
| | • For regular pay. |
| | • To generate overtime. |
| | • For reporting purposes on the Certified Payroll Register (U.S. only). |
| **Processing Orders** | Indicates the order in which the system processes a rule within a given rule set. |

# Defining the User Parameters

Access the User-defined Parameter Descriptions for Custom Overtime Rule form..

| | |
|---|---|
| **Data Dictionary String Alias** | Indicates the alias of the data dictionary item that is associated with the user-defined String field. |
| **User-defined Description 3** | Indicates the description that is associated with the user-defined String field. |

# Setting Processing Options for Overtime Rules (P186401)

Set these processing options before you process overtime rules.

These processing options are identical to the processing options for Retroactive Pay (P186701) except where noted.

## Defaults

Use these processing options to specify default information for processing overtime rules.

| | |
|---|---|
| **1. Time Entry MBF Version** | Specify whether the default version of the Time Entry MBF has to be used 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 include interim payment timecards, you must process those interim payments through a payroll cycle. Values are: |
| | *Y:* Apply overtime rule. |
| | *N:* Do not apply overtime rule. |
| **3. Copy Account Information** | Specify whether 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. |

| **4. Process Overtime Rule across multiple assignments** | Specify whether to process overtime rules across multiple assignments. You might process overtime rules across multiple assignments if the overtime calculations for each assignment are the same. If you leave this processing option blank, the system processes overtime rules across multiple assignments. Values are: |
|---|---|
| | *0:* Process (default). |
| | *1:* Do not process. |
| **5. Copy Shift Code Information** | Specify whether the system copies the shift code information from the original timecard to the new overtime timecard or if the system automatically populates the shift code information on the overtime timecard based on the employee's setup. |

## Processing Overtime Rule Sets

Access the Rule Set form.

From the Form menu, select Submit.

The system processes the overtime rule sets, and creates a new batch of timecards based on the options that are specified in the overtime rule set (including employee group). The system then generates the Overtime Rule Set Processing report (R186405) and the Overtime Rule Set Batch Review report (R186404), which display the processing details.

## Setting Processing Options for the Overtime Rule Set Batch Review Report (R186404)

Set this processing option before you process overtime rules.

### Display

Specify whether piecework information appears on the report.

| **Display Piecework information** | Determine whether the system displays piece work rates and the number of pieces that an employee completes on the report. Values are: |
|---|---|
| | Blank: Do not display. |
| | *1:* Display. |

CHAPTER 7

# Setting Up Functions and Formulas for Timecard Automation

This chapter provides an overview of functions and formulas and discusses how to:

• Register a function.

• Create and test formulas.

## Understanding Functions and Formulas

To pay employees correctly for exception pay such as overtime, retroactive pay, holiday pay, or special allowance pay, many organizations require complex calculations. Though many of these complex overtime calculations are included in the software, you might need to create functions and formulas for more complex earnings calculations.

## Registering a Function

This section includes an overview of functions and discusses how to register functions.

### Understanding Functions

The Fields and Functions program (P186101) enables programmers and consultants to access field and function definitions that are used throughout the Timecard Automation module. A *field* is an area in which the system displays a specific piece of information. A field can be either an input-capable field or a display field, for which the system retrieves the information from another part of the system. For example, the TIN (taxpayer identification) field displays taxpayer identification numbers. A *function* is a calculation with variables that the system uses to perform specific actions. For example, you can use the timecard rate function on its own or in a formula to find employees' timecard rates.

To use different fields and functions in the Timecard Automation module, you must first register the field or the function in the Fields and Functions program. The fields in the F060116, F06116, and F0618 tables are preregistered in the system. Several additional functions have also been registered in the Fields and Functions program.

The system includes several functions for calculating common methods of determining hourly rates and hours worked. When you create a timecard template, overtime rule set, or retroactive pay rule, you can use one or more of these functions. Because each function is specific to a field in a specific program, the system limits the available functions to those that are applicable to the calling program. For example, the function that is available for calculating the hourly rate for a timecard template is different from the function that is available for calculating the hourly rate for a retroactive pay rule.

You can use a function alone, or you can create a formula that includes one or more functions. Use the Fields and Functions program (P186101) to create custom formulas. You can also use this program to validate and test a formula before you begin using it.

Occasionally, you might need a function that is not included with the system. In this case, you can customize the system by adding a new function. Typically, you create custom functions using named event rules through the Business Function Design Aid tool, which you access from the Object Management Workbench (OMW). You can also create custom business functions using C programming. Programmers or consultants typically create custom business functions. Oracle recommends that you contact the system administrator for assistance with creating custom functions. After you create a custom function, you must register it for use in the applicable Timecard Automation program. Registering the function enables you to access it from the applicable program.

To simplify the process of creating formulas for calculating hourly rates and hours worked, the Timecard Automation module includes several predefined functions. You can use these functions alone or include them in formulas. These functions include:

• Hours worked function for timecard templates.

• Hours worked function for retroactive pay rules.

• Hourly rate function for timecard templates.

• Hourly rate functions for retroactive pay rules.

• Hourly rate functions for overtime accumulator rules.

• Custom overtime rules functions.

To meet the specific needs of the organization, you can also create custom functions. Each function uses a data structure, which lists the data item name, the input or output status, and a description of the data item.

## Hours Worked Function for Timecard Templates

The hours worked function for timecard templates is included in the Template Hours Worked Functions module (N1861312). This function uses data structure D186132. You also use this data structure when you create a custom hours worked function for timecard templates. This table illustrates input and output information about the data items in this data structure:

| Data Item | Additional Information |
| --- | --- |
| LRSTTID | Input: Timecard Template ID |
| AN8 | Input: Address Number (Employee Number) |
| PHRW | Output: Hours Worked |

The predefined hours worked function for timecard templates is `THWF_8HoursIf8OnPrevWorkDate.`

The 8 Hours if Employee Worked 8 or More Hours on a Previous Day function returns eight hours worked if the employee worked eight or more hours, not including sick pay, on the previous work date. Saturdays and Sundays are not considered work dates. If the employee did not work at least eight hours, the returned value is zero. The work date is identified on the timecard template in the Work Date Schedule. For example, you might use this function if you want the timecard template to use eight hours for the amount of work an employee is paid each day, based on the criteria specified.

## Hours Worked Function for Retroactive Pay Rules

The hours worked function for retroactive pay rules is included in the Retropay Hours Worked Functions module (N1861712). This function uses data structure D186172. You also use this data structure when you create a custom hours worked function for retroactive pay rules. This table lists examples of input and output information about the data items in this data structure:

| Data Item | Additional Information |
| --- | --- |
| LRSRRID | Input: Retroactive Pay Rule ID |
| PRTR | Input: Payroll Transaction No |
| LRSCHF | Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in the F06116 table or a historical timecard in the F0618 table. |
| PHRW | Output: Hours Worked |
| AN8 | Input: Address Number |
| DWK | Input: Date - Worked |
| PDBA | Input: PayDeductBenAccType |

The predefined hours worked function for retroactive pay rules is RHRF_TimecardHours.

The hours worked on timecard function returns the hours worked from the Rate Hourly field on a timecard currently being processed by a retroactive pay rule for one of the pay types that you identify. For example, you might use this function when you pay employees retroactive pay for the hours worked, based on their original timecards.

## Hourly Rate Function for Timecard Templates

The hourly rate functions for timecard templates are included in the Template Hourly Rate Functions module (N1861311). These functions use data structure D186131. You also use this data structure when you create a custom hourly rate function for timecard templates. This table lists examples of input and output information about the data items in this data structure:

| Data Item | Additional Information |
| --- | --- |
| LRSTTID | Input: Timecard Template ID |
| AN8 | Input: Address Number (Employee Number) |
| SHRT | Output: Hourly Rate |

| Data Item | Additional Information |
|-----------|------------------------|
| TCTD | Output: TimecardThruDate |
| EV01 | Input: EverestEventPoint01 |

The predefined hourly rate function for timecard templates is `THRF_EmployeeMasterRate.`

The Employee Master Rate function returns the rate from the Rate-Hourly field in the F060116 table for the employee records that are processed using the timecard template. For example, you might want to pay an employee based on the established master pay rate.

## Hourly Rate Functions for Retroactive Pay Rules

The hourly rate functions for retroactive pay rules are included in the Retropay Hourly Rate Functions module (N1861711). These functions use data structure D186171. You also use this data structure when you create a custom hourly rate function for retroactive pay rules. This table lists examples of input and output information about the data items in this data structure:

| Data Item | Additional Information |
|-----------|------------------------|
| LRSRRID | Input: Retroactive Pay Rule ID |
| PRTR | Input: Payroll Transaction No |
| LRSCHF | Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in F06116 or a historical timecard in F0618. |
| SHRT | Output: Hourly Rate |
| AN8 | Input: Address Number (Employee Number) |
| DWK | Input: Date - Worked |
| PDBA | Input: PayDeductBenAccType |

The predefined hourly rate functions for retroactive pay rules are:

• RHRF_EmployeeMasterRate

The Employee Master Rate function returns the rate from the Rate-Hourly field in the F060116 table for the employee on the current timecard that the system is processing using the retroactive pay rule. For example, you might want to pay employees retroactive pay based on the master hourly pay rate.

• RHRF_MaxRate

The Maximum Rate from Timecard vs. Employee Master function returns the greater rate of the timecard hourly rate from the Hourly Rate field or the employee master hourly rate from the Rate-Hourly field. For example, you might want to pay employees retroactive pay based on either the master hourly pay rate or the timecard hourly rate. This function provides the larger of these two hourly rates.

• RHRF_PayRateMultiplier

The Pay Rate Multiplier function returns the pay rate multiplier from the Multiplier-Pay Type Multiplier field on the current timecard that the system is processing using the retroactive pay rule.

- RHRF_TimecardRate

  The Timecard Rate function returns the hourly rate from the Hourly Rate field on the current timecard that the system is processing using the retroactive pay rule. For example, you might want to pay employees retroactive pay based on the rate on the timecard instead of another rate.

- RHRF_UnionRateX where X is A, B, C, D, or R

  The Union Rate X function returns the rate for a chosen employee from a particular column of the F069126 table. You identify the appropriate column. This function returns the union rate by calling the Retrieve Union Rates function (N0500015) and using fields on the current timecard that the system is processing in the retroactive pay rule. For example, you might want to pay employees retroactive pay based on a particular union rate. This function provides you with the appropriate union rate.

- RHRF_WeightedAverageHourlyRate

  The Weighted Average of Employees' Timecards in Retroactive Pay Period function returns an hourly rate weighted by hours worked. The function uses all timecards in the overtime period for one of the pay types that you identify. For example, you might want to pay employees retroactive pay based on an average of the hourly pay rates received in the past.

## Hourly Rate Functions for Overtime Accumulator Rules

The hourly rate functions for overtime accumulator rules are included in the Overtime Hourly Rate Functions module (N1861411). These functions use data structure D186141. You also use this data structure when you create a custom hourly rate function for overtime accumulator rules. This table lists examples of input and output information about the data items in this data structure:

| Data Item | Additional Information |
| --- | --- |
| LRSORSID | Input: Overtime Rule Set ID |
| LRSORID | Input: Overtime Rule ID |
| AN8 | Input: Address Number (Employee Number) |
| PRTR | Input: Payroll Transaction No |
| LRSCHF | Input: Current/History option. This option indicates whether the payroll transaction number refers to a current timecard in F06116 or a historical timecard in F0618. |
| SHRT | Output: Hourly Rate |
| DWK | Input: Date - Worked |
| EV01 | Input: EverestEventPoint01 |
| GENLNG | Input: GenericLong |

The predefined hourly rate functions for overtime accumulator rules are:

- OHRF_EmployeeMasterRate

  The Employee Master Rate function returns the hourly rate from the Rate-Hourly field (PHRT) in the F060116 table for the employee that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the master hourly pay rate.

- OHRF_HoursWorked

  The Hours Worked on Timecard function returns the hours worked from the PHRW field on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the hours worked on the current timecards.

- OHRF_MaxRate

  The Maximum Rate from Timecard vs. Employee Master function returns the greater rate of the timecard hourly rate from the Hourly Rate field (SHRT) or the hourly rate in the Rate-Hourly field (PHRT) in the Employee Master table. For example, you might want to pay employees overtime pay based on either the master hourly pay rate or the timecard hourly rate. This function provides the higher of these two hourly rates.

- OHRF_PayFrequency

  The Employee Master Pay Frequency function returns an employee's numeric pay frequency (which is derived from the Description 2 field in UDC 07/PF) based on the value in the PFRQ field (Pay Frequency) on an employee record. For example, this function would convert a value of W (Weekly) in the PFRQ field to the numeric value of 52, which can then be used in payroll calculations.

- OHRF_PayRateMultiplier

  The Pay Rate Multiplier function returns the pay rate multiplier from the Multiplier-Pay Type Multiplier field (PAYM) on the current timecard that the system is processing using the overtime rule set.

- OHRF_Salary

  The Employee Master Salary function returns the employee's salary from Rate-Salary, Annual field (SAL) on an employee record for the employee being processed by the overtime rule. For example, you might want to pay employees overtime pay based on the master salary.

- OHRF_TimecardRate

  The Timecard Rate function returns the hourly rate from the Hourly Rate field on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on the rate on the timecard instead of another rate.

- OHRF_TotHoursWorked

  The Total Hours Worked function returns the total hours worked by a given employee within the overtime period for a pay type of one of the pay types that you identify. For example, you might want to pay employees overtime pay based on the total hours that each employee worked.

- OHRF_UnionRateX where X is A, B, C, D, or R

  The Union Rate X function returns the rate for a chosen employee from a particular column of the Union Rates File table (F069126), where you identify the appropriate column. This function returns the union rate by calling the Retrieve Union Rates function (N0500015) using fields on the current timecard that the system is processing using the overtime rule set. For example, you might want to pay employees overtime pay based on a particular union rate. This function provides you with the appropriate union rate.

- OHRF_WeightedAverageHourlyRate

  The Weighted Average of Employees' Regular Timecards in Overtime Period function returns an hourly rate weighted by hours worked. The function uses all timecards in the overtime period for a pay type of one of the pay types that you identify. For example, you might want to pay employees overtime pay based on an average of the hourly pay rates received in the past.

## Custom Overtime Rules Functions

The predefined functions for custom overtime rules are included in the Custom Overtime Rules module (N186405). These functions use data structure D186405A. You also use this data structure when you create a custom hourly rate function for overtime accumulator rules. This table lists examples of input and output information about the data items in this data structure:

| Data Item | Additional Information |
|---|---|
| LRSORSID | Input: Overtime Rule Set ID |
| AN8 | Input: Address Number |
| LRSBAT | Input: LRS Batch Number |
| GNUM0 | Output: Timecards Processed |
| GNUM1 | Output: Timecards Created |
| GNUM2 | Output: Timecards Changed |
| GNUM3 | Output: Errors |
| GNUM4 | Output: Warnings |

The predefined hourly rate functions for custom overtime rules are:

• OCR_MealAllowance

The Meal Allowance custom rule pays a meal allowance of 8.00 USD for days on which employees work 9.5 or more hours of regular time (pay type of 1). The system creates a gross pay timecard with a pay type of 999 for 8.00 USD for that day. For example, you might want to pay consultants a meal allowance when they have worked a certain number of hours within a specific period.

• OCR_SpreadOvertime

The Spread Employee's Salary custom rule spreads a salaried employee's salary over all hours worked and does not generate overtime. For example, you might want to pay salaried employees the same amount regardless of overtime worked. With this function, you can spread employee overtime across all hours worked, which in essence reduces the hourly rate, but pays employees the same amount.

• OCR_SevenDaysWorked

The Seven Days Worked custom overtime rule applies to overtime worked in California. An organization must first determine whether an employee worked more than 30 hours in a week or over six hours in any day of the week. This calculation determines whether the employee is entitled to overtime on the seventh consecutive day. If an employee works seven consecutive days and has worked at least 30 hours in the week, or six hours in a day, the employee is entitled to overtime. The first eight hours of the seventh day are paid at 1.5 of the regular rate of pay. Any hours over eight worked on the seventh day are paid at 2.0 of the regular rate.

New timecards are created with pay type 999.

• OCR_MinWageAdjustment_1

The Minimum Wage Adjustment custom overtime rule checks to determine whether an employee is being paid at least minimum wage based on the total pay and hours worked on the timecards being processed. If not, this rule adds a timecard for the employee to bring his or her hourly rate up to minimum wage.

### Registering Functions

You must register functions to access them when you build a formula for the hourly rate or hours worked fields in the Timecard Automation programs. Functions are registered specifically for use with timecard templates, retroactive pay rules, or overtime rule sets. The functions that are included with the Timecard Automation module are already registered. Occasionally, you might need to use a function that is not registered, such as any custom functions that you create. You can use functions alone or in formulas.

When you register a function, you can define it as *active or inactive.* An active field or function is one that other users can access from a Timecard Automation program. You can use inactive mode to verify whether the function works properly before you make it active for other users.

Before registering a function, you should identify the usage code that the system uses to determine the program in which the function is used. Usage codes include:

• THRF - Identifies a timecard template hourly rate function.

• THWF - Identifies a timecard template hours worked function.

• RHRF - Identifies a retroactive pay rule hourly rate function.

• RHWF - Identifies a retroactive pay rule hours worked function.

• OHRF - Identifies an overtime rule hourly rate function.

• OCRI - Identifies an overtime change rules IF statement.

• OCRT - Identifies an overtime change rules THEN statement.

• OCR - Identifies a custom overtime rule that is created using a custom business function.

In addition to specifying the usage codes for a function, you should also identify this information for each function:

• The source module, which is the object name to which the function belongs.

   Object names that are associated with named event rule business functions begin with *N*. For example, N1861411 is the object name (or source module) that contains the various overtime hourly rate functions.

• The function name within the source module.

   Event rule logic and data structures are attached to individual functions within a source module.

• The status of the field availability (either active or inactive).

---

**Note.** You can use the Field/Function Definition form to revise information about a function, such as its active status. The changes that you make to functions affect all batches of timecards that use changed fields and functions and that are processed after the change. Changes do not affect timecards that have already been processed.

You can delete a function from the Fields and Functions program, thereby making it unregistered in the Timecard Automation module. Deleting a function removes it from the search list for the appropriate Hourly Rate or Hours Worked field, but does not remove it from the system.

---

## Forms Used to Register a Function

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Field/Function Definitions | W186101A | Advanced & Technical (G18630), Fields and Functions | Select functions for review, or access forms to create and register new functions. |
| Field/Function Definition | W186101B | On Work With Field/Function Definitions, click Add. | Register a function. |

## Registering Functions

Access the Field/Function Definition form.

**Usage Code**          Enter a usage code that represents the purpose of the function. For example, if you are registering a function that calculates a custom overtime rule, enter usage code *OCR* (custom overtime rule). The value that you enter in this field determines whether you can use the function in specific areas of the Timecard Automation module. For example, if you enter *OCR*, the function is available for use in the call custom rule area of overtime rule sets only.

**Source Module**          Enter the name of the object that contains the function that you are registering. Multiple functions can be grouped within a single source module. For example, the source module N1861411 - Overtime Hourly Rate Formulas might contain all of the functions that retrieve various hourly rates to be used within overtime accumulator rules.

**Function Name**          Enter the actual name of the function. It must follow standard ANSI C naming conventions. For example, don't include spaces between words.

**Active**          Select to indicate that other users can access the field or function from the applicable Timecard Automation program.

# Creating and Testing Formulas

This section provides an overview of formulas, lists a prerequisite, and discusses how to:

• Create a formula

• Test a formula for a timecard template.

• Test a formula for a retroactive pay rule.

• Test a formula for an overtime rule set.

## Understanding Formulas

When you need to perform simple, complex, or unusual calculations to determine the appropriate hourly rate or number of hours worked for a particular situation, you can create a formula. The formula can use the standard functions that are included with the system, or you can use custom functions that you have created. You can also use a combination of both types of functions.

When you create a formula, you create it within a specific timecard template, retroactive pay rule, or overtime rule set. Based on the program that you select, the system provides you with a list of appropriate functions that are available for use in the formula. You then create mathematical statements that include one or more of these functions.

For example, assume that you need to average two different union rates to pay warehouse employees retroactive pay. To calculate the correct rate, you enclose within parentheses the multiple of the two union rates and divide the result by two. The formula for the new rate is:

New Rate = (RHRF_UnionRateA × RHRF_UnionRateB) ÷ 2

You cannot use a formula outside of the initial timecard template, overtime rule set, or retroactive pay rule for which it was created. You cannot save and reuse formulas; however, if you need to use a formula often, you might consider asking the system administrator to create a custom function. You can save and reuse the timecard template, retroactive pay rule, or overtime rule set that contains the formula that you created.

You use the Build Formula form to create custom formulas. You cannot access this form from a menu; instead, you access it using the search button in the hours worked and hourly rate fields in the Timecard Templates, Retroactive Pay Rules, and Overtime Rule Sets programs.

This table shows the forms and fields from which you can access the Build Formula form:

| Form Name | Field |
|---|---|
| Timecard Template form | Hours Worked field (Main tab) and Hourly Rate field (Rates tab) |
| Timecard Accumulator Rule form (within Overtime Rule Sets) | New Hourly Rate field |

After you create the formula, but before you begin using it, test it to validate its mathematical logic and to ensure that it calculates the appropriate results.

Depending on government regulations, industry standards, union contracts, and company processes, different organizations calculate overtime rates using different methods. Review the examples of the formulas for these overtime hourly rate calculations. The functions that are used in these formulas are predefined in the system and are available for use in the overtime rule type specified in the formula description.

## Time-and-a-Half Overtime Based on Average Hourly Rate

This formula averages the hourly rates of all of the regular timecards within the specified accumulation period and multiplies the average rate by 1.5 to determine the new hourly rate for overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = 1.5 x OHRF_WeightedAverageHourlyRate

## Chinese Overtime

This formula calculates the new hourly rate for Chinese Overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = OHRF_TimcardRate + $^1/_2$ OHRF_Salary/OHRF_FrequencyOHRF_TotHoursWorked

## Time-and-a-Half Overtime Based on Employee Master Rate

This formula multiplies the employee's rate, as specified in the F060116 table, by 1.5 to determine the new hourly rate for overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = 1.5 x OHRF_EmployeeMasterRate

## Time-and-a-Half Overtime Based on Union Rate

This formula multiplies the union rate of a specified column in the F069126 by 1.5 to determine the new hourly rate for overtime.

OHRF_UnionRateA, OHRF_UnionRateB, OHRF_Union RateC, OHRF_UnionRateD, or OHRF_UnionRateR should be substituted for OHRF_UnionRateX in the formula. A, B, C, D, and R each specify particular columns in the F069126 from which to retrieve the rate. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = 1.5 x OHRF_UnionRateX

## Regular Portion of Overtime Based on Employee Master Rate, and Premium Portion of Overtime Based on Average Hourly Rate

This formula uses the employee's rate, as specified in the F060116 table, to derive the regular portion of overtime. The system then multiplies the average hourly rate from the timecards by .5 to determine the premium portion and adds the two rates together to determine the new hourly rate for overtime. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = OHRF_EmployeeMasterRate + (0.5 x OHRF_WeightedAverageHourlyRate)

## Spread Employee's Salary

This function does not calculate an overtime rate; rather, it calculates a new hourly rate for salaried employees by spreading an employee's salary over all of the hours worked.

Spread Employee's Salary is a predefined function that is available for use in the custom rule set rule within an overtime rule set.

## Overtime Rate Based on Timecard Rate and Pay Rate Multiplier

This function calculates the overtime rate by retrieving the hourly rate from the original timecard and multiplying it by the pay rate multiplier that is specified on the timecard. This method is typically used for employees in the United States who receive tips. You can use this formula in an overtime accumulator rule within an overtime rule set.

New Hourly Rate = OHRF_PayRateMultiplier x OHRF_TimecardRate

## Testing Formulas

After you create a formula and before you process the timecard template, overtime rule set, or retroactive pay rule to which it is attached, test the formula to verify that it is mathematically valid and accurate. The system includes a feature that you can use to automatically validate the formula. However, you need to confirm whether the calculations produce the results that you expect. For example, for a formula that averages two union pay rates, you should verify that it calculates the correct rate.

Using the formula testing functionality, you can automatically calculate the formula for one record at a time. You can then review the results to determine whether they are correct.

You can also test the formula by submitting the timecard template, retroactive pay rule, or overtime rule set for processing, and then reviewing the new timecards to ensure that they are correct. If the timecards are incorrect, you can cancel the batch.

## Prerequisite

Create a timecard template, retroactive pay rule, or overtime rule set.

See Chapter 6, "Setting Up Timecard Automation," page 55.

## Forms Used to Create and Test Formulas

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Timecard Templates | W186301B | Periodic Processing (G18620), Timecard Templates | Select the timecard template to which you want to add a formula. |
| Work With Retroactive Pay Rules | W186701A | Periodic Processing (G18620), Retroactive Pay | Select the retroactive pay rule to which you want to add a formula. |
| Work With Rule Sets | W186401A | Periodic Processing (G18620), Overtime | Select the rule set to which you want to add a formula. |
| Build Formula | W186101D | On Work With Timecard Templates, select a record in the detail area, click Select, and then search for the Hours Worked field (Main tab) or the Hourly Rate field (Rates tab) on the Timecard Template form.<br><br>On Work With Retroactive Pay Rules, select a record in the detail area, click Select, and then search for the New Hourly Rate field on the Retroactive Pay Rule form.<br><br>On Work With Rule Sets, select a record in the detail area, click Select, and then select Add Accum Rule from the Form menu on the Rule Set form. In the Overrides area, select the New Hourly Rate option to turn activate it, and then perform a search in the New Hourly Rate field. | Create a formula. |
| Formula Tester | W186101E | Select Test from the form menu on the Build Formula form. | Test a formula for a timecard template.<br><br>Test a formula for a retroactive pay rule.<br><br>Test a formula for an overtime rule set. |

## Creating a Formula

Access the Build Formula form.

Build Formula form

To create a formula:

1. Select a record in the detail area, and then click the Insert Function button.

   The system displays the function in the Rate Formula field.

2. Enter the appropriate characters in the Rate Formula field.

3. Select Validate from the Form menu.

   If the formula is mathematically valid, the system displays a confirmation message. If the formula is not mathematically valid, the system highlights the Formula To Test area in red.

4. Revise the formula if it is not valid, and repeat step 3.

5. Click OK when the confirmation window appears.

6. Select Test from the Form menu to test the formula and ensure that the system creates accurate timecards.

7. Complete the steps for testing a formula.

## Testing a Formula for a Timecard Template

Access the Formula Tester form..

Formula Tester form

| | |
|---|---|
| **Employee Number** | Enter the employee number that you want to use to test the formula. |
| **Timecard Template Name** | Enter a user-defined name for a timecard template. |
| **Validate Formula** | Select to verify that the syntax of the formula is mathematically valid. If it is not mathematically valid, the system changes the Formula To Test area to a contrasting color. |
| **Calculate Formula** | Select to calculate the formula and display the results in the Output hourly rate box. |

# Testing a Formula for a Retroactive Pay Rule

Access the Formula Tester form.

| | |
|---|---|
| **Timecard Transaction No** (timecard transaction number) | A number that the system assigns to each timecard to uniquely identify it. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to associate a timecard with each actual burden audit record that was created for the timecard during the Actual Burden Journaling process. If you do not know the transaction number, you can use the search button to select a timecard with which to test the formula. |
| **Current** | Indicates whether an entry in the Timecard Tag file refers to a current timecard or a historical timecard. Select this option to test a formula using a timecard from F06116. |

**History**                              Indicates whether an entry in the Timecard Tag file refers to a current
                                        timecard or a historical timecard. Select this option to test a formula using
                                        a timecard F0618.

**Validate Formula**                     Select to verify that the syntax of the formula is mathematically valid. If it is
                                        not mathematically valid, the system changes the Formula To Test area to a
                                        contrasting color.

**Calculate Formula**                    Select to calculate the formula and display the results in the output hourly
                                        rate box.

# Testing a Formula for an Overtime Rule Set

Access the Formula Tester form.

**CHAPTER 8**

# Working with Timecards for Timecard Automation

This chapter includes an overview of timecard automation timecards, lists a prerequisite, and discusses how to:

• Review and revise timecards created by timecard automation.

• Work with timecard batches.

• View the timecard batch file audit history.

## Understanding Timecard Automation Timecards

You can use the Reviewing and Approving program (P186601) to manage batches of timecards that are created or changed by the Timecard Templates program (P186301), the Retroactive Pay Rules program (P186701), or the Overtime Rules program (P186401). For example, after you use a timecard template to create a batch of timecards with which to pay the sales staff, you can review the batch of timecards to ensure that they are accurate. When you are satisfied, you can approve the batch of timecards and continue with pre-payroll processing.

After you submit a timecard template, overtime rule set, or retroactive pay rule for processing, the system assigns a number and an initial status of Pending Approval to the resulting batch of timecards. As long as the batch of timecards is pending approval, you can review and revise it in the Reviewing and Approving program. When you finish working with the batch of timecards, you can change its status by either approving or canceling the batch.

For example, before you pay the sales staff, you review the accuracy of the batch of timecards that was created using a timecard template. After reviewing the batch, you realize that it does not cover the correct dates. You cancel the batch, thereby deleting the timecards. You then return to the Timecard Templates program, update the timecard template, and resubmit the batch. You then note that the batch of timecards is acceptable, at which point you approve it and continue with pre-payroll processing.

The processes for reviewing, approving, and canceling timecards are the same regardless of the program from which a batch of timecards originated. For example, you can approve a batch of timecards that was created with an overtime rule set to pay overtime to the warehouse staff. You can use the same process to approve a batch of timecards that was created with a timecard template to pay consultants a bonus.

You can review new or changed timecards that are pending approval. The system determines how you can review batches of timecards in the Reviewing and Approving program based on the program in which the timecards originated. However, when you access batches of timecards directly through the Timecard Templates program, the Retroactive Pay Rules program, or the Overtime Rules program, the system displays only those batches that originated in the particular program.

As long as a batch of timecards is pending approval, you can revise individual timecards by selecting the batch of timecards and the appropriate timecard. You can revise the status of batches of timecards by approving or canceling those that are pending approval. You can also run reports that display the timecards in a specific batch.

## Prerequisite

Create timecards using the timecard automation process.

See <u>Chapter 6, "Setting Up Timecard Automation," page 55</u> and <u>Chapter 7, "Setting Up Functions and Formulas for Timecard Automation," page 95</u>.

### See Also

<u>Chapter 12, "Entering Timecards for Employees," page 197</u>

# Reviewing and Revising Timecards Created by Timecard Automation

This section provides an overview of timecard review and revision and discusses the forms used to review and revise timecards that are created by timecard automation.

## Understanding Timecard Review and Revision

When a batch of timecards is pending approval, you can use the Reviewing and Approving program (P186601) to review, approve, or cancel the batch. Within the Timecard Automation module, when timecards are created in F06116, they are marked as pending. You cannot process pending timecards in a payroll cycle.

When you approve a batch of timecards, the system removes the pending marker, which enables the timecards to be included in a payroll cycle. When you cancel a batch of timecards, the system removes the timecards that were created by the Timecard Automation module from the F06116 table and returns to their original state any timecards that were changed. For example, when you use a timecard template to pay quarterly bonuses to the consulting staff, you might want to verify the accuracy of the timecards. You must approve the batch before you can process the timecards in a payroll cycle.

The Timecard Templates program (P186301), the Retroactive Pay Rules program (P186701), and the Overtime Rules program (P186401) each manage timecards differently. The view that you use to review batches of timecards might differ depending on which process created the timecards. Timecard templates create new timecards, retroactive pay rules create new timecards based on existing timecards, and overtime rule sets can create new timecards and change existing timecards.

A *view* is the manner in which the Reviewing and Approving Timecards program displays the header information, relationships between timecards, and information that is specific to the originating program for a batch of timecards. A relationship shows the connections between originating timecards and new or changed timecards.

The views that are available for each program include:

• Timecard Templates: Basic.

• Retroactive Pay Rules: Before, After, Both.

• Overtime Rule Sets: Before, After.

The Timecard Templates program uses a timecard template to create new timecards. You can review new timecards using a basic view. The term *basic* refers to the batch of timecards that the system creates. No relationships exist among these timecards.

The Retroactive Pay Rules program uses a retroactive pay rule and original timecards to create new timecards. You can review original and new timecards using before, after, or both views:

| View | Description |
|------|-------------|
| Before | The batch of original timecards that the system uses. These timecards provide information for creating timecards. No relationship exists among these timecards. |
| After | The batch of new timecards that the system creates. These timecards are based on the original timecards that are displayed in the Before view. No original timecards are displayed, and all timecards displayed are new. |
| Both | The batch of timecards, including original timecards and timecards that the system creates. These timecards include the original timecards that are displayed in the Before view, and on which they are based. Original timecards are displayed in bold text; new timecards are displayed in plain text. |

The Overtime Rule Sets program uses an overtime rule set and original timecards to create new timecards and change the original timecards. You can review new and changed timecards in Before or After view:

| View | Description |
|------|-------------|
| Before | The batch of original and unchanged timecards that the system uses. These timecards provide information for creating or changing other timecards. No relationships exist among these timecards. |
| After | The batch of new and changed timecards that the system creates or changes. These timecards are based on the original timecards that are displayed in the Before view. Original timecards are displayed in bold text; new timecards are displayed in plain text. |

## Revising Timecards Created by Timecard Automation

The Reviewing and Approving Timecards program (P186601) enables you to access the Speed Time Entry program (P051121) to revise batches of timecards. You can revise timecards from the Reviewing and Approving Timecards program only after the system processes the batch of timecards and before you approve or cancel it. For example, after you review a batch of timecards and discover that it uses an incorrect value for paying overtime to employees in the warehouse, you can revise the batch of timecards. You can revise timecards by employee or by batch number. You can also revise the status of a batch of timecards.

You can revise current timecards that were created or changed for an employee regardless of batch number. For example, assume that you pay a quarterly bonus to employees who meet certain criteria on a project, such as being employed in the quarters before and after the current quarter. After reviewing the batch of timecards, you discover that one employee was not employed during the preceding quarter. The system enables you to remove the employee instead of reprocessing the entire batch.

You can revise new timecards that are created in a specific batch of timecards. For example, assume that the organization has a division that contains several departments. If some of the employees in a department entered their time incorrectly on their timecards, you can correct the specific timecards that require changes instead of canceling the entire batch. However, when you review batches of timecards that were created by the Overtime Rules Sets program, the system displays only newly created timecards. Changed timecards are part of an original batch and are not included when you review timecards by batch. To change original timecards, you can review the timecards by employee. Doing so shows you all of the current timecards for each employee, regardless of batch number.

**Note.** You cannot revise historical timecards.

This table describes the batch approval statuses:

| Status | Description |
|---|---|
| Pending Approval | Batches of timecards arrive in the Reviewing and Approving Timecards program that are marked Pending Approval. Pending timecards cannot be included in a payroll cycle. You can revise and approve, or cancel batches of timecards or individual timecards. |
| Approved | After you approve a batch of timecards, the system changes the status to Approved and removes the Pending status from F06116. When you approve a batch of timecards, the system marks as approved all changes that were made after the timecards were generated, such as changed timecards and any new timecards that have been created. After changing the status to Approved, the system creates an Approval or Cancellation report and enables you to continue the pre-payroll process. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch. |
| Canceled | When you cancel a batch of timecards, you reject the changes that were made to existing timecards and you reject the new timecards that were created. The system removes newly created timecards from F06116 and restores changed timecards to their original status. After changing the status of the batch to Canceled, the system creates an Approval or Cancellation report and, as appropriate, reverses the changes and deletes the new timecards. As long as a batch of timecards is approved or canceled, you can delete the header record for the batch. |

## Forms Used to Review and Revise Timecards Created by Timecard Automation

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Timecard Automation Batches | W186601A | Daily Processing (G18610), Reviewing and Approving  Select the template, rule, or rule set to review after submitting a timecard template, retropay rule, or overtime rule set for processing. | Select a batch of timecards for review or revision. |
| Timecard Automation Batch | W186601B | Select the batch of timecards with which you want to work, and then click Select on Work With Timecard Automation Batches. | Review or revise timecards created by timecard automation. |

# Working with Timecard Batches

This section provides an overview of timecard batches and lists the forms used to revise the status of a batch of timecards.

# Understanding Timecard Batches

When you review the timecards that the system created from a timecard template, a retroactive pay rule, or an overtime rule set, you might need to correct errors before you approve the batch. You can access the Speed Time Entry program (P051121) from the Timecard Automation module to revise batches of timecards or individual timecards. You can revise timecards for only those batches that have not been approved or canceled. You cannot revise historical timecards.

## Revising the Status of a Batch of Timecards

After reviewing the batch of timecards and before continuing with pre-payroll processing, you can approve the batch to accept the changes and newly created timecards, or you can cancel the batch of timecards if it is incorrect, thereby rejecting the changes and the newly created timecards.

After you change the status of the batch of timecards to Approved or Canceled, you can no longer revise it or change its status.

You cannot delete the header record from the Reviewing and Approving Timecards program for a batch of timecards pending approval. You can, however, delete the header record for a batch of timecards after you have approved or canceled it.

## The Labor Rules Batch Approval/Cancellation Report

When you approve or cancel a batch of timecards, the system generates the Labor Rules Batch Approval/Cancellation report (R186602). Use this report to review detailed information about the timecards in the batch. The report includes:

• Header information, such as batch number, employee group name, start date, and end date.

• Individual timecard information, such as transaction number, batch number, address name and number of each employee, PDBA code, work date, hours worked, hourly rate, and gross pay.

## Forms Used to Work with Timecard Batches

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Timecard Automation Batches | W186601A | Daily Processing (G18610), Reviewing and Approving<br><br>Select the template, rule, or rule set to review after submitting a timecard template, retropay rule, or overtime rule set for processing. | Select a batch of timecards for review or revision. |
| Timecard Automation Batch | W186601B | Select the batch of timecards with which you want to work, and then click Select on Work With Timecard Automation Batches. | Review or revise timecards created by timecard automation. |
| Confirmation | W186601E | Select the batch that you want to approve, and then select Approve Batch from the Form menu on Timecard Automation Batch.<br><br>Select the batch that you want to cancel, and then select Cancel Batch from the Form menu on Timecard Automation Batch. | Approve or cancel a batch of timecards. |

# Viewing the Timecard Batch File Audit History

This section provides an overview of timecard batch file audit history and discusses how to view a timecard batch file audit history.

## Understanding Timecard Batch File Audit History

You use the Timecard Audit Details program (P05116Z2) to view the detailed history information of the timecard batch files. The Timecard Audit Details program displays the audit history records for each timecard selected in the sequential order. The timecards that were last saved are displayed first. You can search for the timecards based on employee number.

## Form Used to View the Timecard Batch File Audit History

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Timecard Audit Details | W05116Z2A | Time Entry (G05BT1), Timecard Audit Details | Review a timecard batch file audit history. |

## Viewing a Timecard Batch File Audit History

Access the Timecard Audit Details form.

Timecard Audit Details form

| | |
|---|---|
| **Employee Number** | Enter the employee number of the employee for whom you want to view the timecard audit details. |
| **Pay Period Ending Date** | Enter the last day of the pay period, as defined in the master pay cycles. |
| **Labor Period Ending Date** | Enter the last day of the labor distribution period. |
| **TC Corrections Indicator** (timecard corrections indicator) | Review the correction status of the timecard history records. Values are:

Blank: The timecard or historical timecard has not been corrected.

*1:* The timecard has been corrected.

*2:* The historical timecard has been corrected. |
| **Timecard Trans Link** (timecard transaction link) | Review the transaction number of the corresponding timecard in the F06116Z1, F06116, or F0618 table. |
| **EDI Trans Number** (Electronic Data Interchange transaction number) | Review the number that an EDI transmitter assigns to a transaction. |

# CHAPTER 9

# Setting Up Global Leave Administration

This chapter provides an overview of global leave administration setup and discusses how to:

• Set up global leave system controls.

• Set up leave types for global leave.

• Set up leave verification rules.

• Set up the Leave Transactions table.

• Associate pay types with activity types.

• Assign schedules to employee groups.

## Understanding Global Leave Administration Setup

This section discusses:

• System features

• Employee schedules

### System Features

Most organizations need to track the amount of time that employees are on leave. Although various payroll software products can track basic accrual balances and timecard history, many organizations need additional planning and tracking tools that track more detail and enable managers to evaluate and act upon trends. Global leave administration offers robust time reporting and payroll features that establish leave eligibility, accruals, and balance tracking. Global leave administration enables you to immediately validate leave availability during the time entry process. The system also provides an automated workflow feature that enhances the management approval process.

Global leave administration enables you to track medical and maternity leave (known as Family and Medical Leave Act (FMLA) for U.S. employers). The system tracks advanced information that is necessary for medical leave approval. After medical leave begins, the system continues to track the progress of each approved leave and to gather additional information that is necessary to meet company and governmental requirements.

Global leave administration includes Employee Self-Service and Manager Self-Service features. You can use Employee Self-Service to:

• View leave balances.

• Request leave time.

• Cancel or modify existing requests.

• Submit FMLA requests and information for U.S. employees.

You can use the Manager Self-Service features to:

• View leave requests and available balances.

• Approve, modify, and reject leave requests.

• View scheduled leave in the Work Order Employee Scheduling module.

The setup process for global leave administration includes entering appropriate system settings to:

• Enable features of the global leave administration programs.

• Define medical leave policy.

• Specify leave types.

• Build the F07620 table.

• Specify leave verification rules (P07602).

To support global leave administration and self-service leave planning, you may want to populate your F07620 (leave transactions) table from historical timecards. You use the Leave Transaction Update program (R0707620) to identify historical leave timecards and populate the F07620.

After you complete these setup procedures and set the appropriate processing options for the interactive programs, employees and mangers can enter leave requests, track medical leave information, and review other leave-related information.

# Employee Schedules

Begin setting up employee schedules by analyzing the calendars that exist in your organization. Within the context of employee scheduling, you need to consider three levels of planning information:

• Activities

• Calendars

• Schedules

Items that you enter into a calendar for Human Capital Management (HCM) are activities. Activities functionally parallel pay types. You need to set up activity types in a user-defined code (UDC) table.

