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# **JD Edwards World**

# **Canadian Payroll Guide**

## **Volume II**

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**Version A9.1**

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# 1 Payment Adjustments



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# Overview to Payment Adjustments

## Objectives

- To update current pay for an individual employee or a group of employees
- To correct historical pay for an individual employee or a group of employees
- To make retroactive pay changes for groups of employees

## About Payment Adjustments

Payment adjustments consist of:

- Correcting pay for individual employees
- Correcting pay for a group of employees
- Processing retroactive payroll

You can make payment adjustments to update employees' current pay information or to correct a previous underpayment or overpayment.

Processing retroactive payroll allows you to set up, process, and create timecards for pay adjustments that affect time periods prior to the one in which you are currently working.



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# Correct Pay for Individual Employees

## Correcting Pay for Individual Employees

You might need to correct an individual's pay for any of the following reasons:

- An employee's rate of pay might change permanently or temporarily.
- You might have incorrect rate information that impacted previous payments to an employee.
- An employee's rate is scheduled to change on a future date.

This section contains the following:

- [Updating Current Pay Information](#)
- [Correcting an Overpayment](#)
- [Correcting an Underpayment](#)
- [Updating Future Pay Information](#)

## Updating Current Pay Information

You update current pay information for an employee when there is an error in the timecard information or master table information that affects an employee's pay. You update current pay information to make the current rate accurate.

To update an employee's current pay information complete one of the following tasks:

- Change the current rate in the Employee Master table
- Change the current rate for multiple jobs
- Override the rate in time entry
- Correct the rate in time entry

You can use various methods to update an employee's current pay information:

Method	Description
Permanently change current pay	You can change the rate in the Employee Master table (F060116) to permanently change or correct an employee's pay rate.

Method	Description
Temporarily override the rate	You can update an employee's rate in time entry when you want to temporarily override the employee's regular hourly rate. The regular hourly rate is derived from the Employee Master table, the Union Rates table, the Occupational Pay Rates table, or the Pay Grade Step table.
Correct entry errors	You can correct an employee's rate in current time entry records if you have entered inaccurate hourly rate information.

## Changing the Current Rate in the Employee Master Table

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Employee Entry</b>
---	---

You change the rate in the Employee Master table (F060116) to permanently change or correct an employee's pay rate. When the system retrieves an employee's pay rate from the Employee Master table for timecard information, the rate change is used the next time you enter timecards or process pre-payroll and create autopay records.

To permanently change the rate of pay complete one of the following tasks:

- Change the current rate of pay for an employee
- Change the current rate of pay for an employee with a contract calendar

### To change the current rate of pay for an employee

On Employee Entry

1. To locate the employee, complete the following field:
  - Address Number
2. Change the value in any of the following fields:
  - Salary
  - Hourly Rate
  - Billing Rate

### To change the rate of pay for an employee with a contract calendar

On Employee Entry

1. To locate the employee, complete the following field:
  - Address Number
2. Choose the Contract/Calendar function or change the value in one or both of the following optional fields:
  - Pay Grade
  - Pay Step

3. On Contract Calendar, complete the following fields and press Enter:
  - Change Reason
  - Periods to Pay
  - Contract Calendar
  - Contract Salary
  - Calendar Start Date
  - Calendar Stop Date
  - Omit Record Option (RT)
4. Review the information in the following field:
  - Daily Rate of Pay
  - Pay Period Gross
5. Choose the Update function.

Field	Explanation
R/T to display	<p>A field denoting which records, or lines, to include in a contract salary calculation. Valid values are:</p> <p>I    Include this contract and salary information in the current calculation (default)</p> <p>O    Omit this contract and salary information in the current calculation</p> <p>Blank Display both the included and the omitted records and include in the calculation</p> <p>The entry you use as the R/T to display determines the records that display and the records that you want the system to include or omit in the calculation. For example, if you enter I as the R/T to display, only records with I display in the list of contracts attached to this employee. If you want to see both omitted and included records, leave the R/T to display field blank.</p> <p>If you do not want the system to include one or more of the contract records in the current calculation, you must enter O on the line for that record.</p>

<b>Field</b>	<b>Explanation</b>
Calendar Start	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you assign an employee a contract calendar enter one of the following:</p> <ul style="list-style-type: none"><li>▪ The first date covered under the contract, if the employee will begin work by that date</li><li>▪ The actual date the employee begins work, if the employee's start date is later than the first date covered by the contract</li></ul>
Stop	<p>The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you assign an employee a contract calendar enter one of the following:</p> <ul style="list-style-type: none"><li>▪ The last date covered under the contract, if the employee will work to that date</li><li>▪ The actual date the employee will stop work, if the employee's stop date is earlier than the last date covered by the contract</li></ul>
Daily Rate of Pay	<p>The daily rate of pay earned by an employee attached to a Contract/Calendar.</p> <p>The system calculates the daily rate of pay as follows:</p> <p>Contract Salary / Number of work days in the contract calendar that fall between the start and stop dates</p>

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Field	Explanation
Pay Pd Gross	<p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> <li>▪ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency)</li> <li>▪ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)</li> </ul> <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p>

## Changing the Current Rate for Multiple Jobs

	<p>From Canadian Payroll Master (G77), choose <b>Employee Information</b>  From Employee Information (G7711), choose <b>Employee Multiple Job Entry</b></p>
---	---

If an employee holds multiple jobs, you can permanently change or correct the rate of pay for an employee's primary and secondary jobs. The system uses the new rate change the next time you enter timecards or process pre-payroll and create autopay records. The system updates the change for primary job in the Employee Master (F060116) and the change for secondary jobs in the Employee Multiple Job tables (F060118).

### To change the current rate for multiple jobs

On Employee Multiple Job Entry

1. To locate the employee, complete the following field:
  - Address Number
2. Change one of the following fields:
  - Salary

- Salary Frequency
- Hourly Rate

## Overriding the Rate in Time Entry

	From Canadian Payroll Master (G77), choose <b>Time Entry</b> From Time Entry (G7712), choose an option under the <b>Time Entry</b> heading
---	---

You can update an employee's rate in time entry when you want to temporarily override the employee's regular hourly rate. The regular hourly rate is derived from the Employee Master table, the Union Rates table, the Occupational Pay Rates table, or the Pay Grade Step table. For example, when an employee works for the current pay period as a supervisor and receives a different rate of pay, you can override the rate in time entry.

### To override the rate in time entry

On any time entry form

Complete the following field:

- **Override Rate**

Field	Explanation
Rate - Hourly	<p>This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate.</p> <p>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.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs:</p> <ul style="list-style-type: none"> <li>▪ If the system retrieves rates from the Employee Master table (F060116), the system does not display rate amounts. A message of secured indicates that the system used employee information.</li> <li>▪ If the system retrieves the rate from the Union Rates or Occupational Pay Rates table, the system displays the rate of pay, provided that the rates for all lines of time entry are the same. If the system detects different rates for the lines of time entry, it displays a message of Dff U. Rate.</li> </ul>

## Correcting the Rate in Time Entry

	From Canadian Payroll Master (G77), choose <b>Time Entry</b> From Time Entry (G7712), choose an option under the <b>Time Entry</b> heading
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When you enter inaccurate hourly rate information, you can correct an employee's rate in current time entry records. After you correct the rate, the system accesses the new rate from the appropriate table to replace the rate in the Override Rate field and to re-calculate the employee's earnings.

### Before You Begin

- Change the rate in the Employee Master table, the Employee Multiple Job table, the Union Rates table, or the Occupational Rates table

### To correct the rate in time entry

On any time entry form

1. Locate the employee's time entry records that need to be corrected.
2. Remove the rate in the following field:
  - Override Rate

### See Also

- *Changing the Rate in the Employee Master Table (P060101)*
- *Entering Multiple Job Information (P060118)*
- *Defining Occupational Pay Rate Tables (P060231)*
- *Setting Up Pay Rate Tables (P069121)*

## Correcting an Overpayment

	From Canadian Payroll Master (G77), choose <b>History Inquiries</b> From History Inquiries (G7714), choose <b>Paycheque Review &amp; Void</b>
---	--

When an employee has been overpaid for any pay period earlier than the current one, you can correct the overpayment. To correct the overpayment, you should:

- Retrieve the payment from the employee, or have the bank reverse the direct deposit for those employees who are paid through automatic deposit.
- Void the earlier payment
- Issue another payment

### See Also

- *Voiding Payments (P060611 or P07061)*

- *Entering Interim Cheques (P07053)*

## Correcting an Underpayment

	From Canadian Payroll Master (G77), choose <b>Interims and Special Post</b> From Interim Cheques and Special Post (G7721), choose <b>Interim Cheque Entry</b>
---	--

When an employee has not received sufficient pay for a previous pay period, you can correct the underpayment. You do not need to void the earlier payment when an employee has been underpaid.