Employee scheduling uses three types of calendars:

• Individual

• Template (work patterns)

• Holiday

Individual calendars might include such activities as individual work patterns that involve multiple pay types and planned leave time. To avoid duplicating terms, use a *template* rather than a *work schedule* to represent the repetitive blocks of time that an employee normally works. Examples of templates include:

• Part time.

• Casual (day labor, contract).

• Full time.

• Weekend days.

• Night shift.

Many organizations need to create multiple holiday calendars. Depending on company rules about employee holidays, some groups of employees might receive different holiday time off than others. For example, full-time employees might receive a set of nationally recognized holidays as paid time off, while part-time employees might receive the same holidays off but without pay. Another example is full-time employees receive a set of paid holidays, but a union contract specifies a slightly different set of paid holidays.

Because various holiday calendars can conflict, and conflicting holiday activity types can exist, this hierarchy of calendars applies:

1. Union

2. Business unit

3. State

4. Company

When a conflict exists between a union calendar and any other assigned calendar, the union calendar takes precedence. For example, if a company calendar specifies the same time off for a particular employee's holiday, the system uses the union calendar.

Schedules include one or more calendars. For example, an employee schedule might include individual, template and holiday calendars. In some instances, where overlapping holiday calendars exist, an employee schedule might include four or more calendars. Not only can different holiday calendars include conflicting days off, they can also include different activity types that track to different pay rates.

When you have analyzed the calendars that exist in your organization, you are ready to create activity types in a UDC table. You access the User Defined Codes Program (P0004A) from a menu in the Associate Pay Types with Activity Types program (P073111). When you have completed the activity types, you need to link them to existing pay types. When the linking activity is complete, you are ready to set up calendars. After defining calendars, you can create employee schedules by linking calendars to employee groups.

## Setting Up Activity Types for Employee Schedules

To set up employee schedules, you must use activity types. For employee schedule templates, activity types functionally parallel pay types. Each activity that you enter on a schedule must use an activity type. After creating activity types, you then link them to corresponding pay types. Because of this link, your organization can leverage schedule information to generate timecards. Although you can set up employee schedule templates using only the activity types that are included in your software, you might want to customize the existing data and enter additional activity types that match the pay types that you already have in place. To enter or edit activity types, you access the User Defined Codes program (P0004A) from a menu in the Associate Pay Types with Activity Types program (P073111) and enter information in UDC 01/AC.

After you set up activity types, you need to link the activity types to the corresponding pay types. To perform this linking function, use the Associate Pay Types with Activity Types program.

You can automate linking pay types and activity types by displaying all of the pay types in P073111 and then choosing Create Associations for All Pay Types from the menu. When you perform this function, the system reviews all of the pay types in the F069116 table, creates an activity type for each, and links them. The system saves the linked information in the F073111 table.

## Setting Up Working Schedule Codes for Employee Schedules

When you use the Manage Employees Schedules program (P07311) and need to work with employee calendars, you use one of several menu options to access the Search For Calendar program (P01311). When you work with employee scheduling, you need to select *Work Schedule* in the Calendar Type and Identifier Type fields. You also need to select an appropriate *Identifier* code that identifies a schedule template. You need to create an identifier code for each schedule template in UDC 01/WS.

### Assigning Schedules to Employee Groups

Your organization can leverage features from the Employee Groups program (P0186201) to assign schedules to employee groups. You use the Manage Schedules for Employee Groups program (P07315) to link existing schedule templates to employee groups. You can display employee groups and assign schedules to one at a time or you can automatically assign a template schedule by selecting groups and then selecting Assign Schedules to all Groups.

### See Also

*JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Using Foundation Calendar"

# Setting Up Global Leave System Controls

This section provides an overview of global leave system controls and discusses how to set up global leave system controls.

## Understanding Global Leave System Controls

You use the Leave Administration Setup program (P07600) to specify company constants settings that are associated with leave processing and define the basic parameters for the medical leave policy of the organization. This table describes the features:

| Feature | Description |
|---------|-------------|
| Automatic creation of timecards for leave requests | When you select automatic timecard creation, the system generates a timecard for the leave period each time that an employee leave request is approved by a manager. |
| Resource scheduling | When you select resource scheduling, the system copies approved leave requests into tables that are used by the Resource Assignments module, which is part of the EnterpriseOne Enterprise Asset Management system. You can then use information that is associated with employee leave to plan and schedule company resources. |
| Medical leave tracking | When you select medical leave tracking, the system tracks time entry and leave information that is required to comply with the FMLA. |

If different companies within the organization have different leave policies, you can set up company-specific information for leave system controls. Alternatively, you can create a default set of leave system controls for Company 00000 that the system uses for all of the companies within the organization. At a minimum, you must set up leave system controls for Company 00000. You can then set up company-specific controls. The system uses the leave system controls that you set up for Company 00000 to process leave information for any company that does not have specific controls. Leave administration setup information is stored in F07600.

When verifying leave balances for sick and vacation leave requests, the system calculates the available balance using calendar, fiscal, or anniversary year, depending on the sick and vacation leave policy of the organization.

If the leave policy is based upon a calendar year, the system uses information from the F06146 table to calculate the number of leave hours that the employee has accumulated. The system subtracts the amount of leave time taken from the amount of leave time accumulated to determine the available leave balance.

If the leave policy is based upon a fiscal, anniversary, or other noncalendar year, the system uses information from the F06147 table to calculate the number of leave hours that the employee has accumulated. The system subtracts the amount of leave time taken from the amount of leave time accumulated to determine the available leave balance.

When it verifies leave balances for medical leave requests, the system calculates the amount of medical leave time that the employee has taken during the specified medical-leave time period using information from the F06146 table. The system then subtracts the amount of medical leave that was taken from the value that you enter on the Leave Administration Setup form.

---

**Note.** For a pay type to be considered a medical leave pay type, and to include the time that is associated with that pay type in the calculation for determining available medical leave balances, you must set up the pay type for medical tracking using the Leave Type Setup program (P07601).

---

## Forms Used to Set Up Global Leave System Controls

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Leave Administration Setup | W07600A | Leave Administration Setup (G07GLVA1), Leave Administration Setup | Access the Leave Administration Setup form. |
| Leave Administration Setup | W07600B | Click Add on the Work With Leave Administration Setup form. | Set up global leave system controls. |

## Setting Up Global Leave System Controls

Access the Leave Administration Setup form.

Leave Administration Setup form

| Available Balances | Enter a code that controls how the system responds when an employee enters a request for leave or leave taken. If you enter any value other than 0 (zero), employees can take only available leave. This value is in effect for all pay types that are set up to use leave tracking. This information is stored in the F069116 table. Values are: |
|---|---|

*0:* Do not verify available leave balances.

*1:* Verify available leave balances.

A hard error results if insufficient balances exist.

*2:* Verify available leave balances.

A warning message results if insufficient balances exist.

*3:* Verify available leave balances.

Employees can use available plus accrued balances. A hard error results if insufficient balances exist.

*4:* Verify available leave balances.

Employees can use available plus accrued balances. A warning results if insufficient balances exist.

**Timecard Creation**     Enter a code that specifies whether leave administration creates timecards for approved leave requests. The system can automatically create timecards in either the F06116Z1 or the F06116 table. The system uses the F06116Z1 table to upload timecards into the systems' live time entry table. You would typically use this table with employee self-service time entry programs. Values are:

*0* or Blank: Do not automatically create timecards when leave requests are approved.

*1:* Automatically create timecards in the F06116Z1 table.

*2:* Automatically create timecards in the F06116 table.

**Resource Scheduling**

Enter a code that determines whether resource scheduling software is enabled. If resource scheduling software is enabled, this value also controls whether approved leave requests are copied into the resource scheduling module. Values are:

*0:* Resource scheduling is not active; do not update leave request information.

*1:* Resource scheduling is active; update leave request information.

**Leave Validation Location**

Enter a code that determines the table where the system verifies available leave balances. Values are:

*0*: F06146 table.

*1*: F06147 table.

**Medical Leave Tracking Enabled**

Enter a code that the system uses to enable or disable medical leave software (FMLA or an international equivalent). Enabling medical leave tracking enables the human resources department to use additional programs to track detailed information about employee medical leave requests. If you do not enable this feature, employees can still enter medical leave requests and managers can still review, approve, or decline those requests. However, without the Medical Leave Tracking feature, company personnel will not have access to these additional tracking programs. Values are:

*0:* Disable.

*1:* Enable.

**Medical Leave Hours**

Enter the number of hours an employee must work in a year before he or she is eligible for medical leave.

**FMLA Leave Amount** (family medical leave act leave amount)

Indicates standard number of hours that are available for an employee to take as FMLA leave within a one-year period, based on 2080 hours. Employees working less than 2080 hours per year are allowed a portion of these hours.

**Medical Leave Paid Entitlement**

Enter a code that determines whether employees are obligated to use accrued vacation and sick pay when taking medical (FMLA) leave. Values are:

*0:* Do not require employees to use vacation and sick balances.

*1:* Require employees to use vacation and sick balances.

**Medical Leave Months**

Indicates the number of months after initial employment that an employee must work before he or she is eligible for medical leave. You should contact the Federal and State department offices that are responsible for labor regulations to verify that the information that you enter in this field is accurate.

**Calendar Year, Defined Date Range,** and **12 Month Revolving**

Enter a code that specifies a date range for checking FMLA eligibility. You can base the date on a calendar year, a fixed and defined date range, or a 12-month period before or after leave begins as the 12-month period. Values are:

*0:* Calendar year (January 1 through December 31).

*1:* Fixed date range (defined by user).

> *2:* 12-month revolving range (the previous 12- month period from the leave begin date).
>
> *3:* 12-month period forward from date of initial FMLA leave request date. If 12 months passes between FMLA leave dates, the first day of the new request becomes the initial leave date.

| | |
|---|---|
| **Defined Begin Date** | Indicates the beginning date of leave time. |
| **Defined End Date** | Indicates the ending date of leave time. |
| **FMLA Yearly Limit (Hours)** (family medical leave act yearly limit in hours) | Indicates number of hours an employee must work in a year before he or she is eligible for medical leave. |

# Setting Up Leave Types for Global Leave

This section provides an overview of leave types and discusses how to set up leave types.

## Understanding Leave Types

You use the Leave Type Setup program (P07601) to define leave types. The system stores setup information about leave types in the F07601 table. When you set up leave types, you can:

• Use existing leave types and define additional leave types.

• Define the relationship of a leave type to a pay type.

• Define medical leave types.

You can use any of the existing leave types that are included in UDC 07/LV and add additional leave types to this table to meet the needs of the organization. When you specify that a leave type is active, the system automatically displays the leave type for the employee when they enter leave requests in the Employee Self-Service Leave Planning And Request program (P07620).

You can also use this program to set up medical leave types. To ensure that the system accurately calculates medical leave balances and processes medical leave requests, you must set up all medical leave pay types for medical tracking. The system only considers history for medical leave pay types that have been set up to track history. Therefore, if an employee takes medical leave and uses a pay type that is not set up to track medical leave, the system does not use the hours that the employee takes to calculate the amount of medical leave time that is available to the employee.

See .

## Forms Used to Set Up Leave Types

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| Work With Leave Type Setup | W07601A | Leave Administration Setup (G07GLVA1), Leave Type Setup | Review leave type information. |
| Leave Type Setup Revisions | W07601B | Click Add on the Work With Leave Type Setup form. | Set up leave types. |

## Setting Up Leave Types

Access the Leave Type Setup Revisions form.



Leave Type Setup Revisions form

| | |
|---|---|
| **Leave Type** | Enter a UDC from 07/LV that describes the leave time that an employee takes or requests. You can use this information to report leave trends. Values might include: |
| | *C:* Comp Time |
| | *S:* Sick Time |
| | *M:* Maternity Leave Time |
| **Active** | Enter a code that determines whether a leave type is active. If the leave type is active, the system enables the user to request this particular leave type through Employee Self-Service Leave Planning and Request (P07620). Values are: |
| | *Y*: Active |
| | *N*: Not Active |

| | |
|---|---|
| **Accrual Type** | Enter a UDC from 07/LV that describes the leave time that an employee takes or requests. You can use this information to report leave trends. Values might include: |
| | *C:* Comp time |
| | *S:* Sick leave time |
| | *M:* Maternity leave time |
| **Medical Tracking** | Enter a code that the system uses to enable or disable medical leave tracking (FMLA or an international equivalent) for a specific leave type. If medical leave tracking is enabled, then setting this value to *1* activates additional information tracking when an employee requests leave time. The system stores the medical leave tracking value (data item FMMB) in the F07600 table. Values are: |
| | *0* or Blank: Disable medical tracking. |
| | *1:* Enable medical tracking. |
| **Primary Pay Type** | Enter the main pay type with which a leave type is associated. When an employee requests time off for a leave type, this pay type is recorded in F06116. Alternatively, this pay type is recorded in F06116Z1 if the client automatically creates timecards. |
| **Secondary Pay Type** | Enter the secondary pay type with which a leave type is associated. The secondary pay type is an alternative value to which you can change a leave type without causing an error. This field is reserved for future use, and is currently not functional. |
| **Third Pay Type** | Enter the third pay type to which a leave type is associated. This pay type is an alternative value to which you can change a leave type without causing an error. This field is reserved for future use, and is currently not functional. |
| **Active Leave** | Enter a code that determines whether a leave type is active or not. If the leave type is active, the system enables the user to request this particular leave type through Employee Self-Service Leave Planning and Request (P07620). Values are: |
| | *Y:* Active. |
| | *N:* Not Active. |

# Setting Up Leave Verification Rules

This section provides an overview of leave verification rules and discusses how to set up a leave verification rule.

## Understanding Leave Verification Rules

You define a set of rules as a leave validation set that the system uses as a processing option to all programs that create leave time, such as the time entry programs and global leave. When you create a leave set, you use employee groups to define the individuals to whom the system applies the rule in each rule group. You use timecard automation to create employee groups. For leave balance validation, you can assign an error or warning for the user if balances are insufficient in the associated accrual. This setting uses UDC table 07/L2.

The global leave administration module uses leave verification rules that you create with the Leave Verification Rules program (P07602). Use this program to set up rules about the usage of employee accrual balances. You can define whether employees are allowed to create a negative paid time off balance and how they can take leave time. For example, you might want to define whether partial days or only full days are allowed. The system saves leave verification rule information in the F07602 table.

Employees can specify that they want the organization to pay them in advance for leave time that they are planning. Administrators can also search for timecards that include the pay in advance designation. Administrators can specify types of leave that are available to employees for payment in advance requests. To allow employees to enter time in advance of actual time worked, you need to set the value for Allow Request Leave Pay Advance to *Y* (yes). To display the pay in advance option for time entry, you must also set a processing option for the Time Entry Self Service Director program to show the request pay in advance time entry link.

See *JD Edwards EnterpriseOne Human Capital Management Self-Service 9.0 Implementation Guide*, "Setting Up Self-Service Time Entry," Setting Processing Options for Time Entry Self Service Director (P051125).

To create leave verification rules that work for payroll administrators and employee self-service applications, you can set up rules in two levels:

• Leave validation set

• Employee groups

You can define whether employees can take partial days of leave. The rule also indicates whether the system displays a warning or hard error if partial days are not allowed. If partial days are not allowed, the system checks the employee standard hours per day from the F060116 table to verify that the employee is not requesting or taking less than the standard work hours.

Organizations can set up leave verification rules that the system processes within time entry. Depending on the setting for the sick certificate rules code, employees can be paid based on whether they submit a sick certificate. The system uses these data items to allow users to specify certification rules:

• Definitions for a sick event.

• Sick event time period.

• Number of past months the system uses to calculate sick events.

• Definition of the number of hours that constitute a sick event.

When you create sick certificate rules, you must adhere to these rules:

• Enter a value for Sick Certificate Rule Code (*1* or *2*) if you enter a value in any of these sick certificate fields:

  - Sick Event Definition (SEVD)

  - Sick Event Time Period (SEPD)

  - Sick Event Past Months (SEPM)

  - Sick Event Hours Definition (SEHD)

  - Sick Certificate Rules Code (SCKR)

  - Sick Certificate Total Events (SCTD)

  - Sick Certificate Consecutive Events (SCCX)

• If you enter a value for Sick Certificate Rules Code, then the system requires a value for either Sick Certificate Total Events (SCTD) or Sick Certificate Consecutive Events (SCCX).

- If you enter a value for Sick Event Definition of *1* or *2,* then the system requires a value for Sick Event Hours Definition (SEHD).

- If you enter *3* (Rolling Months) for Sick Event Time Period, then the system requires a value for Sick Event Past Months (SEPM).

A processing option for the Time Entry MBF program specifies the leave verification set that the system uses as validation rules. This processing option is also associated with global leave administration, manager self-service leave approval, manager self-service time entry, and employee self-service time entry programs that display warning or error messages when users are entering leave time.

You use the timecard automation Employee Groups program (P186201) to define sets of employees for leave management that you attach to leave verification sets. By defining an employee group as a leave group, the system can automatically build the F186206 table. The system uses this table to determine the employee group for verifying leave requests. You must refresh this table when you add new employees to the F060116 table.

The time entry programs search the F186206 to determine the group to which the employee belongs. If no value is found for an employee, the system displays a warning message to alert the user that the employee is not set up in the F186206 table.

This table lists the UDCs that the system uses with leave verification rules:

| UDC | Name | Description |
|---|---|---|
| 07/VS | Sick Event Definition | The system uses these values to identify sick events. |
| 07/TP | Sick Event Time Period | The system uses these values to identify the time period definition for sick events. |
| 07/S3 | Sick Certificate Validation | The system uses these values to define a sick certificate rule code (SCKR). |
| 07/S4 | Sick Certificate Required | The system uses these values to specify whether a sick certificate is required. |
| 07/S5 | Sick Certificate Received | The system uses these values to specify whether an employee has supplied a sick certificate. |

## Forms Used to Set Up Leave Verification Rules

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Leave Verification Rules | W07602A | Leave Administration Setup (G07GLVA1), Leave Verification Rules | Click Add to create a new rule. |
| Leave Verification Rule Setup | W07602B | Click OK after you complete a new rule. | Create a new leave verification rule and assign an appropriate system warning value. |

## Setting Up a Leave Verification Rule

Access the Leave Verification Rule Setup form.

**Leave Verification Set**
Enter a code that identifies a group of leave verification rules that are grouped together for processing on any given application that validates leave time entry.

**Employee Group Name**
Enter a user-defined name for an employee group.

**Leave Type**
Enter a UDC from 07/LV that describes the leave time that an employee takes or requests. Use this information to report leave trends. Values might include:

*C:* Comp time

*S:* Sick time

*M:* Maternity leave time

**Available Balances**
Enter a code that controls how the system responds when an employee enters a request for leave or leave taken. If you enter any value other than *0* (zero), employees can take only available leave. This value is in effect for all pay types that are set up to use leave tracking. The system stores this information in the F069116 table. Values are:

*0:* Do not verify available leave balances.

*1:* Verify available leave balances. The system displays a hard error if insufficient balances exist.

*2:* Verify available leave balances. The system displays a warning message if insufficient balances exist.

*3:* Verify available leave balances. Employees can use available balances plus accrued balances. The system displays a hard error if insufficient balances exist.

*4:* Verify available leave balances. Employees can use available balances plus accrued balances. The system displays a warning if insufficient balances exist.

**Partial Days Allowed**
Enter a code that controls how the system responds when an employee enters time on a timecard that is not equal to the employee's standard work hours per day. Values are:

*0:* Partial days are allowed.

*1:* Partial days are not allowed. The system displays a hard error results when an employee enters a partial day.

*2:* Partial days are not allowed. The system displays a warning when an employee enters a partial day.

**Allow Request Leave Pay In Advance**
Enter a code that indicates whether a particular leave type may be requested to be paid in advance through Employee Self Service Time Entry or Employee Leave Request. Values are:

*Y:* Allow payment in advance.

*N:* Do not allow payment in advance.

**Sick Certificate Rule Code**
Enter a code (UDC 07/S3) that specifies how timecards that exceed sick certification rules are validated and processed within the payroll system. Values are:

Blank: No sick certificate rules validation.

*1:* Process sick certificate rules validation.

If rules state that sick certificate requirements are met, mark timecard as requiring sick certificate and pay timecards in payroll regardless of whether sick certificate has been received.

*2:* Process sick certificate rules validation.

If rules state that sick certificate requirements are met, mark timecard as requiring sick certificate and do not pay until timecard is updated that the sick certificate has been received.

**Sick Event Definition**      Enter a code (UDC 07/VS) that defines a sick event for a given sick certificate rule. Values are:

Blank: Any occurrence of leave time on a given day constitutes a sick event.

*1:* Any occurrence of leave time on a given day greater than or equal to *X* hours constitutes a leave event.

---

**Note.** *X* is the number of hours set up in the data item Sick Event Hours Definition (SEHD).

---

*2*: An aggregate number of hours constitutes a sick event.

To get a whole number representative of leave events, divide total hours of all sick time by X hours.

---

**Note.** *X* is the number of hours set up in the SEHD data item.

---

*3:* An amount of hours greater than or equal to the employee's standard hours per day constitutes a sick event.

*4:* An aggregate amount of hours equal to an employee's standard hours per day constitutes a sick event.

To get a whole number representative of leave events, divide the total hours of all sick time by the standard hours.

**Sick Event Hours Definition**      Enter a numeric value that the system uses to define Sick Event Codes (SEVD) 1 and 2. Values are:

*Rule Code 1:* Any occurrence of *X* number of hours in a day constitutes a sick event.

*Rule Code 2:* Every accumulation of sick leave time equal to *X* hours constitutes a single leave event.

**Sick Event Time Period**      Enter a code (UDC 07/TP) that defines a sick event for a given sick certificate rule. Values are:

Blank: The current calendar year.

*1:* The current anniversary year.

*2:* The current fiscal year.

*3:* A number of rolling months.

| | |
|---|---|
| **Sick Event Past Months** | Enter a numeric value that indicates the number of past months the system uses to determine the number of sick events an employee has reported. To determine the total number of sick events, the system takes the current evaluation date and searches past the specified number of months. |
| **Sick Certificate Total Events** | Enter a number that specifies the total events in a year that the organization allows an employee to take before requiring a sick certificate. |
| **Sick Certificate Consecutive Events** | Enter the number of consecutive sick days that an employee can take for a given leave occurrence before the organization requires a sick leave certificate. |

# Setting Up the Leave Transactions Table

This section provides an overview of the Leave Transactions table and discusses how to:

• Run the Leave Transactions Update Report.

• Set processing options for the Leave Transactions Update Report (R0707620).

## Understanding the Leave Transactions Table

To support self-service leave planning, you may also run the Leave Transaction Update report (R0707620) to copy historical leave information from the F0618 table into the F07620 table. This report gathers leave event information from the F0618 table and saves it in the F07620 table. You use this information for leave trending and historical leave reports.

You normally run this program when you are either installing the software or updating the software to a newer release. This update creates leave transaction records that are based on timecard history.

You need to select data based on date so that the desired range of timecard history is included. For example, you might include the two previous years of data. Then run the program.

Select Processing Options from the Row menu and set the option to Proof or Update mode.

## Form Used to Run the Leave Transactions Update Report

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| W986162B | Printer Selection | Advanced and Technical Operations (G07BUSP3), Leave Transaction Update. | Set the appropriate output and run the report. |

## Setting Processing Options for the Leave Transaction Update Report (R0707620)

Processing options enable you to specify the default processing for programs and reports.

### Default

| | |
|---|---|
| **1. Report Mode** | Specify the Pay Basis. Values are: |
| | *0*: Proof Mode |

*1*: Update Mode

# Running the Leave Transactions Update Report

Access the Printer Selection form and click OK to run the report.

# Associating Pay Types with Activity Types

This section provides an overview of activity type linking and discusses how to associate pay types with activity types.

## Understanding Activity Type Linking

Employee schedules are composed of activities that specify the time, location, and other aspects about how an employee anticipates spending time. Each activity in an employee schedule must have an activity type.

The system uses activity types to specify what the activity represents. Examples of activity types include:

• Regular work time

• Vacation time

• Sick time

Administrators can generate timecards from an employee schedule. When generating timecards from an employee schedule, the activity type of each activity is used to determine the pay type of the corresponding timecard.

Before timecards can be generated, the link between each activity type used in an employee schedule and its related pay type must be set up. Use the Associate Pay Types with Activity Types program (P073111) link pay types to activity types.

Because you can use employee schedules to generate timecards, your system uses activity types for employee scheduling that link to pay types. You can add activity types in UDC 01/AC. You can use the Associate Pay Types with Activity Types program (P073111) to link individual pay types to activity types. Alternately, you can create activity types and then automatically link them to each pay type in the F069116 table. You use the Create Associations for All Pay Types menu option to automate the assignment.

## Form Used to Associate Pay Types with Activity Types

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Pay Type to Activity Type Associations | W073111A | Employee Schedules (G05BES1), Associate Pay Types with Activity Types | Click Find to display existing pay types and then link appropriate activity types to each pay type. Alternatively, select Create Associations for All Pay Types from the menu. |

## Associate Pay Types with Activity Types

Access the Work with Pay Type to Activity Type Associations form.

| | |
|---|---|
| **Pay Type** | Enter a 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. |
| **Activity Type** | Enter a UDC from 01/AC that categorizes the type of activity. |
| **Leave Type** | Enter a UDC from 07/LV that describes the leave time that represented by the specified pay type. Administrators can use this information to identify leave trends. Values might include: |

*C:* Comp Time

*S:* Sick Time

*M:* Maternity Leave Time

# Assigning Schedules to Employee Groups

This section provides an overview of schedule assignment and discusses how to:

• Set processing options for the Assign Schedules to Employee Groups program (R07315).

• Assign schedules to employee groups

## Understanding Schedule Assignment

You can use employee schedules to quickly assign schedules to many employees. For example, you can define generic patterns once such as Monday through Friday from 8:00 a.m. to 5:00 p.m. and then assign that pattern to an group of employees with one action. These generic patterns are called schedule templates.

After setting up calendars with activities that represent the desired schedule templates, you need to assign an appropriate template to individual employees. Although you can manually assign a schedule template to an employee, assigning the schedule template to a group of employees is a more efficient approach. You use the Manage Schedules for Employee Groups program (P07315) to enter these assignments.

In most implementations, employees should not appear in more than one employee group. If one or more employees appear in multiple groups, you should create one or more exception groups that include these employees. If an employee appears in more than one group and you process the assignment, the system assigns the employee to the last schedule template that you assigned to that employee.

**Note.** After you enter new values in the Work with Schedules for Employee Groups form, you need to click Assign Schedules to Selected Groups or Assign Schedules to All Groups. This action launches the Assign Schedules to Employee Groups report (R07315) and completes the new assignments. If you just click Save and Close, the system does not complete the assignments.

## Form Used to Assign Schedules to Employee Groups

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Schedules for Employee Groups | W07315A | Periodic Processing (G05BESPP), Manage Schedules for Employee Groups | Link schedule templates with employee groups and then click Assign Schedules to Selected Groups or Assign Schedules to All Groups. |

## Assign Schedules to Employee Groups

Access the Work with Schedules for Employee Groups form.

**Employee Group ID**        Enter a number that uniquely identifies an employee group record in the F186201 table.

**Schedule ID**        Enter a code from UDC 01/WS that identifies a calendar. This is a morphic field that identifies a calendar when the system combines a Calendar and Identifier Type. For example, if you enter Work Schedule in the Calendar and Identifier Type fields, then you use a code from UDC 01/WS for Schedule ID.

# CHAPTER 10

# Creating Employee Assignments

This chapter includes an overview of employee assignments, and discusses how to:

• Set up default pay type cross-references.

• Create employee assignments.

• Generate and save timecard templates.

• Generate timecard corrections.

• Archive and restore employee assignments.

## Understanding Employee Assignments

Companies that hire many different people to perform a wide range of tasks for different departments, and companies that have divergent payment arrangements-both need the ability to create flexible work assignments and payment arrangements that are beyond the capability of many time entry and payroll systems. For example, one employee might work on different assignments for different companies during the same pay period. When you activate employee assignment to work with the JD Edwards EnterpriseOne Time and Labor system, factors that are assignment-specific, such as pay and billing rates, Workers Compensation, and tax basis are used to create employee timecard records.

Regardless of whether companies require the complexity to accommodate employees who work on multiple assignments in the same pay period, companies can benefit from the ability to use templates to automatically enter a variety of time entry information collected from an employee's assignment.

## Prerequisites

Before you enter new employee assignments and generate new time entry templates, you need to set up information in the software to enable and automate the process. You must set the employee assignment processing options in the Time Entry MBF program (P050002A). The processing options that are specific to employee assignment are located on the Pay Rates tab and the Processing tabs. You must also set up default cross-references for pay types.

Set up overtime rules in UDC 07/OR.

See Chapter 3, "Setting Time Entry Processing Options," page 15.

# Setting Up Default Pay Type Cross-References

When you use the employee assignment program to create time entry templates, you specify the payment method that you are using by specifying one of these payment methods on the Basic tab of the Time Entry Template form:

• Pay Basis

• Pay Type

If you specify Pay Basis, then you need to use the EE Assignment Default Pay Types program (P0716704) to create cross-reference records in the Employee Assignment Default Pay Type table (F0716704) that the system uses when it processes time entry. If you specify the Pay Type option instead of the Pay Basis option on the time entry template form, then you do not need to use this setup procedure.

These pay bases currently exist in UDC 07/AB:

• HR (Hourly)

• LS (Lump Sum)

• SAL (Salary)

You can create additional pay bases as required to meet the needs of the organization. These pay bases are available options that you can select when you complete the TE Template form in the EE Assignment program (P0716701). Choosing one of these options determines the pay basis for an employee assignment.

## Forms Used to Set Up Default Pay Type Cross-References

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With EE Assignment Default Pay Types | W0716704A | Employee Assignment (G05EA10), EE Assignment Default Pay Type | Access the EE Assignment Default Pay Types form. |
| EE Assignment Default Pay Types | W0716704B | Click Add on Work With EE Assignment Default Pay Types. | Set up default pay type cross-references. |

## Setting Up Default Pay Type Cross-References

Access the EE Assignment Default Pay Types form.

**Pay Basis**                     Enter a UDC Code (07/AB) to indicate the pay basis of an assignment (hourly, salary, piece rate, and so forth.)

**PDBA Code** (pay type, deduction, benefit, and accrual code)      Enter a 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.

**Explanation**                   Enter a description, remark, explanation, name, or address.

# Creating Employee Assignments

This section provides an overview of the employee assignment creation process, and discusses how to:

• Set processing options for the EE Assignment program.

• Create employee assignments.

• Define timecard templates for employee assignments.

• Add a job description to an employee assignment.

• Set up third-party payment information.

## Understanding Employee Assignment Creation

You can use the EE Assignment program (P0716701) to create employee assignments and to define time entry templates for each assignment. This assignment approach enables a human resources administrator to create flexible employee assignments that are specific to a range of work assignments that use various billing rates, recharge arrangements, and so on. After all assignment and time entry template information is complete, the administrator can use a batch process to automatically generate semi-complete timecards that contain assignment-specific information. After you create these templates, you can use the Speed Time Entry program (P051121) to locate the timecards by batch number, and complete them with information that is specific to the pay period, such as the number of hours worked.

To use the employee assignment process, you must:

• Create employee assignments.

• Define time entry templates for each assignment.

To begin, you must create an employee assignment record. After you create the assignment, you can define the time entry template that is associated with each assignment. When you define the time entry template, you specify the information that you want to include on all timecards that are created for that assignment, including the job description, pay rates, and billing rates.

When the system processes employee assignment information in Service Billing, the job description is printed as an explanation on the bill.

When you define a time entry template for an assignment, you must set up at least one pay rate for regular pay. The system automatically enters this rate on all timecards that are associated with the specified assignment. For example, you might set up an assignment that pays employees 10 USD per hour for regular time, and 15 USD for overtime. When you enter this information on the assignment, the system automatically uses these rates to create the employee's timecards. You must, at minimum, enter a pay rate for regular pay; however, you can set up rates for additional pay types, such as overtime, double-time, or holiday pay.

You might also need to enter billing rate information for the assignment. If you have set up the system to derive billing rates using a markup table, or if you are not creating billing records for the assignment, you can leave the billing rate blank. However, if you are not using a markup table, you must set up a billing rate if you want to create billing records for the time associated with an assignment.

If a job description is not entered and pay rate information is not set up, the system does not create an assignment record.

The employee assignment number that the system creates for each record is a unique, system-assigned number generated from the next numbers feature of the software. This number is not accessible for manual changes.

On the T/E Template form, the fields on the series of tabs provide an opportunity for you to temporarily override, but not permanently overwrite, information in the F060116 table. For example, if you have set up the employee as part of Home Company 100 in the F060116, but want to pay the employee under Home Company 50 for a specified assignment, you can override the Home Company at the assignment level. If you want to use the information from the F060116 table when creating timecards for the assignment, you do not need to enter values.

The tables that the system uses when you are setting up time entry templates with the employee assignment program are:

• F060116

• F0716701

• F48311

After you create employee assignments and define time entry templates for those assignments, you might find that you want to change the information. For example, if an employee continues to work in a specified assignment, but receives a pay rate increase, you can update the existing assignment and template information, rather than creating a new assignment with updated information.

## Calculating Overtime for Employee Assignments

If you need to calculate overtime differently for different assignment records, you can use the Timecard Automation module to perform the calculations. First, you must set up an overtime rule and enter that rule in UDC 07/OR before you create employee assignments. You then enter the overtime rule on each assignment. After you create timecard templates, you can process the timecards through the Timecard Automation module to calculate the correct overtime amounts for the timecards. When you process the overtime rule, you must enter the overtime rule code in the data selection criteria to ensure that only the timecards that are associated with the assignment records which use that overtime rule are processed.

Alternatively, you can create an employee group, using the overtime rule as the data selection criterion when you create the group. After the employee group exists, you apply a specific overtime rule to the group. For example, assume that the company pays union employees at an overtime rate that is different from nonunion employees. To satisfy this distinction, you can create and assign overtime rule code 555 to union employee assignments. You then create an employee group, based on overtime rule code 555, and apply the overtime rule to this group.

Nonunion employees might receive a different overtime rate, so you apply a different overtime rule to those employees by including them in a separate group with its own overtime rule. Although this UDC is specific to Employee Assignment, you can use this feature to separate employees or employee groups for overtime processing when you create employee assignments.

**Important!** If you use the employee group method to calculate overtime rules for timecards that are created using the Employee Assignment module, be aware that the system calculates all of the timecards for a single employee using the same overtime rule. For example, if an employee is included in an employee group that is associated with overtime rule 555, all of the timecards for that employee are processed using overtime rule 555.

Therefore, if you want some of the employee's timecards to be processed using overtime rule 555, and other timecards to be processed using overtime rule 777, you cannot use the employee group method to process overtime rules.

## Forms Used to Create Employee Assignments

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With EE Assignment | W0716701A | Employee Assignment (G05EA10), Employee Assignment. Review the processing options, and then click OK | Select an existing assignment for revision, or access the EE Assignment form. |
| EE Assignment | W0716701B | Click Add on Work With EE Assignment. | Create an employee assignment. |
| TE Template | W0716701C | Click Find on Work With EE Assignment. Select an assignment record and then select TE Template (Time Entry Template) from the Row menu. | Define time entry templates for employee assignments. |
| EE Assignment Job Description | W0716703B | Select Job Desc from the Form menu on TE Template. | Add job description information to an employee assignment. |
| EE Assignment Pay/Bill Rates | W0716702B | Select Pay Rates from the Form menu on TE Template. | Add rates to the timecard template that the system uses when processing a payment to a contracting entity. |

## Setting Processing Options for the EE Assignment Program (P0716701)

Processing options enable you to specify the default processing for programs and reports.

### Defaults/Basic

**1. Pay Basis**               Specify the Pay Basis.

**2. Pay Type**                Specify the pay type.

**3. Overtime Rule**           Specify which overtime rule to apply to the timecard record when the timecard automation process is used; UDC code (07/OR)

**4. Recharge Code**           Specify whether the Recharge processing option for the Payroll Journal Entry program is used for the employee time; UDC code (07/RC). This value is assigned to the Record Type (RCCD) in time entry. Values are:

*1:* Payroll Processing Only.

*2:* Payroll and Recharge Processing.

*3:* Recharge Processing Only (no effect on the employee wages).

**5. Daily Time Entry Required**    Specify a value that indicates whether daily time entry records are required. If this value is blank or zero, then only one time entry record is required per pay period. Values are:

*0* or Blank: Only one time entry record is required per pay period.

*1:* Daily time entry records are required.

## Defaults/Cat Codes P/R

| | |
|---|---|
| **1. Category Codes - Payroll1** through **4. Category Codes - Payroll4** | Specify category codes for Payroll 1, Payroll 2, Payroll 3, and Payroll 4. |

## Defaults/Subledger

| | |
|---|---|
| **1. Subledger - G/L** (subledger - general ledger) | Specify a value for Subledger - G/L. |
| **2. Subledger Type** | Specify the Subledger Type. |

## Manufacturing

| | |
|---|---|
| **1. Manufacturing (future use)** | Specify a manufacturing value. |

## Recharge

| | |
|---|---|
| **1. Enable Multicurrency Functionality (future use)** | Specify whether to enable multicurrency functionality. Values are: |
| | *0:* Do not enable. |
| | *1:* Enable. |
| **2. Recharge Mode** | Specify which amount, for recharge records, is the fixed amount and is not susceptible to currency fluctuations. Values are: |
| | *0*: The amount in the home business unit currency is the fixed amount. |
| | *1:* The amount in the recharge job currency is the fixed amount. |

**Note.** This code does not apply to other payroll records. For example, for document type T2, the home business unit currency is the fixed amount.

# Creating Employee Assignments

Access the EE Assignment form.

| | |
|---|---|
| **Description Line 2** | Enter a second, 30-character description, remark, or explanation. |
| | If a work order or a chargeout business unit exists for the assignment, leave this field blank. |
| **Order Number** | Enter a number that identifies an original document. This document can be a voucher, a sales order, an invoice, unapplied cash, a journal entry, and so on. |
| | If a chargeout business unit exists for the assignment, leave this field blank. You can use either a work order number or a chargeout business unit to identify the employee assignment, but not both. |
| | The Order Number is not transferred to the timecard when time entry templates are created, as the timecard does not have a Work Order field. This field is for informational purposes only. Additionally, If the work assignment is outside |

|  | the employee business unit, the work order normally includes the business unit to which the work is billed. |
|---|---|
| **Chargeout Business Unit** | Enter a value that represents the location in which the employee worked. You can use this value to specify that an employee worked at this location but charged the time to a different business unit. This value is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register. |
|  | If a work order exists for the assignment, leave this field blank. You can use either a work order number or a chargeout business unit to identify the employee assignment, but not both. |
|  | A value in this field overrides the rates that are set up in the F069126 if the table is set up by job or business unit. |
|  | The value that you enter in this field overrides the Job Location field on the timecard when you generate timecard templates. |
| **Operations Sequence Number** | Enter a number that is used to indicate an order of succession. |
|  | In routing instructions, a number that sequences the fabrication or assembly steps in the manufacture of an item. You can track costs and charge time by operation. |
|  | In bills of material, a number that designates the routing step in the fabrication or assembly process that requires a specified component part. You define the operation sequence after you create the routing instructions for the item. The JD Edwards EnterpriseOne Shop Floor Management system uses this number in the backflush and preflush by operation process. |
|  | In engineering change orders, a number that sequences the assembly steps for the engineering change. |
|  | For repetitive manufacturing, a number that identifies the sequence in which an item is scheduled to be produced. |
|  | Skip To fields enable you to enter an operation sequence that you want to begin the display of information. |
|  | You can use decimals to add steps between existing steps. For example, use 12.5 to add a step between steps 12 and 13. |
| **Type Operation Code** | Enter a UDC (30/OT) that indicates the type of operation. Values include: |
|  | *A:* Alternate routing |
|  | *TT:* Travel time |
|  | *IT:* Idle time |
|  | *T:* Text |
| **Copy WO or Chargeout BU description to Task Description** (copy work order or chargeout business unit description to task description) | Enter an option that specifies the type of processing for an event. If you enter an existing work order number or chargeout business unit, check this option if you want the system to populate the Description field. |

| **Employee Identification** | Enter the employee number, TAX ID, or Alternate number, depending on the employee number mode that is set up in the Payroll Constants for company 00000. |
| --- | --- |
| **Scheduled Start Date** | Enter the calendar date that an employee assignment activity is scheduled to begin. |
| **Scheduled End Date** | Enter the calendar date that an employee assignment activity is scheduled to end. |
| **Scheduled Start Time (HH/MM/SS)** | Enter the time of day that an employee assignment activity is scheduled to begin. |
| **Scheduled End Time (HH/MM/SS)** | Enter the time of day that an employee assignment activity is scheduled to end. |
| **Assigned Hours** | Enter a number that indicates the hours that have been assigned to this task. |
| **Assignment Percentage** | Enter a percentage that indicates the proportion of a resource's time that will be allocated to the task. |
| **Date Assigned** | Enter the date the person responsible for the work order receives the work order. |

# Defining Time Entry Templates for Employee Assignments

Access the TE Template form.

| **Pay Basis** | Enter a code that identifies the pay basis. An error results if you enter values in both the Pay Basis and Pay Type fields. The employee assignment must be based on either the employee pay basis or pay type. |
| --- | --- |
| **Overtime Rule** | Enter a UDC code (07/OR) that indicates which overtime rule to apply to the timecard record when the timecard automation process is used. |
| | Complete this field only if you are using timecard automation to calculate overtime rates. Also note that the overtime rate process is not automatically launched if you complete this field. You must process overtime rule information using the Timecard Automation module. |
| **Recharge Code** | Enter a UDC code (07/RC) that identifies whether the Recharge processing option for the Payroll Journal Entry program is used for the employee time. This value is assigned to the Record Type (RCCD) in time entry. Values are: |
| | *1:* Payroll Processing Only |
| | *2:* Payroll and Recharge Processing |
| | *3:* Recharge Processing Only (no effect on the employee wages) |
| | If you enter a 3 in this field, you should also enter a value in the Remit To Rate field on the EE Assignment Pay/Bill Rates form. This form appears when you complete step 17 of this task. If you use recharge, then the assignment must be billed out, as opposed to payment through the payroll system. |
| **Daily T/E Req** (daily time entry required) | Enter a value that indicates whether daily time entry records are required. If this value is blank or zero, then only one time entry record is required per pay period. |

When you select this option, daily time entry records are required. When you generate new time card templates, the system generates daily time cards. If you leave this option blank, only one time card is required for each time reporting period. Values are:

*0* or Blank: Only one time entry record is required per pay period.