To correct an underpayment, you should:

- Enter the additional amount in time entry, if necessary
- Issue an interim payment or process the additional pay with the next pay cycle.

### See Also

- *Entering Essential Timecard Information (P061121, P061161, P061171, or P061191)*
- *Entering Interim Cheques (P07053)*

## Updating Future Pay Information

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Additional EE Data &amp; Reports</b> From Additional Employee Data & Reports (G77111), choose <b>Pay Rate Information</b>
---	---

You can enter future rates and effective dates to change an employee's pay information. Future updates generally occur when an increase is approved for a future date, such as the employee's anniversary.

You can change the following types of pay rates:

- Annual salary
- Hourly rate
- Billing rate

### See Also

- *Entering Future Changes for Rates Only (P060131)*
- *Entering Future Changes for Any Data Item (P06042)*
- *Revising Unprocessed Timecards (P061121)*

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# Correct Pay for a Group of Employees

## Correcting Pay for a Group of Employees

You might find it necessary to correct pay information for a group of employees instead of making corrections individual by individual. This is useful when the same changes are needed for employees with the same group characteristics.

This section contains the following:

- [Updating Current Pay Using Mass Change](#)
- [Setting Up New Pay Rate Tables to Update Current Pay](#)
- [Correcting Historical Pay for a Group of Employees](#)

## Updating Current Pay Using Mass Change

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>Employee Master Mass Change</b>
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You might find it necessary to correct the pay information for a group of employees instead of making corrections for each individual. This is useful when you need to make the same changes for employees with the same group characteristics.

You can correct current pay with a mass change when you specify and process new data for a selected data item for groups of employees. For example:

- Your company has approved a 4.5% increase for all salaried employees in the financial department.
- All hourly employees in the maintenance department whose wages are 7.25 an hour are receiving a .50 per hour increase.

### See Also

- *Processing Mass Change (P06045)*

## Setting Up New Pay Rate Tables to Update Current Pay

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Group Constants</b> From Group Constants (G7745), choose <b>Pay Rate Tables</b>
---	---

Use pay rate tables to associate pay rates with a specific group. When current payment information changes, you must set up new tables so that the system will process the current and future payrolls with the most recent information. Follow the steps to set up a pay rate table.

### **See Also**

- *Setting Up Pay Rate Tables (P069121)*

## **Correcting Historical Pay for a Group of Employees**

You might find it necessary to correct payments to one or more groups of employees for previous pay periods. To correct the historical pay for groups, complete the tasks to process retroactive pay.

### **See Also**

- *Processing Retroactive Payroll (P06283)*

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# Process Retroactive Payroll

## Processing Retroactive Payroll

Processing retroactive payroll allows you to set up rate adjustments, apply the adjustments to historical timecards, and automatically create new timecards for pay adjustments that affect time periods prior to the one in which you are currently working. For example, if you accept a labour contract after its effective start date, your organization might have to retroactively pay employees in that union to cover an increase in the rates of pay.

This section contains the following:

- [Setting Up Pay Rate Revisions](#)
- [Setting Up Retroactive Pay Type Tables](#)
- [Creating the Retroactive Pay Workfile](#)
- [Calculating Retroactive Pay](#)
- [Reviewing Retroactive Pay Workfile Records Online](#)
- [Reviewing Retroactive Pay Workfile Reports](#)
- [Revising Retroactive Pay Workfile Records](#)
- [Approving the Retroactive Timecard Workfile](#)
- [Creating Retroactive Timecards](#)
- [Correcting Rejected Timecards](#)

## Setting Up Pay Rate Revisions

You set up pay rate revisions to adjust pay that affects time periods prior to the one in which you are currently working. When you set up pay rate revisions, you can simplify the process of adjusting pay rates for a group of employees. You are not required to manually calculate the adjustments and enter timecards for each employee.