*1:* Daily time entry records are required.

## CO/BU

Access the CO/BU tab.

| | |
|---|---|
| **Company - Home** | Enter the company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries. |
| **Customer Number** | Enter the Address Book Number of customer. |
| **Check Route Code** | Enter a UDC (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery. |

## Job/Pos

Access the Job/Pos tab.

| | |
|---|---|
| **Amount - Uprate** | Enter an amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds the uprate amount to the base pay rate to calculate gross wages before it performs any other rate calculations, such as applying a shift differential or pay type multiplier. |
| **Shift Differential** | Enter an additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH). |
| **Percent or Amount** | Enter a code that specifies whether Shift Differential contains an hourly rate or a percentage. Values are: |
| | *H:* The system adds the amount in Shift Differential to the hourly rate. |
| | *%:* The amount in Shift Differential is a percentage of the hourly rate that the system adds to the hourly rate. |

## Cat Codes P/R

Access the Cat Codes P/R tab.

| | |
|---|---|
| **Category Code 01** | Enter a category code that defines JD Edwards EnterpriseOne Payroll system needs. You can define the use and description of this code to fit the organization. For example, you can set up a category code for information such as Division, Supervisor, Branch office, Health insurance plan, Stock plan, and so on. |

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**Note.** When setting up category codes in the JD Edwards EnterpriseOne Workforce Management system, you should coordinate information with the payroll department to insure that information is not duplicated or overwritten.

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## Subledger

Access the Subledger tab.

**Subledger**

Enter a 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.

**Subledger Type**

Enter a code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.

## P/R Tax

Access the P/R Tax tab.

**Tax Area (Work)**

Enter a 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.

**Worker's Comp** (worker's compensation)

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

**Sub Class**

Enter a code that specifies 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. Default codes are:

Blank: There are no special circumstances associated with this code.

*F:* There are special circumstances associated with this code.

## Sales Tax

Access the Sales Tax tab.

You can use these fields for information only. Unless custom modifications are made to the service billing software, the system does not use this information.

**Tax Expl Code** (tax explanation code)

Enter a hard-coded UDC (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

**Tax Rate/Area**

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.

| | |
|---|---|
| **GeoCode Ship From** | Enter the location (warehouse or store location) from which a product was shipped or where a service is performed. This location is used by the Quantum calculating tax engine to determine the appropriate taxing jurisdiction. |
| **GeoCode Order Accept** | Enter the jurisdiction where a sales transaction is approved or a contract is accepted by the seller. |
| **Vertex Transaction Type** | Enter the Vertex Sales and Use Tax transaction type. |
| **Vertex Product Category** | Enter a UDC used in the Vertex Tax Decision Maker for products or services that are nontaxable or are at a nonstandard rate. |

## Equipm Bill

Access the Equipm Bill tab.

| | |
|---|---|
| **Equipment Worked** | Enter an identification code for an asset that you can enter in one of these formats: |
| | *1:* Asset number (a computer-assigned, 8-digit, numeric control number). |
| | *2:* Unit number (a 12 character alphanumeric field). |
| | *3:* Serial number (a 25 character alphanumeric field). |
| | Every asset has an asset number. You can use a unit number and a serial number to further identify assets as needed. |
| | If this is a data entry field, the first character that you enter indicates whether you are entering the primary (default) format that is defined for the system or one of the other formats. A special character (such as / or *) in the first position of this field indicates the asset number format that you are using. You assign special characters to asset number formats on the fixed assets system constants form. |
| **Equipment Rate Code** | Enter a UDC (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. |
| | If you leave this field blank, the system searches for a valid billing rate in this sequence: |

1. F0901 table.

   This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.

2. F08001 or F0006 tables.

   This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.

3. F1302 table.

   This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

**Equipment Object Account**   Enter a code that describes the equipment object account. Use this field to indicate the object account to which you want the system to distribute equipment utilization charges. If you leave this field blank, the system uses a default value from the Payroll Accounting tables. You can override this value on individual timecards.

**Billing Rate**   Enter the dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code. The equipment billing rate can consist of up to ten different rates. For example:

Billing Rate = 100 USD

- 20 USD = Rate 1 (Ownership Component)

- 50 USD = Rate 2 (Operating Component)

- 25 USD = Rate 3 (Maintenance Component)

- 5 USD = Rate 4 (Other Costs Component)

The Equipment Time Entry program provides for the entries of debits or charges to specific cost accounts using the total billing rate (for example, 100 USD).

When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This enables you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to the business. Also refer to data item ERC: Equipment Billing Rate.

# Adding a Job Description to an Employee Assignment

Access the EE Assignment Job Description form.

**Date Effective**   Enter the date the assignment becomes effective.

**Job Description**   Enter the description of the job.

# Setting Up Third-Party Payment Information

Access the EE Assignment Pay/Bill Rates form.

**Date Effective**   Enter the date the assignment becomes effective.

**PDBA Code** (pay type, deduction, benefit, and accrual code)   Enter the PDBA code used for the payment.

**Description**   Enter a description of the payment.

**UM** (unit of measure)   Enter a value that specifies the unit of measure.

**Pay Rate**   Enter the rate that the system uses to create the payment.

**Billing Rate**   Enter the rate that the system uses to create the billing rate on the payment.

**Remit to Rate**   Enter a value in this field when you need to manually pay a third party instead of an employee. For example, if a temporary agency does not have the staff to fill an assignment, they might need to contract with another temporary agency

to fill the assignment. The Remit To Rate field can be used to enter the rate that must be paid to the third-party temporary agency for the use of their employee.

As the billing circumstances for each company might require different programming, this field requires custom programming to function correctly. Additionally, you must enter *3* for the Recharge Code on the Basic tab of the TE Template form that is associated with this assignment record.

# Generating and Saving Timecard Templates

This section provides an overview of processing timecard templates, and discusses how to:

Set processing options for the Generate Timecard Template program.

## Understanding Timecard Template Processing

You use the Generate Timecard Templates in F06116Z1 program (R0716711) to create new employee time entry templates. When you generate new time entry templates, the system creates the new template records in the F06116Z1 table. The system uses this temporary table initially so that if employee self-service features are enabled, employees can enter their time without affecting live tables.

After timecard information is stored in the F06116Z1, you use the Time Entry Batch Processor program (R05116Z1I) to transfer the template records to the F06116 table. If you use employee self-service, you run this program after employees complete their time entry. If you are not using employee self-service, the system can automatically process this program when you create the time entry templates. To run the Time Entry Batch Processor program automatically, you enter the version number in a processing option for the Generate Timecard Templates program. Then when you run the Generate Timecard Templates program, the system automatically runs the Time Entry Batch Processor program to move the template files to the F06116.

You can purge records from the F06116Z1 table after copying them to the F06116 table by setting the Purge Flag processing options on the Time Entry Batch Processor program.

After employee assignment records are created and the setup process for time entry templates is complete, you need to create and save time entry templates. You use the Generate Timecard Template program (R0716711) to automatically create time entry templates that are ready for time entry.

The Generate Timecard Template program creates template records in the F06116Z1 table that you then need to record in the F06116 table If employee self-service time entry is not implemented in the system, you can automatically move the processed records to the F06116 table. After you run the Generate Timecard Template program, if processing options are set appropriately, the system automatically runs the Time Entry Batch Processor program (R05116Z1I). If you do not automate this process using processing options, then you must run the Time Entry Batch Processor program separately and specify a version each time that you run the program.

A human resources representative can then use the Speed Time Entry Revisions program (P051121) to locate employee time cards by batch number and enter the time worked.

The system uses these tables when creating time entry templates:

• F06116Z1

• F06116

• F060116

- F0716701

- F48311

If you use a regular Payroll ID value in the processing options to identify a group of employees for whom you are processing payroll, then you can set up the Generate Timecard Template program on a scheduled basis to run automatically. If you do not use a Payroll ID, then you must manually run the program.

## Prerequisite

Create an employee assignment and define timecard template information.

## Setting Processing Options for the Generate Timecard Template Program (R0716711)

Employee Assignment menu (G05EA10), Generate Timecard Template.

Processing options enable you to specify the default processing for programs and reports.

### Selection

Use these processing options to specify Payroll information that the system uses to select records and generate the template.

| | |
|---|---|
| **1. Payroll ID** (payroll identification) | Specify a regular payroll ID (pre-payroll version) that the program uses to select records that are transferred. If this processing option is specified, then the system ignores the values that might be entered in the Start Date, Stop Date, Pay Cycle Code, and Pay Period Number processing options because the system retrieves and uses the values that are associated with this payroll ID. |
| **Use data selection of Payroll IDs Version** | Specify the selection criteria defined in the specified Payroll ID version when selecting assignment records to process. All of the assignment records will be compared to the selection criteria that is associated with the Payroll ID that is defined in the Payroll ID processing option on this tab. If this option is left blank then all active assignment records will be processed through template generation. Values are: |
| | Blank: Do not use data selection. |
| | *1*: Use the data selection. |
| **2. Pay Cycle Code** | Specify the Pay Cycle Code. Values include: |
| | *W:* Weekly |
| | *BW:* Biweekly |
| | *SEMI:* Semi-monthly |
| **3. Pay Period Number** | Specify the pay period number. If the pay period number is not specified, then the system uses a pay period number that includes the system date. When the system uses a pay period number that includes the system date, the start and stop dates are based on values from the Master Pay Cycle. |
| | Pay periods are sequentially numbered from the first of the year. For example, a monthly payroll cycle beginning in January has a total of 12 periods, with October as period number 010. Value ranges include: |
| | *001-052:* (Weekly payroll cycle) |

*001-026:* (Biweekly payroll cycle)

*001-024:* (Semi-monthly payroll cycle)

*001-012:* (Monthly payroll cycle)

*001-004:* (Quarterly payroll cycle)

*001-001:* (Annual payroll cycle)

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

| | |
|---|---|
| **4. Pay Period Start Date** | Specify whether to include records that have a date worked that is equal to or greater than the current date. |
| **5. Pay Period End Date** | Specify whether to include records that have a date worked that is less than or equal to the current date. |
| **6. Generate Template(s)** | Specify whether the system generates one template for each day of the pay period or to generate one template per pay period. Values are: |
| | Blank: One per pay period (the work date is the same as the pay period end date) |
| | *1:* One template per day, within the pay period start and end dates |
| | The Generate Timecard Template program can automatically override the Daily Time Entry setting in the Employee Assignment program (P0716701) for this processing option. If the system detects that a change in the rate or job description occurred during the pay period, then the system automatically creates daily time entry templates. |

## Time Entry

Use these processing options to specify whether the system creates assignment records in the F06116 table and the version to use if the assignment records are created.

| | |
|---|---|
| **1. Create assignment records in EE Transaction Detail File F06116** | Specify whether the system creates time entry records in the F06116 table. Values are: |
| | Blank: Do not create. |
| | You can create these records at a later time by running the Time Entry Batch Processor program (R05116Z1I). |
| | *1*: Automatically create. |
| | In R05115Z1I, the Final Flag option in processing option number 2 must be set to 1. |
| **2. Batch Time Entry Processor Version to Submit, if records are to be created in EE Transaction Detail File F06116** | Specify a time entry batch processor version (R05116Z1I). The system uses the default version (XJDE0001) if you leave this processing option blank. |
| | To create time entry records automatically in the F06116 table, you must set the Final Flag to *1* in processing option number 2. |

## Edits

Specify the assignment records that the system displays.

**Print All or Print only Exceptions**    Specify whether the system displays only exceptions or displays all assignment records that are processed. If you leave this processing option blank, the system displays only exceptions. The system does not process records with exceptions. You need to correct all errors and then run this program again. Values are:

Blank: Exceptions only.

*1*: All processed records.

### Resource Assignment

Specify the table resource.

**1. Pay Code Source**    Specify the tables that you want the system to search to retrieve a pay code for timecard template. Values are:

Blank: Use a pay code from the F0716704 table.

*1:* Use a pay code from the F060116 table.

If the default pay type on the F060116 table is blank, the system uses *1* as a default pay code.

# Generating Timecard Corrections

This section provides an overview of timecard corrections and discusses how to:

• Set processing options for Generate Timecard Corrections (R05602).

• Generate the timecard corrections.

## Understanding Timecard Corrections

Timecard corrections are required when a timecard is accidentally entered with the incorrect employee ID number, or an incorrect number of hours, pay type, rate, or any other data. You use the Generate Timecard Corrections program (R05602) to display the positive entries for the F06116, F07241, F0618, and the F0724 tables.

The Generate Timecard Corrections program processes each corrected F06116 record, generates the reversing entries for the original F0618 record, and generates correcting or reversing entries for any associated burden in the F0724 table.

## Setting Processing Options for Generating Timecard Corrections (R05602)

Processing options enable you to specify the default processing for programs and reports.

### Processing

**1. Proof or Final Mode**    Specify whether to run the program in proof or final mode.

Blank: Proof mode.

*1:* Final mode.

## Generating the Timecard Corrections

Select Timecard Post/History Update (G05BT11), Generate Timecard Corrections.

# Archiving and Restoring Employee Assignments

This section includes an overview of archiving and restoring employee assignments, and discusses how to:

• Set processing options for the Archive EE Assignment T/E Information program.

• Restore employee assignments.

## Understanding Employee Assignment Archiving and Restoration

You can use the Archive EE Assignment T/E Info program (R0716709) to store old, closed assignments in a history file.

You can use the Restore History option in the EE Assignment program (P0716701) if you need to view the historical records. The Restore History option copies the historical records into the live table.

The system uses these tables when archiving historical records:

• Employee Assignment T/E Template Information (F0716701).

• Resource Assignments (F48311).

You can use the EE Assignment program (P0716701) to view historical assignment records. When you select the Restore History option, the system copies the historical records into a live table. You can review, change, and reprocess these records.

## Forms Used to Archive and Restore Employee Assignments

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With EE Assignment | W0716701A | Employee Assignment (G05EA10), Employee Assignment. Review the processing options and then click OK | Access Employee Assignments that you want to archive or restore. |
| EE Assignment T/E Template Info History | W0716709A | Select the records that you want to process and then select Restore History from the Row menu on Work With EE Assignment. | Restore employee assignments. |

## Setting Processing Options for the Archive EE Assignment T/E Information Program (R0716709)

Employee Assignment menu (G05EA10), Archive EE Assignment T/E Information.

Processing options enable you to specify the default processing for programs and reports.

### Dates

Use these processing options to specify an ending date or a number of days prior to the current system date.

**1. Prior To Date**

Specify an ending date. You normally use this option when you run the program manually. The system archives all records with a scheduled end date that is less than the date entered. If you specify a date, then do not enter a value for the Prior To Number Of Days option.

**2. Prior To Number Of Days**

Specify a number of days prior to the current system date. You normally use this option when you run the program using the scheduler. The system calculates a date by subtracting the number of days that you enter from the current system date and then archives all records prior to this date. If you specify a value for the number of days, then do not enter a value for the Prior To Date option.

# Restoring Employee Assignments

Access the Employee Assignment T/E Template History form.

**Arch Flag** (archived flag)

Enter a value that indicates whether the corresponding record in the Employee Assignment T/E Template Information file (F0716701) is archived in the history file (F0716709). Values are:

*0:* The record does not exist.

*1:* The record is archived.

# CHAPTER 11

# Setting Up Automatic Accounting Instructions for JD Edwards EnterpriseOne Human Capital Management

This chapter includes an overview of Automatic Accounting Instructions (AAIs) for the JD Edwards EnterpriseOne Human Capital Management System, and discusses how to set up:

• AAIs for labor, billings, and equipment distribution.

• AAIs for burden and premium labor distribution.

• AAIs for cash-in-bank account distribution.

• AAIs for liabilities.

• AAIs for labor billings.

• AAIs for accruals and clearing.

• Journal summarization rules.

## Understanding AAIs for Human Capital Management

You set up automatic accounting instructions (AAIs) to assign account numbers to journal entries. These account numbers enable the system to distribute labor and equipment billings, payroll disbursement, and actual burden journal entries to specified accounts in the general ledger.

During the payroll cycle, the system creates a journal entry of every calculation for every employee. These calculations include salary and wage expenses, burden, cash disbursements, and liabilities. You can create journal entries for labor and equipment billings and accruals for payrolls that cross accounting periods. After the journal entries are created and assigned account numbers, the system summarizes the entries and passes them to the general ledger.

You can set up rules to summarize journal entries. For example, because full detail exists in payroll, you might not need to track full detail in the general ledger. You can set up rules to summarize account ranges and business units.

You can set up AAIs for each company and for the default company (Company 00000). You should set up AAIs for Company 00000 first so that the system can use these AAIs if it cannot find AAIs for a specific company. However, you cannot set up a business unit for Company 00000 because each business unit can be attached to a different company.

The rules are flexible and changeable within the payroll cycle. For example, labor distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. You can also define instructions for labor distribution at the employee level for certain employees that need separate instructions.

Every AAI table includes the Journal Type field, which contains one or more codes to identify the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

Depending on how you set the processing options, you can use either of two formats to set up and edit AAIs: use the multiple edit format to set up and edit a group of AAIs, or set up and edit a single AAI by using the single edit format.

## When to Create Journal Entries

The system can create journal entries during any of these processes:

- A regular payroll cycle.

- The processing of interim checks in a regular payroll cycle.

- The generation of journal entries for timecards using the JD Edwards EnterpriseOne Time Entry system.

- You can also generate journal entries for timecards when you need to post in-between payroll cycles.

If you use the JD Edwards EnterpriseOne Payroll system, the system initially creates pro forma journal entries during the journal entry step of the payroll cycle. The pro forma journal entries are created in the Payroll Journal (Compressed) File table (F063951), at which point they become part of the JD Edwards EnterpriseOne Payroll system.

During the final update, the system posts actual journal entries to the F0911 table. At this point, the journal entries are part of the JD Edwards EnterpriseOne General Accounting system.

If you use the JD Edwards EnterpriseOne Time Entry system, the system creates journal entries when you generate journal entries for timecards using the Generate Timecard Entries program (R052901). You can then review, revise, and approve journal batches for posting to the general ledger.

## The General Ledger Account Structure

The system uses the standard business-unit object-subsidiary and subledger account structure. The general ledger account structure is composed of two parts:

- Where - business unit

- What - account number

Business unit is a 12-character, alphanumeric field that is the lowest level of organizational reporting. Each business unit is assigned to a company and can be associated with 20 category codes for higher-level reporting. For example:

- Department

- Branch

- Asset (revenue and maintenance expense)

The account number identifies whether the account is an asset, liability, or expense. The account number contains two parts:

- Object account, a 6-character, alphanumeric field that is required on all journal entries.

- Subsidiary, an 8-character, alphanumeric field that is optional on journal entries. For example, use this field to identify an employee number, equipment number, or asset number.

## Dates That You Associate With Journal Entries

This chart shows the timing relationships that are important to payroll journal entries:

| January | | | | | February |
|---|---|---|---|---|---|
| Pay period (week) 1 | Pay period (week) 2 | Pay period (week) 3 | Pay period (week) 4 | Pay period (week) 5 | |
| | Check period 1 | Check period 2 | Check period 3 | Check period 4 | Check period 4 |
| | | Recognitions of Payment Expenses | | | |
| | | Recognitions of Payroll Disbursements, Deductions, and Associated Liabilities | | | |
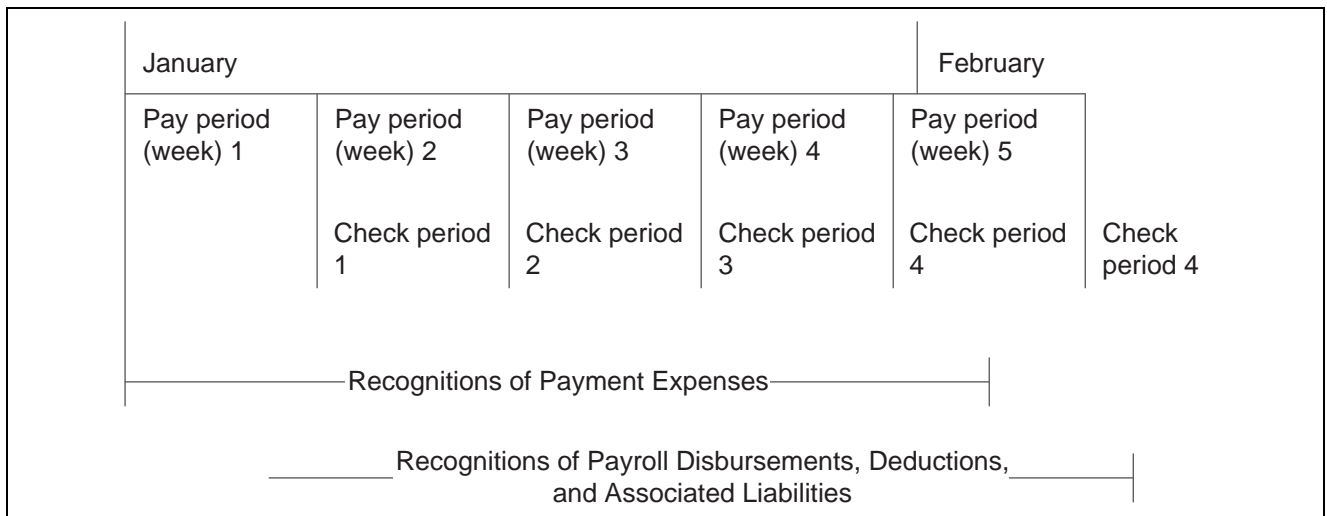
Dates associated with journal entries

These definitions are important in understanding payroll and time and labor journal entries:

| | |
|---|---|
| **General ledger date** | Enter the date that the system uses for posting to the proper general ledger. The table that defines date ranges for each accounting period is in the Date Fiscal Patterns table (F0008) for the JD Edwards EnterpriseOne General Accounting system. |
| | For payroll, the system always uses the general ledger date. |
| | For stand-alone time and labor, the system uses either the general ledger date or the system date, as set up in the processing options for Generate Timecard Entries (R052901). |
| **Pay period ending date** | Enter the last day of the pay period, as defined in the master pay cycles. |
| **Payment date** | Enter the payment date of the pay period, as defined in the master pay cycles. |
| **Work date** | Enter the actual date entered on a timecard. |
| **Transition period** | Indicates any pay period that has working days in two accounting periods. |
| **Accounting period ending date** | Enter the last day of the general accounting period. |
| **Cost period** | Enter the pay period that can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates that fall into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing. |
| **Override date** | Indicates the date that is used as the general ledger date for all payroll journals when defined in the journal entries step of the payroll cycle. |

## Payroll Journal Entries

When journal entries are created in the payroll cycle, the system assigns a general ledger date using a date associated with the payroll, such as pay period ending date or payment date. You define the general ledger date to be used for labor distribution and burden journals (T2, T3, T4, and T5) in the payroll journal entries step of the payroll cycle. Cash disbursement and liability journals (T1 and T7) use the payment date as the general ledger date. The accrual factor, a method for allocating a percentage of the T1s, T2s, and T3s back to a prior month, creates an accrual entry (T6).

The Pay Cycle Review tracks the general ledger date for labor distribution to reference when you submit the next payroll.

You can define an override date when you submit the journal entry creation job. The override date that you define becomes the general ledger date for all journal entries created for all document types.

You can also use an accrual factor to allocate a portion of the T1, T2, and T3 entries back to a prior month. For example, if 40 per cent of the pay period occurs in one month, and 60 per cent of the pay period occurs in the next month, you can enter an accrual factor of 40 to accrue 40 per cent of the T1, T2, and T3 journal entries to the previous month and 60 per cent to the current month. Journal entries that are generated for the previous month use the ending date of that month and entries generated for the current month use the pay period ending date. When you use an accrual factor to create journal entries, the system generates T6 journal entries.

## Time and Labor Journal Entries

When you use the JD Edwards EnterpriseOne Time and Labor system to create journal entries, the system can post the entries by the general ledger date that is associated with the journal entries, or by the system date on which the journal entries were created. You can specify which of these dates you want to use in the processing options for Generate Timecard Entries program (R052901). You can also use this program to post timecard journal entries between payroll cycles.

## Default Journal Types

Each AAI table can have a default journal type. For example, LD is the default journal type for the labor distribution table. When the timecard or employee criteria do not match up to any instructions, the system uses the instructions assigned to the default journal type. You can use a default journal type for a specific company and for Company 00000.

This table lists the default journal types and a description of how each is used:

| Journal Type | Description |
| --- | --- |
| LD and RD | Use in labor, billings, and equipment distribution tables. |
| SD | Use in labor, billing, and equipment distribution tables to set up suspense accounts. |
| PR | Use in premium labor tables. |
| RO | Use in labor billings tables. |
| AW | Use in accrued wages in accruals and clearing tables. |
| IC | Use in intercompany settlements in accruals and clearing tables |

| Journal Type | Description |
|---|---|
| BF and BT | Use in actual burden tables. |
| AL and AT | Use in liabilities tables. |

You can also use a default journal type to indicate that you are missing instructions from a table.

If you set up a default value with an invalid account number, the system prints a warning on the Journal Proof report.

## Example: Payroll Journal Entry

This example of a Payroll Cycle Journal is based on a simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Time Card: January 28, 1998 (Pay Code 001) 1,000 USD
3. Payroll Taxes and Insurance (P.T.I.): FICA (Tax Type D & E) 70 USD
4. Payroll Taxes and Insurance (P.T.I.): UIC (Tax Type CC & CD) 70 USD
5. Deductions: Savings Bond (Ded Code 2000) 50 USD
6. Benefits: Union 1000 (Ben Code 6000) 30 USD
7. Payment Date: February 5, 1998

This table lists examples of the journal entries:

| Date | Account | Description | DR | CR |
|---|---|---|---|---|
| 01/28/98 | 1.4205 | Wages Payable | Blank | 1000 |
| 01/28/98 | 25.8115 | Labor Expenses | 1000 | Blank |
| Blank | Blank | TOTALS | 1000 | 1000 |

This table lists examples of the actual burden journal entries:

| Date | Account | Description | DR | CR |
|---|---|---|---|---|
| 01/28/98 | 25.8146 | Union Fringe | 30 | Blank |
| 01/28/98 | 25.8135 | FICA Burden | 70 | Blank |
| 01/28/98 | 25.8135 | UIC Burden | 70 | Blank |
| 01/28/98 | 1.4333.FR | Burden Clearing - Fringe | Blank | 30 |
| 01/28/98 | 1.4333.TX | Burden Clearing - Tax | Blank | 140 |
| Blank | Blank | TOTALS | 170 | 170 |

This table lists examples of the disbursement journal entries:

| Date | Account | Description | DR | CR |
|------|---------|-------------|------|------|
| 02/05/98 | 1.4205 | Wages Payable | 1000 | Blank |
| 02/05/98 | 1.1110.PAY | Cash in Bank | Blank | 880 |
| 02/05/98 | 1.4316 | Savings Bonds | Blank | 50 |
| 02/05/98 | 1.4332 | Union Fringe | Blank | 30 |
| 02/05/98 | 1.4212.EE | FICA Employee | Blank | 70 |
| 02/05/98 | 1.4212.ER | FICA Employer | Blank | 70 |
| 02/05/98 | 1.4212.EE | UIC Employee | Blank | 70 |
| 02/05/98 | 1.4212.ER | UIC Employer | Blank | 70 |
| 02/05/98 | 1.4333.FR | Burden Clearing - Fringe | 30 | Blank |
| 02/05/98 | 1.4333.TX | Burden Clearing - Tax | 70 | Blank |
| Blank | Blank | TOTALS | 1100 | 1100 |

## Codes That Are Used to Identify Journal Entries

When the system creates a journal entry for the general ledger, it assigns to the journal entry a document type and a reference number. The document type code is a two-character code that classifies journal entries into one of seven document types:

- T1: Payroll disbursement
- T2: Labor distribution and flat burden
- T3: Actual burden
- T4: Labor billing distribution
- T5: Equipment distribution
- T6: Payroll accruals and deferrals
- T7: Payroll vouchers

You can create journal entries for these document types using the payroll or time and labor system:

| System | Document Types |
|--------|----------------|
| Document types for payroll | T1: Payroll disbursement |
| | T2: Payroll labor distribution |
| | T3: Actual burden |
| | T4: Labor billing distribution |
| | T5: Equipment distribution |
| | T6: Payroll accruals and deferrals |
| | T7: Payroll vouchers |
| Document types for time and labor | T2: Payroll labor distribution |
| | T3: Actual burden (when you calculate monthly benefits) |
| | T4: Labor billing distribution |
| | T5: Equipment distribution |

The reference number, composed of journal type and the general ledger date (or another date used on journal entries), further identifies the source of each journal entry within a document type.

The reference number of a journal entry becomes the Reference 2 value in the F0911 table.

## Document Type T1 - Payroll Disbursement Journal Entries

Document type T1 contains all journal entries associated with the writing of payments. The journal entries include cash-in-bank, relief of accrued wages, deduction, tax and benefit liabilities, and burden clearing entries.

The system creates T1 journal entries in the payroll cycle only. All T1 journal entries carry the same general ledger date, that is, the payment date or the override date. The specific journal types used for these journal entries include:

- AL: Accrued liabilities (deductions, benefits)
- AT: Accrued liabilities (taxes)
- AW: Accrued wages - debit entry
- CF: Burden offset (clearing) - Fringe - debit entry
- CT: Burden offset (clearing) - Taxes - debit entry
- DA: Auto-deposit amount
- DP: Printed computer payments
- IC: Intercompany settlements

## Document Type T2 - Labor Distribution Journal Entries

The system creates journal entries for document type T2 directly from timecards for labor expenses and associated offsets for accrued wages. You can also generate journal entries to allocate an estimated or flat burden expense.

The system creates T2 journal entries during the payroll cycle or when you generate timecard journal entries using the JD Edwards EnterpriseOne Time Entry system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

- The work date, which is the work date on the timecard.

- The period ending date, which is the pay period ending date.

- The cost period can be used with the creation of payroll journal entries for a transition period.

  Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay-period ending date in pre-payroll processing.

- An override date can be used when you submit the journal entry creation job.

  The date that you define becomes the general ledger date for all journal entries.

If you use Payroll, define which general ledger date to use for T2s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the JD Edwards EnterpriseOne Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for the Generate Timecard Entries program (R052901).

The specific journal types used for labor distribution journal entries are as follows:

- AW: Accrued wages - credit entry

- FB: Flat burden expense - debit entry

- FC: Flat burden offset (Clearing) - credit entry

- LD: Labor distribution straight time - debit entry

- PR: Labor distribution premium time - debit entry

- IC: Intercompany settlements

## Document Type T3 - Actual Burden Journal Entries

The system calculates company-paid payroll taxes, insurance, and benefits on an employee-by-employee basis. These expenses are collectively referred to as burden. Actual burden journal entries are created when the employee burden expenses are allocated to expense accounts based on the individual timecards entered for each employee.

The system generates journal entries for document type T3 either during the payroll cycle or when you generate timecard journal entries using the JD Edwards EnterpriseOne Time Entry system. Actual burden journal entries have the same general ledger date as the associated labor expense. The specific journal entry types used for actual burden journal entries are as follows:

- BF: Fringe burden (benefits and accruals) - debit entry

- BT: Payroll tax and insurance burden (PTI) - debit entry

- CF: Burden offset (clearing) - Fringe - credit entry

- CT: Burden offset (clearing) - Taxes - credit entry

- IC: Intercompany settlements

## Document Type T4 - Labor Billing Distribution Journal Entries

Document type T4 journal entries are for labor billings (also known as recharge) and associated revenue offsets.

You use T4 labor billings for:

- Billing internally

  For example, charging other departments for maintenance people or charging a supervisor's billing rate to a job

- Billing externally

  For example, service billing for consulting services

The system creates these journal entries from the billing rate value. To create T4s for an associated timecard, you must set Record Type (originally set up in the Employee Master table) on the timecard to one of these settings:

*2:*Payroll and recharge processing

*3:*Recharge processing only

The system creates journal entries for labor billing distribution from timecards during the payroll cycle or when you generate timecard journal entries using the JD Edwards EnterpriseOne Time Entry system.

Four possible general ledger dates exist for journal entries that are created during the payroll cycle:

- The work date, which is the work date on the timecard.

- The period ending date, which is the pay period ending date.

- The cost period can be used with the creation of payroll journal entries for a transition period.

  Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay-period ending date in pre-payroll processing.

- An override date can be used when you submit the journal entry creation job.

  The date that you define becomes the general ledger date for all journal entries.

If you use the JD Edwards EnterpriseOne Payroll system, define which general ledger date to use for T4s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the JD Edwards EnterpriseOne Time Entry system, you must specify whether the system uses the general ledger date or the system date in the processing options for the Generate Timecard Entries program (R052901).

The specific journal types used for labor-billing distribution journal entries are as follows:

- RD: Labor billing (recharge) distribution - debit entry

- RO: Labor billing (revenue) offset - credit entry

- IC: Intercompany settlements

## Document Type T5 - Equipment Distribution Journal Entries

Document type T5 journal entries designate billings associated with the use of equipment and the offsets for equipment revenue.

The system creates journal entries for equipment distribution from timecards. Equipment distribution journal entries can be generated during either the payroll cycle or when you generate timecard journal entries in the JD Edwards EnterpriseOne Time and Labor system.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

- The work date, which is the work date on the timecard.

- The period ending date, which is the pay period ending date.

- The cost period can be used with the creation of payroll journal entries for a transition period.

  Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay-period ending date in pre-payroll processing.

- An override date can be used when you submit the journal entry creation job.

  The date that you define becomes the general ledger date for all journal entries.

If you use the JD Edwards EnterpriseOne Payroll system, define which general ledger date to use for T5s in the payroll journal entry step of the payroll cycle. When you generate timecard journal entries using the JD Edwards EnterpriseOne Time and Labor system, you must specify whether the system uses the general ledger date or the system date in the processing options for Generate Timecard Entries program (R052901).

The specific journal entry types used for equipment distribution journal entries are as follows:

- ED: Equipment billing distribution - debit entry
- EO: Equipment billing (revenue) offset - credit entry

**Note.** You must set up the credit entry in the equipment AAIs. See Setting Up Automatic Accounting Instructions for Fixed Assets in the Equipment Billing Guide for instructions.

## Document Type T6 - Payroll Accruals and Deferrals

The JD Edwards EnterpriseOne Payroll system enables you to specify an accrual factor for transition pay periods instead of using the cost-period option of creating payroll journal entries. This feature enables you to use the accrual factor to accrue a portion of payroll expenses in the previous month and defer the expense to the next month. Prior period entries are made to the last day of the prior accounting period.

The journal entry types for T6 are the same as those for T2, T3, T4, and T5.

The system creates journal entries for document-type T6 during the payroll cycle. You enter the accrual factor (percentage) in the journal entries step of the payroll cycle.

The accrual entries have a general ledger date that is equal to the last date of the prior accounting period. The reference number is equal to the journal entry type plus the original general ledger date.

The deferred entries have a general ledger date that is equal to the date of the original entries.

## Document Type T7 - Payroll Vouchers

Document-type T7 journal entries designate accounts payable vouchers. Document-type T7s are created during the payroll cycle. All T7 journal entries have the same general ledger date, which is the payment date.

The specific journal-entry types used for payroll voucher journal entries are:

- AL: Accrued liabilities - Credit entry
- AT: Accrued taxes - Credit entry

**Note.** No AAIs exist for T7s. The account numbers are assigned the same way that T1 account numbers are assigned.

## Example: Journal Entry with Document and Journal-Entry Types

This example of a payroll cycle journal entry is based on these simple payroll conditions:

- Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
- Timecard: January 28, 1998 (Pay Code 001) 1,000 USD
- Payroll Taxes and Insurance (P.T.I.): FICA (Tax Type D & E) 70 USD
- Deductions: Savings Bond (Ded Code 2000) 50 USD
- Benefits: Union 1000 (Ben Code 6000) 30 USD
- Payment Date: February 5, 1998

Type T2 - Labor Distribution Journal Entries:

| Type | Journal-Entry Type | Date | Account | Description | DR | CR |
|------|------|------|---------|-------------|----|----|
| T2 | AW | 01/28/98 | 1.4205 | Wages Payable | 0 | 1000 |
| T2 | LD | 01/28/98 | 25.8115 | Labor Expenses<br><br>Labor Expenses | 1000 | Blank |
| Blank | Blank | Blank | Blank | TOTALS | 1000 | 1000 |

Type T3 - Actual Burden Journal Entries:

| Type | Journal-Entry Type | Date | Account | Description | DR | CR |
|------|------|------|---------|-------------|----|----|
| T3 | BF | 01/28/98 | 25.8146 | Union Fringe | 30 | Blank |
| T3 | BT | 01/28/98 | 25.8135 | FICA Burden | 70 | Blank |
| T3 | CF | 01/28/98 | 1.4333.FR | Burden Clearing - Fringe | 0 | 30 |
| T3 | CT | 01/28/98 | 1.4333.TX | Burden Clearing - Tax | 0 | 70 |
| Blank | Blank | Blank | Blank | TOTALS | 100 | 100 |

Type T1 - Disbursement Journal Entries:

| Type | Journal-Entry Type | Date | Account | Description | DR | CR |
|------|------|------|---------|-------------|----|----|
| T1 | AW | 02/05/98 | 1.4205 | Wages Payable | 1000 | Blank |
| T1 | DA | 02/05/98 | 1.1110.PAY | Cash in Bank | 0 | 880 |
| T1 | AL | 02/05/98 | 1.4316 | Savings Bonds | 0 | 50 |
| T1 | AL | 02/05/98 | 1.4332 | Union Fringe | 0 | 30 |

| Type | Journal-Entry Type | Date | Account | Description | DR | CR |
|------|-------------------|------|---------|-------------|----|----|
| T1 | AT | 02/05/98 | 1.4212.EE | FICA Employee | 0 | 70 |
| T1 | AT | 02/05/98 | 1.4212.ER | FICA Employer | 0 | 70 |
| T1 | CF | 02/05/98 | 1.4333.FR | Burden Clearing - Fringe | 30 | Blank |
| T1 | CT | 02/05/98 | 1.4333.TX | Burden Clearing - Tax | 70 | Blank |
| Blank | Blank | Blank | Blank | TOTALS | 1100 | 1100 |

## The Search Criteria That the System Uses

Each time that the system creates a journal entry, it follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the system data, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument information.

On the first search, the system uses data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal type. In addition, you can have a line in an accounting instruction table that has no search criteria other than the journal type. This is the default line.

The system first searches the rules for a specific company. If it finds no applicable rules (matches) for that company, it continues with the rules for Company 00000.

Company 00000 is the default company in all of the AAI tables. Always start by setting up generic entries in Company 00000. Such entries provide a source for default accounts for all of the various types of journal entries. After you complete table entries for Company 00000, you can set up other companies. Entries for other companies should only be exceptions to the generic rules set up under Company 00000.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

## Intercompany Settlements

If the organization consists of multiple companies and employees sometimes work in companies other than their home companies, intercompany settlements enable you to expense labor to one company and the associated liabilities to the home company.

Intercompany settlements keep the payroll journal entries for each company in balance by document type. These journal entries ensure that each company's net balance equals zero or that the debits equal the credits.

Before you can set up AAIs for intercompany settlements, you should verify that the chart of accounts contains intercompany settlement accounts. After verifying the chart of accounts, you set up AAIs for intercompany settlements. After you set up AAIs for intercompany settlements, you should create a payroll ID that generates intercompany settlements in the JD Edwards EnterpriseOne Payroll system rather than in the JD Edwards EnterpriseOne General Accounting system.

## Example: Intercompany Settlements Using Document Type T2

In this example, assume that an employee, whose home company is Company 1, works in Company 50, business unit 501. The employee's gross wages are 1,000.00. All liabilities are posted to the home company.

## Intercompany Settlements: Scenario One

Assuming that you *have not* set up intercompany settlements in the JD Edwards EnterpriseOne Payroll system, the journal entries for the employee are:

• In balance by document type across all companies

• Out of balance by company

• Out of balance by document type within a company

These tables illustrate the document type T2 (labor distribution) journal entries for the employee.

Company 1:

| Document Type | Journal Type | Account | Description | Debit | Credit |
|---|---|---|---|---|---|
| T2 | AW | 1.4205 | Wages Payable | 0 | 1000 |

Company 50:

| Document Type | Journal Type | Account | Description | Debit | Credit |
|---|---|---|---|---|---|
| T2 | LD | 501.8115 | Labor Expense | 1000 | 0 |

## Intercompany Settlements: Scenario Two

Assuming that you *have* set up intercompany settlements in the JD Edwards EnterpriseOne Payroll system, the entries for the employee are:

• In balance by company

• In balance by document type within a company

These tables illustrate document type T2 (labor distribution) journal entries for the employees in each company.

Company 1:

| Document Type | Journal Type | Account | Description | Debit | Credit |
|---|---|---|---|---|---|
| T2 | AW | 1.4205 | Wages Payable | 0 | 1000 |
| T2 | IC | 1.1291.00050 | Intercompany | 1000 | 0 |

Company 50:

| Document Type | Journal Type | Account | Description | Debit | Credit |
|---|---|---|---|---|---|
| T2 | LD | 501.8115 | Labor Expense | 1000 | 0 |
| T2 | IC | 50.1291.00001 | Intercompany | 0 | 1000 |

## How Do You Generate Intercompany Settlements?

To generate intercompany settlements for payroll transactions, the JD Edwards EnterpriseOne Payroll system must be integrated with the JD Edwards EnterpriseOne General Accounting system. You can set up either of these systems to generate intercompany settlements for payroll transactions. You select the method that works best for the environment.

When you use the JD Edwards EnterpriseOne General Accounting system to generate intercompany settlements, the system processes all of the balancing journal entries through a single hub (main) company. The hub company is the same for all employees. You can designate the hub company in the intercompany constants for the JD Edwards EnterpriseOne General Accounting system. If you do not designate a hub company, the post program uses the first company that it encounters as the hub company. Therefore, the hub company might not be the employee's home company.

When you use the JD Edwards EnterpriseOne Payroll system to generate intercompany settlements for payroll transactions, the system creates the balancing entries before posting journal entries to the general ledger. The JD Edwards EnterpriseOne Payroll system ignores the intercompany constants for the JD Edwards EnterpriseOne General Accounting system and designates the employee's home company as the hub (main) company for processing balancing entries.

**Note.** Intercompany settlements in the JD Edwards EnterpriseOne Payroll system apply to document types T1, T2, T3, T4, and T6. They do not apply to document types T5 and T7.

## Verifying the Chart of Accounts

Before you can set up AAIs for intercompany settlements, you should verify that the chart of accounts contains intercompany accounts.

All intercompany accounts must use the same object number. The subsidiary (the third part of the account number) can represent either the company from or the company to which intercompany amounts are due.

For example, this table shows intercompany accounts for companies 1, 7, and 50, where 1291 is the object account for intercompany settlements:

| Company 1 | Company 7 | Company 50 |
|-----------|-----------|------------|
| 1.1291.00007 | 7.1291.00001 | 50.1291.00001 |
| 1.1291.00050 | 7.1291.00050 | 50.1291.00007 |

You must use the JD Edwards EnterpriseOne General Accounting system to set up the accounts. Typically, you verify the chart of accounts from the JD Edwards EnterpriseOne General Accounting system. If you do not have access to the JD Edwards EnterpriseOne General Accounting system, you can verify the chart of accounts from the AAI tables in the JD Edwards EnterpriseOne Payroll system. To verify the chart of accounts from the AAI tables, select the Help function for the business unit, object, or subsidiary fields.

## Setting Up AAIs for Intercompany Settlements

You use the Dr/Cr - Accruals/Clearing AAI table to set up the AAIs for generating intercompany settlements. You define journal types for intercompany settlements so that the system tracks intercompany transactions for each company in the organization. You should set up intercompany settlements for Company 00000 only.

When you set up AAIs for intercompany settlements, you do not enter a business unit. When the system creates journal entries for intercompany accounts, it enters Company 00000, in which the journal entry is created as the business unit.

## Setting Up a Payroll ID for Intercompany Settlements

After you set up AAIs for intercompany settlements, you should set up a payroll ID for intercompany settlements. When you use this payroll ID to process a payroll cycle, the JD Edwards EnterpriseOne Payroll system, rather than the JD Edwards EnterpriseOne General Accounting system, generates intercompany settlements before posting them to the general ledger.

Use this payroll ID to process payroll for employees who worked in companies other than their home companies. When you process this payroll ID, the system automatically creates balancing journal entries for intercompany settlements.

## Journal Entry Setup by AAI Table

For journal entries to be calculated correctly, you must set up the correct journal types in each Automatic Accounting Instruction (AAI) table. These tables list all of the journal types that you must set up to process time and labor journal entries completely.

This table lists all of the AAI tables, and their corresponding numbers. For example, the Debit-Labor/Billing/Equipment table is table 1. These numbers are used in the subsequent tables to specify the AAI table in which you must set up each journal type.

AAI table numbers are:

| AAI Application Name | Application Number |
|----------------------|--------------------|
| Debit-Labor/Billing/Equipment | Table 1 |
| Debit-Burden/Premium - Labor Dist | Table 2 |
| Credit-Cash Bank Account | Table 3 |
| Credit-Liabilities | Table 4 |

| AAI Application Name | Application Number |
|---|---|
| Credit-Labor Billings | Table 5 |
| Dr/Cr - Accruals/Clearing | Table 6 |

These tables list the journal types that must be set up for each type of payroll journal entry. The tables are organized by journal entry document type (T1 though T7), and include this information for each journal type:

• Description - The name of the journal type.

• AAI Table - The specific AAI table where you must set up the journal type.

• Entry - This specifies whether the journal type is used to create debit or credit journal entries.

This table lists the T-1 payroll disbursement journal entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| AL | Actual Liabilities (Deductions, Benefits) | 4 | Credit |
| AT | Actual Taxes | 4 | Credit |
| AW | Accrued Wages | 6 | Debit |
| CF | Burden Offset (Clearing) - Fringe | 6 | Debit |
| CT | Burden Offset (Clearing) - Taxes | 6 | Debit |
| DP | Disbursed Amount (Computer Checks) | 3 | Credit |
| DA | Disbursed Amount (Auto Deposit) | 3 | Credit |

This table lists the T-2 payroll distribution journal entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| AW | Accrued Wages | 6 | Credit |
| FB | Flat Burden Expense | 2 | Debit |
| FC | Flat Burden Offset (Clearing) | 6 | Credit |
| LD | Labor Distribution Straight Time | 1 | Debit |
| PR | Labor Distribution Premium Time | 2 | Debit |

This table lists the T-3 actual burden journal entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| CF | Burden Offset (Clearing) - Fringe | 6 | Credit |
| CT | Burden Offset (Clearing) - Taxes | 6 | Credit |
| BF | Fringe Burden (Benefits & Accruals) | 2 | Debit |
| BT | Tax and Insurance Burden | 2 | Debit |

This table lists the T-4 labor billing distribution journal entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| RD | Labor Billing (Recharge) Distribution | 1 | Debit |
| RO | Labor Billing (Revenue) Offset | 5 | Credit |

This table lists the T-5 equipment distribution journal entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| ED | Equipment Billing Distribution | 1 | Debit |
| EO | Equipment Billing (Revenue) Offset | See note. | Credit |

**Note.** EO can be set up as the Revenue Credit on the Depreciation Information Form in the Equipment Master or the General Ledger AAIs or both.

This table lists the T-6 payroll accruals/deferrals entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| AW | Accrued Wages | 6 | Credit |
| CF | Burden Clearing - Fringe | 6 | Debit |
| CT | Burden Clearing - Taxes | 6 | Debit |
| FC | Flat Burden Clearing | 6 | Credit |
| IC | Inter-Company Settlements | 6 | Debit & Credit |

This table lists the T-7 payroll voucher journal entries:

| Journal Type | Description | AAI Table | Entry |
|---|---|---|---|
| AL | Actual Liabilities (Deductions, Benefits, and so on) | 4 | Debit |
| AT | Actual Taxes | 4 | Debit |

## Prerequisite

Set up intercompany accounts in the chart of accounts.

### See Also

Chapter 15, "Processing Journal Entries," page 277

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Working with Pro Forma Journal Entries

Chapter 11, "Setting Up Automatic Accounting Instructions for JD Edwards EnterpriseOne Human Capital Management," Setting Up AAIs for Accruals and Clearing, page 191

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Payroll Cycle Information," Creating a Payroll ID

# Setting Up AAIs for Labor, Billings, and Equipment Distribution

This section includes an overview of labor, billing, and equipment distribution AAIs, and discusses how to:

- Set processing options for the Debit-Labor/Billing/Equipment program.
- Set up AAIs for labor, billing, and equipment distribution.

## Understanding AAIs for Labor, Billings, and Equipment Distribution

You set up AAIs for direct labor, billings, and equipment distribution to define accounts for transactions related to labor, labor billing (recharge), and the use of equipment. You do this by defining search criteria for employee or timecard information and the account number information for the system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

You can set up AAIs separately for each company. Always set up generic instructions in Company 00000 first. When searching for AAIs, the system searches for a specific company. If it finds no AAIs for the specific company, it uses the AAIs defined for Company 00000.

The minimum information that you need to set up an AAI is the journal type. When you set up direct labor, billings, and equipment distribution AAIs, these items are the minimum setup requirements for journal types:

- Payroll labor distribution (LD) is required if you use employee hourly and salary rates.
- Labor billing distribution (RD) is required if you use billing (recharge) rates.

• Equipment distribution (ED) is required if you use equipment rates.

The system accesses this AAI table during time entry as well as during pre-payroll when it creates timecards for autopay employees. The system uses the values from the timecard, which obtains the values from the Employee Master table (F060116), other sources, or the overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

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**Note.** If you enter an account number in an AAI table, you must first set up that account number in the chart of accounts. When you enter timecards for employees, the system enables you to enter any account number that is set up in the chart of accounts, regardless of whether the account is set up in the AAI tables. When you run the journal entries step of the payroll cycle process, you will receive errors on the Journal Batch Proof Report for any timecards that contain account numbers that were not set up in the AAI tables. You must either change the account number on the timecard to reflect an account number that is set up in the AAI table, or you must add the account number to the AAI table. After you make the account number corrections, you must reprocess the timecards through pre-payroll.

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## Search Criteria for Labor Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of labor, billings, and equipment entries. The system searches these AAIs for a specific company:

• On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the search criteria defined in the AAI for labor distribution and attempts to match the AAI search criteria to the appropriate journal type.

• On each successive pass the system drops a value and uses a different combination of data fields for the search criteria.

• Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

This example identifies the search criteria that the system uses to match information from the timecard for a specific company:

| Business Unit | Union | Job Type | Job Step | Pay Type | Journal Type |
|---|---|---|---|---|---|
| 100 | 3000 | CARP | APPR | 1 | LD |
| 100 | 3000 | CARP | APPR | (omitted) | LD |
| 100 | 3000 | CARP | (omitted) | 1 | LD |
| 100 | 3000 | CARP | (omitted) | (omitted) | LD |
| 100 | 3000 | (omitted) | (omitted) | 1 | LD |
| 100 | 3000 | (omitted) | (omitted) | (omitted) | LD |
| 100 | (omitted) | CARP | APPR | 1 | LD |
| 100 | (omitted) | CARP | APPR | (omitted) | LD |
| 100 | (omitted) | CARP | (omitted) | 1 | LD |
| 100 | (omitted) | CARP | (omitted) | (omitted) | LD |

| Business Unit | Union | Job Type | Job Step | Pay Type | Journal Type |
|---|---|---|---|---|---|
| 100 | (omitted) | (omitted) | (omitted) | 1 | LD |
| 100 | (omitted) | (omitted) | (omitted) | (omitted) | LD |
| (omitted) | 3000 | CARP | APPR | 1 | LD |
| (omitted) | 3000 | CARP | APPR | (omitted) | LD |
| (omitted) | 3000 | CARP | (omitted) | 1 | LD |
| (omitted) | 3000 | CARP | (omitted) | (omitted) | LD |
| (omitted) | 3000 | (omitted) | (omitted) | 1 | LD |
| (omitted) | 3000 | (omitted) | (omitted) | (omitted) | LD |
| (omitted) | (omitted) | CARP | APPR | 1 | LD |
| (omitted) | (omitted) | CARP | APPR | (omitted) | LD |
| (omitted) | (omitted) | CARP | (omitted) | 1 | LD |
| (omitted) | (omitted) | CARP | (omitted) | (omitted) | LD |
| (omitted) | (omitted) | (omitted) | (omitted) | 1 | LD |
| (omitted) | (omitted) | (omitted) | (omitted) | (omitted) | LD |

This example identifies additional search criteria that the system can use to match information from the timecard for Company 00000:

- On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and attempts to match these search criteria fields to the appropriate journal type.
- On each successive pass, the system drops a value and uses a different combination of data fields as search criteria.
- Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default journal type, LD.

| Business Unit | Union | Job Type | Job Step | Payment Type | Journal Type |
|---|---|---|---|---|---|
| (omitted) | 3000 | CARP | APPR | 1 | LD |
| (omitted) | 3000 | CARP | APPR | (omitted) | LD |
| (omitted) | 3000 | CARP | (omitted) | 1 | LD |
| (omitted) | 3000 | CARP | (omitted) | (omitted) | LD |
| (omitted) | 3000 | (omitted) | (omitted) | 1 | LD |

| Business Unit | Union | Job Type | Job Step | Payment Type | Journal Type |
|---|---|---|---|---|---|
| (omitted) | 3000 | (omitted) | (omitted) | (omitted) | LD |
| (omitted) | (omitted) | CARP | APPR | 1 | LD |
| (omitted) | (omitted) | CARP | APPR | (omitted) | LD |
| (omitted) | (omitted) | CARP | (omitted) | 1 | LD |
| (omitted) | (omitted) | CARP | (omitted) | (omitted) | LD |
| (omitted) | (omitted) | (omitted) | (omitted) | 1 | LD |
| (omitted) | (omitted) | (omitted) | (omitted) | (omitted) | LD |

## Prerequisite

Set up the processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates how to set up AAIs for multiple accounts.

## Forms Used to Set Up AAIs for Labor, Billing, and Equipment Distribution

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Accounting JE Rules - Labor/Billing/Equipment | W069043B | Automatic Accounting Instruction Setup menu (G05BT4), Debit - Labor/Billing/Equipment | Review existing AAI table entries. |
| Revise Multiple Labor/Billing/Equipment | W069043C | Click Add on Work With Accounting JE Rules-Labor /Billing/Equipment. | Set up AAIs for Labor, Billing, and Equipment Distribution. |

## Setting Processing Options for the Debit-Labor/Billing /Equipment Program (P069043)

Processing options enable you to specify the default processing for programs and reports.

### Default

**1. Select an entry form.**          Specify the form that the system uses when you select a record or select the Add button. Values are:

*1:* Multiple Entry

Blank: Single Entry

## Setting Up AAIs for Labor, Billing, and Equipment Distribution

Access the Revise Multiple Labor/Billing/Equipment form.

| | |
|---|---|
| **Journal Type** | Enter a code that represents the type of transaction for which an account is to be derived. |
| **Obj Acct** (object account) | Enter 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, you should normally use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object. |
| **Job Type** | Enter a UDC (07/G) that defines the jobs within the organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type. |
| **PDBA Code** (pay type, deduction, benefit, and accrual code) | Enter a code that defines the type of pay, deduction, benefit, or accrual.<br><br>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |
| **Sub** (subset) | Indicates a 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 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object. |

# Setting Up AAIs for Burden and Premium Labor Distribution

This section includes an overview of burden and premium labor AAIs, and discusses how to:

• Set processing options for Processing Options for Debit-Burden/Premium-Labor Dist program.

• Set up AAIs for burden and premium labor.

• Set up company burden rules.

• Set up business unit burden rules.

## Understanding AAIs for Burden and Premium Labor Distribution

You set up AAIs to define accounts for actual burden, flat burden, and premium time transactions for labor distribution. You can select a hierarchy method that controls the search criteria by which the system searches for accounts.

You can set up AAIs separately for each company. The system searches first for a specific company. If it finds no instructions for the specific company, it searches for Company 00000. Always set up generic instructions in Company 00000.

Burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include:

- Payroll taxes and insurance (PTI) - Company-paid taxes and insurance, such as workers compensation insurance

- Fringe benefits - Company-paid benefits, such as health insurance and company contributions to a 401(k) or RRSP plan

This table provides information that you should consider before you set up AAIs that are associated with burden:

| Considerations | Additional Information |
|---|---|
| Flat burden: | • Is an estimate that is a predetermined percentage of an employee's gross wages. This estimate is approximate to actual burden costs.<br>• Distributes the expense in the same amount throughout the entire year.<br>• Can be calculated per employee, union, or business unit for each timecard during time entry.<br>• Is not calculated for lump sum amounts.<br>• Is a median calculation of actual burden for the year. |

| Considerations | Additional Information |
|---|---|
| Actual burden: | • Is heavier at the beginning of the year until limits are reached. Examples in the U.S. are FICA, FUI, SUI, and SDI.<br><br>• Can be turned on and off by company to complete the calculation. |
| Burden considerations for Time and Labor | Time and Labor calculates flat burden instead of actual burden.<br><br>When you set up flat burden distribution debit instructions, you must, at a minimum, include the FB (Flat Burden) journal type code.<br><br>When you set up premium labor debit instructions, you must, at a minimum, include the PR (Payroll premium labor distribution) journal type code. You can specify whether the system splits the premium portion of overtime and creates separate journal entries for straight time versus premium time.<br><br>When you set up actual burden distribution debit instructions, you must, at a minimum, include these default journal type codes:<br><br>• BF: Burden fringe benefits for actual burden<br><br>Use this journal type for the burden fringe benefits that you do not want to distribute separately. The system uses the account number associated with this journal type when it does not find an entry for a specific fringe benefit.<br><br>• BT: Burden taxes for actual burden<br><br>Use this journal type for the burden taxes that you do not want to distribute separately. The system uses the account number associated with this journal type when it does not find an entry for a specific tax. |

## Search Criteria for Burden Fringe

The system uses certain fields as search criteria to determine a valid account for the distribution of burden fringe entries. The system searches the AAIs for a specific company according to this sequence:

1. On the first pass, the system compares the time entry record's business unit, object, subsidiary, PDBA code, and journal type to the search criteria defined in the AAI for burden fringe, and attempts to match the AAI search criteria to the appropriate journal type.

2. On the second pass, the system searches for business unit, object, subsidiary, and journal type.

3. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria.

4. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

This table illustrates how the system can match information from a timecard for a specific company for burden fringe:

| Timecard Business Unit | Timecard Object | Timecard Subsidiary | PDBA Code | Journal Type |
|---|---|---|---|---|
| 1 | 1340 | 02200 | 1000 | Blank |
| 1 | 1340 | 02200 | Blank | BF |
| 1 | 1340 | Blank | 1000 | Blank |
| 1 | 1340 | Blank | Blank | BF |
| Blank | 1340 | Blank | 1000 | Blank |
| Blank | 1340 | Blank | Blank | BF |

This table illustrates how the system can match information from a timecard for Company 00000.

| Timecard Business Unit | Timecard Object | Timecard Subsidiary | PDBA Code | Journal Type |
|---|---|---|---|---|
| Blank | 1340 | 02200 | 1000 | Blank |
| Blank | 1340 | 02200 | Blank | BF |
| Blank | 1340 | Blank | 1000 | Blank |
| Blank | 1340 | Blank | Blank | BF |
| Blank | 00000 | Blank | 1000 | Blank |
| Blank | 00000 | Blank | Blank | BF |

## Company Burden Rules

You can set up company burden rules to split the premium portion of overtime into a separate journal entry. You must set up company burden rules for a specific company. You cannot use Company 00000.

## Business Unit Burden Rules

If you do not set up burden rules, the system creates T3s, but it does not write records to the Burden Distribution worktable (F07241) during the payroll process. If you set up burden rules, the system populates the Burden Distribution worktable (F07241), and updates the Burden Distribution table (F0724) during the final update step of the payroll process.

# Prerequisite

Set up the processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates how to set up AAIs for multiple accounts.

To set up business unit burden rules, you must set up each business unit for which you want to track burden information. You set up this information in the Business Unit Constants program (P059051A).

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up System Options," Setting Up Business Unit Information.

## Forms Used to Set Up AAIs for Burden and Premium Labor Distribution

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Burden Distribution AAIs | W069043B | Automatic Accounting Instruction Setup (G05BT4), Debit - Burden/Premium-Labor Dist. | Review existing AAI entries. |
| Revise Multiple Burden Distribution AAIs | W069043C | Click Add on Work With Burden Distribution AAIs. | Set up AAIs for Burden and Premium Labor. |
| Revise Company Burden Distribution Rules | W069042E | Select a company in the detail area and then select CO Burden Rules from the Row menu on Work With Burden Distribution AAIs. | Set up company burden rules. |
| Revise Business Unit Burden Rules | W069042D | Select BU Burden Rules from the Form menu on Work With Burden Distribution AAIs. | Set up business unit burden rules. |

## Setting Processing Options for the Debit-Burden/Premium-Labor Dist Program (P069042)

Processing options enable you to specify the default processing for programs and reports.

These processing options are identical to the processing options for Debit-Labor/Billing/Equipment Program (P069043).

## Setting Up AAIs for Burden and Premium Labor Distribution

Access the Revise Multiple Burden Distribution AAIs form.

**HM** (hierarchy method)
This code is used to retrieve the business unit and subsidiary accounts for burden distribution. The Hierarchy Method controls the Business Unit and the Subsidiary values.

The available methods are:

• Business unit: Employee Home Business Unit unless a table override exists

Subsidiary: No Subsidiary.

Subledger/Type: No Subledger or Subledger Type.

• Business unit: Employee Home Business Unit unless a table override exists

Subsidiary: Labor Distribution Subsidiary unless a table override.

Subledger/Type: Labor Distribution Subledger and Type.

• Business unit: Labor Business Unit unless a table override exists.

Subsidiary: No Subsidiary.

Subledger/Type: Labor Distribution Subledger and Type.

- Business unit: Labor Business Unit unless a table override exists.

  Subsidiary: Labor Distribution Subsidiary unless a table override.

  Subledger/Type: Labor Distribution Subledger and Type.

- Business unit: Employee Home Business Unit unless a table override exists

  Subsidiary: Labor Distribution Subsidiary unless a table override.

  Subledger/Type: No Subledger or Subledger Type.

- Business unit: Labor Business Unit unless a table override exists.

  Subsidiary: Labor Distribution Subsidiary unless a table override.

  Subledger/Type: No Subledger or Subledger Type.

| | |
|---|---|
| **Obj** (object) | Indicates 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, you should normally use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object. |
| **Timecard Obj** (timecard object) | Indicates object account where labor is posted. All object accounts which might have wages posted to them *must* be entered into this field. This is the major element in determining where the corresponding burden is to be posted. If a business unit is defined, this field represents the unique labor object accounts associated to the job |
| | To set up Company 00000, type 00000 in this field; otherwise, to set up a specific company, enter a valid object. |
| **Timecard Bus. Unit** (timecard business unit) | Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit. |
| | You can use the Skip to Business Unit field in the header part of the screen to specify the Business Unit to be displayed first in the lower part of the screen. |
| **Timecard Sub** (timecard subsidiary) | Identifies subsidiary account associated with the labor object account. If both a Labor object and subsidiary account are defined, the combination may determine the burden accounts to be used in creating the distribution. This method will accommodate unconventional coding of the cost codes in a job cost environment, for example, the usage of cost codes to define a type of labor, versus using just the object account. |
| **Sub** (subset) | Indicates 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 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

# Setting Up Company Burden Rules

Access the Revise Company Burden Distribution Rules form.



Revise Company Burden Distribution Rules form

| **Do you wish to split the premium portion of overtime on labor entries?** | Specify whether you wish to split the premium portion of overtime on labor entries. Values are: |
|---|---|
| | *Y:* Yes |
| | *N:* No |
| **Do you wish to omit Actual Burden Distribution Journal Entries (Type T3)?** | Specify whether you wish to omit Actual Burden Distribution Journal Entries (Type T3). Values are: |
| | *Y:* Yes |
| | *N:* No |

# Setting Up Business Unit Burden Rules

Access the Revise Business Unit Burden Rules form.

**Debit-Burden/Premium-Labor Dist - Revise Business Unit Burden Rules**

OK    Find    Delete    Cancel    Tools

Skip To Bus. Unit    *

Records 1 - 10    Customize Grid

| | | Burden Rule | Bus. Unit | Description |
|---|---|---|---|---|
| | | 1 | 1 | Financial/Distribution Company |
| | | 2 | 9 | Corporate Administration |
| | | 2 | 50 | Project Management Company |
| | | 1 | 55 | A CSB Company |
| | | 1 | 77 | Canadian Company |
| | | 1 | 91 | 91 |
| | | | 99 | Model Business |
| | | 1 | 007 | Tonys HB Test |
| | | 1 | 008 | Tonys HB Test II |
| | | 1 | 102 | Denver Area |

Revise Business Unit Burden Rules form

**Burden Rule**              Enter a code that determines how the system handles burden journal entries. Actual burden expenses are initially grouped into burden clearing accounts in the T1 section of the P/R journals. The user has the option of relieving these clearing entries and distributing burden expense based on where the direct labor was charged. This distribution of burden expense is done in the T3 section of the P/R journals. The user also has the option of creating a fixed audit trail for how each component of burden was distributed per individual timecard. This detail audit trail is maintained in the F0624 file, which is used by the JD Edwards EnterpriseOne Payroll system to produce Job Billing Registers. These rule codes control the process:

*0:* Do not create T3 Burden Expense entries for the Business Unit.

*1:* Create T3 Burden Expense entries but not the F0624 audit records.

*2:* Create T3 Burden Expense entries and associated F0624 audit records.

*3:* Same as 1 but reverse out the Flat Burden posted thru Daily Post.

*4:* Same as 2 but reverse out the Flat Burden posted thru Daily Post.

# Setting Up AAIs for Cash-in-Bank Account Distribution

This section includes an overview of cash-in-bank account AAIs, and discusses how to set them up.

# Understanding AAIs for Cash-in-Bank Account Distribution

You set up AAIs for cash-in-bank account distribution to define accounts for payroll disbursements. You can define different accounts for these types of disbursements:

- Cash disbursements
- Computer checks
- Automatic deposits
- Interim manual checks
- Interim computer checks

When you set up cash-in-bank account distribution instructions, you must, at a minimum, set up the default journal type DP. You can use other journal types when other types of payments are drawn on different bank accounts.

If you create automatic deposits for interim payments, you must set up journal type DD. The Payroll Journal Proof/Edit Report (R05229) lists payments processed with journal type DD as journal type DI. These payments are also created in the F0911 table under journal type DI.

The system derives cash-in-bank account numbers during pre-payroll processing. If the cash account is incorrect, after correcting the cash account, you must rerun pre-payroll.

This table lists the various journal types and their purpose (the journal type represents the type of payment):

| Journal Type | Purpose |
|---|---|
| DA | Automatic deposits |
| DC | Currency disbursement (cash) |
| DD | Interim automatic deposits |
| DI | Interim computer checks |
| DM | Interim manual checks |
| DP | Printed computer checks from payroll cycle |
| DF | Create separate payments by business unit |

You set up DF entries only if you want the system to create separate payments for each business unit in which an employee works. To generate separate payments for each business unit, you must create an AAI entry using the DF journal type for each business unit in the organization. Each of these entries must also have a unique account number. Journal type DF is not used to derive the account number for payroll payments. Journal type DF is used to derive temporary account numbers that are unique for each business unit.

For example, if an employee works in two different business units during a pay period, you would set up an entry in the Cash-in-Bank Account AAI table for each business unit using journal type DF. You would also assign a unique account number to each of these entries. Then by referencing the business unit on each of the employee's timecards, the system would create two separate payments for the employee.

Temporary account numbers from the DF entries are used to create separate payments in one of these ways:

- Using the Time Entry Interim Generator, the DF account number is assigned to the GL Bank Account field (GLBA) on the payment record in the Payment File table (F07350) when the timecard is added to the F06116 table.

- Separate payments are generated for payment records with different DF account numbers.

- When processing regular timecards, the DF account number is assigned to the GL Bank Account field (GLBA) on the payment record in the Payment File table (F07350) during pre-payroll.

- Separate payments are generated for payment records with different DF account numbers.

These account numbers are used only during pre-payroll to determine whether separate payments are necessary. The actual cash-in-bank account for the payments is created using the DA, DC, DD, DI, DM, and DP entries in the AAI table.

## Search Criteria for Cash-in-Bank Account Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of Cash-in-Bank during pre-payroll processing. The system uses this sequence to search for AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit and journal type to the search criteria defined in the AAI for Cash-in-Bank accounts and attempts to match the AAI search criteria to the appropriate journal type.

2. On each successive pass, the system locates either the business unit or the journal type.

3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

This table illustrates how the system matches the type of payment and the home business unit for a specific company:

| Business Unit | Journal Type |
|---|---|
| 1 | DA |
| 1 | DP |
| Blank | DA |
| Blank | DP |

This table illustrates how the system can match the type of payment for Company 00000:

| Business Unit | Journal Type |
|---|---|
| Blank | DA |
| Blank | DP |

When the Business unit = none, the journal type can be DA or DP.

## Forms Used to Set Up AAIs for Cash-in-Bank Account Distribution

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Accounting JE Rules - Cash/Bank Account | W069040A | Automatic Accounting Instruction Setup (G05BT4), Credit-Cash Bank Account. | Review existing AAI entries. |
| Revise Multiple Cash/Bank Account | W069040C | Click Add from Work With Accounting JE Rules-Cash/Bank Account. | Set up AAIs for Cash-in-Bank Account Distribution. |

## Setting Up AAIs for Cash-in-Bank Account Distribution

Access the Revise Multiple Cash/Bank Account form.

| | |
|---|---|
| **Company** | Enter a 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. You cannot use company 00000 for transaction entries.

| | |
|---|---|
| **Journal Type** | Enter a code that represents the type of transaction for which an account is to be derived. |
| **Obj Acct** (object account) | Indicates 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, you should normally use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

| | |
|---|---|
| **Sub** (subset) | Indicates 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 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

# Setting Up AAIs for Liabilities

This section includes an overview of liabilities and discusses how to set up AAIs for liabilities.

# Understanding AAIs for Liabilities

You set up AAIs for liabilities to define accounts for the payroll disbursements journal.

At a minimum, you must set up these default journal type codes when you set up AAIs for liabilities:

• AL - Accrued liabilities for deductions and benefits

• AT - Accrued liabilities for payroll taxes

## Search Criteria for Liabilities

The system uses certain fields as search criteria to determine a valid account for the distribution of liabilities. The system uses this sequence to search for AAIs for a specific company:

1. On the first pass, the system compares the home business unit PDBA code and journal type of the time entry record to the search criteria defined in the AAI for Liabilities and attempts to match the AAI search criteria to the appropriate journal type.

2. On each successive pass, the system uses the business unit or the journal type.

3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

This table illustrates the fields that the system uses as search criteria for a specific company. For tax liabilities, the system matches the journal type and, optionally, the employee's business unit. For PDBA liabilities, the system matches the PDBA code and, optionally, the employee's business unit.

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| 1 | Blank | H |
| 1 | Blank | AT |
| Blank | Blank | H |
| Blank | Blank | AT |
| 1 | 5000 | Blank |
| 1 | Blank | AL |
| Blank | 5000 | Blank |
| Blank | Blank | AL |

This table illustrates the fields that the system uses as search criteria for Company 00000. The system matches the PDBA code; if it does not locate a match, it uses the default journal type.

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| Blank | Blank | H |
| Blank | Blank | AT |

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| Blank | 5000 | Blank |
| Blank | Blank | AL |

### Understanding Distribution Account Fields for Liabilities

You can override the value, or use one of these constants in the Subsidiary field so that the system can designate distribution account information. You must have valid general ledger account numbers set up.

| Constant | Description |
|---|---|
| *STAT* | To move the statutory code to the Subsidiary field for a tax. Use *STAT* to charge taxes to specific accounts without having to define each account in the table. For example, the system uses CA for California. |
| *EMP* | To move the employee number to the Subsidiary field for a DBA. |
| *PAY* | To move the pay or DBA code to the Subsidiary field. |
| *UNION* | To move the union code to the Subsidiary field for a DBA. |

You can use these constants in the Subledger field:

| Constant | Description |
|---|---|
| *SBLE* | To move the employee number to the Subledger field. |
| *SBLP* | To move the DBA code to the Subledger field. |

## Prerequisite

Create accounts in the chart of accounts before you add them to the payroll AAIs. See Account Setup in the General Accounting Guide.

Set up the processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

## Forms Used to Set Up AAIs for Liabilities

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Accounting JE Rules - Liabilities | W069045A | Automatic Accounting Instruction Setup (G05BT4), Credit-Liabilities | Review existing AAI entries. |
| Revise Multiple Liabilities | W069045C | Click Add on Work With Accounting JE Rules - Liabilities. | Set up AAIs for liabilities. |

## Setting Up AAIs for Liabilities

Access the Revise Multiple Liabilities form.

| | |
|---|---|
| **Subledger** | Enter a 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** | Enter a 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. These values are either hard-coded or user-defined. Values include: |

*A:* Alphanumeric field, do not edit.

*N:* Numeric field, right justify and zero fill.

*C:* Alphanumeric field, right justify and blank fill.

# Setting Up AAIs for Labor Billings

This section includes an overview of labor billing AAIs and discusses how to:

• Set processing options for the Credit-Labor Billings program.

• Set up AAIs for labor billings.

## Understanding AAIs for Labor Billings

You set up AAIs for labor billings to define accounts for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. Entries for labor billings are generally credit entries. If the company does not use labor billings, you do not need to set up these AAIs.

For the most common account distribution, you can use the journal type RO with the appropriate account information to define a default rule for labor billings. The system uses the default rule when it does not find a rule for a specific business unit in a specific company.

### Search Criteria for Labor Billings

The system uses certain fields as search criteria to determine a valid account for the distribution of labor billings. The system searches these AAIs for a specific company:

• On the first pass, the system compares the time entry record's home business unit, charge to unit, PDBA code, and journal type to the search criteria defined in the AAI for Labor Billings and attempts to match the AAI search criteria to the appropriate Journal Type.

• On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria.

• Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default company (Company 00000).

This table illustrates the search sequence:

| Home Business Unit | Charge to Unit | PDBA Code | Journal Type |
|---|---|---|---|
| 9 | 501 | 1 | RO |
| 9 | 501 | Blank | RO |
| 9 | Blank | 1 | RO |
| 9 | Blank | Blank | RO |
| Blank | 501 | 1 | RO |
| Blank | 501 | Blank | RO |
| Blank | Blank | 1 | RO |
| Blank | Blank | Blank | RO |

This table identifies the fields that the system uses as search criteria to match information from the timecard to the default company (Company 00000):

| Home Business Unit | Charge to Unit | PDBA Code | Journal Type |
|---|---|---|---|
| Blank | 501 | 1 | RO |
| Blank | 501 | Blank | RO |
| Blank | Blank | 1 | RO |
| Blank | Blank | Blank | RO |

## Forms Used to Set Up AAIs for Labor Billings

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Accounting JE Rules - Labor Billing Credits | W069044B | Automatic Accounting Instruction Setup (G05BT4), Credit-Labor Billings | Review existing AAI entries. |
| Revise Multiple Labor Billing Credits | W069044C | Click Add on Work With JE Accounting Rules - Labor Billing Credits. | Set up AAIs for Cash-in-Bank Account Distribution. |

## Setting Processing Options for Credit-Labor Billings (P069044)

Processing options enable you to specify the default processing for programs and reports.

These processing options are identical to those for Debit-Labor/Billing/Equipment Program (P069043).

## Setting Up AAIs for Labor Billings

Access the Revise Multiple Labor Billing Credits form.

Revise Multiple Labor Billing Credits form

# Setting Up AAIs for Accruals and Clearing

This section includes an overview of accrual and clearing accounts, and discusses how to set up AAIs for accruals and clearing.

## Understanding Accruals and Clearing

For the JD Edwards EnterpriseOne Payroll system, you set up AAIs for accruals and clearing to define accounts for:

• Accrued wages (T1, T2)

• Flat burden clearing (T2)

• Recharge flat burden clearing

• Intercompany settlements (T1-T6)

• Actual burden clearing (T1-T3)

For the time and labor process, you set up AAIs for accruals and clearing to define accounts for:

• Accrued wages (T2)

• Flat burden clearing (T2)

When you set up the accrued wages account, you must, at a minimum, include the AW journal type code to record labor distribution and payroll disbursements journals.

When you set up the flat burden clearing account, you must, at a minimum, include the FC, flat burden clearing journal type code for labor distribution.

When you set up intercompany settlement accounts, you must, at a minimum, include IC journal type code to record the actual burden expense, labor distribution, and payroll disbursements journals.

When you set up the recharge flat burden clearing account, you must, at a minimum, include the RC (recharge burden relief) journal type code for the actual burden expense and payroll disbursements journals.

When you set up actual burden clearing accounts, you must, at a minimum, include these journal type codes:

• CF: Burden clearing fringe for the actual burden expense and payroll disbursements journals

• CT: Burden clearing tax for the actual burden expense and payroll disbursements journals

## Search Criteria for Accruals and Clearing

The system uses certain fields as search criteria to determine a valid account for distribution of accrued wages, flat burden clearing, intercompany settlements, and recharge flat burden clearing. The system searches these AAIs for a specific company:

• On the first pass, the system compares the time entry record's business unit and journal type to the search criteria defined in the AAI for Accruals and Clearing and attempts to match the AAI search criteria to the appropriate journal type.

• On the next pass, the system looks only at journal type.

• Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

This table identifies the search criteria that the system uses to match information from the timecard for a specific company for clearing tax burden:

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| 1 | Blank | H |
| Blank | Blank | H |
| 1 | Blank | CT |
| Blank | Blank | CT |

This table identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing tax burden:

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| Blank | Blank | H |
| Blank | Blank | CT |

This table identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing fringe burden:

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| 1 | 1000 | Blank |
| Blank | 1000 | Blank |
| 1 | Blank | CF |
| Blank | Blank | CF |

This table identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing fringe burden:

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| Blank | 1000 | Blank |
| Blank | Blank | CF |

This table identifies the search criteria that the system can use to match information from the timecard for a specific company for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| 1 | Blank | AW, FC, IC, or RC |
| Blank | Blank | AW, FC, IC, or RC |

This table identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

| Business Unit | PDBA Code | Journal Type |
|---|---|---|
| Blank | Blank | AW, FC, IC, or RC |

## Understanding Distribution Account Fields for Accruals and Clearing

You can enter values in the Business Unit and Subsidiary fields when you create AAI tables. However, if you enter an actual value, that value is used in the account number for all journal entries that are created using that entry in the AAI table. You can enter wildcard values in the Business Unit and Subsidiary fields so that the system creates more detailed account information for certain journal entries. Distribution account fields

This information can help you determine what values to enter in the account number fields when you set up the AAI tables so that the system can automatically derive detailed account information.

• Business Unit

Enter *LABOR* in the Business Unit field if you want the business unit for all FC journal entries to use the same business unit as the associated labor, even if the employee's home business unit is different.

• Subsidiary

Enter *PAY* in the Subsidiary field if you want the subsidiary for all CF journal types to be the DBA associated with the journal entry. This feature works for benefits and accrual DBAs only.

If you are creating intercompany settlements during the payroll cycle, enter *CO* in the subsidiary field if you want the company associated with the intercompany settlement to be used as the subsidiary for all IC journal types.

**Note.** If you enter a subledger in the AAI table, you must also enter a subledger type.

## Forms Used to Set Up AAIs for Accruals and Clearing

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Accounting JE Rules - Accruals/Clearing | W069041B | Automatic Accounting Instruction Setup (G05BT4), Dr/Cr-Accruals/Clearing | Review existing AAI entries. |
| Revise Multiple Accruals/Clearing | W069041D | Click Add on Work With Accounting JE Rules-Accruals/Clearing. | Set up AAIs for Accruals and Clearing. |

# Setting Up Journal Summarization Rules

This section provides and overview and instructions about how to set up journal summarization rules.

## Understanding Journal Summarization Rules

You set up journal summarization rules to define how the Payroll system summarizes pro forma journal entries before it creates actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

**Note.** If you use the JD Edwards EnterpriseOne Time and Labor system to generate journal entries, you can set a processing option in the Generate Timecard Journals program (R052901) to override the journal summarization rules that you set up in this task.

Defining journal summarization rules enables you to:

- Summarize journal entries for specific companies and for Company 00000.
- Create both summarized and detail journals.
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit.

If the system does not find summarization rules for a specific company, it uses those that are set up for Company 00000. If it finds no summarization rules for an account, it assumes full summarization.

Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which increases processing time. Therefore, we recommend that you:

- Set up summarization rules for Company 00000.
- Avoid setting up summarization rules at the business unit level.
- Whenever possible, define the same summarization code for each object account range.

## Forms Used to Set Up AAIs for Accruals and Clearing

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Payroll JE Summarization Rules | W06914C | Automatic Accounting Instruction Setup (G05BT4), Journal Summarization Rules | Review existing journal summarization rules. |
| Revise Payroll JE Summarization Rules | W06914A | Click Add on Work With Payroll JE Summarization Rules. | Set up or revise journal summarization rules. |

## Setting Up Journal Summarization Rules

Access the Revise Payroll JE Summarization Rules form.

**Object Account**  Enter the Object account number where summarization is to begin within the Business Unit or Company specified.

**Beginning Obj. Acct.** (beginning object account)  Enter the Object account number where summarization is to begin within the Business Unit or Company specified.

**Ending Obj. Acct.** (ending object account)  Enter the Object account number where summarization is to end within the Business Unit or Company specified.

**Sum. Code** (summary code)  Enter a value for a rule. The rules tell the system how to summarize the pro forma entries before creating the actual journal entries. The system looks for all documents that have the same value and summarizes them into one journal. Values are:

*1:* Full summary

The system looks for the same values for:

• Business unit

• Object

• Subsidiary

• Subledger

• Subledger type

•  Fiscal year

• General accounting period number

• Equipment or asset number

• Document type

•  Journal reference

Also consider data item PRJE.

First description in the journal entry: Document description

Second description in the journal entry: Blank

*2:* Same as Rule 1 and include pay type.

First description in the journal entry: Document description.

Second description in the journal entry: Pay type.

*3:* Same as Rule 1 and include pay type, job type, and job step.

First description in the journal entry: Document description.

Second description in the journal entry: Pay type.

*4:* Same as Rule 1 and include pay type, job type, job step, and employee.

First description in the journal entry: Employee name.

Second description in the journal entry: Pay type.

*5:* Do not summarize

First description in the journal entry: Document description.

Second description in the journal entry: Time entry comment and pay type.

*6:* Do not summarize and include employee name.

First description in the journal entry: Employee name.

Second description in the journal entry: Time entry comment and pay type.

# CHAPTER 12

# Entering Timecards for Employees

This chapter includes an overview of employee timecards and discusses how to:

• Select employees for time entry.

• Enter timecards for employees.

• Enter timecards using speed time entry.

• Select Employees for speed time entry by individual.

• Enter piece rate timecards.

• Review timecard history for standalone time and labor.

## Understanding Employee Timecards

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

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

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

After you enter timecards into the system, you can process journal entries to update the general ledger with labor, payroll burden, and equipment expenses. The way in which you process journal entries depends on whether you use the JD Edwards EnterpriseOne Payroll system.