Setting up pay rate revisions includes the following tasks:

- Setting up pay rate revisions by union
- Setting up pay rate revisions by employee
- Setting up pay rate revisions by pay type

Rate revisions are adjustments that signify the difference between the rate that was paid and the rate that should have been paid (the net increase or decrease in the rate).

You can set up pay rate revisions by:

- **Union** - You can set up pay rate revisions by union to enter rate adjustments for all job types and steps associated with an existing union rates table. Enter rate adjustments for all affected job types and steps in the union.
- **Employee** - You can set up pay rate revisions by employee for rate adjustments that apply to specific employees, or those who are not included in the union.
- **Pay type** - You can set up pay rate revisions by pay type to apply the same rate revisions to all timecards having the same pay type.

You specify the sequence the system uses to retrieve rate revisions in the processing options for the rate extension program. When you enter rate revisions, you must indicate how the system will apply, or extend, the rate on the associated timecards in history.

You can use the following three rate extension methods:

Method	Description
Hourly (H)	Use hourly rate extensions only if the original timecards contain hours. Use a monetary format, for example enter two dollars as 2.00. The system multiplies the hours on the history timecards by this rate after it applies the multiplier of the original pay type. For example, if you enter .50 as the retroactive hourly rate revision for an overtime pay type with a pay type multiplier of 1.5, the system adjusts the rate to .75.
Percentage (%)	Enter percentage rates with no preceding decimal point. For example, enter ten percent as 10.00. The system multiplies the original gross pay on the history timecard by the percentage you enter. The system does not adjust for a pay type multiplier.
Flat monetary amounts (A)	Use a monetary format, for example enter two dollars as 2.00. The system applies this type of extension to each history timecard, regardless of the hours, gross pay, or number of timecards.

## Setting Up Pay Rate Revisions by Union

	From Canadian Payroll Master (G77), choose <b>Retroactive Processing</b> From Retroactive Payroll Processing (G7725), choose by <b>Union</b>
---	---

Set up pay rate revisions by union to enter rate adjustments for all job types and steps associated with an existing union rates table. Enter rate adjustments for all affected job types and steps in the union. You can use hourly amounts, percentages, or flat dollar amounts. During retroactive payroll processing the system applies these rates to specified timecards in the history tables, resulting in retroactive pay.

## To set up pay rate revisions by union

### On Rate Revisions by Union

069361 by Union

Oracle JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Union Table  
Resplay Previously Ch  
Retro Workfile Maintene  
Load Job Type/Step fro  
Previous Records  
Next Records  
Clear Screen

Action Code: R  
Union: 7000 Laborer  
Effective - From: 05/01/17 Thru: 06/30/17  
Skip to Job Type:

Job	Type	Step	Description	Rate/Amount	M
51			Foreman	.5000	II
52			Laborer	.5000	II
54			Engineer	.5000	II
56			Electrician	.5000	II
57			Laborer	.5000	II
57	R.2		Laborer	.3500	II
57	1		Laborer	.5000	II
57	2		Laborer	.5000	II

Opt: 1-EE Rts 9-Del F5=Union F10=Maint F11=Load Job F20=Next F24=More

1. Complete the following fields:
  - Union Code
  - Effective Date From
  - Effective Date Thru
  - Job Type
  - Retroactive Amount or Rate
  - Retroactive Rate Extension Method (M)
2. Complete the following optional field:
  - Job Step

Field	Explanation
Rate/Amount	A code to indicate what method is to be used for the Retro Rate Extension.
	% Percent of Gross Pay - Any rate using this method will be multiplied by the Gross Pay on the original timecard to create the Retro Gross Pay amount.
	H Rate per Hour Worked - Any rate using this method will be multiplied by the Pay Type Multiplier and then be multiplied by the number of hours worked on the original timecard to create the Retro Gross Pay amount.
	A Flat Dollar Amount - Any rate using this method will be treated as a flat dollar adjustment to the original timecard. The Retro Gross Pay amount for each timecard will be the same as the flat dollar amount specified.

## What You Should Know About

### Multiple rate tables for unions

When you enter more than one table for a union, enter different effective dates for each union master table. If you overlap effective dates for a union, the system creates an error.

If you need more than one table for a union due to different effective dates, JD Edwards World recommends that you create the first table and fully process it. Then, delete that table, create the second table, and process it.