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

You can enter timecards manually or enable the system to generate them automatically during payroll cycle processing. The JD Edwards EnterpriseOne Time and Labor system helps reduce data entry time and typing errors by automatically creating timecards for these types of employees:

• Salaried employees

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

The system classifies employees whose timecards are automatically generated as autopay employees. For autopay employees, you must enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also override the default timecard information for an employee. After you enter timecards for exception pay, you process the employee through the payroll cycle. During pre-payroll, the system automatically creates the appropriate timecards for regular pay for all autopay employees.

You can select various methods to enter employee timecards into the JD Edwards EnterpriseOne Time and Labor system. Consider these questions when you decide which process to use:

• For how many employees will I be entering timecards?

• Do any existing autopay timecards need modification?

• Will I be entering timecards for groups of employees who work in the same location?

• Will I be uploading timecard information from another source, such as a separate time and attendance system or a spreadsheet?

• Do I need to refer to a timecard that has already been processed for an employee to enter a timecard in the current period?

• Do I need to refer to a timecard that has already been entered but has not yet been processed for an employee in the current period?

• Will I be entering a timecard for a lump sum, such as a bonus, pay advance, or pay adjustment?

• Will I be entering timecards on a daily basis?

• Will I be entering information about equipment?

• Do I want the system to display the timecard to the employee?

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

To manually enter timecards into the JD Edwards EnterpriseOne Time and Labor system, you can use any of these time entry programs:

• Daily Time Entry

• Time Entry By Individual

• Time Entry by Time Sheet Group

• Speed Time Entry (P051121)

To enter daily timecards, timecards for time sheet groups, or timecards per pay period, you must first select employees for whom you want to enter timecards using time entry filters. You can select employees from the F060116 table, employees who have unprocessed timecards using the F06116 table, or employees with processed timecards from the F0618 table.

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

When a processing option is set appropriately in the Time Entry MBF Processing Options program (P050002A), you can specify whether the system displays a timecard to the employee in self-service applications. To allow an employee to view the timecard, you set the value for Public Timecards to *Y*. Although employees cannot edit a timecard that is created by an administrator, they can view them when the timecard is defined as public. An employee's manager is also able to see public timecards.

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

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

For all four methods of entering time, each line in the time entry grid represents one timecard. If you are paying an employee multiple pay types, then the employee must enter each line of time in its own line in the time entry grid. This is because the system associates only one pay type with each line of time entry.

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

For a group of employees, you can enter timecards daily or enter timecards per pay period. You can also use the Speed Time Entry or Time Entry by Time Sheet Group programs to enter timecards for employees in a certain batch or enter timecards for individual employees based on their employee numbers. Speed Time Entry enables you to enter timecards per pay period only. If you need to enter daily time for employees, you cannot use Speed Time Entry.

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

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

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

In certain countries, such as Australia and New Zealand, employees can specify that they want the organization to pay them in advance for leave time that they are planning. Administrators can also search for timecards that include the pay in advance designation. Administrators can specify types of leave that are available to employees for payment in advance requests.

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

## Multicurrency Timecards

The basic procedures for multicurrency time and labor tracking are the same as for normal time entry. This topic provides the additional steps that are required to use multicurrency features.

In the processing options for the Speed Time Entry program (P051121), enter the version that you set up for the Time Entry MBF Processing Options program (P050002A) in the Time Entry Version processing option on the Time Entry tab.

After you enable multicurrency time and labor tacking, these additional fields appear in each of the time entry programs:

• Base Currency Code

  The system obtains base currency information from the currency designation for the home company in the F0010 table.

• Recharge Currency code

• Foreign Bill Rate

  If you use the recharge business unit to determine the fixed currency, enter a value in this field. Otherwise, the system generates the foreign billing rate from the rate information that is established in the F48096 table or the F0015 table.

When you enter timecard information, you can enter account numbers that identify multicurrency accounts. You can access the F48096 table during time entry to locate these account numbers. Each attempt to look up rate information for these accounts is date-sensitive. If you encounter an error in one of the listed fields, check the effective dates in the F48096 table. The date that you enter on each timecard must be within the effective dates of the account number. If you are not using the F48096 table to determine currency rates, the system uses the rates that are set up in the F0015 table. These currency rates are also date-sensitive.

After you enter timecards, you can review the Foreign Bill Rate, Bill Rate, Base Cur Code (base currency code), and Rech Cur Code (recharge currency code) fields to verify that the values are correct. The system generates the billing rate from the rate information established in the F48096 table or the F0015 table based on:

• The processing options for the Time Entry MBF Processing Options program.

• The currencies of the home business unit from the F060116 table record.

• The business unit that is associated with the charges.

In this example, the system converts the currency from CAD to USD. The Company Constant Multi Currency Conversion flag is set to use the divisor of .66666667 in this calculation:

$250.00 \div .66666667 = 375.00$.

| Bill Rate | Foreign Bill Rate | Base Cur Code | Rech Cur Code |
|---|---|---|---|
| 375.000 | 250.000 | USD | CAD |

**Note.** If you are processing multicurrency timecards using only the JD Edwards EnterpriseOne Time and Labor system, you can enter employees from different countries in one batch. However, if you are processing multicurrency timecards through a payroll cycle, all of the employees that are included in a batch must have the same country code. The system bases payroll data selection on country code, and entering employees with different country codes in a single batch might cause the system to process incorrect information.

# Prerequisites

Before you complete the tasks in this section:

• Enter labor distribution instructions for the employee.

  See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Entering Employee Instructions," Entering Labor Distribution Instructions.

• Define the Master Business Function processing options for Time Entry.

  See Chapter 3, "Setting Time Entry Processing Options," page 15.

• Set up equipment numbers on the Equipment Master form.

  See *JD Edwards EnterpriseOne Capital Asset Management 9.0 Implementation Guide*, "Creating Equipment Master Records".

• Set up equipment-rate tables and equipment-rate groups in the JD Edwards EnterpriseOne Job Cost system.

  See *JD Edwards EnterpriseOne Capital Asset Management 9.0 Implementation Guide*, "Setting Up Equipment Billing," Setting Up the Billing Rate Code Hierarchy.

• Set up an automatic accounting instruction (AAI) table for all journal types.

  See Chapter 11, "Setting Up Automatic Accounting Instructions for JD Edwards EnterpriseOne Human Capital Management," page 155.

## See Also

Chapter 2, "Overview of Multicurrency Time and Labor Tracking," page 9

# Selecting Employees for Time Entry

This section includes an overview of the employee selection process and discusses how to:

• Select employees for time entry from the Employee Master Information table (F060116).

• Select employees for time entry who have unprocessed timecards.

• Select employees for time entry who have processed timecards.

## Understanding the Employee Selection Process for Time Entry

You can use any one of these methods to select a group of employees for time entry:

• Selecting employees from the F060116 table.

• Selecting employees who have unprocessed timecards.

• Selecting employees who have processed timecards.

All of these selection methods use inquiry forms that might include tabs with job-related, organization, and category code fields to narrow the employee search. Using any of these methods, you can filter for employees who have requested payment in advance for schedule leave time.

To search for employees who have timecards that include sick certification issues, you can use the Time Entry Floods program and search on these items:

• Sick Certificate Required

• Sick Certificate Received

• T/E Lock (Time Entry Lock)

Selecting employees from the F060116 table enables you to select a group of employees who have common information, such as a home business unit, supervisor, category code, work schedule, job type, and check route code.

Selecting employees who have unprocessed timecards enables you to select a group of employees from the F06116 table who have timecards that have not yet been through payroll. A Subledger tab with fields for subledger and subledger type narrows the search.

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

Selecting employees who have processed timecards enables you to select employees whose timecards have already been processed and posted to the F0618 table. You might want to use this method if you want to review employee timecard history before entering time.

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

After selecting employees for time entry, you can enter timecards using time sheet groups, daily timecards, or timecards per pay period. You access daily and per pay period time entry from a row menu and time sheet group time entry from a form menu.

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

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

## Forms Used to Select Employees for Time Entry

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Time Entry by Employee Master | W051191B | Time Entry (G05BT1), Employee Master Filter | Select employees for time entry using the Employee Master Information table (F060116). |
| Work With Time Entry by EE Transaction Current | W051191C | Time Entry (G05BT1), Current Transactions Filter | Select employees for time entry who have unprocessed timecards. |
| Work With Time Entry by EE Transaction History | W051191E | Time Entry menu (G05BT1), Historical Transactions Filter | Select employees for time entry who have processed timecards. |

## Selecting Employees for Time Entry from the Employee Master Information Table

Access the Work With Time Entry by Employee Master form.

Complete these fields to select employees from the F060116 table, and then click Find to display the selected employees.

### Form Header Information

| | |
|---|---|
| **All Employees** | Select this option to select any active employee in the system. |
| **Employees With Timecards** | Select to narrow the selection criteria to only active employees with existing, unprocessed timecards. |
| **Employees Without Timecards** | Select to narrow the selection criteria to only active employees who do not have unprocessed timecards. |
| **Employees With Pay In Advance Timecards** | Select to narrow the selection criteria to only active employees who have unprocessed timecards that include a request for payment in advance of scheduled leave. |

### 1-8

Access the 1-8 tab.

To access additional category codes, select the other category code tabs.

| | |
|---|---|
| **Cat Code 1** (category code 1) | This field refers to Superintendent. |
| **Cat Code 2** (category code 2) | This field refers to General Foreman. |
| **Cat Code 3** (category code 3) | This field refers to Foreman. |
| **Cat Code 4** (category code 4) | This field refers to Work Area. |

## Organization

Access the Organization tab.

| | |
|---|---|
| **Home Company** | Enter the company to which the employee is assigned. The system uses this code to store historical payroll information and to determine accounts for some journal entries. |
| **Supervisor** | Enter the address book number of the supervisor. |
| **Security Business Unit** | Enter an 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. |
| **Check Route Code** | Enter a code from user-defined code (UDC) 07/CR that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery. |

## Other

Access the Other tab.

| | |
|---|---|
| **Business Unit - Last Worked** | Enter the last business unit (job) number that was associated with this employee. The system uses this field for distribution of paychecks and in the generation of journal entries. When you process a payroll cycle that includes the employee, the system automatically updates this field. |
| **Benefit Group** | Enter the benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and enabling enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in the organization. |
| **Pay Class (H/S/P)** (pay class hourly/salaried/piecework) | Enter a code that specifies how an employee is paid. Values are: |
| | *H:* Hourly |
| | *S:* Salaried |
| | *P:* Piecework |
| **Work Schedule** | Enter a UDC to designate intrapay period work schedules. The system uses this code for reporting and to select employees to include in a payroll run. For example: |
| | *A:* Monday through Friday |
| | *B:* Saturday through Wednesday |
| | *C:* Monday through Thursday (4 × 10 hours) |

# Selecting Employees for Time Entry Who Have Unprocessed Timecards

Access the Work With Time Entry by EE Transaction Current form.

Complete these fields to select employees who have unprocessed timecards, and then click Find to display the selected employees.

## Form Header Information

| | |
|---|---|
| **Pay Class** | Enter a value to select only those employees who have a current, unprocessed timecard with this pay class value. |
| **Work Date** | Enter a date to select only those employees who have a current, unprocessed timecard that includes this work date. |
| **Employees With Pay In Advance Timecards** | Select to narrow the selection criteria to only active employees who have unprocessed timecards that include a request for payment in advance of scheduled leave. |

## Organization

Access the Organization tab.

| | |
|---|---|
| **Check Route Code** | Enter a UDC (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery. |
| **Batch Number** | Enter a value to select only those employees who have a current, unprocessed timecard that includes this batch number. |
| | This is a 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. |

## Category Codes

Access the Category Codes tab.

| | |
|---|---|
| **Cat Code 1** | This field refers to Superintendent. |
| **Cat Code 2** | This field refers to General Foreman. |
| **Cat Code 3** | This field refers to Foreman. |
| **Cat Code 4** | This field refers to Work Area. |

## Subledger

Access the Subledger tab.

| | |
|---|---|
| **Subledger** | Enter a 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. |

Enter a value in this field to select only those employees who have a current, unprocessed timecard that is associated with a specific general ledger account. If you enter a value in this field, you must also complete the Subledger Type field.

**Subledger Type**          Enter a value from UDC 00/ST to select only those employees who have a current, unprocessed timecard that is associated with a specific general ledger account. If you enter a value in this field, you must also complete the Subledger field.

The system uses this value 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 are:

*A:* Alphanumeric field. Do not edit.

*N:* Numeric field. Right-justify and zero fill.

*C:* Alphanumeric field. Right-justify and blank fill.

# Selecting Employees for Time Entry Who Have Processed Timecards

Access the Work With Time Entry by EE Transaction History form.

Complete these fields to select employees from the (F060116 table, and then click Find to display the selected employees.

## Form Header Information

**All Employees**          Select this option to select any active employee in the system.

**Employees With Timecards**          Select to narrow the selection criteria to only active employees with existing, processed timecards.

**Employees Without Timecards**          Select to narrow the selection criteria to only active employees who do not have processed timecards.

**Employees With Pay In Advance Timecards**          Select to narrow the selection criteria to only active employees who have unprocessed timecards that include a request for payment in advance of scheduled leave.

## Organization

Access the Organization tab.

**Job Location**          Enter a value that represents the location in which the employee worked. You can use this value to specify that an employee worked at this location but charged the time to a different business unit. The system uses this value for deriving rates from the Union Pay Rate table and exclusively by the Certified Payroll Register.

A value in this field overrides the rates that are set up in the F069126 table if the table is set up by job or business unit.

### Subledger

Access the Subledger tab.

| | |
|---|---|
| **Subledger** | Enter a value to select only those employees who have a processed timecard that is associated with a specific general ledger account. If you enter a value in this field, you must also complete the Subledger Type field. |
| | This is a 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. |
| **Subledger Type** | Enter a value from UDC 00/ST to select only those employees who have a processed timecard that is associated with a specific general ledger account. If you enter a value in this field, you must also complete the Subledger field. |
| | The system uses this value 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 are: |
| | *A:* Alphanumeric field. Do not edit. |
| | *N:* Numeric field. Right-justify and zero fill. |
| | *C:* Alphanumeric field. Right-justify and blank fill. |

### Category Codes

Access the Category Codes tab.

| | |
|---|---|
| **Cat Code 1** | This field refers to Superintendent. |
| **Cat Code 2** | This field refers to General Foreman. |
| **Cat Code 3** | This field refers to Foreman. |
| **Cat Code 4** | This field refers to Work Area. |

### Other

Access the Other tab.

| | |
|---|---|
| **Pay Period Ending Date** | Enter the last day of a processing period (pay period, month, quarter, or year). |

# Entering Timecards for Employees

This section includes an overview of timecard entry, lists a prerequisite, and discusses how to:

• Enter timecards per pay period for employees.
• Enter daily timecards for employees.
• Enter timecards using time sheet groups.

# Understanding Timecard Entry

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

• Date and Batch

• Pay

• Hours

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

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

You can use all of these time entry methods to track various equipment information, including:

• Equipment ID number

• Hours that the employee used the equipment

• Equipment billing rates

• Equipment costs and expenses

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

In all of the time entry programs, you can enter a comment during the time entry process to save information about the timecard. The system saves this information in the F07630 table. You can remove or edit comments by updating a timecard. When you are working with timecards that have been entered by employees, you cannot override employee and manager comments.

**Note.** When you enter or review employee timecards, note that the system displays the pay rate on some timecards, but displays the word *secured* on other timecards. The system determines whether to display the employee's pay rate based on the location from which the pay rate is retrieved.

If the system retrieves the pay rate directly from the F060116 table, the timecard displays the employee's pay rate as secured. This action enables you to keep confidential pay rates for specific employees.

If the system retrieves pay rate information from a union or pay rate table, the system displays the actual rate on the timecard. Typically, pay rates are common knowledge for union employees or employees whose pay rate is based solely on their job ID, and thus do not require the same level of confidentiality.

Additionally, if you enter timecards one after another, you can save time and reduce typing errors in the Account Number field by using certain formulas.

## Entering Timecards Per Pay Period for Employees

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

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

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

To enter time for which an employee is paid in advance, you must select the Pay In Advance option.

## Entering Daily Timecards for Employees

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

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

To enter time for which an employee is paid in advance, you must select the Pay In Advance option.

## Entering Timecards Using Time Sheet Groups

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

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

• Time Sheet All

• Time Sheet Select

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

To enter time for which an employee is paid in advance, you must select the Pay In Advance option.

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

## Prerequisite

Select the employees for whom you want to enter timecards.

See Chapter 12, "Entering Timecards for Employees," Selecting Employees for Time Entry, page 201.

### See Also

*JD Edwards EnterpriseOne Human Capital Management Self-Service 9.0 Implementation Guide*, "Employee Self Service," Entering Timecards Using Self Service

## Forms Used to Enter Timecards for Employees

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Time Entry by Employee Master | W051191B | Time Entry (G05BT1), Employee Master Filter | Select employees for time entry using the Employee Master Information table. |
| Work With Time Entry by EE Transaction Current | W051191C | Time Entry (G05BT1), Current Transactions Filter | Select employees for time entry who have unprocessed timecards. |
| Work With Time Entry by EE Transaction History | W051191E | Time Entry (G05BT1), Historical Transactions Filter | Select employees for time entry who have processed timecards. |
| Time Entry Revisions | W051131A | Select the employees for whom you want to enter time, and then select Line Detail from the Row menu from any one of these forms:<br><br>Work With Time Entry by Employee Master<br><br>Work With Time Entry by EE Transaction Current<br><br>Work With Time Entry by EE Transaction History | Enter timecards per pay period. |
| Daily Time Entry | W051141A | Select the employees for whom you want to enter time, and then select Daily from the Row menu from any one of these forms:<br><br>Work With Time Entry by Employee Master<br><br>Work With Time Entry by EE Transaction Current<br><br>Work With Time Entry by EE Transaction History | Enter daily timecards for employees. |
| Time Entry Time Sheet Revisions | W051122B | Select a single employee, and then select Time Sheet Select from the Form menu; or to enter time for all selected employees, select Time Sheet All from the Form menu from any one of these forms:<br><br>Work With Time Entry by Employee Master<br><br>Work With Time Entry by EE Transaction Current<br><br>Work With Time Entry by EE Transaction History | Enter timecards using time sheet groups. |

# Entering Timecards Per Pay Period for Employees

Access the Time Entry Revisions form.



Time Entry Revisions form

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

The system automatically enters the values in the tabbed fields in the next employee's timecard record.

| | |
|---|---|
| **Public Timecards** | Specify whether the timecard is public or private. If the timecard is public, then the employee can view the timecard. Values are: |
| | *Y:* The employee can view the timecard. |
| | *N:* The employee cannot view the timecard. |
| **Job Location** | Enter a value that represents the location in which the employee worked. You can use this value to specify that an employee worked at this location but charged the time to a different business unit. The system uses this value to derive rates from the Union Pay Rate and also for the Certified Payroll Register. |
| | A value in this field overrides the rates that are set up in the F069126 table if the table is set up by job or business unit. |
| **Check Route Code** | Enter a code from UDC 07/CR that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks and facilitate their handling and delivery. |

| | |
|---|---|
| **Subledger** | Enter a 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. |
| **Subledger Type** | Enter a code from UDC 00/ST that the system uses 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: |
| | *A:* Alphanumeric field. Do not edit. |
| | *N:* Numeric field. Right-justify and zero fill. |
| | *C:* Alphanumeric field. Right-justify and blank fill. |
| **Work Order** | Enter a number that identifies an original document. This document can be a voucher, a sales order, an invoice, unapplied cash, a journal entry, and so on. |
| **Date / Batch** | Enter the date that the system uses as the actual work date or pay-period ending date. |
| **Batch** | Enter a 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. |
| **Pay** | Enter a 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. |
| **Hours** | Enter the number of hours that are associated with each transaction. |
| **LSAmnt** (lump sum amount) | Enter a lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs. |
| **Ovr/Rt** (overtime/rate) | Enter the hourly rate for the employee. If applicable, the system adds the values for the Pay Type Multiplier and Differential fields to the hourly rate. |
| | 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 them exactly match the data display decimals. |
| **Uprate** | Enter an amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds the uprate amount to the base pay rate to calculate gross wages before it performs any other rate calculations, such as applying a shift differential or pay type multiplier. |
| **Shift Diff.** (shift differential) | Enter an additional rate, expressed in dollars or percent, that the system adds to an employee's hourly rate, depending on the shift that the employee worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH). |
| **%/ Amt** (percentage/amount) | Enter a code that specifies whether shift differential contains an hourly rate or a percentage. Values are: |
| | *H:* The system adds the amount in shift differential to the hourly rate. |

*%:* The amount in shift differential is a percentage of the hourly rate that the system adds to the hourly rate.

**Billing Rate**

Enter the rate for the billing of labor services. This rate is often referred to as the billing or recharge rate. The system charges the extended amount based on this rate to the primary distribution account on the timecard and makes an offset entry to an account that is derived from the Accounting Rules table. This rate will not affect the employee's payroll. To enable billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.

Enter a rate on any of these forms to override the rate in the F060118 table:

- Pay Rate Information
- Employee Labor Distribution
- Occupational Pay Rates
- Time Entry by Employee
- Time Entry by Job or Business Unit
- Daily Timecard Entry
- Time Entry by Employee with Equipment
- Time Entry by Shop Floor Control

**Work Date**

Enter the date that the system uses as the actual work date or pay-period ending date.

**Home Co** (home company)

Enter the company to which the employee is assigned. The system uses this code to store historical payroll information and to determine accounts for some journal entries.

**Home BU** (home business unit)

Enter the number of the business unit in which the employee generally resides.

**Tax Area**

Enter a 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.

**Piece Rate Item Number**

Enter an inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are:

- Item Number (short): An eight-digit, computer-assigned item number.
- 2nd Item Number: The 25-digit, free-form, user-defined alphanumeric item number.
- 3rd Item Number: Another 25-digit, free-form, user-defined alphanumeric item number.

**Pce/Rt** (piece rate)

Enter the rate paid for the type of component (piece) that you produce. If you enter a rate in this field, this rate overrides the rate in the F060116 table.

| | |
|---|---|
| **Pieces** | Enter the number of pieces for piecework or any other unit of measure that you want to track for this employee. For example, you can track miles driven for drivers of company vehicles, cubic yards of concrete, feet drilled, miles flown, and so forth. |
| **Phase** | Enter a 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 enables 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.

| | |
|---|---|
| **Explanation** | Enter a name or remark that describes the purpose for using an account or conveys any other information that the user wants about the transaction. |
| **Record Type** | Enter a code that identifies whether the employee is handled through the Recharge processing option for the Payroll Journal Entry program. Values are: |

*1:* Payroll Processing Only

*2:* Payroll and Recharge Processing

*3:* Recharge Processing Only

**Note.** After you have added a timecard, you cannot change its record type.

| | |
|---|---|
| **WCI Code** (worker's compensation insurance code) | Enter a code from UDC 00/W that represents a worker's compensation insurance (WCI) code. This code should correspond to the classifications on the periodic worker's compensation insurance reports. |
| **SC/ WC** (special circumstances/worker's compensation) | Enter a code that specifies any special circumstances that are associated with the WCI code, which can result in multiple rates for the same WCI code due to location or risk. Omit the subclass if multiple rates do not exist. Default codes are: |

Blank: No special circumstances exist.

*F:* Special circumstances exist.

| | |
|---|---|
| **Transaction Number** | Enter a number that the system assigns to each timecard to uniquely identify it. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. The system also uses this field to associate a timecard with each Actual Burden audit record that was created for the timecard during the Actual Burden Journaling process. |
| **Hours Equipment** | Enter the number of hours that the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field. |
| **Equip Obj** (equipment object) | Indicate the object account to which you want the system to distribute equipment utilization charges. If you leave this field blank, the system uses a default value from the Payroll Accounting tables. You can override this value on individual timecards. |

**Bill RtCd** (billing rate code)   Enter a code from UDC 00/RC that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.

If you leave this field blank, the system searches for a valid billing rate in this sequence:

1.  F0901 table

    This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.

2.  F0006 table

    This table contains less detailed rate information than the F0901 table. You can set up only a single rate for a job based on this table.

3.  F1302 table

    This table contains the least detailed rate code information. The system searches this table according to the criteria that you establish when setting up the table.

**Equipment Billing Rate**   Enter the dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example:

Billing Rate = 100 USD

20 USD = Rate 1 (Ownership Component)

50 USD = Rate 2 (Operating Component)

25 USD = Rate 3 (Maintenance Component)

5 USD = Rate 4 (Other Costs Component)

The Equipment Time Entry program provides for the entries of debits or charges to specific cost accounts using the total billing rate (for example, 100 USD).

When these entries are posted to the general ledger, the system recognizes credits in revenue accounts for each of the rate components. In this way, you can separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to the business.

**Timecard From Date**   Specify the beginning date for a range of dates being entered as a summary timecard.

**Timecard Thru Date**   Specify the ending date for a range of dates being entered as a summary timecard.

**Hours Worked Per Day**   Specify the hours worked per day for a summary timecard. Date ranges entered on the timecard begin with Timecard From Date (TCFD) and end with Timecard Thru Date (TCTD).

## Entering Daily Timecards for Employees

Access the Daily Time Entry form..

Daily Time Entry form

If you selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the Contract Labor Category field on the Daily Time Entry form.

See *JD Edwards EnterpriseOne Project and Government Contract Accounting 9.0 Implementation Guide*, "Processing Timecards Using Contract-Specific Labor Categories".

| | |
|---|---|
| **Cost Code** | Indicates a 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 6 digits, you must use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456, the system enters three blank spaces to fill a 6-digit object. |
| **Week Start Date** | Enter the date that the system uses as the actual work date or pay-period ending date. |
| **Work Order** | To enter work order information, you must complete the Subledger and Work Order fields. You can override this information in the detail area of the form for individuals who have different work order information. |
| **Monday Billing Rate** | Indicates a rate that the system uses for the billing of labor services. This rate is often referred to as the billing or recharge rate. The system charges the extended amount based on this rate to the primary distribution account on the timecard and makes an offset entry to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To enable billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form. |

Enter a rate on any of these forms to override the rate in the F060118 table:

- Pay Rate Information
- Employee Labor Distribution
- Occupational Pay Rates
- Time Entry by Employee
- Time Entry by Job or Business Unit
- Daily Timecard Entry
- Time Entry by Employee with Equipment
- Time Entry by Shop Floor Control

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

The system automatically supplies the values in the tabbed fields to the next employee's timecard record.

# Entering Timecards Using Time Sheet Groups

Access the Time Entry Time Sheet Revisions form.



Time Entry Time Sheet Revisions form

If you have selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the Contract Labor Category field on the Time Entry Time Sheet Revisions form.

See *JD Edwards EnterpriseOne Project and Government Contract Accounting 9.0 Implementation Guide*, "Processing Timecards Using Contract-Specific Labor Categories".

| | |
|---|---|
| **Populate Grid With Employees** | Click to create timecards for all of the selected employees after you enter values in all the necessary fields on the Time Entry Time Sheets Revisions form. You can then revise any of the timecards that the system displays in the detail area of the form. |

# Entering Timecards Using Speed Time Entry

This section includes an overview of speed time entry and discusses how to:

• Select employees for speed time entry by individual.

• Select employees for speed time entry by batch number.

• Enter timecards using speed time entry.

## Understanding Speed Time Entry

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

### Selecting Employees

You must use one of these methods to select employees for Speed Time Entry:

• Selecting employees by employee number.

• Selecting employees by batch number.

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

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

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

The system locates information for Speed Time Entry in the F06116 table.

### Entering Timecards Using Speed Time Entry

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

Use Speed Time Entry to enter all of the employee's timecards on the same form, using each row as a timecard.

You can track this equipment information for employees who work with equipment:

• Equipment ID number.

• Number of hours that the employee used the equipment.

• Equipment billing rates.

• Equipment costs and expenses.

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

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

## Forms Used to Enter Timecards with Speed Time Entry

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Speed Time Entry | W051121E | Time Entry (G05BT1), Speed Time Entry | Select employees by batch for speed time entry. |
| Speed Time Entry Revisions | W051121C | Click Add or select a record and click Select on either of these forms:<br><br>Work with Time Entry by Individual<br><br>Work With Speed Time Entry | Enter timecards using speed time entry. |

## Selecting Employees For Speed Time Entry by Individual

Access the Work With Time Entry by Individual form.

**Employee No** (employee number)          Select the employee for whom you want to enter timecards using speed time entry.

## Selecting Employees for Speed Time Entry by Batch

Access the Work With Speed Time Entry form.

**Batch**                          Select the batch for which you want to enter timecards using speed time entry.

## Entering Timecards Using Speed Time Entry

Access the Speed Time Entry Revisions form.

Speed Time Entry Revisions form

If you have selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the Contract Labor Category field on the Speed Time Entry Revisions form.

See *JD Edwards EnterpriseOne Project and Government Contract Accounting 9.0 Implementation Guide*, "Processing Timecards Using Contract-Specific Labor Categories".

| | |
|---|---|
| **Job Location** | Enter a value that represents the location in which the employee worked. You can use this value to specify that an employee worked at this location but charged the time to a different business unit. The system uses the values to derive rates from the F069126 table and for the Certified Payroll Register. |
| | A value in this field overrides the rates that are set up in the F069126 table if the table is set up by job or business unit. |
| **Check Route Code** | Enter a UDC (07/CR) that specifies the check routing or mail-stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery. |
| **Subledger** | Enter a 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. |
| **Subledger Type** | Enter a UDC (00/ST) that the system uses 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 are: |

*A:* Alphanumeric field. Do not edit.

*N:* Numeric field. Right-justify and zero fill.

*C:* Alphanumeric field. Right-justify and blank fill.

| | |
|---|---|
| **Work Order** | Enter a number that identifies an original document. This document can be a voucher, a sales order, an invoice, unapplied cash, a journal entry, and so on. |
| **Date / Batch** | Enter the date that the system uses as the actual work date or pay-period ending date. |
| **Batch** | Enter a 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. |
| **Pay** | Enter a code that defines the type of pay, deduction, benefit, or accrual.<br><br>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |
| **Hours** | Enter the number of hours that are associated with each transaction. |
| **LSAmnt** (lump sum amount) | Enter a lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs. |
| **Ovr/Rt** (overtime rate) | Enter the hourly rate for the employee. If applicable, the system adds the values for Pay Type Multiplier and Differential to the hourly rate.<br><br>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. |
| **Job Type** | Enter a code from UDC 07/G that defines the jobs within the organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type. |
| **Uprate** | Enter an amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds the uprate amount to the base pay rate to calculate gross wages before it performs any other rate calculations, such as applying a shift differential or pay type multiplier. |
| **Shift Diff.** (shift differential) | Enter an additional rate, expressed in dollars or percent, that the system adds to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH). |
| **%/ Amt** (percentage amount) | Enter a code that specifies whether the shift differential contains an hourly rate or a percentage. Values are:<br><br>*H:* The system adds the amount in shift differential to the hourly rate.<br><br>*%:* The amount in shift differential is a percentage of the hourly rate that the system adds to the hourly rate. |
| **Billing Rate** | Enter a rate that the system uses for the billing of labor services. This rate is often referred to as the billing or recharge rate. The system charges the extended amount based on this rate to the primary distribution account on |

the timecard and makes an offset entry to an account that is derived from the Accounting Rules table. This rate will not affect the employee's payroll. To enable billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.

Enter a rate on any of these forms to override the rate in the F060118 table:

- Pay Rate Information
- Employee Labor Distribution
- Occupational Pay Rates
- Time Entry by Employee
- Time Entry by Job or Business Unit
- Daily Timecard Entry
- Time Entry by Employee with Equipment
- Time Entry by Shop Floor Control

| | |
|---|---|
| **Work Date** | Enter the date that the system uses as the actual work date or pay-period ending date. |
| **Home Co** (home company) | Enter the company to which the employee is assigned. The system uses this code to store historical payroll information and to determine accounts for some journal entries. |
| **Home BU** (home business unit) | Enter the number of the business unit in which the employee generally resides. |
| **Tax Area** | Enter a 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. |
| **Piece Rate Item Number** | Enter an inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are: |

- Item Number (short): An 8-digit, computer-assigned item number.
- 2nd Item Number: The 25-digit, free-form, user-defined alphanumeric item number.
- 3rd Item Number: Another 25-digit, free-form, user-defined alphanumeric item number.

| | |
|---|---|
| **Pce/Rt** (piece rate) | Enter the rate that you pay for the type of component (piece) that is produced. If you enter a rate in this field, this rate overrides the rate in the F060116 table. |
| **Pieces** | Enter the number of pieces for piecework or any other unit of measure that you want to track for this employee. For example, you can track the miles driven for drivers of company vehicles, cubic yards of concrete, feet drilled, miles flown, and so forth. |

| | |
|---|---|
| **Phase** | Enter a code from 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 enables 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. |
| **Explanation** | Enter a name or remark that describes the purpose for using an account or conveys any other information that you need about the transaction. |
| **Record Type** | Enter a code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Values are: |
| | *1:* Payroll Processing Only |
| | *2:* Payroll and Recharge Processing |
| | *3:* Recharge Processing Only |
| | After you have added a timecard, you cannot change its record type. |
| **WCI Code** (worker's compensation insurance Code) | Enter a UDC (00/W) that represents a worker's compensation insurance (WCI) code. This code should correspond to the classifications on the periodic worker's compensation insurance reports. |
| **SC/ WC** (special circumstances/worker's compensation) | Enter a code that specifies any special circumstances that are associated with the workers compensation insurance (WCI) code, which might result in multiple rates for the same WCI code due to location or risk. Omit the subclass if multiple rates do not exist. Default codes are: |
| | Blank: No special circumstances exist. |
| | *F:* Special circumstances exist. |
| **Transaction Number** | Enter a number that the system assigns to each timecard to uniquely identify it. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. The system also uses this field to associate a timecard with each Actual Burden audit record that you created for the timecard during the Actual Burden Journaling process. |
| **Hours Equipment** | Enter the number of hours that the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field. |
| **Equip Obj** (equipment object) | Indicate the object account to which you want the system to distribute equipment utilization charges. If you leave this field blank, the system uses a default value from the Payroll Accounting tables. You can override this value on individual timecards. |
| **Bill RtCd** (billing rate code) | Enter a code from UDC 00/RC that indicates a billing rate, such as *DY* for daily, *MO* for monthly, and *WK* for weekly. You can set up multiple billing rates for a piece of equipment. |
| | If you leave this field blank, the system searches for a valid billing rate in this sequence: |

1. F0901 table

   This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.

2. F0006 table

   This table contains less detailed rate information than the F0901 table. You can set up only a single rate for a job based on this table.

3. F1302 table

   This table contains the least detailed rate code information. The system searches this table according to the criteria that you establish when setting up the table.

**Equipment Billing Rate**

Enter the dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example:

Billing Rate = 100 USD.

20 USD = Rate 1 (Ownership Component).

50 USD = Rate 2 (Operating Component).

25 USD = Rate 3 (Maintenance Component).

5 USD = Rate 4 (Other Costs Component).

The Equipment Time Entry program provides for the entries of debits or charges to specific cost accounts using the total billing rate (for example, 100 USD).

When these entries are posted to the general ledger, the system recognizes credits in revenue accounts for each of the rate components. You can separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to the business.

**Sick Certificate Required**

Review the value. The system automatically enters a value that is based on a business function. This field is not accessible for input. Values are:

*0* (or blank): No Sick certificate required.

*1:* Sick certificate required.

**Sick Certificate Received**

Enter a code that indicates whether a sick certificate has been received for the leave occurrence. Values are:

*0:* No sick certificate received.

*1:* Sick certificate received.

**Pay In Advance**

Enter a code that indicates whether a time entry record is paid in advance. Values are:

*Y:* Pay In Advance Timecard

*N:* Not a Pay In Advance Timecard

**Timecard From Date**

Specify the beginning date for a range of dates being entered as a summary timecard.

**Timecard Thru Date**         Specify the ending date for a range of dates being entered as a summary
                               timecard.

**Hours Worked Per Day**       Specify the hours worked per day for a summary timecard. Date ranges
                               entered on the timecard begin with Timecard From Date (TCFD) and end
                               with Timecard Thru Date (TCTD).

**Labor Period Ending Date**   Specify the ending date of the labor distribution period for a labor distribution
                               employee.

# Entering Piece Rate Timecards

This section includes an overview of piece rate processing setup, lists prerequisites, and discusses how to:

• Review piece rate history online.

• Set processing options for the Piecework Register (R078001).

## Understanding Piece Rate Processing Setup

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

You can enter timecards for piece rate employees into the system by using any of the JD Edwards EnterpriseOne time entry programs. Depending on how you set the processing options for the Time Entry MBF Processing Options program, the system derives the piece rate from either the F060116 table or the F07918 table.

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

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

### Entering Piece Rate Timecards

After you set up the system to process piece rate information, you can enter employee timecards that include pieces, piece rates and unit of measure. You can enter piece rate information using any of the JD Edwards EnterpriseOne time entry programs. Regardless of which program you use to enter employee timecards, you must include this information on each timecard that you enter for piece rate employees for the system to correctly process piece rate information:

• Pay type (which you should set up as a piece-rate pay type).

• Hours.

• Item number.

• Unit of Measure

• Number of pieces.

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

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

### Processing Overtime and Minimum Wage Requirements for Piecework

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

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

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

• OCR_MinWageAdjustment_1

• OHRF_AverageRateBasedOnLumpSum

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

### Reviewing Piece Rate History

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

## Prerequisites

Before you complete the tasks in this section:

• Set the Pay Class field on the Basic Compensation form to P for employees who are paid using piece rate processing.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Adding Employee Records One at a Time," Entering Basic Compensation Information.

• Set up the processing options for the Time Entry MBF Processing Options program (P050002A) to specify how the system retrieves rates for piece rate employees.

• Set up pay types for piece rate processing.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Pay Types".

- Create employee groups that include all of the employees for whom you want to process piece rate information.

  See Chapter 6, "Setting Up Timecard Automation," Creating Employee Groups, page 59.

- Create timecard automation rule sets to process minimum wage and overtime requirements.

  See Chapter 6, "Setting Up Timecard Automation," page 55.

- Set up piece rate processing in the JD Edwards EnterpriseOne Time and Labor system.

  See Chapter 4, "Setting Up Piece Rate Processing," page 31.

- Create timecard automation employee groups to process overtime and minimum wage calculations.

  See Chapter 6, "Setting Up Timecard Automation," Forms Used to Create Employee Groups, page 62.

### See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle"

## Forms Used to Review Piece Rate History Online

| Form Name | FormID | Navigation | Usage |
| --- | --- | --- | --- |
| Work with Piecework History | W0623A | Piece Rate (G07BPR), Piece Rate History | Review piece rate history for employees. |
| Piecework by Payroll Month | W0623B | Select a record and click Select on Work with Piecework History. | Review piece rate history online. |

## Reviewing Piece Rate History Online

Access the Piecework by Payroll Month form.

Piecework by Payroll Month form

| **Item Number** | Enter an inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers include: |

- Item Number (short): An 8t-digit, computer-assigned item number.

- 2nd Item Number: The 25-digit, free-form, user-defined alphanumeric item number.

- 3rd Item Number: Another 25-digit, free-form, user-defined alphanumeric item number.

| **Unit of Measure** | Enter a code from UDC 00/UM that designates any unit of measure that is appropriate for an employee's time and pay. |

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

## Setting Processing Options for the Piecework Register (R078001)

Select Piece Rate menu (G07BPR), Piecework Register.

**Defaults**

| | |
|---|---|
| **1. Type of Timecards** | Specify the type of timecards. |
| | Blank: Piecework and Labor Timecards |
| | *P:* Piecework Timecards |
| | *L:* Labor Timecards |
| **2. Employee Number** | Specify the employee number. |
| | *A:* Address Number |
| | *S:* Social Security Number |
| | *T:* Third Employee Number |
| **3. Print the General Ledger Account Number.** | Specify whether to print the general ledger account number. |
| | *Y:* Yes |
| | *N:* No |

# Reviewing Timecard History for Standalone Time and Labor

This section provides an overview of timecard history for standalone time and labor, lists a prerequisite, and lists the forms used to review history for types 1, 2, and 3 timecards.

## Understanding Timecard History for Standalone Time and Labor

When you run the General Ledger Post Report program (R09801) without processing payroll, the system creates timecard history records in the F0618 table for all of the timecards that you process. After records have been created in the F0618 table, you can view them online. If the timecards are type 1 (payroll only) timecards, you can review them using the PDBA History Review program (P079951). If you process type 2 (payroll and recharge) or type 3 (recharge only) timecards, you can review them using the Recharge History program (P059951).

You use the Timecard Correction program (P05602) to review and update the timecard history details.

To update tables in the JD Edwards EnterpriseOne General Accounting system, you must enter *T* in the General Ledger Integration field in the Company Options for Company 00000.

## Prerequisite

If necessary, set up company options to update the JD Edwards EnterpriseOne General Accounting system.

See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up System Options," Setting Up Company Options.

## Forms Used to Review Timecard History for Standalone Time and Labor

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With DBAs History (Payroll Month) | W079951A | U.S. History Inquiries (G07BUSP14), PDBA History<br><br>Canada History Inquiries (G77BCAP14), PDBA History | Review existing history records. |
| Work With Recharge History | W059951A | Timecard Post/History Update (G05BT11), Recharge History | Update timecard history details. |
| Pay Detail | W079951E | Select a record and select Pay Detail from the Row menu from either of these forms:<br><br>Work With DBAs History (Payroll Month)<br><br>Work With Recharge History | Review type 1 timecard history.<br><br>Review type 2 and 3 recharge history. |
| Work With Time Entry by EE Transaction History | W051191E | Time Entry menu (G05BT1), Historical Transactions Filter | Select employees for time entry who have processed timecards. |
| Reclassify/Correct Historical Timecards | W05602B | Select a record and select Timecard Correction from the Row menu in the Work With Time Entry by EE Transaction History form. | Review and update the necessary details of the timecard history. |

# CHAPTER 13

# Overriding Timecard Information

This chapter includes an overview of timecard overrides and discusses how to:

• Override an hourly rate for an employee.