### Unions negotiating more than one contract

When a union negotiates more than one contract during a fiscal year, use separate union tables to display the effective change dates for each contract. Do not combine the retroactive pay due for the two contracts into one Rate Revisions by Union table. The system cannot distinguish the dates that apply to each contract.

### Load job types and job steps

You can use the Load Job function to load the job types and job steps from existing union rates tables.

## Setting Up Pay Rate Revisions by Employee



From Canadian Payroll Master (G77), choose **Retroactive Processing**  
From Retroactive Payroll Processing (G7725), choose by **Employee**

Set up pay rate revisions by employee for rate adjustments that apply to specific employees, or those who are not included in the union. You can also include other employees who are not covered by the union or pay type tables in the retroactive calculations.

In addition, you can set a processing option on the rate extension program to create a rate revision table that lists those employees for whom it does not find pay rate revisions. This occurs if the employee was included in the data selection and had timecard history that did not match the existing rate revision tables. Those employees can have a rate set up here or be excluded from the selection.

## To set up pay rate revisions by employee

### On Rate Revisions by Employee

069362 by Employee

Oracle JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Redisplay Previously C  
Retro Timecard Maint  
Previous Records  
Next Records  
Clear Screen

869362 by Employee

Action Code [1]  
Union Code . (Opt) [ ]  
Job Type/Step. (Opt) [ ] / [ ]  
Effective - From [08/01/17] Thru [07/15/17]  
Ship to Employee No. [ ]

Employee	Number	Name	Rate/Amount	R
<input type="checkbox"/>	7500	McDougle, Cathy	13.6364	R
<input type="checkbox"/>	7701	Holidag, Anthony	10.0000	R
<input type="checkbox"/>	7702	Derrick, Leslie	10.0000	R
<input type="checkbox"/>				

Opt: 9=Delete F10=Workfile Maint. F19/F20=Previous/Next F24=More

#### 1. Complete the following fields:

- Effective Date From
- Effective Date Thru
- Employee Number
- Retroactive Amount or Rate
- Retroactive Rate Extension Method

#### 2. Complete the following optional fields:

- Union Code
- Job Type
- Job Step

#### See Also

- *Running the Rate Extension Program (P98300)*





Complete the following fields:

- Retro Pay Type
- From Pay Type
- Thru Pay Type

Field	Explanation
Retro Pay Type	A code to define the type of pay for Retro Pay Processing.

## What You Should Know About

- Adding target pay types** To create a new retroactive pay type to be used as a target pay type, choose the Pay Type Setup function.  
See *Setting Up Pay Types*.
- Excluding a retroactive pay type in autopay** To exclude a retroactive pay type for autopay during regular payroll processing, locate the retroactive pay type on Pay Type Setup and enter N in the Auto Pay Methods field.  
See *Setting Up Pay Types*.
- Processing a negative retroactive pay adjustment** When employees agree to a wage reduction, resulting in a negative pay adjustment, you must set up a benefit to handle the negative retroactive amounts. The timecard creation process converts negative amounts into a one-time override DBA.

## Creating the Retroactive Pay Workfile

	From Canadian Payroll Master (G77), choose <b>Retroactive Processing</b> From Retroactive Payroll Processing (G7725), choose <b>Record Selection</b>
---	---

To generate the retroactive pay processing workfile, you must select the appropriate timecards from the history table. The system requires two different versions of selection information to generate the workfile.

- History extraction
- Record selection

When you set up the data selection for the history extraction, you define the records you want the system to retrieve, or extract, from the Payroll Transaction History table (F0618). When you set up the data selection for the record selection version, you further define the records based on employee master data, such as pay status and termination date. This allows you to exclude timecards for terminated employees.

Use history extraction only to set the data selection and name the extraction version. Then, you must include this version in the processing options of the record selection

version. If you do not specify a version for the history extraction, the system creates an error report because it cannot retrieve the records from the history table.

You can also choose to calculate the retroactive pay and create pro forma timecards when you select the records. Alternatively, you can perform this process separately.

## See Also

- *Calculating Retroactive Pay (P06283)*

## Processing Options

See [Retro Record Selection \(P06280\)](#).

## Data Selection for Retroactive Workfile Record Selection

Typically, you need to specify only one union code and a range of work dates.

## Calculating Retroactive Pay



From Canadian Payroll Master (G77), choose **Retroactive Processing**  
From Retroactive Payroll Processing (G7725), choose **Rate Extension**

If you did not include the rate extension calculation when you generated the retroactive pay workfile, you can run it separately to calculate retroactive pay. For example, you might want to run rate extension as a separate program if you changed the rate revision amounts.

The system retrieves the pay rate revisions from the appropriate retroactive rate revisions tables and calculates the retroactive gross pay amount for each pro forma timecard in the workfile (F06278). If the computed retroactive gross pay for a pro forma timecard is zero or negative, or if the system does not find a rate in any of the tables, the system creates an exception report that lists the timecard record and the type of error. Voided hours or negative rate revisions can cause negative retroactive pay amounts.

## What You Should Know About

### **Rerunning the rate extension program**

You can rerun the rate extension program as many times as necessary as long as the workfile exists. This allows you to bypass the process of generating the workfile each time a rate revision changes.

If you rerun the rate extension program after you have approved or modified workfile records, the system does not apply rate revisions to workfile records that have been approved, modified, or both approved and modified.

To include approved and modified records, you must reset those records before you rerun the rate extension. Resetting approved and modified records overwrites all previous changes you made to them.

## See Also

- *Reviewing the Rate Extension Exception Report (P06284)*

## Processing Options

See [Retro Rate Extension \(P06282\)](#).

## Data Selection for Retroactive Rate Extension

Indicate the version name of the Record Selection program (workfile). If you use the default setting \*ALL, the system extends rates for every existing workfile created by the record selection process.

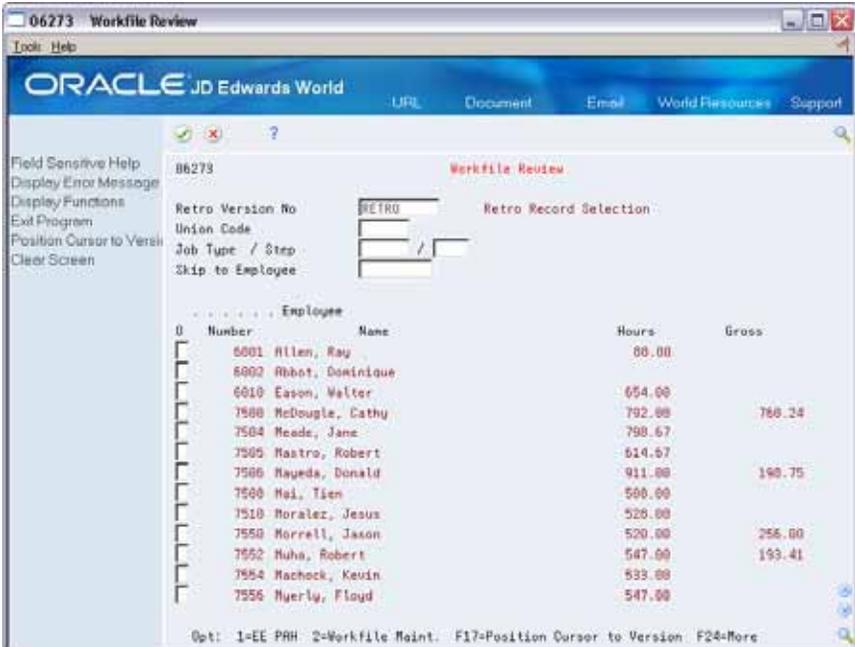
## Reviewing Retroactive Pay Workfile Records Online

	From Canadian Payroll Master (G77), choose <b>Retroactive Processing</b> From Retroactive Payroll Processing (G7725), choose <b>Workfile Review</b>
---	--

You can review each employee's cumulative hours and retroactive gross pay online. You can also review individual workfile retroactive pay pro forma timecards for all the employees that were selected when you generated the retroactive pay workfile.