• Enter deduction, benefit, and accrual (DBA) overrides.

## Understanding Timecard Overrides

When you enter information into the system that is needed to create a timecard, you do not necessarily need to complete every field on the time entry form. Depending on how you set the processing options and other system parameters, the system can automatically complete many time entry fields. For example, the system might derive the employee's pay rate from the F060146 table, and the account number from the automatic accounting instructions (AAIs). However, you might occasionally need to override system-supplied information on an employee's timecard. For example, if you wanted to pay an employee a higher hourly rate because the employee worked on a job other than her regular job during that pay period, you could override the hourly rate that the system automatically enters on the timecard.

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

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

## Overriding an Hourly Rate for an Employee

This section includes an overview of employee rates on timecards, lists a prerequisite, and discusses how to override an hourly rate for an employee.

## Understanding Employee Rates on Timecards

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

1. Speed Time Entry and Time Entry Floods (P051121 and P051191, respectively) - Hourly rate

    The value in the Hourly Rate field is used as it is entered on the time entry forms for P051121 and P051191.

2. Union Rates Master Revisions (P059121) - Union and Job type

    This information is stored in the F069126 table.

3. Employee Occupational Pay Rates (P050231) - Job type and Job step

    This information is stored in the F060146 table.

4. Employee Master (P0801) - Hourly rate

    This information is stored in the F060116 table.

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

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

## Prerequisite

If necessary, enter timecards for the employee for whom you want to override timecard information.

### See Also

*JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Entering Employee Instructions," Entering Labor Distribution Instructions

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Processing Pre-Payroll

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Resetting Payroll Cycle Steps

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Reviewing Payroll Cycle Reports

## Forms Used to Override an Hourly Rate for an Employee

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Speed Time Entry | W051121E | Time Entry (G05BT1), Speed Time Entry | Override the hourly rate for an employee. |
| Time Entry Revisions | W051131A | Select an employee, and then click Select on Work With Speed Time Entry. | Override the hourly rate for an employee. |
| Speed Time Entry Revisions | W051121C | Select an employee, and then click Add on Work With Speed Time Entry. | Override the hourly rate for an employee. |

## Overriding an Hourly Rate for an Employee

Access the Speed Time Entry Revisions form or the Time Entry Revisions form.

If you selected the Project and Gov Contract Accounting Used check box in the Service Billing Constants program (P48091), the system displays the Contract Labor Category field on the Speed Time Entry Revisions form or the Time Entry Revisions form.

See *JD Edwards EnterpriseOne Project and Government Contract Accounting 9.0 Implementation Guide*, "Processing Timecards Using Contract-Specific Labor Categories".

**Ovr/Rt** (overtime rate)    Enter the hourly rate for the employee. If applicable, the values for Pay Type Multiplier and Differential will be added to the hourly rate.

   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.

**Uprate**    Enter an amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds the uprate amount to the base pay rate to calculate gross wages before it performs any other rate calculations, such as applying a shift differential or pay type multiplier.

**Shift Diff.** (shift differential)    Enter an additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH).

**%/ Amt** (percentage amount)    Enter a code that specifies whether Shift Differential contains an hourly rate or a percentage. Values are:

   *H:* The system adds the amount in Shift Differential to the hourly rate.

   *%:* The amount in Shift Differential is a percentage of the hourly rate that the system adds to the hourly rate.

# Entering DBA Overrides

This section provides an overview of DBA overrides and discusses how to:

• Attach a DBA override to an existing timecard.

• Enter a standalone DBA override.

## Understanding DBA Overrides

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

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

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

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

### Scenario One

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

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

### Scenario Two

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

• Job Type

• Job Step

• Business Unit

• Company

• Tax Area

• Union

The system uses the DBA override amount that is linked to this timecard and uses this information to derive account information for the DBAs.

---

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

---

## Scenario Three

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

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

• Timecard 1: 15 hours using pay type 2

• Timecard 2: 15 hours using pay type 50

• Timecard 3: 15 hours using pay type 150

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

  - 50 USD of the DBA override is attached to timecard 1.

  - 50 USD of the DBA override is attached to timecard 2.

  - None of the DBA override is attached to timecard 3, because pay type 150 is not included in the DBA basis of calculation.

If no timecards use pay types that are included in the DBA basis of calculation, the system creates a zero-amount timecard using the autopay pay type that is assigned on the employee's F060116 record. This example illustrates how the system uses the basis of calculation to determine how to attach the DBA override to a timecard:

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

• Timecard 1: 15 hours using pay type 2

• Timecard 2: 15 hours using pay type 50

• Timecard 3: 15 hours using pay type 150

  Because the employee does not have any existing timecards for which the pay type is included in the DBA basis of calculation, and the employee is not an autopay employee, the system creates a zero-amount timecard using the autopay pay type that is assigned on the employee's F060116 record. The DBA override amount is prorated and attached to the employee's timecards in this way:

  - None of the DBA override is attached to timecard 1, 2, or 3, because none of the pay types associated with those timecards are included in the DBA basis of calculation.

- 100 USD of the DBA override is attached to a zero-amount timecard that the system creates during the payroll cycle.

## Timecard Transaction Numbers

The system uses timecard transaction numbers to determine how the account information for the DBAs is derived. When you enter a DBA override, the system updates the F0709 table. When you enter an override that is attached to a timecard, the system enters the transaction number of the associated timecard in the Transaction Number field in the F0709 table. When you enter a standalone override, the system does not populate the Transaction Number field in the F0709 table until the override is processed through the payroll cycle.

## Example 1: DBA Overrides That Are Attached to Timecards

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

The employee has an existing timecard in the EF06116 table that includes this information: A DBA override for DBA 7000 is entered for 100 USD. The record in the F0709 table includes this information after the override has been entered into the system, but before pre-payroll has been processed:

| Pay Type | Transaction Number | Hours |
|---|---|---|
| 1 | 846 | 40 |

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

| PDBA Code | Transaction Number | Amount |
|---|---|---|
| 7000 | 846 | 100.00 |

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

## Example 2: Standalone DBA Overrides for Autopay Employees

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

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

| PDBA Code | Transaction Number | Amount |
|---|---|---|
| 7000 | Blank | 100.00 |

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

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

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

| PDBA Code | Transaction Number | Amount |
|---|---|---|
| 7000 | 754 | 50.00 |
| 7000 | 755 | 50.00 |

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

## Example 3: Standalone DBA Overrides for Non-Autopay Employees

When you enter a standalone DBA override for an employee who does not have any timecards in the system, and who is not an autopay employee, the system creates a timecard with zero gross pay and zero hours. This timecard is created using the autopay pay type from the employee's F060116 record. When the DBA override is entered into the system, the transaction number in the F0709 table is left blank. When the employee is processed in pre-payroll, the system creates the zero-amount timecard and assigns it a transaction number. After system creates the timecard, the transaction number from the newly created timecard is automatically entered in the F0709 table, and the information from that timecard is used to create the journal entries for the DBAs. This example illustrates how the system handles standalone DBA overrides when an employee does not have any timecards.

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

| PDBA Code | Transaction Number | Amount |
|---|---|---|
| 7000 | Blank | 100.00 |

During pre-payroll, the system creates a timecard with no gross pay and no hours, using information from the F060116 table. The timecard includes this information:

| Pay Type | Hours | Transaction Number |
|---|---|---|
| 1 (from the F060116 table) | 0 | 957 |

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

| PDBA Code | Transaction Number | Amount |
|---|---|---|
| 1 | 957 | 100.00 |

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

### Resetting DBA Overrides

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

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

---

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

---

## Forms Used to Enter DBA Overrides

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Speed Time Entry | W051121E | Time Entry (G05BT1), Speed Time Entry | Select employee timecards to override. |
| Speed Time Entry Revisions | W051131A | Click Select on Work With Time Entry by Individual. | Override the hourly rate of an employee. |
| Speed Time Entry Revisions | W051121C | Click Add on Work With Speed Time Entry. | Override the hourly rate of an employee. |
| One Time Overrides | W07OTO1C | Select One Time Override from the Row menu on Speed Time Entry Revisions or Time Entry Revisions. | Attach a DBA override to an existing timecard. |
| Work With One Time Overrides | W07OTO1B | Payroll Workbench (G07BUSP11), One-Time Overrides | Review existing standalone DBA overrides, or access the revisions form. |
| Speed One Time Overrides | W07OTO1D | Click Add on Work With One Time Overrides. | Enter standalone DBA overrides. |

## Attaching a DBA Override to an Existing Timecard

Access the Speed Time Entry Revisions form.

This row selection is enabled only if the Transaction Number field in the grid is not blank. If this field is blank, you must enter DBA overrides as standalone overrides.

Speed Time Entry Revisions form

| | |
|---|---|
| **DBA** (deduction, benefit, accrual) | Enter a code that defines the type of deduction, benefit, or accrual. |
| | Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |
| **Amount** | Enter the actual gross pay amount for an employee. This amount is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY. |
| | When you are using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (for example, piece rate bonus). |
| **Basis** | Enter the number of hours associated with each transaction. |
| **Company** | Enter the company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries. |
| **Work Tax Area** | Enter a 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. |
| **A/P Voucher** (accounts payable voucher) | Enter a code to use to determine 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:* Do not generate. |
| | *Y:* Generate. |
| **Payee No** (payee number) | Enter 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 that company.

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.

**Wage Att** (wage attachment)        Enter a control number used to group and identify all related elements associated with a wage attachment (Garnishment, Levy, Child Support, or Loan). This number is assigned by the system and is used to attach a specific deduction to its related wage attachment information.

**Attached To Timecard,**        Enter a unique number that the system assigns to each timecard. You can use
**Stand Alone,** and **All**        this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.

# Entering Standalone DBA Overrides

Access the One-Time Overrides form.



One Time Overrides form

**DBA** (deduction, benefit,        Enter a code that defines the type of deduction, benefit, or accrual.
accrual)
        Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

**Amount**        Enter the actual gross pay amount for an employee. This amount is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.

        When you are using Work Order Time Entry, this field is used to record miscellaneous pay for an employee (for example, piece rate bonus).

**Basis**        Enter the number of hours associated with each transaction.

**Company**        Enter the company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.

**Work Tax Area**                Enter a 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.

**A/P Voucher** (accounts payable voucher)    Enter a code to use to determine whether the system generates a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:

*N:* Do not generate.

*Y:* Generate.

**Payee No** (payee number)    Enter 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, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

**Wage Att** (wage attachment)    Enter a control number used to group and identify all related elements associated with a wage attachment (Garnishment, Levy, Child Support, or Loan). This number is assigned by the system and is used to attach a specific deduction to its related wage attachment information.

**Attached To Timecard**    Enter a unique number that the system assigns to each timecard. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.

**Stand Alone**    Enter a unique number that the system assigns to each timecard . You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.

**All**    Enter a unique number that the system assigns to each timecard. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.

# CHAPTER 14

# Administering Global Leave

This chapter provides an overview of global leave administration, lists a prerequisite, and discusses how to:

- Request leave time.
- Administer leave requests.
- Track medical leave information.
- Track leave history and accrual balances.
- Review leave trends.
- Purge leave requests.
- Administer employee schedules.

# Understanding Global Leave Administration

This section discusses:

- Global leave administration overview
- Global leave administration features

## Global Leave Administration Overview

Most organizations need to track the amount of time that employees are on leave. Although various payroll software products can track basic accrual balances and timecard history, many organizations need additional planning and tracking tools that track more detail and enable managers to evaluate and act upon trends.

Global leave administration offers robust time reporting and payroll features that establish leave eligibility, accruals, and balance tracking. Global leave administration enables you to immediately validate leave availability during the time entry process. The system also provides an automated workflow feature that enhances the management approval process.

Use global leave administration to track medical and maternity leave, known as Family and Medical Leave Act (FMLA), for U. S. employers. The system tracks advanced information that is necessary for medical leave approval. After medical leave begins, the system continues to track the progress of each approved leave and gather additional information that is necessary to meet company and governmental requirements.

Global leave administration includes Employee Self-Service and Manager Self-Service features. You can use Employee Self-Service to:

- View leave balances.

- Request leave time.
- Cancel or modify existing requests.
- Submit FMLA requests and information for U.S. employees.

You can use the Manager Self-Service features to:

- View leave requests and available balances.
- Approve and reject leave requests.
- View scheduled leave in the Work Order Employee Scheduling module.
- Review leave trends.

All of the features and functions that are listed for Australia and New Zealand are also available for use by all organizations. Although one of the modules, long service leave administration, is provided specifically to meet the needs of users in Australia and New Zealand, this module is also available to all users.

The setup processes for global leave administration include setting up system controls and setting up leave types.

### Prerequisite

Set up the system to process leave information correctly.

See .

## Global Leave Administration Features

Global leave administration includes features that are designed to meet specific needs for users in multiple countries. Several of the features apply specifically to Australia and New Zealand. This table describes generic and country-specific features:

| Feature | Description |
|---|---|
| Automatic leave calculation. | The total hours of leave time are based on employee standard hours per day. The system automatically calculates the time and displays the result. Users can override this amount to adjust for variations, such as leave time, that spans paid company holidays. Using daily leave time, managers can view summary reports for leave trends. |
| Integration with resource assignment. | As you enter leave events, the system can use the data to update resource scheduling software. |

| Feature | Description |
|---|---|
| Employee self-service and leave request detail information. | Employees can enter detail information for each day of leave time and can modify this information as needed. This detail information includes leave time taken and additional comments. If employees enter time on the detail timecards that does not match the lump sum total for the leave event, the system displays an error. The system stores the detail information, including comments that cannot be overwritten.<br><br>Employees can select a reason for leave time from a list of user-defined codes. Managers can use these codes to track information for various purposes, such as leave patterns, leave time reporting disputes, or auditor inquiries. For example, an organization might track sick time by type:<br><br>• Personal illness.<br><br>• Caring for a sick child or partner.<br><br>• Caring for an elderly parent of in-law.<br><br>• Doctor appointment.<br><br>• Mental health time off.<br><br>Employees can also review leave time that the manager or an administrator enters on their behalf. Security options exist to restrict access to leave transactions to viewing only. |
| Manager self-service review and approval. | In organizations where Manager Self-Service is installed and managers are responsible for approving leave events, managers can review their employees time and comments, including time that is entered on their behalf. Security options exist to restrict managers access to time and leave information only. |
| Leave administration for part-time employees. | Users can set up accruals and rollover rules for part-time employes without having to define a Deductions, Benefits, and Accruals (DBA) table method for each unique standard number of hours that is assigned to employees in the F060116 table. This feature includes various methods of accruals such as accruals that are based on hours worked, days worked, and lump sum accruals. |
| Leave administration based on days. | The administration of leave based on days includes the ability to define a leave type where the accrual, rollover, and limit can be established in days. For example:<br><br>A new employee accrues one day of sick leave after working for eight weeks. The employee continues at this rate until his first-year anniversary. At the first-year anniversary, he accrues 12 days of sick leave.<br><br>An employee accrues one day of sick leave each month for the first five months. She then receives an additional eight days of sick leave on her one-year anniversary and each subsequent annual anniversary. |

| Feature | Description |
|---|---|
| (AUS/NZL) Administration of long service leave (LSL) dates. | Users can track leave time that is granted to employees based on their continuous service. This is an example of long service leave: An employee is granted a leave of 13 weeks after 10 years of continuous service. The leave is accrued each pay period until the employee reaches the milestone anniversary date. On that date, the employee is entitled to take the accrued leave. The accrual is suspended in the event the employee has certain types of a break in service, such as maternity leave. The accrual resumes once the employee returns from the leave. Although a qualifying break delays the LSL entitlement, the accrual continues when the employee returns to work. History records are automatically maintained for all LSL changes. The system tracks these items: • Old and new amounts. • Date of change. • Identification of person who initiates each change. • Reason code. History inquiry and reporting is also available for LSL. |
| Error messaging by leave type. | Organizations can set an error message for various types of leave. Users can set up leave type rules that use combinations of elements such as company, business unit, union, employee type (full time, part time, temporary), job type or step, locations, and two category fields. Note these examples: Sick leave can result in a negative amount, but vacation and holiday time can result only in a positive amount. In company ABD, union 101, full-time employees are enabled to request vacation time that results in a negative amount. In company XYZ, union 999, full-time employees in Sydney are not allowed to request vacation time that results in a negative amount. You can set up a second type of leave editing to prohibit employees from requesting partial days of leave. |
| Past period reporting. | Employees can report leave time that was taken in previous payroll time periods. |
| Comprehensive leave planning, entry, and review. | To enter leave time efficiently, employees can view and enter all applicable leave types that are offered by the organization or business unit to which they are assigned. |
| Adjustments by leave type. | Employees can enter adjustments to the leave type that is assigned to existing leave time entries. For example, an employee requests two weeks of annual leave (vacation) and is away from work for the requested amount of time. Upon return, the employee reports that he was ill for three days of the vacation, and he wants to change three of the days from annual leave to sick time. |
| Rollover override rules. | Organizations can create rollover rules and set them up at the pay, deduction, benefit, accrual (PDBA) level. You can also create overrides at the table or employee instruction level. Leave programs that share common leave types and pay types can include accrual rates, rollover rules and proration rules that vary by type of employee. For example, an organization offers sick leave for all employees. Exempt employees accrue sick time at a higher rate than union and nonexempt employees and can roll over higher amounts of sick time from one year to the next. |

| Feature | Description |
|---|---|
| Time card automation includes leave information. | When organizations use time card automation to create leave event time cards for a group of employees, they can include information for these items: <br><br>• Leave begin date <br><br>• Leave end date <br><br>• Leave reason <br><br>• Sick certificate <br><br>When a user generates time cards, the system saves the information in time entry and leave administration tables so that employees have a consolidated view of all leave events and time cards regardless of how they originated in the system. |
| Leave accrual based on weeks of service. | To achieve a high degree of accuracy, organizations can establish leave programs that accrue leave time based on employee weeks of service. When leave accruals are based only on months of service, employees can receive accruals before they are actually entitled to the time. |
| Partial approval of leave request. | Managers can use the Manager Self Service Leave Review program (P076311) to review and approve leave requests on a day-by-day basis rather than approving or rejecting entire requests that might span multiple days. <br><br>See Chapter 14, "Administering Global Leave," Administering Leave Requests, page 259. |
| Categorize timecard for viewing (public/private timecards). | Time entry or payroll administrators can specify timecards that they enter into the F06116 table as public or private. Employees and managers can view public timecards, but cannot modify them. <br><br>Employees and managers cannot view private timecards. Time entry or payroll administrators might use private timecards in situations such as preparation for pay raises or bonuses. <br><br>See Chapter 6, "Setting Up Timecard Automation," Understanding Timecard Automation, page 55; Chapter 12, "Entering Timecards for Employees," Understanding Employee Timecards, page 197; Chapter 3, "Setting Time Entry Processing Options," Setting Processing Options for the Time Entry MBF Processing Options Program (P050002A), page 19 and *JD Edwards EnterpriseOne Human Capital Management Self-Service 9.0 Implementation Guide*, "Manager Self Service," Understanding Self-Service Timecard Review and Approval. |
| (AUS/NZL) Request for future leave and advanced pay. | Employees can specify that they want the organization to pay them in advance for leave time that they are planning. Administrators can also search for timecards that include the pay in advance designation. <br><br>Administrators can specify types of leave that are available to employees for payment in advance requests. <br><br>See Chapter 9, "Setting Up Global Leave Administration," Setting Up Leave Verification Rules, page 128; *JD Edwards EnterpriseOne Human Capital Management Self-Service 9.0 Implementation Guide*, "Setting Up Self-Service Time Entry," Setting Processing Options for Time Entry Self Service Director (P051125); *JD Edwards EnterpriseOne Human Capital Management Self-Service 9.0 Implementation Guide*, "Setting Up Self-Service Time Entry," Creating the Time Entry Interface for Employee Self-Service; Chapter 12, "Entering Timecards for Employees," page 197 and *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with Interim Payments". |

| Feature | Description |
|---------|-------------|
| Sick certification. | Organizations can set up leave rules for sick certification that the system processes within time entry. Depending on the setting for the sick certificate rules code, employees can be paid based on whether they have submitted a sick certificate. Additional data items are also included that allow users to specify certification rules, including:<br><br>• Definitions for a sick event.<br><br>• Sick event time period.<br><br>• Number of past months the system uses to calculate sick events.<br><br>• Definition of the number of hours that constitute a sick event.<br><br>The time entry programs can notify users who enter sick time regarding the requirement for a sick certificate, and whether leave rules allow payment without the required certificate.<br><br>**Note.** If the system rolls over the accrual at the end of a standard year, it compares the limit with the payroll month history. If the system rolls the accrual over at the end of a fiscal or anniversary year, it compares the limit with the fiscal and anniversary history.<br><br>You can use this information, stored in the F06106 table, in DBAs that you base on another DBA, a union, or a calculation table. In many instances, you need to set up only one accrual type and one pay type.<br><br>Administrators can use these programs to specify inception to date (ITD) limits:<br><br>• P059191 (Group Plan DBA Setup program): Group plan level.<br><br>• P059021 (Table File Revisions): Calculation table level.<br><br>See Chapter 9, "Setting Up Global Leave Administration," Setting Up Leave Verification Rules, page 128; Chapter 12, "Entering Timecards for Employees," page 197 and *JD Edwards EnterpriseOne Human Capital Management Self-Service 9.0 Implementation Guide*, "Employee Self Service," Understanding Self-Service Time Entry. |
| (AUS/NZL) Calculate adjustments to long service leave dates. | LSL tracks employee service based on the date when their employment began. This enhancement enables an organization to allow for gaps in service for such absences as maternity leave or sabbatical. Administrators can use the Long Service Leave Management program (P75A670) to enter date adjustment information that the system saves in the F75A670 table.<br><br>See *JD Edwards EnterpriseOne Australia/New Zealand Payroll 9.0 Implementation Guide*, "(AUS) Processing Employee Leave in Australia," Managing Long Service Leave. |
| Inception to date limit overrides. | Administrators can use the new Inception to Date Limits code (CMAX) in the Employee DBA Instructions program (P050181) to specify the maximum payment amount or hours that an accrual can have at any one time. For example, a company might have a vacation policy that allows an employee to roll 40 hours each year over to the following year, but the accrued balance cannot exceed a total of 300 hours at any one time. The system calculates the payroll cycle and year-end rollover up to the limit and takes into account the amounts that the system has processed.<br><br>See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Entering Employee Instructions," Entering Employee Deduction, Benefit, and Accrual Instructions and *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Additional Information for DBAs," Setting Up Rollover Information for DBAs. |

| Feature | Description |
|---|---|
| Leave inquiry and management. | Organizations can use the Leave Management program (P07640) to manage all leave transactions. This program compares leave requests to existing leave balances and displays the same information that managers use when approving leave requests. Administrators can also use this program to approve leave entry requests.<br><br>Users can add a leave request or transaction and can delete transactions for individual days. This application also provides a powerful tool for conducting individual or group inquires on all historical and current leave transactions.<br><br>See Chapter 14, "Administering Global Leave," Setting Processing Options for Leave Inquiry and Management (P07640), page 262; Chapter 14, "Administering Global Leave," Understanding Leave Administration, page 260 and Chapter 14, "Administering Global Leave," Managing Leave Information, page 265. |
| PDBA effective dating. | Organizations can dramatically improve payroll efficiency and accuracy by automating PDBA rate changes that occur during the middle of a payroll cycle. Users can enter a rate into the system with an effective date, and the system completes the process, ensuring, for example, that an employee's pay rate increase goes into effect on the first of the month.<br><br>See *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals," PDBA Effective Dates; *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Setting Up Deductions, Benefits, and Accruals," Adding Basic DBA Information; *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*, "Entering Employee Instructions," Entering Employee Deduction, Benefit, and Accrual Instructions; Chapter 15, "Processing Journal Entries," Setting Processing Options for Generate Timecard Entries (R052901), page 281 and Chapter 12, "Entering Timecards for Employees," Entering Timecards Using Speed Time Entry, page 219. |

| Feature | Description |
|---|---|
| Employee scheduling. | Employee scheduling enables you to create employee and employee group schedules. These schedules facilitate automated leave functions and timecard generation. By establishing organizational holidays and standardized work schedules, you can minimize data entry task and automatically generate timecards that reflect the employee's work and holiday schedule. You can establish holiday schedules for:<br><br>• Companies<br><br>• Business units<br><br>• States or provinces<br><br>• Unions<br><br>Administrators can set up schedule templates for user defined groups of employees, minimizing set up and schedule maintenance for all employees. Work schedules support nonstandard work patterns and unique, individual work schedules. When administrators have defined and assigned schedules, you can also significantly reduce time and leave data entry by using schedules to pay employees for their scheduled time. To manage situations where exceptions to the schedule template exist, you can make changes to an individual employee's schedule even if that employee is assigned to a schedule template. You can simplify the process of assigning schedules to individual employees by linking templates to employee groups. You can use the Manage Schedules for Employee Groups program (P07315) to manage the links between employee groups and schedule templates. You use the W07315A form as a director. Administrators can assign a specific schedule template to an employee group and launch a process that links each individual schedule calendar for each employee in the group with the specified template. The time entry system references the employee scheduling system when employees or administrators enter, modify, or delete timecards that specify a leave pay type.<br><br>You can use the Employee Schedules program (P07311) to view and manage employee schedules. This program provides a list of employee schedules (one calendar for each employee with a schedule). The program also provides a consolidated view of an employee's schedule by combining the employee's calendar, assigned schedule template, and holiday calendars into a single calendar view. The program also provides quick entry capability for new activities on an employee's schedule. From this program, you can also launch programs to:<br><br>• Create a new employee schedule.<br><br>• Assign a schedule to a group of employees.<br><br>• Work with group schedules.<br><br>• Work with holiday schedules.<br><br>• Work with calendars.<br><br>Timecard automation rules do not interact with employee schedules.<br><br>You can use the Generate Timecards from Schedule report (R07311) to generate timecards from employee schedules. You can use the Employees Without Schedules Report (R07311E) to generate a report that displays all active employees who do not have a schedule established.<br><br>See Chapter 14, "Administering Global Leave," Administering Employee Schedules, page 274 and Chapter 9, "Setting Up Global Leave Administration," Assigning Schedules to Employee Groups, page 135. |

# Requesting Leave Time

This section provides an overview of leave requests and discusses how to:

• Set processing options for Employee Leave Request (P07620).

• Enter a leave request.

• Enter medical information for a leave request.

• Submit a leave request.

## Understanding Leave Requests

Employees and managers can use global leave administration for planning, requesting, and approving leave requests. You can use the Employee Leave Request program (P07620) to plan and request leave time. In addition, you can review or update previously requested leave time and review existing leave balances.

When they use this web-based program, employees navigate through a series of forms that provide an intuitive approach to enter leave request information. Upon completion of the planning stage, employees can use this program to submit leave requests to their managers.

Employees can enter requests for medical or nonmedical leave. Leave types are user defined. When an employee enters a request for medical leave, the system prompts the employee to enter additional information about the leave time that is being requested. Because this information might be considered personal and private, medical requests can be submitted directly to the human resources department.

For all type of leave, employees can enter comments about the leave request in the Leave Explanation/Comments field. The system saves all comments in the F07630 table. Employees can view historical comments by using a Form menu option on the leave planning program and can modify comments by updating the leave request. Managers can also enter comments for each leave request during the approval process.

When an employee submits a request, the system automatically sends a message to the work center of the employee who initiates the request and to the work center of the employee's reporting manager for manager review. Managers can review the pending request from the work center, add comments if needed, and then approve or decline the leave request, or indicate that it is under review.

When a manager enters a decision for a pending request, the system automatically sends a response to the work center of the originating employee about the manager's decision regarding the leave request.

The system stores employee leave request information in the F07620 table.

### Submitting Leave Requests

Depending on the company's leave policy and whether you have enough available leave time to fulfill the request, one of these events occurs when you submit the request:

• If you have enough available leave time to fulfill the request, the system automatically provides a confirmation notice indicating that the request has been successfully completed and has been submitted for approval.

• If you do not have enough available leave time to fulfill the request, and the company enables you to submit requests regardless of the available vacation balance, one of these events occurs, depending on the system setup:

  - The system automatically provides a notice that the request has been successfully completed and has been submitted for approval.

- The system displays a warning message and allows the time entry clerk to submit the request.

• If you do not have enough available leave time to fulfill the request, and the company does not enable you to request more leave than you have available, the system generates an error and does not let you submit the request.

You must change the leave request so that the predicted ending balance is greater than or equal to zero.

After you submit the leave request, the system confirms that the request has been successfully completed and has been submitted for approval.

## Updating Submitted Requests

After you submit a leave request for approval, you can update the request if necessary. If the manager has already addressed the original request, only the changed portion of the request is sent to the manager for approval.

For example, if you initially request eight hours of leave on January 30 and submit the request for processing, and then you update the request to include an additional eight hours of leave on January 31, the approving manager receives an additional request for eight hours of leave on January 31. After the leave is approved, the system updates the original leave request to include the changes.

In addition to updating leave date and time information, you can also edit existing comments or enter additional comments. Managers can also add comments during the approval process, but they cannot overwrite employee comments.

## Forms Used to Enter Leave Requests

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Leave Planning And Request Director | W07620A | Daily Processing (G07GLVA2), Employee Leave Request | Access leave forms. |
| Leave Planning | W07620B | Select the Plan and Request Leave Time link on the Leave Planning And Request Director form. | Enter a leave request. |
| Medical Request Information | W07620D | Click Next after you have selected a medical leave type and completed the steps for entering a leave request on the Leave Planning form. | Enter medical information for a leave request. |
| Review Requested Leave Time | W07620H | Click Select. | Access the Review/Update Requested Leave Time form. |
| Review/Update Requested Leave Time | W07620C | Select the Review/Update Requested Leave Time link on the Leave Planning And Request Director form. | Review, update, and submit leave requests. |
| Paid Time Off | W053020A | Select the Review Existing Leave Balances link on the Leave Planning And Request Director form. | Review existing leave balances. |
| Work With Leave Messaging and Status Review | W07630A | Select the Review / Update Requested Leave Time link on the Leave Planning And Request Director form. Select the Leave Comments Review link on the Review Requested Leave Time form. | Review all leave status and comments for a leave request. To revise a comment, go to the Leave Planning and Request Director form and select the Review / Update Requested Leave Time link. Select a leave record and then click Update. |

## Setting Processing Options for Employee Leave Request (P07620)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

### Defaults

**1. Approvals**                      Specify whether the employee is allowed to edit the Approving Manager field. If you do not allow users to edit the processing option, the system automatically populates this processing option with the manager from the F060116 table. This manager cannot be edited. Values are:

*1:* Allow. (Default)

$0:$ Do not allow.

**2. Enter the version for P053020.**    Specify the program version for P053020. The default program version is *ZJDE0001*.

### Leave Entry

**1. Leave Verification Set**    Specify a group of leave verification rules that are grouped together for processing on any given program. When users enter leave time, the leave verification rules validate the entries. You create leave verification sets in the Leave Verification Rules program (P07602).

# Entering a Leave Request

Access the Leave Planning form.



Leave Planning form

1. To enter a date range, click the Select Ranges button.

2. Click Next.

    If you are entering a medical leave request, proceed to the Entering Medical Information for a Leave Request task. Otherwise, proceed to the Submitting a Leave Request task.

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**Note.** If you select dates directly from the calendar, you do not need to use this option.

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| | |
|---|---|
| **Manager** | Enter a number that identifies an entry in the JD Edwards EnterpriseOne Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location. |
| **Leave Type** | Enter a code from UDC 07/LV that describes the leave time that an employee takes or requests. You can use this information to report leave trends. The underlined leave types are links. When you select one of the leave types, the system enters that leave type into the Leave Type field and then displays a list of pay types that are available for that leave type.<br><br>Values might include:<br><br>*C:* Comp (compensation) Time<br><br>*S:* Sick Time<br><br>*M:* Maternity Leave Time |
| **Start Date** | Enter the beginning date of a leave time that an employee is requesting or taking. If you accidentally select days in one month and then display another month during which you want to request leave time, the system does not automatically delete the days that you selected during the first month from the leave request. You must manually clear the days that are in error before you display any additional months. Otherwise, those days are included in the leave request.<br><br>For example, if you initially load the January calendar on the form and select two days as time off, but then you determine that you actually need to take two days off during February, you must clear the January selections before you select the February calendar. |
| **End Date** | Enter the ending date of leave time that an employee requests or takes. |
| **Hours Per Day** | Results in a calculation. |
| **Leave Explanation/Comments** | Enter employee comments that are associated with the leave transaction. The system saves entries in the F07630 table. The system displays all comments that an employee enters for a leave record and comments that a manager enters during the leave approval process. |

## Entering Medical Information for a Leave Request

Access the Medical Information form.

After you complete this form, click Next and proceed to the Submitting a Leave Request task.

| | |
|---|---|
| **Enter relationship of person with medical condition.** | Enter a UDC code that defines the relationship of the person with the medical condition to a covered employee for medical leave purposes. |

| | |
|---|---|
| **Enter spouse's address book number if they are an employee and you are requesting time off for a reason related to him/her.** | Enter the address book number of the spouse. |
| **Enter name of person with medical condition.** | Enter a display-only field that shows the employee's name as it has been entered in the Alpha Name field in the JD Edwards EnterpriseOne Address Book system. |
| **Enter medical condition.** | Enter a short description of the medical condition that is the reason for a medical leave request. |
| **Enter name of caring physician.** | Enter the name of the medical professional who is caring for a patient or case. |

## Submitting a Leave Request

Access the Review/Update Requested Leave Time form.



Review/Update Requested Leave Time form (1 of 2)



Review/Update Requested Leave Time form (2 of 2)

| | |
|---|---|
| **Leave Request Number** | Enter a code that identifies individual leave requests that are made by employees. This code tracks and identifies leave request records. |
| **Approving Manager** | Enter the address book number for the manager or supervisor who is responsible for approving or rejecting an employee leave request. |
| **Previous Leave Requested Not Yet Approved** | Enter the number of planned hours for a leave request. |
| **Leave Hours Available** | Review the value. This entry results in a calculation. |
| **Current Leave Duration** | Enter the number of planned hours for a leave request. |
| **Previous Leave Requested and Approved** | Enter the number of planned hours for a leave request. |
| **Predicted Ending Balance** | Review the value. This entry results in a calculation. |
| **Request Number** | Enter a code that identifies individual leave requests that are made by employees. This code tracks and identifies leave request records. |
| **Line Number** | Enter a 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. |
| **Leave Status** | Enter a UDC from 07/LR that defines the stage of a leave request. Values are: *A:* Approved *C:* Currently Taking *D:* Declined *P:* Pending *T:* Leave Taken |
| **Leave Date** | Enter the beginning date of a leave time that an employee is requesting or taking. |
| **Leave Duration** | Enter the number of planned hours for a leave request. |
| **Total Leave Duration** | Enter the number of planned hours for a leave request. |

# Administering Leave Requests

This section provides an overview of leave administration and discusses how to:

- Set processing options for Manager Self-Service Leave Review (P076311).
- Set processing options for Leave Inquiry and Management (P07640).
- Approve leave requests.
- Review leave trends.
- Manage leave information.

# Understanding Leave Administration

Managers can review pending leave requests from the work center and then approve or decline them, or indicate whether a leave request is under review. You can also use the Manager Self-Service Leave Review program (P076311) to review leave requests and leave trends. Administrators can use the Leave Inquiry and Management program (P07640) to perform inquiries and manage leave information.

Because managers can view all pending and historical leave requests for their employees in P076311, they can also identify potential issues and make more informed decisions about pending leave requests. When a manager enters a decision for a pending request, the system automatically sends a response to the employee work center that notifies the originator of the request about the status of the pending leave request.

You can specify the leave requests by entering any combination of these criteria:

• Employee address number

• Leave status

• Leave type

• Leave dates

Review the Leave Status field before selecting a leave request record on the first form. If the status for a given request is anything other than *P* (pending), you cannot enter changes to the record.

If the system is set up to automatically create timecards, you can change an approved leave request by entering changes to the timecard. If you delete a leave request record, the system automatically removes the associated timecard. When you delete a timecard that is associated with a leave request, the system automatically removes the associated leave request.

Managers can use this program to review and approve leave requests on a day-by-day basis rather than approving or rejecting entire requests spanning multiple days.

When you respond to a leave request, you can select one of these options:

• Approved

• Currently taking

• Declined

• Leave taken

• Pending

You can review comments that an employee enters and also enter comments to explain the response. Although you can enter text to accompany any response, you typically enter an explanation when you deny a request or assign a pending status to a request.

If an employee makes a change to a leave request after it has been approved, the system forwards only the changed portion of the request to the manager for approval. If the additional part of the leave request is also approved, the system deletes the initial leave request and replaces it with an updated request that reflects both the initial request and the changes. For example, assume that an employee originally requested eight hours of leave on January 30 and submitted the leave request for approval. After the manager approved the request, the employee decided to request an additional eight hours of leave on January 31. In this example, the manager would receive a new request, with the same request number, asking for approval for the additional eight hours. At this point, these leave requests, with the same leave request number, are in the system:

• An approved request for the original eight hours.

• A pending request for the additional eight hours.

If the manager approves the additional request, the system deletes both the original request *and* the new request, and then creates a single request for 16 hours using the original leave request number. If the manager did not approve the request, the two original records remain in the system but with different statuses.

The Manager Self-Service Leave Review program displays information from and records information into the F07620 table. Changes that you enter into the program can also affect these tables:

- F06116
- F06116Z1

## Leave Trends

After employee leave requests have been processed, managers can review the leave requests across groups of employees so that they can identify trends in the types of leave that employees are requesting. Identifying trends in employee leave time can assist in developing leave policies that meet the needs of the employees and the organization.

## Leave Inquiry and Management

Organizations can use P07640 to manage all leave transactions. This program displays the same information that managers use when they approve leave requests and automatically compares leave requests to existing leave balances. Administrators can also use this program to:

- Inquire on historical and current leave information.
- Approve or deny leave requests.
- Add new leave transactions.
- Delete leave transactions.

This program also provides a powerful tool for conducting individual or group inquiries on all historical and current leave transactions. While you are using P07640, you can access these programs for related information:

- Employee DBA Instructions (Deductions, Benefits, and Accruals).
- LSL Administration (Long Service Leave).
- Individual Time Entry.
- Speed Time Entry.
- Employee Master Filter.
- Current Transactions Filter.
- One-Time Overrides.
- PDBA History (Pay, Deductions, Benefits, and Accruals).

## Forms Used to Administer Leave Requests

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Manager Self Service Leave Review | W076311D | Daily Processing (G07GLVA2), Manager Self Service Leave Review | Access manager leave forms. |
| Manager Self Service Leave Review | W076311D | Search for leave requests. | Approve, deny, or return a leave request or individual days of a request. |
| Review Time Attendance Trends | W076310A | Daily Processing (G07GLVA2), Attendance Trend Summary Review | Review leave trends. |
| Leave Management | W07640A | Daily Processing (G07GLVA2), Leave Management | Inquire on historical and current leave information for individuals or groups. Enter, approve, and delete transactions for individual days. |

# Setting Processing Options for Manager Self-Service Leave Review (P076311)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

Processing options enable you to specify the default processing for programs and reports.

## Defaults

Use these processing options to specify default information about leave administration.

**1. Enter the Time Entry version to process**
Specify which version of the Time Entry MBR Processing Options (P050002A) to use when processing timecards. If you leave this processing option blank, the system uses ZJDE0001.

**2. Leave Balance Source**
Specify whether the system retrieves leave balances for the current calendar year or for the year based on the employee's leave anniversary date.

**3. Leave Balance Units**
Specify which unit of measure the system uses to display leave balances.

**4. Default Standard Hours Per Day**
Specify the number of hours the system uses to represent a work day when standard hours per day are not specified for an employee.

# Setting Processing Options for Leave Inquiry and Management (P07640)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

Processing options enable you to specify the default processing for programs and reports.

### Processing

Use these processing options to specify default information about leave inquiry and management.

| | |
|---|---|
| **1. Leave Balance Source** | Specify whether the system retrieves leave balances for the current calendar year or for the year based on the employee's leave anniversary date. Values are: |
| | *0:* F06146 (Current calendar year). |
| | *1:* F06147 (Leave anniversary year. This is the default.) |
| **2. Leave Balance Units** | Specify which unit of measure is used to display leave balances. Values are: |
| | *H:* Hours (Default) |
| | *D:* Days |
| | *$:* Dollars |
| **3. Default Standard Hours Per Day** | Specify the number of hours used to represent a work day if standard hours per day are not specified for an employee. If you leave this field blank, the system uses eight hours. |
| **4. Time Entry Master Business Function Version** | Specify the version of the Time Entry Master Business Function (P050002A) to use when processing timecards that are associated with leave transactions. If you leave this field blank, the system uses default version ZJDE0001. |

## Approving Leave Requests

Access the Manager Self Service Leave Review form.

| | |
|---|---|
| **Employee** | Enter a number that identifies an entry in the JD Edwards EnterpriseOne Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location. |
| **Request Begin Date** | Enter the beginning date of a leave time that an employee requests or takes. |
| **Request End Date** | Enter the ending date of leave time that an employee requests or takes. |
| **Leave Type** | Enter a UDC from 07/LV that describes the leave time that an employee takes or requests. This information can be used to report leave trends. Values might include: |
| | *C:* Comp Time |
| | *S:* Sick Time |
| | *M:* Maternity Leave Time |
| **Accrual Type** | Enter a UDC from 06/SV. |
| **Leave Status** | Enter a UDC from 07/LR that defines the stage of a leave request. Values are: |
| | *A:* Approved |
| | *C:* Currently Taking |
| | *D:* Declined |
| | *P:* Pending |
| | *T:* Leave Taken |

## Reviewing Leave Trends

Access the Time Attendance Trends form.

| | |
|---|---|
| **Company** | Enter the code of the company to which the employee is assigned. The system uses this code to store historical payroll information and to determine accounts for some journal entries. |
| **Employee** | Enter a number that identifies an entry in the JD Edwards EnterpriseOne Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location. |
| **Week Day** | Enter a code that indicates the day of the week in certified payroll processing and reporting. Values are: |
| | *0:* Sunday |
| | *1:* Monday |
| | *2:* Tuesday |
| | *3:* Wednesday |
| | *4:* Thursday |
| | *5:* Friday |
| | *6:* Saturday |
| **Leave Type** | Enter a UDC from 07/LV that describes the leave time that an employee takes or requests. You can use this information to report leave trends. Values include: |
| | *C:* Comp Time |
| | *S:* Sick Time |
| | *M:* Maternity Leave Time |
| **PDBA Code** (pay types, deductions, benefits, and accruals code) | Enter a code that defines the type of PDBA.<br><br>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |
| **Work Date From** and **Work Date Through** | Enter the date that the system uses as the actual work date or pay-period ending date. |
| **Fiscal Year** | Enter a number that identifies 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).<br><br>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, 2008, and ends September 30, 2009. The end of the first period is October 31, 2008. Specify the year *08* rather than *09*. |
| **Monday** and **Tuesday** | The days that are associated with the code defined for this supplemental data type. For example, engineering change order lead time days represent an association. |
| **Total Occurrences** | Enter the estimated number of occurrences per year for the service type. The PM Projections program uses information from this field, in combination with the last completed date, to project future schedule requirements. |

You can use processing options to automatically calculate the estimated occurrences, based on one of these:

- One year of PM history.

- Two years of PM history.

- Inception-to-date PM history.

**Total Hours**                         Enter the total number of hours in this payroll ID.

**Work Date**                          Enter the date that the system uses as the actual work date or pay-period ending date.

**Hours**                              Enter the number of hours that are associated with each transaction.

**Amount**                             Enter the actual gross pay amount for an employee. The system distinguishes this amount from the distributed gross pay amount for labor distribution. See data item DPAY.

When using Work Order Time Entry, that the system uses this field to record miscellaneous pay for an employee, (for example, piece rate bonus).

# Managing Leave Information

Access the Leave Management form.

**Supervisor**                         The address book number of the supervisor.

**Union**                              A user defined code (06/UN) that represents the union or plan in which the employee or group of employees work or participate.

**Pay Status**                         Enter a code that the system uses to indicate whether an employee's pay status is active or inactive. Codes for active pay status employees are numeric, and codes for inactive pay status employees are alphabetic.

**Leave Dates, To**                    The beginning date of a leave time that an employee is requesting or taking.

The ending date of leave time that an employee requests or takes.

**Location**                           Enter a user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.

**Accrual Type**                       Enter a user defined code (07/LV) that describes the leave time that an employee takes or requests. You can use this information to inquire on leave transactions. Values might include:

*Fam/Med Leave Accrued*

*Holiday Accruals*

*Long Service Leave*

*Other Accruals*

*Rostered Day Off*

*Sick Accruals*

**Leave Status**                       Enter a user defined code (07/LR) that defines the stage of a leave request. Values are:

|  |  |
|---|---|
| | *A*: Approved |
| | *C*: Currently Taking |
| | *D*: Declined |
| | *P*: Pending |
| | *T*: Leave Taken |
| **Available (Hours)** | Review he total number of hours worked (for pay types) or the basis for deductions, benefits, or accruals (DBAs) for each month. |
| **Accrued (Hours)** | Review the total number of hours worked (for pay types) or the basis (for DBAs) for each month. |

# Tracking Medical Leave Information

This section provides an overview of medical leaves and discusses how to:

- Track medical leave information.

- Attach a medical opinion to a leave request.

## Understanding Medical Leaves

Human resources personnel can use the Medical Information Tracking program (P076210) to review medical leave information and to track the progress of an employee's health while they are on medical leave. You can also use this program to send medical leave forms to employees through the employee work center. Employees can print the forms from the work center.

For example, if you require a physician to verify an employee's physical condition before you allow the employee to return to work, you can use this program to send a message to the employee's work center with the medical form attached.

You can also use this program to attach medical opinion information to the request, and to track historical medical opinions from doctors, which might provide important information about the progress and status of an employee's medical condition and fitness for work.

**Note.** Typically, only human resources personnel use this program. Because the information that is tracked using this program can be private and confidential employee information, it is recommended that you set up a high level of security for this program. Contact the system administrator or technical support personnel for assistance with security setup.

When medical leave tracking is enabled in the Leave Type Setup program (P07601) and employees submit requests for medical leave, the system creates records in these tables:

- F07620

  All employee leave requests, including medical leave requests, are recorded in this table.

- F07621

  Only medical leave requests are recorded in this table.

The employee's manager has access to the record that the system creates in the F07620 table. This record contains the information that the manager uses to review, approve, or deny a leave request. Human resources personnel have access to the record that the system creates in the F07621 table.

If you use this feature, the employee's manager and a human resources administrator must approve each medical leave.

# Forms Used to Track Medical Leave Information

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Medical Information Tracking | W076210A | Daily Processing (G07GLVA2), Medical Leave Tracking | Select leave requests. |
| Medical Information Tracking | W076210B | Select a record and click Select on the Work With Medical Information Tracking form. | Track medical leave information. |
| Work With Medical Opinions | W076210C | Select Medical Opinion from the Form menu on the Medical Information Tracking form. | Review existing medical opinions, or access the Medical Opinion form. |
| Medical Opinion | W076210D | Click Add on the Work With Medical Opinion form. | Attach a medical opinion to a leave request. |

# Tracking Medical Leave Information

Access the Medical Information Tracking form.

| | |
|---|---|
| **Employee Number** | Enter a number that identifies an entry in the JD Edwards EnterpriseOne Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location. |
| **Leave Begin Date** | Enter the beginning date of a leave time that an employee requests or takes. |
| **Leave Return Date** | Enter the date that an employee actually returns from a leave period. |
| **Current Status** | Enter a UDC from 07/LR that defines the stage of a leave request. Values are: |

*A:* Approved

*C:* Currently Taking

*D:* Declined

*P:* Pending

*T:* Taken

| | |
|---|---|
| **Person With Medical Condition** | Review this display-only field that shows the employee's name as it has been entered in the Alpha Name field in the JD Edwards EnterpriseOne Address Book system. |
| **Employee Relationship** | Enter a use-defined code that defines the relationship of the person with the medical condition to a covered employee for medical leave purposes. |

| | |
|---|---|
| **Scheduled Leave End** | Enter the ending date of leave time that an employee requests or takes. |
| **Fitness Certification** | Enter a code that indicates whether an employee is required to submit medical certification that he or she is able to return to work. Values are: |
| | *1:* Required. |
| | *0:* Not required. |
| **Medical Certification - Employee** | Enter a code that specifies whether medical certification from a medical professional is required for an injury or illness. Values are: |
| | *1:* Required. |
| | *0:* Not required. |
| **Medical Certification - Family Member** | Enter a code that specifies whether medical certification from a medical professional is required for an injury or illness. Values are: |
| | *1:* Required. |
| | *0:* Not required. |
| **Key Employee Status** | Enter a code that indicates that an employee qualifies as a key employee. |
| **Job Restoration Denial** | Enter a code that determines whether an employee is notified that he or she might not return to their original job when he or she returns from a leave period. Values are: |
| | *1:* Employee is notified. |
| | *0:* No action. |

## Attaching a Medical Opinion to a Leave Request

Access the Medical Opinion form.

| | |
|---|---|
| **Opinion Number** | Enter a 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. |
| **Doctor Name** | Enter the name of the medical professional who is caring for a patient or case. |
| **Opinion Date** | Enter the date that an employee is notified that medical certification from a medical professional is required for an injury or illness. |
| **Medical Condition** | Enter a short description of the medical condition that is the reason for a medical leave request. |
| **Perform Work Flag** | Enter a code that indicates whether a medical professional has determined that an employee is able to perform their normal work duties. Values are: |
| | *1:* Able to perform work duties. |
| | *0:* Unable to perform work duties. |
| **Treatment Flag** | Enter a code that specifies whether a patient requires ongoing treatment. Values are: |
| | *1:* Requires ongoing treatment. |
| | *0:* No ongoing treatment is required. |

| **Work Function Acceptance** | Enter a code that specifies whether a medical professional indicates there are certain duties that the employee is not able to perform. Values are: |
|---|---|
| | *1:* Yes, a medical professional is restricting employee duties. |
| | *0:* No restrictions exist. |
| **Patience Assistance Recovery** | Enter a code that specifies an existing medical opinion of whether a patient requires assistance. Values are: |
| | *1:* Requires assistance. |
| | *0:* No assistance is required. |

# Tracking Leave History and Accrual Balances

This section provides an overview of leave history and accrual balances and discusses how to:

• Set processing options for Tracking Leave History by Employee (R07531).

• Set processing options for Accrual Roster Report (R074501).

## Understanding Leave History and Accrual Balances

You can use the Leave History Tracking - By Employee report (R07531, version ZJDE0001) and the Leave History Tracking - By Leave Type report (R07531, version ZJDE0002) to review employee leave information and make informed decisions about authorizing future leave requests. The system provides two versions of this program so that you can automatically produce leave history reports that are organized by employee or by leave type. You can set processing options for the version that you are running to sort leave information by these parameters:

• Leave type

• Business unit

• Company

You can also set processing options to specify whether the system displays paid and unpaid totals.

Both versions of this program display company, employee, and business unit totals. Depending on processing option settings, individual reports can display total paid hours and total unpaid hours for each category. For example, if you run the Tracking Leave History By Employee report and specify that the system report totals by business unit, the system displays:

• Employee total

• Company total

• Business unit total

• Business unit paid hours

• Business unit unpaid hours

If you leave the processing option on the Totals tab blank, the system does not display paid or unpaid hour totals.

You can use the Accrual Roster report (R074501) to review accrued leave time and evaluate the value of the time to the organization. You can set processing options to specify whether the information is based on historical information for a fiscal anniversary or payroll month. You can also specify whether values are expressed in current or historical currency amounts.

To review and analyze trends in the time that employees take off, you use the Leave Trend Inquiry program (P076310). You can search for employee leave information using a wide range of parameters such as dates, days of the week, leave requests, and so on.

### Tracking Leave History by Employee

You can use the Leave History Tracking By Employee report (R07531, version XJDE0001) to review employee leave information. The system gathers information for this report from the F0618 table. Although this report provides information by employee, you can use processing options to specify the amount and type of information that appears. For example, you can specify whether the system:

• Includes paid and unpaid totals for each employee.

• Sorts by leave type.

• Sorts by business unit.

• Sorts by company.

• Includes all totals.

### Tracking Leave History by Leave Type

You can use the Leave History Tracking By Leave Type report (R07531, version XJDE0002) to review employee leave information. The system gathers information for this report from the F0618 table. Although this report provides information by leave type, you can use processing options to specify the amount and type of information that appears. For example, you can specify whether the system:

• Includes paid and unpaid totals for each employee.

• Sorts by leave type.

• Sorts by business unit.

• Sorts by company.

• Includes all totals.

### Tracking Accrual Balances

You can use the Accrual Roster report (R074501) to track and review leave balances for employees. You can display accrued hours and the value of accrued time in current or historical dollars. For example, an employee might accrue leave time during the previous year and then carry that time over to the current year. If the employee had earned a lower rate of pay when the time was accrued than the employee's current rate of pay, then the value of the current time is different than that when the leave time was accrued.

You can set processing options to specify date ranges and DBAs that you want to include in the report. You can also specify whether the system gathers information from history tables based on historical information for a fiscal year, anniversary year, or calendar year.

## Setting Processing Options for Tracking Leave History By Employee (R07531)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

Access Periodic Processing menu (G07GLVA3), Leave History Tracking by Leave Type or Leave History Tracking by Employee.

## Totals

Use these processing options to specify totaling information for the report.

**1. Print Paid and Unpaid Totals**

Specify whether to print paid and unpaid totals. Values are:

*E:* Print paid and unpaid totals for each employee.

*L:* Print for each leave type.

*B:* Print for each business unit.

*C:* Print for each company.

*A:* Print all totals.

Blank: Print no paid and unpaid totals.

# Setting Processing Options for Accrual Roster Report (R074501)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

Access Periodic Processing menu (G07GLVA3), Accrual Roster.

## Defaults

These processing options specify default information for the report.

**1. Source Table**

Specify whether to retrieve information from the Payroll History table or the Fiscal Anniversary History table. Values are:

*1*: Retrieve balances from the Fiscal Anniversary table.

Blank: Retrieve balances from the Payroll Month History table.

**2. Print Dollars**

Specify whether you want to print dollars or hours on the report. Values are:

*1:* Dollars.

Blank: Hours.

**3. Employee Number**

Specify which employee number you want to print on the report. Values are:

*A:* Address Number.

*T:* Tax ID Number.

*O:* Other ID Number.

**4. Current Dollars**

Specify whether the system prints current or historical dollars. Current dollars are calculated by multiplying the historical hours by the current pay rate in the F060116 table. Values are:

*1:* Current dollars.

Blank: Historical dollars.

### Dates

Use these processing options to specify a date range.

| | |
|---|---|
| **1. Enter the from date for the range from which the data will be reported.** | Specify the beginning date of the date range that the system uses when running the report. If you leave this processing option blank, the system uses the system date. |

### DBAs

These processing options specify DBA codes.

| | |
|---|---|
| **1. Enter up to 5 DBAs to process or leave blank to process all DBAs.** | Specify whether to process specified DBAs. To process DBAs, enter the identification number of each DBA. You can specify up to five DBAs. Values are: |
| | Blank: All DBAs. |
| | *DBA IDs:* Specified DBAs. |

# Reviewing Leave Trends

This section provides an overview of leave trend review and lists the form used to review leave trends.

## Understanding Leave Trend Review

You can use the Leave Trend Inquiry program (P076310) to review trends in employee leave time. For example, you can review time off that employees take on the first or last day of the week, or all of the leave requests for a specified employee. This program offers a wide range of parameters that you can use to analyze trends that are occurring in the organization. This program references the F0618 table.

## Form Used to Review Leave Trends

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Review Time Attendance Trends | W076310A | Daily Processing (G07GLVA2), Attendance Trend Summary Review | Search employee leave time by a range of time entry factors. |

# Purging Leave Requests

This section provides an overview of the leave request purge process and discusses how to set processing options for the Purge Leave Request report.

## Understanding Leave Purging

You can use the Purge Leave Request report (R07520) to delete records from the F07620 table. In some instances, this table might contain approved requests for leave time that the employee did not take. In such an instance, the employee might not be aware that the leave request is still active.

The table might also contain denied requests that you want to remove. When requests are denied, the record remains in the system so that the leave request originator can review the record, including any notes that the manager includes in the response.

When you process this program, you select a date range. You can then delete any of these types of records that meet the date criteria:

• Denied leave requests.

• Completed requests for leave time that the employee takes.

• Approved leave requests.

You can run this program in proof mode or update mode. When you run this program in the proof mode, the system generates a report so that you can view the records that the system will purge. When you run the program in update mode, the system deletes those records from the table. You should run this program in proof mode before running it in update mode to ensure that you delete the correct records from the system.

**Note.** It is recommended that you do not purge leave transaction records with a status of *Taken.* You might want to maintain a historical view these records and include them on future reports.

# Setting Processing Options for Purge Leave Request (R07520)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

Access Period Processing menu (G07GLVA3), Purge Leave Request.

## Purge Selections

These processing options determine how the system purges leave requests.

| | |
|---|---|
| **1. Purge Date** | Specify a date by which leave records are purged from the system. Records with dates prior to this date are purged from the leave request tables. |
| **2. Purge Types** | Specify the leave request records that you want to purge. You can purge denied leave requests, taken leave requests, or all leave requests. If you leave this processing option blank, the system deletes all leave requests with leave end dates that are prior to the date entered in processing option 1. Values are: |
| | Blank: Purge all leave requests with leave end dates that are prior to the date entered in processing option number 1. |
| | *D:* Denied leave requests. |
| | *T:* Taken leave records. |
| | *A:* All leave requests. |

## Mode

This processing option specifies a system processing mode.

| | |
|---|---|
| **Report mode** | Specify a processing mode. When you use proof mode, the system generates a report, but no records are deleted from the system. When you use final mode, the system generates a report and deletes records from the system. You normally run this report in proof mode and then review the report before you run the program in final mode. Values are: |

Blank:  Final mode

*1:*  Proof mode

# Administering Employee Schedules

This section provides an overview of employee schedule administration and discusses how to:

• Set processing options for Manage Employee Schedules (P07311).

• Manage employee schedules.

## Understanding Employee Schedule Administration

You can use the Employee Schedules program (P07311) to review, edit, and manage schedules. You can search for schedules and add, edit, or delete activities within a schedule. When you view an employee schedule, you can click any day or time on the schedule calendar control and the software displays the Edit Activity program (P01302). When you click Save and Close, the system returns to the Employee Schedule form and displays the changes.

From the Employee Schedules program, you can select menu options to:

• Create a new employee schedule.

• Assign a schedule to a group of employees.

• Review and edit employee schedule calendars.

• Manage group schedule calendars.

• Manage holiday schedule calendars.

• Work with calendars.

You can also select either of these options from a separate menu to perform actions on a selected record:

• Edit Employee Details

   Use this option to display the Employee Master program (P0801) where you can update employee information.

• Edit Schedule Definition

   Use this option to display the Calendar program (P01311), where you can define and edit calendar information for the selected individual employee calendar.

To help manage employee scheduling and ensure that all employees are included, an administrator might periodically run the Check for Employees Without Schedules report (R07311E). The administrator can use this report to identify employees who have either been missed in the initial setup or who have been hired since the setup was performed. Running this report is particularly important when you want to generate timecards from schedules. The administer can create individual schedules where necessary and include them for timecard generation.

When your organization uses employee scheduling, you can save substantial time preparing for periodic payrolls by running the Generate Timecards from Schedule program (R07311). When you run this program, the system creates a timecard for each activity in the schedule, cross-references pay types, and creates a timecard for scheduled hours. The Generate Timecards from Schedule program uses the same data selection parameters as the Pre-Payroll Processing program (R07200). You can use this approach to track time and generate pay instead of manually entering timecards.

See Appendix A, "JD Edwards EnterpriseOne Time and Labor Reports," JD Edwards EnterpriseOne Time and Labor Reports: A to Z, page 303.

### Employee Scheduling Integration with Time Entry

When you use employee scheduling, the system automatically integrates with some of the time entry functions. For example, when you enter a timecard that includes a leave type, From Date, and Thru Date, with no hours, the system automatically references the employee's schedule and generates timecards that are based on the schedule. The system then updates the schedule with the appropriate leave activity type.

When an employee requests paid time off, the system references the employee schedule to show available days. When a manager approves the request, the system creates a timecard and updates the employee schedule with the leave activity type.

To generate employee timecards, you use the Generate Timecards from Schedule program (R07311).

See Appendix A, "JD Edwards EnterpriseOne Time and Labor Reports," JD Edwards EnterpriseOne Time and Labor Reports: A to Z, page 303.

## Forms Used to Administer Employee Schedules

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Employee Schedules | W07311A | Daily Processing (G05BESDP), Manage Employee Schedules. | Display schedules for review. |
| Employee Schedule | W07311B | Select an employee record on the Work with Employee Schedules form and then click View Employee Schedule. | Review employee schedule information or enter changes. Click Close. |

## Setting Processing Options for Manage Employee Schedules (P07311)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify a calendar display preference and processing default values.

### Display

| | |
|---|---|
| **1. Display Schedule Name** | Specify whether the schedule name should appear with the employee name when viewing the employee's schedule. Values are: |
| | *F:* Do not display (default). |
| | *T:* Display |
| **2. Initial Week View Display** | Specify how the system initially displays the week view of the schedule calendar. The week view can display either a seven-day (Sunday through |

Saturday) week or the span of days specified as the work week on the individual employee calendar. Users can toggle this setting in the application. Values are:

*W:* Display the work week as defined by the schedule (default).

*7:* Display the Sunday through Saturday week.

### Versions

| | |
|---|---|
| **1. Activities Common Process Options** | Specify the version of the Activities Common Processing Options (P01350) that the system uses. If you leave this field blank, the system uses default version ZJDE0003. |
| **2. Time Entry Master Business Function** | Specify the version of the Time Entry Master Business Function Processing Options (P050002A) to use for synchronizing schedule events with the time entry system. If left blank, the system uses default version *ZJDE0001*. |

## Administering Employee Schedules

Access the Employee Schedule form.



Employee Schedule form

### See Also

*JD Edwards EnterpriseOne Address Book 9.0 Implementation Guide*, "Using Foundation Calendar," Managing Activities

# CHAPTER 15

# Processing Journal Entries

This chapter includes an overview of journal entries and discusses how to:

• Process and review journal entries.

• Post journal entries.

## Understanding Journal Entries

You process journal entries to update the general ledger with labor, payroll burden, and equipment expenses. The way in which you process journal entries depends on whether you use the JD Edwards EnterpriseOne Payroll system.

If you use the JD Edwards EnterpriseOne Payroll system, you process journal entries as part of each payroll cycle. In some cases, you might process journal entries at other times during a pay period. For example, labor-intensive organizations might need to monitor and analyze labor expenses daily. These organizations can process journal entries for timecards daily.

If you are not using the JD Edwards EnterpriseOne Payroll system but are using the time and labor features of the JD Edwards EnterpriseOne Human Capital Management Foundation system to enter timecards and track labor and equipment expenses, you can process journal entries for timecards.

You process two types of journal entries for payroll and for time and labor:

| Journal Entry Type | Description |
|---|---|
| Pro forma journal entries | Preliminary, review-level journal entries that the system stores in the Payroll Journal (Compressed) File table (F063951). |
| Actual journal entries | Journal entries that the system posts to the F0911 table and, optionally, the F0902 table. |

When you process journal entries for payroll, you create pro forma journal entries during each payroll cycle. After you review the pro forma journal entries, you can create the actual journal entries that you post to the general ledger. You can set up the company options so that the system automatically posts actual journal entries during the final update step of the payroll cycle. If the company options are set up so that the system does not post the actual journal entries automatically, you must post the journal entries manually. You also must post the actual journal entries manually when an error prevents the system from posting them automatically.

When you process journal entries for timecards, you run a batch program to create the pro forma journal entries. After you review the pro forma journal entries and correct any errors, you run another batch program to create the actual journal entries and post them to the general ledger.

You can create journal entries for these document types:

| Process | Document Types |
|---|---|
| Document types for payroll | T1: Payroll disbursement |
| | T2: Payroll labor distribution |
| | T3: Actual burden |
| | T4: Labor billing distribution |
| | T5: Equipment distribution |
| | T6: Payroll accruals and deferrals |
| | T7: Payroll vouchers |
| | The system creates document-type T7 journal entries only when the payroll system is integrated with the JD Edwards EnterpriseOne Accounts Payable system. |
| Document types for time and labor | T2: Payroll labor distribution |
| | T4: Labor billing distribution |
| | T5: Equipment distribution |

You process pro forma journal entries for timecards only when you are not processing the journal entries that are associated with a payroll cycle. You can use the Journal Batch Proof report to review the pro forma journal entries before you post them to the general ledger. You can also use this report to review the pro forma journal entries that the system created during a payroll cycle. If errors occur in the journal batch, you can correct the errors, delete the batch, and reprocess the pro forma journal entries.

When the pro forma journal entries are error-free and approved for posting, you post them to the general ledger. You can post either type of pro forma journal entries:

• Timecard journal entries.

• Payroll journal entries that were not posted during the payroll cycle, either because of errors or the way in which the company options are set up.

When you post journal entries, the system creates, posts, and removes the timecard batch details from the F063951 table, and updates the F0911 table and the F0902 table with the timecard transactions.

# Processing and Reviewing Journal Entries

This section includes an overview of journal entries for timecards, and discusses how to set processing options for:

• Generate Timecard Entries (R052901).

• The Payroll Journal Proof/Edit Report (R05229).

• Create Payroll JE's - Batch Delete (R05227).

# Understanding Journal Entries for Timecards

You process pro forma journal entries for timecards only if you are not creating the journal entries associated with a payroll cycle.

When you process pro forma journal entries for timecards, the system converts the F06116 table into the Payroll Journal (Compressed) File table (F063951) and the Burden Distribution File table ( F07241). When you process these journal entries, you can:

• Specify the general ledger date for the journal entries.

• Select timecards based on a range of dates.

In addition to generating pro forma journal entries, this program generates the Journal Batch Proof report. You review this report to verify the accuracy of the transactions that the system generated from the journal data. This report includes individual entries and totals for document type, period, and company, as well as a grand total for the batch report. You can rerun this report without rerunning the pro forma journal entries.

See *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Working with Pro Forma Journal Entries.

## Reviewing the Payroll Journal Proof/Edit Report

After you process pro forma journal entries, you review the Payroll Journal Proof/Edit Report (R05229). Use this report to review the accuracy of the journal entries before you post the information to the general ledger. The system generates this report when you:

• Process pro forma journal entries for timecards

• Process the journal entry step of a payroll cycle.

The Journal Batch Proof report (R05229) lists the journal entry information by document types. Grouping journal entries by document type enables you to separate various types of accounts. The system uses these document types to group payroll journal entries:

• T1: Payroll Disbursement Entries

• T2: Payroll Labor Distribution

• T3: Actual Burden Journal Entries

• T4: Labor Billing Distribution

  T4 journal entries are the only entries that have transactions involving multiple currencies and conversions. All other document types have entries made in the currency of the employee's home company, and no currency conversion is necessary.

• T5: Equipment Distribution

• T6: Payroll Accruals and Deferrals

---

**Important!** If errors appear on the Payroll Journal Proof/Edit report, you must correct the errors and rerun the pro forma journal entries.

---

This list contains examples of what might cause errors to appear on the Payroll Journal Proof/Edit report:

• Inaccurate AAIs

• An account number that was not yet added to the chart of accounts.

• Incorrect setup of nontaxable benefits or accruals that were processed in the journal entries step.

• Incorrectly entered timecard information.

  In this case, if you are processing journal entries for a payroll cycle, you also must rerun pre-payroll.

The system does not recognize the corrections until you rerun the pro forma journal entries. If you do not rerun the pro forma journal entries after you correct the errors, the system creates the actual journal entries with errors.

When you are processing journal entries as part of a payroll cycle and you have not yet printed the payments, you can complete this procedure to correct inaccurate timecard information:

• Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards.

• Correct the inaccurate timecards.

• Run a changes-only pre-payroll.

• Rerun the journal entries step.

You can reprint the Payroll Journal Proof/Edit report when you want to print the report without re-creating the pro forma journal entries. The system prints the same proof report that was created during the last iteration of the process. The related payroll ID appears on the report when you reprint it. You can print this report as many times as necessary before you run the final update. After you run the final update, the system clears the Summarized Journal Entry Workfile (F063951), and the report does not produce any information.

---

**Note.** If you are processing multicurrency timecards, the system automatically creates intercompany settlement entries to account for currency differences, even if you have not enabled intercompany settlements. These journal entries are printed on the report so that you can review all of the information associated with multicurrency processing before you post the journal entries to the general ledger.

---

## Reviewing Batches of Journal Entries

After you generate pro forma journal entries, you can review them to verify whether they are correct. You do this by selecting Timecard Post/History Update menu (G05BT11), Timecard Journal Batch Review. You can review batches of journal entries based on the user ID, the batch number, a posting status, or a specific date range. You can review batches of pro forma journal entries to verify that they are error-free before you post them. You can review the pro forma journal entries that were generated from the payroll cycle, as well as those that were generated from timecards.

You also can review actual journal entries that the system creates when you post timecard journal entries to the general ledger, as well as the actual journal entries that were created during the final update step of the payroll cycle. Depending on how the company options are set up, the system might automatically post these actual payroll journal entries.

The system uses batch types to group the various kinds of journal entries. You can review these batch types:

| Batch Type | Description |
|---|---|
| 51 | Timecard pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors. |
| 41 | Payroll pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors. |

| Batch Type | Description |
|---|---|
| P | Actual timecard journal entries that have been posted to the general ledger. |
| 7 | Actual payroll journal entries that have been posted to the general ledger. |

If you discover errors when you review batches of pro forma journal entries, you must delete the entire batch, correct the errors, and then generate the pro forma journal entries again.

If you discover errors when you review batches of actual journal entries, you can use the General Journal Review program to do any of these actions to individual journal entries:

• Revise unposted journal entries.

• Delete unposted journal entries.

• Void posted journal entries.

   You can revise and delete actual journal entries only. You cannot revise or delete pro forma journal entries.

## Deleting Batches of Journal Entries

You delete an unposted batch of pro forma journal entries when the batch contains errors, and you must correct the timecard entries before you regenerate the corrected batch.

## See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Reviewing Payroll Cycle Reports

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Working with the Payroll Cycle," Correcting Errors in Pre-Payroll Processing

*JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Processing Batch Journal Entries"

*JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Processing Journal Entries," Working with Reversing Journal Entries

# Setting Processing Options for Generate Timecard Entries (R052901)

Select Timecard Post/History Update menu (G05BT11), Generate Timecard Journals.

## Date

This processing option specifies the date that the system uses to post journal entries.

**1. General Ledger Date**            Specify whether the program uses the general ledger date or the system
                                      date when it posts journal entries.

                                      To use the system date, leave this processing option blank. Timecards that
                                      have multiple work dates are posted on the date that you define in this

processing option. To account for daily timecards, you must run this program every day with the processing option set to the system date.

## Process

These processing options specify values for processes related to benefits, intercompany settlements, components, and premiums.

| | |
|---|---|
| **1. Benefits** | Specify how the system processes benefits and accruals when it posts journal entries for timecards. Values are: |
| | *0:* Do not calculate any benefits or accruals. |
| | *1:* Calculate only non-monthly benefits and accruals. |
| | *2:* Calculate monthly and non-monthly benefits and accruals. |
| | Enter this value only when you are processing the last timecards for calendar month. The system uses the month that corresponds to the general ledger date. |
| | Non-monthly benefits and accruals are those for which you entered *M* in the fifth Pay Period of the Month processing option on the Basic DBA Information form (W059116E). An *M* in this processing option indicates that the system calculates the benefit or accrual during daily timecard post. |
| | Monthly benefits and accruals are calendar-month DBAs, including those that are non-monthly, that have these characteristics: |
| | • They are set up to calculate for the employee for an entire calendar month. |
| | • They have a value of *2* or blank in the Limit Method field on the Advanced DBA Information form (W059117A). |
| **2. Intercompany Settlements** | Specify whether you want to process intercompany settlements when you post timecard journal entries. Values are: |
| | *1:* Process intercompany settlements. |
| | When processing intercompany settlements, the system uses the general accounting constants and the company number on the timecard. |
| | *0:* Do not process intercompany settlements. |
| | This processing option applies only when the journal type IC is set up in the Debit/Credit-Accruals Clearing table (P069041). |
| **3. Components** | Specify how to post timecard journal entries for equipment time when the equipment is used to build an item that comprises multiple components. Values are: |
| | *1:* Distribute equipment time billed from the parent item to its components. |
| | *0:* Bill equipment time to parent item only. |
| | In the Asset Master table (F1201), you define the parent/child relationship between parent items and their components. You enter billing rates for the components in the Equipment Rates table (F1301). |
| **4. Premiums** | Specify 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. |

Select this option when you want journal type PR to include labor hours in the Units field.

*0:* Do not update.

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 Debit Burden/Premium Labor Distribution table setup (P069042) includes these characteristics:

• 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.

|  |  |
|---|---|
| **5. Summarization Rules** | Specify how journal entries are created and printed. Each account number has a summarization rule defined for it in the Journal Summarization Rules program (P06914). This processing option enables you to override the summarization code to a type 6 so that you can see the journal entries in the highest level of detail possible. Values are: |

*1:* This option overrides any summarization rules, making the summarization code a type 6. Select this option when you want the journal entries to be created and printed in full detail.

*0:* This option is the default value, so the system uses the predefined summarization rule.

|  |  |
|---|---|
| **6. Hours Only Timecards** | Specify which effect on general ledger codes (set up in a PDBA) create T2 and T4 entries for timecards that include hours worked, but do not include a recharge amount. Values are: |

*0:* Effect on general ledger codes must be H.

*1:* Effect on general ledger codes can be H or N.

T2 entries are created for all record type 1 or 2 timecards with hours worked. T4 entries are created for all record type 2 or 3 timecards with hours worked.

|  |  |
|---|---|
| **7. Equipment Asset Number on T5 Debit Entry** | Specify whether to include the equipment worked asset number (EQCG) on the debit entry (ED) of the equipment distribution journal entries (T5). This processing option is valid only when an asset ID exists in the Equipment Worked field and when no value exists in the Equipment Worked On field on the employee's time card. Values are: |

Blank: Do not use asset number.

*1:* Use asset number.

## Timecard Selection

This processing option specifies the date that the system uses to post journal entries.

|  |  |
|---|---|
| **1. Time Entry MBF Version** | Override the default version for standard time entry. The default version for Time Entry Master Business Function (P050002A) is ZJDE0001. You might need additional versions to meet new requirements. For example, you might need to create a new version of the Time Entry MBF for employee assignments. To change the default, enter a different version number. Only persons responsible for system-wide setup should change this option. |

**2. Timecard From Date**      Select timecard records that include a date worked that is greater than or equal to the specified Timecard From date. If you leave this field blank, the system uses only Timecard Reprocessing Flag (TCRFLG = ' 1' ), General Ledger Batch (GICU equal to Zero), and Time Entry Lockout Flag (TELKFLG equal to blank) from the Timecard File (F06116) to select Timecards to process effective-dated logic. If you enter a value for the From date processing option, you must also enter a value for the Thru date processing option.

**Timecard Thru Date**         Use this processing option to select timecard records that include a date worked that is before or equal to the specified Timecard Thru date. If you leave this field blank, the system uses only Timecard Reprocessing Flag (TCRFLG = ' 1' ), General Ledger Batch (GICU equal to Zero), and Time Entry Lockout Flag (TELKFLG equal to blank) from the Timecard File (F06116) to select timecards to process effective dated logic.

# Setting Processing Options for Payroll Journal Proof/Edit Report (R05229)

Select Timecard Post/History Update menu (G05BT11), Journal Batch Proof.

## Defaults

**1. Enter the Batch Number to print.**      Specify a batch number.

**2. Send ALL errors to the report.**      Specify where the system sends errors. Values are:

Blank: Send all errors to the Employee Work Center.

*1:* Send all errors to the report.

# Setting Processing Options for Create Payroll JE's - Batch Delete (R05227)

Select Timecard Post/History Update menu (G05BT11), Batch Delete.

Processing options enable you to specify the default processing for programs and reports.

## Select

Use this option to specify the daily timecard journal batch that you want to delete. Be aware that you cannot recover batches after they have been deleted.

**1. Batch Number**      Specify the batch number that the system assigned to the Daily Timecard Journal Batch that you want to delete.

> *Warning!* Use caution when exercising this processing option because you cannot recover batches after they have been deleted.

# Posting Journal Entries

This section includes an overview of the post process and lists a prerequisite for the General Ledger Post program.

## Understanding the Post Process

For time and labor reporting, you must run a program to post the batch of timecard journal entries to the general ledger and to update timecard history. The batch that you post for timecards contains pro forma journal entries. During the posting process, the system creates the actual journal entries in the F0911 table and automatically posts them to the F0902 table. The system also creates timecard history records in the F0618 table.

If you use the JD Edwards EnterpriseOne Time and Labor system to process timecards without the JD Edwards EnterpriseOne Payroll system, you must manually run the post program to update timecard history and the general ledger. In the Company Options program (P05001C), the general ledger integration value must be set to *T* (time accounting).

---

**Note.** When the value is set to *A* (automatic) or *M* (manual), the post program posts the current records in the F06116 table to the F0618 table for recharge-only timecards (record type 3).

---

If you process timecards through the payroll cycle, you can set up the company options for either of these to occur:

| Process | Description |
|---|---|
| The system automatically posts actual journal entries during final update. | You use the manual post program only if an error occurred during final update that prevented the system from posting the journal entries. |
| The system does not automatically post actual journal entries. | After you run the final update, you run the manual post program to post the actual journal entries to the general ledger. The batch might need to be approved before you run the post program. |

If the General Ledger Post Report program (R09801) encounters errors, the system creates the actual journal entries in the F0911 table but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Because the batch contains actual journal entries, you must post the journal entries directly from the general ledger.

When you run the manual post program, the system updates timecard history and general ledger tables and also generates the General Ledger Post report. If errors occur during the posting process, the system also generates the Post Detail Error report. Review these reports to verify whether the journal entries were posted successfully.

The General Ledger Post report lists all journal entries. The column titles and information are similar to the Payroll Journal Proof/Edit report. However, the General Ledger Post report includes the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

### See Also

*JD Edwards EnterpriseOne Financial Management Application Fundamentals 9.0 Implementation Guide*, "Posting Financial Transactions," Setting Processing Options for General Ledger Post (R09801)

## Prerequisite

Review the batch of journal entries to verify whether it is approved for posting. You might need to approve the batch before the system will post it.

See *JD Edwards EnterpriseOne Fixed Assets 9.0 Implementation Guide*, "Managing Fixed Asset Journal Entries" and *JD Edwards EnterpriseOne General Accounting 9.0 Implementation Guide*, "Processing Journal Entries".

## Setting Processing Options for General Ledger Post (R09801)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify the program version that the system uses and the dates that contain data selection.

### Print

These processing options are used to specify print information.

| | |
|---|---|
| **1. Account Format** | Specify the account format that you want to print on the General Ledger Post report. Values are: |
| | • Blank: Default account format |
| | • 1: Structured account |
| | • 2: Short account ID |
| | • 3:Unstructured account |
| **2. Print Error Messages** | Specify the account format that you want to print on the General Ledger Post report. Values are: |
| | • Blank: Do not print. |
| | • 1: Print |

### Versions

These processing options specify version information.

| | |
|---|---|
| **1. Detail Currency Restatement Version** | Specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this processing option blank, the program does not run and does not create detailed currency restatement entries. |
| **2. Fixed Asset Post Version** | Specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this processing option blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries. |
| **3. 52 Period Post Version** | Specify the version of the 52 Period Accounting Post program (R098011) to use to update the F0902 table and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables. |

### Edits

These processing options specify edit information.

**1. Update Transaction**          Specify whether to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the F0911 table. You might need to update these processing options if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these processing options.

The system uses the value in the G/L Account Number field of the unposted record in the F0911 table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L Date field of the unposted record in the F0911 table.

The system will update the Fiscal Quarter field on the unposted record in the F0911 table to blank.

## Taxes

These processing options specify tax information.

**1. Update Tax File**          Specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Values are:

- Blank: The system does not update the Taxes table.

- 1: The system updates the Taxes table for these tax explanation codes only: V, VT, V+, U, and UT.

- 2: The system updates the Taxes table for all tax amounts.

  The system does not update the Taxes table for transactions with tax explanation code E (exempt).

- 3:The system updates the Taxes table for all tax explanation codes including E (exempt).

**2. Update VAT Discounts**          Specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

---

**Note.** These options in the tax rules must be turned on to use this processing option:

---

- Tax on Gross Including Discount

- Discount on Gross Including Tax

Values are:

- Blank: The system does not adjust tax amounts for discounts taken.

- 1: The system updates only the tax amount field (STAM).

- 2: The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

- Adjustment to the gross amount (extended price) = discount taken.

- Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken.
- Adjustment to the tax amount = (tax amount / gross amount) x discount taken.

For example:

Tax Rate = 25 per cent.

Discount Taken = 12.50 USD.

Gross Amount (Extended Price) = 1,250.00 USD.

Taxable Amount = 1,000.00 USD.

Tax Amount = 250.00 USD.

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

- Adjustment to the Gross Amount = 12.50.
- Adjustment to the Taxable Amount = 10.00.
- Adjustment to the Tax Amount = 2.50.

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50.
- Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00.
- Adjusted Tax Amount: 250.00 - 2.50 = 247.50.

| | |
|---|---|
| **3. Update VAT Receipts and W/O** (update VAT receipts and write-off) | Specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Values are: |

- Blank: The system does not adjust tax amounts for write-offs.
- 1: The system updates only the tax amount field (STAM).
- 2: The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses these algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts.

- Adjustment to the gross amount (extended price) = write-off amount.
- Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount.
- Adjustment to the tax amount = (tax amount / gross amount) x write-off amount.

For example:

Tax Rate = 25 per cent.

Write-off Amount = 12.50 USD.

Gross Amount (Extended Price) = 1,250.00 USD.

Taxable Amount = 1,000.00 USD.

Tax Amount = 250.00 USD.

Based on the example, using the adjustment algorithms, the system calculates these adjustment amounts:

• Adjustment to the Gross Amount = 12.50.

• Adjustment to the Taxable Amount = 10.00.

• Adjustment to the Tax Amount = 2.50.

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

• Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50.

• Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00.

• Adjusted Tax Amount: 250.00 - 2.50 = 247.50.

## Process

These processing options specify process information.

**1. Explode parent item time**    Specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Values are:

• Blank: Do not explode the time entries for a parent asset down to the children of the parent asset.

• 1: Explode the time entries for a parent asset down to the children of the parent asset.

## Cash Basis

These processing options specify cash basis information.

**1. Units Ledger Type**    Specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

**2. Create Cash Basis**    Specify a version of the Create Cash Basis Entries program. If you leave this processing option blank, the program does not run and does not create Cash Basis entries.

# CHAPTER 16

# Working with the ALM Workbench

This chapter discusses how to:

- Work with Advanced Labor Management (ALM) workbench.
- Set processing option for the Advanced Labor Management Workbench program (P05210).
- Import timecards.
- Upload timecards.
- Generate component pay.
- Set up total time accounting.
- Process journals.
- Process payroll.

## Working with ALM Workbench

This section provides an overview of ALM workbench and discusses how to access tasks under ALM workbench.

### Understanding ALM Workbench

ALM workbench is a central area where you can access and run various payroll-related processes. The programs under ALM workbench are Advanced Labor Management Workbench program (P05210) and Setup Advanced Labor Management Workbench program (P05211). You use the P05210 program to perform various tasks in these categories:

- Importing timecards.
- Uploading timecards.
- Generating component pay.
- Setting up total time accounting.
- Processing journals.
- Processing payroll.

Before you use the P05210 program, you use the P05211 program to configure settings for the P05210 program. The system displays the tasks in the P05210 program based on this configuration. You also use the P05211 program to change the name and description of tasks displayed in the P05210 program.

## Forms Used to Work with ALM Workbench

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Advanced Labor Management Workbench Options | W05211A | Advanced Labor Management (G05BALM), Setup Advanced Labor Management Workbench | Set up list of tasks to be displayed under ALM workbench. |
| Work with Advanced Labor Management Tasks | W05210A | Advanced Labor Management (G05BALM), Advanced Labor Management Workbench | Access tasks under ALM workbench. |

## Accessing Tasks Under ALM Workbench

Access the Work with Advanced Labor Management Tasks form.
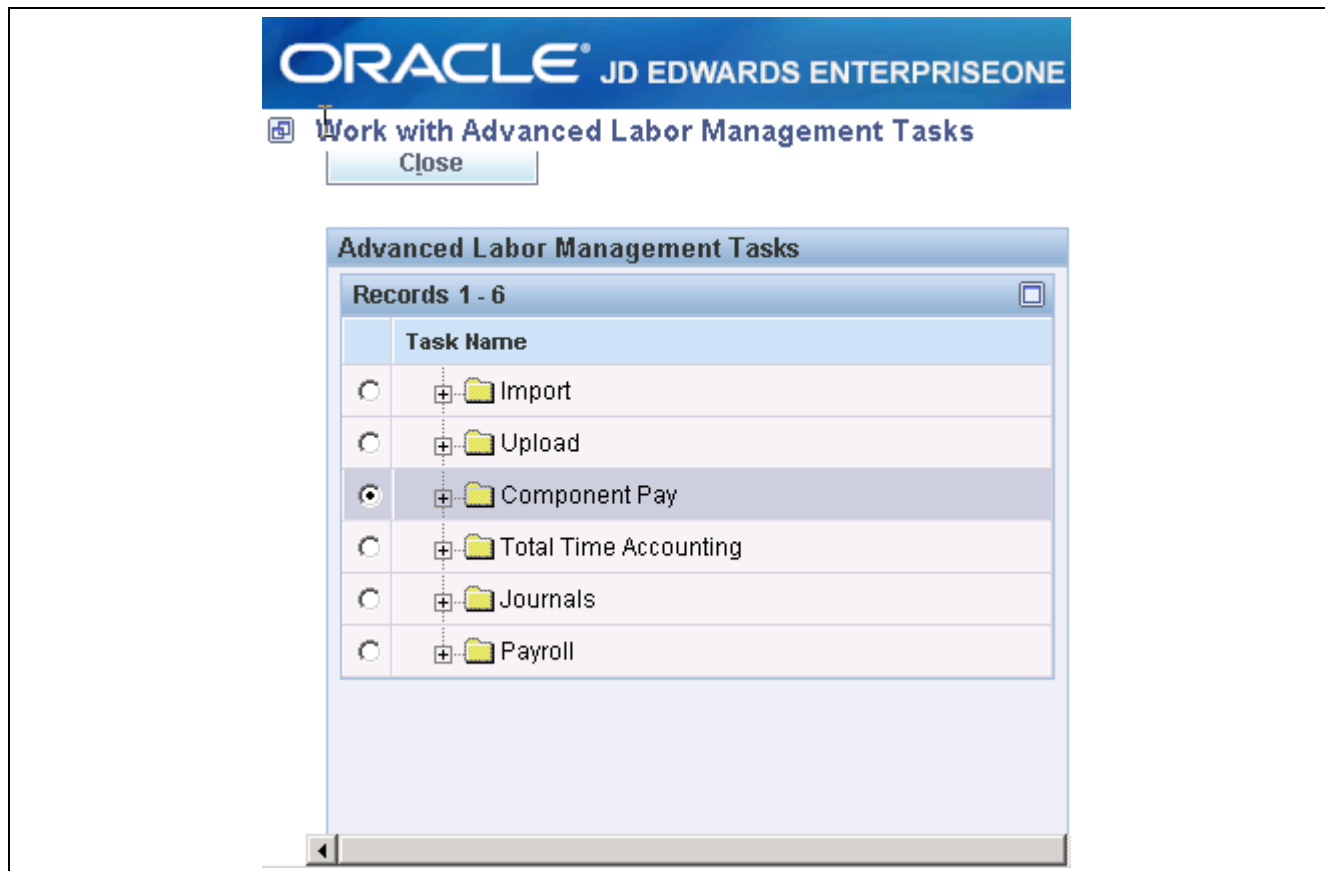


Work with Advanced Labor Management Tasks form

# Setting Processing Option for the Advanced Labor Management Workbench Program (P05210)

Processing options enable you to specify the default processing for programs.

### Processing

**1. Application Options**      Specify a value that identifies the version of application options that you want to use for running the Advanced Labor Management Workbench program (P05210).

You use the P05211 program to create these versions.

# Importing Timecards

You use import tasks to transfer timecard information from third-party source to the JD Edwards EnterpriseOne system. This section discusses how to:

• Set up timecard imports through ALM workbench.

• Import timecards through ALM workbench.

• Review and revise imported timecards through ALM workbench.

• Run the time and pay register for imported timecards through ALM workbench.

## Forms Used to Import Timecards

| Form Name | FormID | Navigation | Usage |
| --- | --- | --- | --- |
| Work With Flat File Cross-Reference | W47002A | Advanced Labor Management (G05BALM), Advanced Labor Management Workbench<br><br>On the Work with Advanced Labor Management Tasks form, click Import to expand the tree structure. Select the Setup Timecard Import option and click Perform Selected Task. | Set up timecard imports through ALM workbench. |

## Setting Up Timecard Imports Through ALM Workbench

Access the Work With Flat File Cross-Reference form.

You use this task to set up flat files for timecard imports by using the Flat File Cross Reference program (P47002). You use these files to import timecard information from third-party sources to the JD Edwards EnterpriseOne system. The flat file must correspond to the JD Edwards EnterpriseOne format.

### See Also

Chapter 5, "Setting Up Time Entry Batch Processing," Setting Up a Flat File Cross-Reference, page 40

## Importing Timecards Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Import to expand the tree structure. Select the option to import timecards and click Perform Selected Task.

Alternatively, select Batch Time Entry Processing (G05BBT3), Batch Time Entry File Upload.

You use this task to run the Batch Time Entry File Upload report (R47002C) report. This report imports timecards from third-party sources to a staging table in the JD Edwards EnterpriseOne system. You might need to format the timecard information in the third-party source so that the information uploads in a corresponding tabular format. The system retrieves the data from the flat files provided by the third-party source and stores it in the Employee Transactions Batch table (F06116Z1).

### See Also

## Reviewing and Revising Imported Timecards Through ALM Workbench

Access the Work with Time Entry Batch File Revisions form.

After importing the timecards, you can review and modify them before uploading them to the JD Edwards EnterpriseOne Timecards system. You use this task to view and modify timecards in the Employee Transactions - Batch File table (F06116Z1) by using the Batch Time Entry File Revisions program (P05116Z1).

### See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Converting Payroll History," Generating Timecards and Interim Header Records

## Running the Time and Pay Register for Imported Timecards Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench.

On the Work with Advanced Labor Management Tasks form, click Import to expand the tree structure. Select the Run Time and Pay Register option and click Perform Selected Task.

Alternatively, select Batch Time Entry Processing (G05BBT3), Batch Time Entry File Register.

You use this task to run the Batch Time Entry File Register report (R053001Z). You use this report to verify the timecard information for imported timecards.

### See Also

## Uploading Timecards

You use upload tasks to transfer imported timecards to the JD Edwards EnterpriseOne time entry system. This section discusses how to:

• Review and revise imported timecards before uploading through ALM workbench.

• Run time and pay register before uploading through ALM workbench

• Upload timecards through ALM workbench.

• Purge processed timecards through ALM workbench.

• Review and revise uploaded timecards through ALM workbench.

## Forms Used to Upload Timecards

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Time Entry Batch File Revisions | W05116Z1A | Advanced Labor Management (G05BALM), Advanced Labor Management Workbench<br><br>On the Work with Advanced Labor Management Tasks form, click Upload to expand the tree structure. Select the Review and Revise Imported Timecards option and click Perform Selected Task.<br><br>Alternatively, access Batch Time Entry Processing (G05BBT3), Batch Time Entry File Revisions. | Review and revise imported timecards before uploading through ALM workbench. |

## Review and Revise Imported Timecards Before Uploading Through ALM Workbench

Access the Work with Time Entry Batch File Revisions form.

Before uploading the timecards to the Employee Transaction Detail File table (F06116), you can review and modify them. You use this task to run the Batch Time Entry File Revisions program (P05116Z1). You use this program to view and modify timecards in the Employee Transactions - Batch File table (F06116Z1).

### See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Converting Payroll History," Generating Timecards and Interim Header Records

## Run Time and Pay Register Before Uploading Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Upload to expand the tree structure. Select the Run Time and Pay Register option and click Perform Selected Task.

Alternatively, select Time Entry (G05BT1), Time and Pay Entry Register.

After you revise the timecard information in the Employee Transactions - Batch File table (F06116Z1), you use this task to run the Time and Pay Entry Register report (R053001). You use this report to verify that the revised timecard information for imported timecards is correct.

### See Also

## Uploading Timecards Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Upload to expand the tree structure. Select the Upload Timecards option and click Perform Selected Task.

Alternatively, select Batch Time Entry Processing (G05BBT3), Batch Time Entry Processor.

After reviewing and revising the imported timecard information, you use this task to run the Batch Time Entry Processor report (R05116Z1I). This report uploads the imported timecards from the Employee Transactions - Batch File table (F06116Z1) to the Employee Transaction Detail File table (F06116).

**Note.** When you create timecards from uploaded timecard information, the system verifies the information against constants tables in the JD Edwards EnterpriseOne Payroll system.

### See Also

Chapter 5, "Setting Up Time Entry Batch Processing," Creating Timecards from Uploaded Information and Purging Processed Payroll Batches, page 49

## Purging Processed Timecards Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Upload to expand the tree structure. Select the Purge Processed Timecards option and click Perform Selected Task.

Alternatively, select Batch Time Entry Processing (G05BBT3), Purge Batch Time Entry.

After uploading the timecards to the Employee Transaction Detail File table (F06116), you use this task to run the Purge Batch Time Entry report (R05116Z1P). This report removes the processed timecards from the Employee Transactions - Batch File table (F06116Z1).

### See Also

Chapter 5, "Setting Up Time Entry Batch Processing," Creating Timecards from Uploaded Information and Purging Processed Payroll Batches, page 49

## Reviewing and Revising Uploaded Timecards Through ALM Workbench

Access the Work with Time Entry by Individual form.

You use this task to run the view and modify the uploaded timecards by using the Work with Time Entry By Individual program (P051121). You can also use this task to add new timecards.

### See Also

Chapter 8, "Working with Timecards for Timecard Automation," Working with Timecard Batches, page 114

Chapter 12, "Entering Timecards for Employees," Entering Timecards Using Speed Time Entry, page 219

# Generating Component Pay

You use the component pay tasks to create multiple timecards from a single timecard based on a set of predefined rules. These rules are assigned to the pay type of the original timecard. This section discusses how to:

- Generate component pay through ALM workbench.

- Review and revise processed timecards through ALM workbench.

- Run time and pay register through ALM workbench.

## Forms Used to Generate Component Pay

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work with Time Entry by Individual | W051121A | Advanced Labor Management (G05BALM), Advanced Labor Management Workbench<br><br>On the Work with Advanced Labor Management Tasks form, click Component Pay to expand the tree structure. Select the Review and Revise Timecards option and click Perform Selected Task.<br><br>Alternatively, access Time Entry (G05BT1), By Individual. | Review and revise processed timecards through ALM workbench.<br><br>Review and revise timecards with processed journals through ALM workbench. |

## Generating Component Pay Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Component Pay to expand the tree structure. Select the Generate Component Pay option and click Perform Selected Task.

Alternatively, select Periodic Processing menu (G18620), Generate Component Pay.

You use this task to run the Generate Component Pay report (R05601). This report generates component pay transactions for a batch of timecards. Each component pay transaction is based on the component pay instructions that you define in the Component Pay Instructions program (P05601).

See Generating Component Pay

## Reviewing and Revising Processed Timecards Through ALM Workbench

Access the Work with Time Entry by Individual form.

You use this task to view and modify timecards for which you have generated component pay by using the Work with Time Entry By Individual program (P051121). You can also use this program to add new timecards if needed. If you make any changes to timecards in this task, you must regenerate the component pay.

### See Also

## Running Time and Pay Register Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Component Pay to expand the tree structure. Select the Run Time and Pay Register option and click Perform Selected Task.

Alternatively, select Time Entry (G05BT1), Time and Pay Entry Register.

You use this task to run the Time and Pay Register report (R053001) to verify that the timecard information for the timecards for which you have generated component pay is correct.

# Setting Up Total Time Accounting

You use the total time accounting (TTA) tasks to define and apply rules for disbursing salary to employees. This section discusses how to:

• Set up rules and submit batches through ALM workbench.

• Review and approve rules batches through ALM workbench.

• Review and revise timecards with TTA rules through ALM workbench.

## Forms Used to Set Up Total Time Accounting

| Form Name | FormID | Navigation | Usage |
|---|---|---|---|
| Work With Rule Sets | W186401A | Advanced Labor Management (G05BALM), Advanced Labor Management Workbench<br><br>On the Work with Advanced Labor Management Tasks form, click Total Time Accounting to expand the tree structure. Select the Setup Rules and Submit Batches option and click Perform Selected Task.<br><br>Alternatively, select Periodic Processing (G18620), Overtime. | Set up rules and submit batches through ALM workbench. |
| Work With Timecard Automation Batches | W186601A | On the Work with Advanced Labor Management Tasks form, click Total Time Accounting to expand the tree structure. Select the Review and Approve Rules Batches option and click Perform Selected Task.<br><br>Alternatively, select Daily Processing (G18610), Reviewing and Approving. | Review and approve rules batches through ALM workbench. |

## Setting Up Rules and Submitting Batches Through ALM Workbench

Access the Work With Rule Sets form.

When you pay overtime to employees, you can use the Overtime Rules program (P186401) to automate many actions. You use this task to create an overtime rule set, which is a group of overtime rules that the system uses to automate the calculation of overtime pay.

After creating the overtime rule sets, you submit the batch for processing by running the Overtime Rule Set Processing report (R186405). To run this report, you select the batch on the Work with Rule Sets form and click Submit on the Row menu.

### See Also

Chapter 6, "Setting Up Timecard Automation," Creating Overtime Rule Sets, page 77

## Reviewing and Approving Rules Batches Through ALM Workbench

Access the Work With Timecard Automation Batches form.

You use this task to run the Reviewing and Approving program (P186601). After you submit the overtime rule set for processing, you use this task to review, approve, or cancel a batch. If you cancel a batch, the system restores the original timecards.

### See Also

Chapter 8, "Working with Timecards for Timecard Automation," Reviewing and Revising Timecards Created by Timecard Automation, page 112

## Reviewing and Revising Timecards with TTA Rules Through ALM Workbench

Access the Work with Time Entry by Individual form.

You use this task to run the Work with Time Entry By Individual program (P051121). You perform this task to review or modify the timecards on which you have applied TTA rules. If you make any changes to timecards, then you must regenerate the total time accounting rules.

### See Also

Chapter 8, "Working with Timecards for Timecard Automation," Working with Timecard Batches, page 114

# Processing Journals

You use the tasks listed under Journals to process accounting records for timecards. This section discusses how to:

• Generate timecard corrections through ALM workbench.

• Process timecard journals through ALM workbench.

• Delete journal batches through ALM workbench.

• Review and revise timecards with processed journals through ALM workbench.

## Generating Timecard Corrections Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench.

On the Work with Advanced Labor Management Tasks form, click Journals to expand the tree structure. Select the Generate Timecard Corrections option and click Perform Selected Task.

Alternatively, select Timecard Post/History Update (G05BT11), Generate Timecard Corrections.

You use this task to run the Generate Timecard Corrections report (R05602). This report creates adjusting entries for labor and burden that reflect the corrections made to timecards through the Timecard Corrections program (P05602).

## Processing Timecard Journals Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench.

On the Work with Advanced Labor Management Tasks form, click Journals to expand the tree structure. Select the Process Timecard Journals option and click Perform Selected Task.

Alternatively, select Timecard Post/History Update (G05BT11), Generate Timecard Journals.

You use this task to run the Generate Timecard Journals report (R052901). This report processes journal entries for the processed timecards. You process pro forma journal entries for timecards only if you are not creating the journal entries associated with a payroll cycle.

### See Also

Chapter 15, "Processing Journal Entries," Processing and Reviewing Journal Entries, page 278

## Deleting Journal Batches Through ALM Workbench

Select Advanced Labor Management (G05BALM), Advanced Labor Management Workbench. On the Work with Advanced Labor Management Tasks form, click Journals to expand the tree structure. Select the Delete Journals Batch option and click Perform Selected Task.

Alternatively, select Timecard Post/History Update (G05BT11), Batch Delete.

You use this task to run the Batch Delete report (R05227). This report deletes the daily timecard journal batch.

---

*Warning!* You cannot recover batches after deleting them.

---

### See Also

Chapter 15, "Processing Journal Entries," Processing and Reviewing Journal Entries, page 278

## Reviewing and Revising Timecards with Processed Journals Through ALM Workbench

Access the Work with Time Entry by Individual form.

You use this task to run the Work with Time Entry By Individual program (P051121). You perform this task to view and modify the timecards for which you have processed journals. You can also use this task to add new timecards.

### See Also

Chapter 8, "Working with Timecards for Timecard Automation," Working with Timecard Batches, page 114

Chapter 12, "Entering Timecards for Employees," Entering Timecards Using Speed Time Entry, page 219

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# Processing Payroll

You use the payroll tasks to:

• Calculate gross and net payment amounts.

• Issue payments for the time entered in the timecards.

This section discusses how to process payroll through ALM workbench.

## Forms Used to Process Payroll

| Form Name | FormID | Navigation | Usage |
|-----------|--------|------------|-------|
| Work With Pay Cycle Workbench | W07210A | Advanced Labor Management (G05BALM), Advanced Labor Management Workbench

On the Work with Advanced Labor Management Tasks form, click Payroll to expand the tree structure. Select the Process Payroll option and click Perform Selected Task.

Alternatively, select Payroll Workbench (G07BUSP11), Pay Cycle Workbench. | Process payroll through ALM workbench. |

## Processing Payroll Through ALM Workbench

Access the Work With Pay Cycle Workbench form.

You use this task to run the Payroll Cycle Workbench program (P07210). This program completes the payroll cycle. The payroll cycle is a process that you complete each time you pay employees. The payroll cycle consists of five basic steps, which are:

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

### See Also

*JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*, "Setting Up Payroll Cycle Information," Setting Up the Payroll Cycle Workbench

# APPENDIX A

# JD Edwards EnterpriseOne Time and Labor Reports

This appendix provides an overview of time and labor reports and enables you to:

• View summary tables of all reports.

• View details for selected reports.

## JD Edwards EnterpriseOne Time and Labor Reports: A to Z

This table lists the time and labor reports, sorted alphanumerically by report ID.

| Report ID and Report Name | Description | Navigation |
|---|---|---|
| R07311 | Use this program to generate timecards from their schedule. | Periodic Processing (G05BESPP), Generate Timecards from Schedule |
| R07311E | Use this program to check for employees who do not have schedules assigned to them. | Periodic Processing (G05BESPP), Check for Employees Without Schedules |
| R186404<br><br>Overtime Rule Set Batch Review Report | Use this program to verify that the system performed the calculations as expected and charged any adjustments to the correct pay codes for each employee. | Produced automatically when processing overtime rule sets. |
| R186405<br><br>Overtime Rule Set Processing Report | Use this program to verify that the system processed the overtime rule without any processing errors. | Produced automatically when processing overtime rule sets. |
| R8906116A<br><br>Convert Timecard to 812 | Use this program to create timecard conversion from a previous software release. | Fast Path: P98305W (BV) |
| R890618A<br><br>Convert Timecard History to 812 | Use this program to create timecard history conversion from a previous software release. | Fast Path: P98305W (BV) |

# JD Edwards EnterpriseOne Time and Labor 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 appendix.

## Setting Processing Options for the Generate Timecards from Schedule Program (R07311)

Processing options enable you to specify the default processing for programs and reports. Use these processing options to specify the program version that the system uses and the dates that contain data selection.

### Processing

**1. Version**                        Specify the version of Time Entry Batch Processor (R05116Z11) that the system uses. If you leave this field blank, the system uses the default version XJDE0001.

### Select

**1. Starting Date**                  Select schedule activities that have a date that is equal to or greater than the specified date.

**2. Ending Date**                    Select schedule activities that have a date worked that is less than or equal to the specified date.

## R186404 - Overtime Rule Set Batch Review Report

Use the Overtime Rule Set Batch Review report (R186404) to verify that the system performed the calculations as expected and charged any adjustments to the correct pay codes for each employee. The report included detailed information about the overtime rules that the system processed for each employee, including the hourly rate that the system calculated for overtime and the gross pay amounts for any adjustments. The report also includes totals of these:

• Original hours worked

• Original gross pay

• New hours worked

• New gross pay

If the calculations are not correct, make any necessary corrections before you process a payroll cycle that includes these timecards.

## R186405 - Overtime Rule Set Processing Report

Use the Overtime Rule Set Processing report (R186405) to verify that the system processed the overtime rule without any processing errors.

The Exceptions section of the report lists the employees for whom one of these conditions is true:

• An error prevents the system from creating the timecard.

- The system created the timecard, but an error or warning exists.

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

- Employees processed
- Timecards created
- Timecards processed
- Timecards changed

# APPENDIX B

# Delivered Workflow for JD Edwards EnterpriseOne Time and Labor

This appendix discusses the delivered workflow for JD Edwards EnterpriseOne Time and Labor.

**See Also**

*JD Edwards EnterpriseOne Tools 8.98 Workflow Tools Guide*

## Delivered Workflow for JD Edwards EnterpriseOne Time and Labor

This section discusses the JD Edwards EnterpriseOne Time and Labor workflow.

### Update Employee Auto Deposit Instructions

This section discusses the Update Employee Auto Deposit Instructions workflow.

**Description**

| Workflow Description | The system sends a workflow message to a human resources or payroll approver when a self-service user changes their auto deposit instructions. The instructions remain at a status of P (pending) and are not updated until the approver changes the status to A (approved). |
|---|---|
| Workflow Trigger | A self-service user changes their auto-deposit instructions. |
| Workflow Action | The approver for the employee receives a message in the Work Center to approve the auto deposit instructions. When the approver selects the message in the Work Center, the system displays the instructions and the approver can approve or deny the request. |

### Workflow Objects

| | |
|---|---|
| **System** | 05 |
| **Workflow Object Name** | UPDTEMPAUT |
| **Object ID** | N0500260 |
| **Event Description / Function Name** | LaunchAutoDepositRequest |
| **Sequence / Line Number** | 5 |

# Add Bank Transit Number

This section discusses the Add Bank Transit Number workflow.

### Description

| | |
|---|---|
| **Workflow Description** | The system sends a workflow message to a human resources or payroll approver when a self-service user changes their auto deposit instructions to specify a bank transit number that is not listed in UDC 07/BC. The instructions remain at a status of P (pending) and the transit number is not updated until the approver changes the status to A (approved). |
| **Workflow Trigger** | A self-service user specifies a bank transit number that is not in UDC 07/BC. |
| **Workflow Action** | The approver for the employee receives a message in the Work Center to approve the bank transit number. When the approver selects the message in the Work Center, the system displays the instructions and the approver can approve or deny the request. |

### Workflow Objects

| | |
|---|---|
| **System** | 05 |
| **Workflow Object Name** | ADDBANKTRA |
| **Object IDs** | N0500270, W055011I |
| **Event Description / Function Names** | LaunchAddBankTransitNumber, Button Clicked |
| **Sequence / Line Numbers** | 2, 4 |

# Verification of Employment Request

This section discusses the Verification of Employment Request workflow.

## Description

| Workflow Description | The system sends a workflow message to the employee listed in the processing options when an employee or manager enters a verification of employment request. |
|---|---|
| Workflow Trigger | An employee or manager enters a verification of employment request using a version of the Review Requests for Verification Of Employment program (P05003) for which the User Level processing option is set to 1 or 2. |
| Workflow Action | The approver receives a message in the Work Center to approve the requisition. When the approver specifies whether to create a mail merge letter and clicks the OK button, the workflow process continues and completes. |

## Workflow Objects

| System | 05 |
|---|---|
| Workflow Object Name | VOEREQUEST |
| Object ID | W05003B |
| Event Description / Function Name | Add Record to DB - After |
| Sequence / Line Number | 4 |

# Glossary of JD Edwards EnterpriseOne Terms

| | |
|---|---|
| **Accessor Methods/Assessors** | Java methods to "get" and "set" the elements of a value object or other source file. |
| **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 JD Edwards EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML. |
| **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.<br><br>In JD Edwards 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. |
| **Application Server** | Software that provides the business logic for an application program in a distributed environment. The servers can be Oracle Application Server (OAS) or WebSphere Application Server (WAS). |
| **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. |
| **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 JD Edwards EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date. |
| **Auto Commit Transaction** | A database connection through which all database operations are immediately written to the database. |
| **back-to-back process** | A process in JD Edwards EnterpriseOne Supply 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 JD Edwards EnterpriseOne.<br><br>In JD Edwards EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than JD Edwards EnterpriseOne to JD Edwards EnterpriseOne Accounts Receivable and JD Edwards EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to JD Edwards 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.<br><br>See also direct connect and store-and-forward. |
| **best practices** | Non-mandatory guidelines that help the developer make better design decisions. |

| | |
|---|---|
| **BPEL** | Abbreviation for *Business Process Execution Language*, a standard web services orchestration language, which enables you to assemble discrete services into an end-to-end process flow. |
| **BPEL PM** | Abbreviation for *Business Process Execution Language Process Manager*, a comprehensive infrastructure for creating, deploying, and managing BPEL business processes. |
| **Build Configuration File** | Configurable settings in a text file that are used by a build program to generate ANT scripts. ANT is a software tool used for automating build processes. These scripts build published business services. |
| **build engineer** | An actor that is responsible for building, mastering, and packaging artifacts. Some build engineers are responsible for building application artifacts, and some are responsible for building foundation artifacts. |
| **Build Program** | A WIN32 executable that reads build configuration files and generates an ANT script for building published business services. |
| **business analyst** | An actor that determines if and why an EnterpriseOne business service needs to be developed. |
| **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-JD Edwards 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 service** | EnterpriseOne business logic written in Java. A business service is a collection of one or more artifacts. Unless specified otherwise, a business service implies both a published business service and business service. |
| **business service artifacts** | Source files, descriptors, and so on that are managed for business service development and are needed for the business service build process. |
| **business service class method** | A method that accesses resources provided by the business service framework. |
| **business service configuration files** | Configuration files include, but are not limited to, interop.ini, JDBj.ini, and jdelog.properties. |
| **business service cross reference** | A key and value data pair used during orchestration. Collectively refers to both the code and the key cross reference in the WSG/XPI based system. |
| **business service cross-reference utilities** | Utility services installed in a BPEL/ESB environment that are used to access JD Edwards EnterpriseOne orchestration cross-reference data. |
| **business service development environment** | A framework needed by an integration developer to develop and manage business services. |
| **business services development tool** | Otherwise known as JDeveloper. |
| **business service EnterpriseOne object** | A collection of artifacts managed by EnterpriseOne LCM tools. Named and represented within EnterpriseOne LCM similarly to other EnterpriseOne objects like tables, views, forms, and so on. |

| | |
|---|---|
| **business service framework** | Parts of the business service foundation that are specifically for supporting business service development. |
| **business service payload** | An object that is passed between an enterprise server and a business services server. The business service payload contains the input to the business service when passed to the business services server. The business service payload contains the results from the business service when passed to the Enterprise Server. In the case of notifications, the return business service payload contains the acknowledgement. |
| **business service property** | Key value data pairs used to control the behavior or functionality of business services. |
| **Business Service Property Admin Tool** | An EnterpriseOne application for developers and administrators to manage business service property records. |
| **business service property business service group** | A classification for business service property at the business service level. This is generally a business service name. A business service level contains one or more business service property groups. Each business service property group may contain zero or more business service property records. |
| **business service property categorization** | A way to categorize business service properties. These properties are categorized by business service. |
| **business service property key** | A unique name that identifies the business service property globally in the system. |
| **business service property utilities** | A utility API used in business service development to access EnterpriseOne business service property data. |
| **business service property value** | A value for a business service property. |
| **business service repository** | A source management system, for example ClearCase, where business service artifacts and build files are stored. Or, a physical directory in network. |
| **business services server** | The physical machine where the business services are located. Business services are run on an application server instance. |
| **business services source file or business service class** | One type of business service artifact. A text file with the .java file type written to be compiled by a Java compiler. |
| **business service value object template** | The structural representation of a business service value object used in a C-business function. |
| **Business Service Value Object Template Utility** | A utility used to create a business service value object template from a business service value object. |
| **business services server artifact** | The object to be deployed to the business services server. |
| **business view** | A means for selecting specific columns from one or more JD Edwards EnterpriseOne application 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 JD Edwards 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 JD Edwards EnterpriseOne that appear on forms in the software. |
| **check-in repository** | A repository for developers to check in and check out business service artifacts. There are multiple check-in repositories. Each can be used for a different purpose (for example, development, production, testing, and so on). |
| **connector** | Component-based interoperability model that enables third-party applications and JD Edwards EnterpriseOne to share logic and data. The JD Edwards EnterpriseOne connector architecture includes Java and COM connectors. |
| **contra/clearing account** | A general ledger account in JD Edwards 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 JD Edwards EnterpriseOne Financial Management. |
| **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. |
| **correlation data** | The data used to tie HTTP responses with requests that consist of business service name and method. |
| **cost assignment** | The process in JD Edwards EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects. |
| **cost component** | In JD Edwards EnterpriseOne Manufacturing, an element of an item's cost (for example, material, labor, or overhead). |
| **credentials** | A valid set of JD Edwards EnterpriseOne username/password/environment/role, EnterpriseOne session, or EnterpriseOne token. |
| **cross-reference utility services** | Utility services installed in a BPEL/ESB environment that access EnterpriseOne cross-reference data. |
| **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. |
| **cXML** | A protocol used to facilitate communication between business documents and procurement applications, and between e-commerce hubs and suppliers. |
| **database credentials** | A valid database username/password. |
| **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 artifacts** | Artifacts that are needed for the deployment process, such as servers, ports, and such. |
| **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 JD Edwards 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.<br><br>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. |
| **duplicate published business services authorization records** | Two published business services authorization records with the same user identification information and published business services identification information. |
| **embedded application server instance** | An OC4J instance started by and running wholly within JDeveloper. |
| **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 JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne. |
| **Enterprise Service Bus (ESB)** | Middleware infrastructure products or technologies based on web services standards that enable a service-oriented architecture using an event-driven and XML-based messaging framework (the bus). |
| **EnterpriseOne administrator** | An actor responsible for the EnterpriseOne administration system. |
| **EnterpriseOne credentials** | A user ID, password, environment, and role used to validate a user of EnterpriseOne. |
| **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. |

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| **EnterpriseOne development client** | Historically called "fat client," a collection of installed EnterpriseOne components required to develop EnterpriseOne artifacts, including the Microsoft Windows client and design tools. |
| **EnterpriseOne extension** | A JDeveloper component (plug-in) specific to EnterpriseOne. A JDeveloper wizard is a specific example of an extension. |
| **EnterpriseOne process** | A software process that enables JD Edwards 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. JD Edwards 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. |
| **EnterpriseOne resource** | Any EnterpriseOne table, metadata, business function, dictionary information, or other information restricted to authorized users. |
| **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. |
| **explicit transaction** | Transaction used by a business service developer to explicitly control the type (auto or manual) and the scope of transaction boundaries within a business service. |
| **exposed method or value object** | Published business service source files or parts of published business service source files that are part of the published interface. These are part of the contract with the customer. |
| **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 "business unit." |
| **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 users 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. |
| **foundation** | A framework that must be accessible for execution of business services at runtime. This includes, but is not limited to, the Java Connector and JDBj. |
| **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. |
| **HTTP Adapter** | A generic set of services that are used to do the basic HTTP operations, such as GET, POST, PUT, DELETE, TRACE, HEAD, and OPTIONS with the provided URL. |

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| **instantiate** | A Java term meaning "to create." When a class is instantiated, a new instance is created. |
| **integration developer** | The user of the system who develops, runs, and debugs the EnterpriseOne business services. The integration developer uses the EnterpriseOne business services to develop these components. |
| **integration point (IP)** | The business logic in previous implementations of EnterpriseOne that exposes a document level interface. This type of logic used to be called XBPs. In EnterpriseOne 8.11, IPs are implemented in Web Services Gateway powered by webMethods. |
| **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. |
| **interface table** | See Z table. |
| **internal method or value object** | Business service source files or parts of business service source files that are not part of the published interface. These could be private or protected methods. These could be value objects not used in published methods. |
| **interoperability model** | A method for third-party systems to connect to or access JD Edwards EnterpriseOne. |
| **in-your-face-error** | In JD Edwards EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form. |
| **IServer service** | 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 JD Edwards EnterpriseOne appears 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 JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne file (or member for iSeries) that provides the runtime settings required for JD Edwards EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne. |
| **JDENET** | A JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne supported platforms. |
| **JDeveloper Project** | An artifact that JDeveloper uses to categorize and compile source files. |

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| **JDeveloper Workspace** | An artifact that JDeveloper uses to organize project files. It contains one or more project files. |
| **JMS Queue** | A Java Messaging service queue used for point-to-point messaging. |
| **listener service** | A listener that listens for XML messages over HTTP. |
| **local repository** | A developer's local development environment that is used to store business service artifacts. |
| **local standalone BPEL/ESB server** | A standalone BPEL/ESB server that is not installed within an application server. |
| **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 JD Edwards EnterpriseOne software runs. |
| **MailMerge Workbench** | An application that merges Microsoft Word 6.0 (or higher) word-processing documents with JD Edwards EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment. |
| **Manual Commit transaction** | A database connection where all database operations delay writing to the database until a call to commit is made. |
| **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 JD Edwards 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 JD Edwards 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 JD Edwards 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. |
| **Middle-Tier BPEL/ESB Server** | A BPEL/ESB server that is installed within an application server. |
| **Monitoring Application** | An EnterpriseOne tool provided for an administrator to get statistical information for various EntepriseOne servers, reset statistics, and set notifications. |

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| **named event rule (NER)** | Encapsulated, reusable business logic created using event rules, rather that 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. |
| *nota fiscal* | In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations. |
| *nota fiscal factura* | In Brazil, a nota fiscal with invoice information. |
| | See also *nota fiscal*. |
| **Object Configuration Manager (OCM)** | In JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne data for summarization and report generation. |
| **Output Stream Access (OSA)** | An interoperability model that enables you to set up an interface for JD Edwards EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing. |
| **package** | JD Edwards 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 snapshot 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 JD Edwards 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. |
| **Pathcode Directory** | The specific portion of the file system on the EnterpriseOne development client where EnterpriseOne development artifacts are stored. |

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| **patterns** | General repeatable solutions to a commonly occurring problem in software design. For business service development, the focus is on the object relationships and interactions. For orchestrations, the focus is on the integration patterns (for example, synchronous and asynchronous request/response, publish, notify, and receive/reply). |
| **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 JD Edwards EnterpriseOne environment used to test unaltered objects with JD Edwards EnterpriseOne 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 JD Edwards 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. |
| **Production Published Business Services Web Service** | Published business services web service deployed to a production application server. |
| **program temporary fix (PTF)** | A representation of changes to JD Edwards EnterpriseOne software that your organization receives on magnetic tapes or disks. |
| **project** | In JD Edwards 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 business service** | EnterpriseOne service level logic and interface. A classification of a published business service indicating the intention to be exposed to external (non-EnterpriseOne) systems. |
| **published business service identification information** | Information about a published business service used to determine relevant authorization records. Published business services + method name, published business services, or *ALL. |

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| **published business service web service** | Published business services components packaged as J2EE Web Service (namely, a J2EE EAR file that contains business service classes, business service foundation, configuration files, and web service artifacts). |
| **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 JD Edwards EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers using JD Edwards 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 JD Edwards EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data. |
| **real-time event** | A message triggered from EnterpriseOne application logic that is intended for external systems to consume. |
| **refresh** | A function used to modify JD Edwards 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. |
| **Rt-Addressing** | Unique data identifying a browser session that initiates the business services call request host/port user session. |
| **rules** | Mandatory guidelines that are not enforced by tooling, but must be followed in order to accomplish the desired results and to meet specified standards. |
| **quote order** | In JD Edwards Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order. |
| | In JD Edwards Sales Order Management, item and price information for a customer who has not yet committed to a sales order. |
| **secure by default** | A security model that assumes that a user does not have permission to execute an object unless there is a specific record indicating such permissions. |
| **Secure Socket Layer (SSL)** | A security protocol that provides communication privacy. SSL enables client and server applications to communicate in a way that is designed to prevent eavesdropping, tampering, and message forgery. |
| **SEI implementation** | A Java class that implements the methods that declare in a Service Endpoint Interface (SEI). |
| **selection** | Found on JD Edwards EnterpriseOne 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. |
| **serialize** | The process of converting an object or data into a format for storage or transmission across a network connection link with the ability to reconstruct the original data or objects when needed. |
| **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. The application also updates the Server Plan detail record to reflect completion. |
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| **Service Endpoint Interface (SEI)** | A Java interface that declares the methods that a client can invoke on the service. |
| **SOA** | Abbreviation for *Service Oriented Architecture*. |
| **softcoding** | A coding technique that enables an administrator to manipulate site-specific variables that affect the execution of a given process. |
| **source repository** | A repository for HTTP adapter and listener service development environment artifacts. |
| **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 JD Edwards 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. |
| **SSL Certificate** | A special message signed by a certificate authority that contains the name of a user and that user's public key in such a way that anyone can "verify" that the message was signed by no one other than the certification authority and thereby develop trust in the user's public key. |
| **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. |
| **superclass** | An inheritance concept of the Java language where a class is an instance of something, but is also more specific. "Tree" might be the superclass of "Oak" and "Elm," for example. |
| **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 JD Edwards EnterpriseOne systems. |
| **table access management (TAM)** | The JD Edwards 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 JD Edwards EnterpriseOne and third-party systems using non-JD Edwards EnterpriseOne tables. |

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| **table conversion** | An interoperability model that enables the exchange of information between JD Edwards EnterpriseOne and third-party systems using non-JD Edwards 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 JD Edwards 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 JD Edwards EnterpriseOne. |
| **three-way voucher match** | In JD Edwards 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 processing method** | A method related to the management of a manual commit transaction boundary (for example, start, commit, rollback, and cancel). |
| **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 authentication** | An authentication mechanism in which both client and server authenticate themselves by providing the SSL certificates to each other. |
| **two-way voucher match** | In JD Edwards 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 identification information** | User ID, role, or *public. |
| **User Overrides merge** | Adds new user override records into a customer's user override table. |
| **value object** | A specific type of source file that holds input or output data, much like a data structure passes data. Value objects can be exposed (used in a published business service) or internal, and input or output. They are comprised of simple and complex elements and accessories to those elements. |
| **variance** | In JD Edwards Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. |
| | In JD Edwards EnterpriseOne Project Costing and JD Edwards EnterpriseOne Manufacturing, 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. |

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| **versioning a published business service** | Adding additional functionality/interfaces to the published business services without modifying the existing functionality/interfaces. |
| **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 JD Edwards EnterpriseOne 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. |
| **Web Service Description Language (WSDL)** | An XML format for describing network services. |
| **Web Service Inspection Language (WSIL)** | An XML format for assisting in the inspection of a site for available services and a set of rules for how inspection-related information should be made. |
| **web service proxy foundation** | Foundation classes for web service proxy that must be included in a business service server artifact for web service consumption on WAS. |
| **web service softcoding record** | An XML document that contains values that are used to configure a web service proxy. This document identifies the endpoint and conditionally includes security information. |
| **web service softcoding template** | An XML document that provides the structure for a soft coded record. |
| **Where clause** | The portion of a database operation that specifies which records the database operation will affect. |
| **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. |
| **wizard** | A type of JDeveloper extension used to walk the user through a series of steps. |
| **workbench** | A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the JD Edwards EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of JD Edwards EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench. |
| **work day calendar** | In JD Edwards EnterpriseOne Manufacturing, 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.

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| **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 JD Edwards EnterpriseOne transactions as they occur and then calls third-party software, end users, and other JD Edwards EnterpriseOne 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 JD Edwards EnterpriseOne for responses. |
| **XML List** | An interoperability capability that enables you to request and receive JD Edwards EnterpriseOne database information in chunks. |
| **XML Service** | An interoperability capability that enables you to request events from one JD Edwards EnterpriseOne system and receive a response from another JD Edwards EnterpriseOne system. |
| **XML Transaction** | An interoperability capability that enables you to use a predefined transaction type to send information to or request information from JD Edwards EnterpriseOne. XML transaction uses interface table functionality. |
| **XML Transaction Service (XTS)** | Transforms an XML document that is not in the JD Edwards EnterpriseOne format into an XML document that can be processed by JD Edwards EnterpriseOne. XTS then transforms the response back to the request originator XML format. |
| **Z event** | A service that uses interface table functionality to capture JD Edwards EnterpriseOne transactions and provide notification to third-party software, end users, and other JD Edwards EnterpriseOne systems that have requested to be notified when certain transactions occur. |
| **Z table** | A working table where non-JD Edwards EnterpriseOne information can be stored and then processed into JD Edwards EnterpriseOne. Z tables also can be used to retrieve JD Edwards EnterpriseOne data. Z tables are also known as interface tables. |
| **Z transaction** | Third-party data that is properly formatted in interface tables for updating to the JD Edwards EnterpriseOne database. |

# Index