### To review retroactive pay workfile records online

#### On Workfile Review

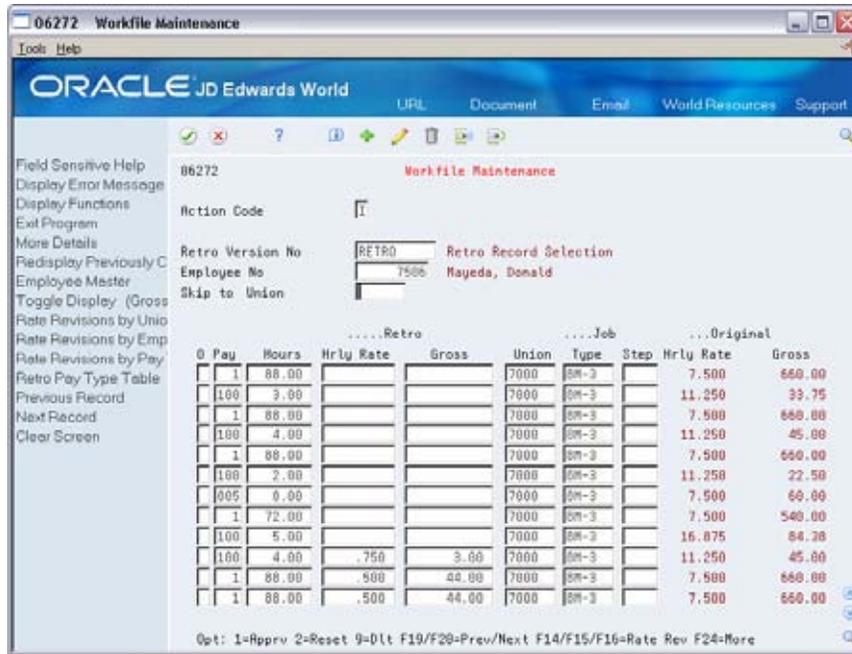


Number	Name	Hours	Gross
6001	Allen, Ray	00.00	
6002	Abbot, Dominique		
6010	Eason, Walter	654.00	
7500	McDougle, Cathy	792.00	788.24
7504	Reade, Jane	798.67	
7505	Maatro, Robert	614.57	
7506	Mayeda, Donald	911.00	190.75
7500	Mai, Tien	500.00	
7510	Moralez, Jesus	528.00	
7550	Morrell, Jason	520.00	256.00
7552	Huha, Robert	547.00	193.41
7554	Nachock, Kevin	533.00	
7556	Huerly, Floyd	547.00	

1. Enter the version number you used to generate the retroactive pay workfile in the following field:
  - Retro Version Number
2. To narrow the search, complete any of the following optional fields:
  - Union Code
  - Job Type
  - Job Step
3. To review the totals by pay type for an employee, choose the Retro Pay Amount/Hours option for an employee.

Pay	Description	Hours	Gross
1	Regular	856.00	176.00
100	Overtime 1.5	39.00	18.75
005	Holiday Pay	16.00	4.00
Totals:		911.00	198.75

4. On Pay Type Amounts/Hours, review the information for accuracy.
5. On Workfile Review, choose the Workfile Maintenance option to review an individual's pro forma timecards for retroactive pay .



6. On Workfile Maintenance, review the information for accuracy.

## Reviewing Retroactive Pay Workfile Reports

	From Canadian Payroll Master (G77), choose <b>Retroactive Processing</b> From Retroactive Payroll Processing (G7725), choose <b>Retro Time &amp; Pay Register</b>
---	--

The system calculates the pro forma timecards from the data you selected in the history extraction and rate extension programs. The Retro Time and Pay Register provide a print copy of the workfiles' pro forma timecards. You review retroactive pay workfile reports to verify that the information you defined to generate the workfile is correct.

You can create either a detailed or a summary version of this report. The detail report lists each timecard by employee and pay type and a summary of each pay type.

The system prints the Rate Extension Exception report only if any records have a zero or negative amount or if there is no rate revision.

06284		JD Edwards World				Page No. . . . . 2				
		Retro Time and Pay Register				Date - . . . . 7/13/17				
Retro Version. . . XJDETR0001		Retro Record Selection		Union 7000						
Employee No	Employee Name	Union	Type	Step	Pay Type	Work Date	Hours	Rate Paid	Method	Retro Extended Amount
7506	Mayeda, Donald	7000	8M-3		1	06/15/17	88.00	.500		44.00
		7000	8M-3		1	06/30/17	88.00	.500		44.00
		7000	8M-3		100	06/01/17	4.00	.750		3.00
		7000	8M-3		100	06/30/17	6.00	.750		4.50
		Pay Type Summary:			1		176.00			88.00
					100		10.00			7.50
Total:							186.00			95.50
7550	Morrell, Jason	7000	62		1	06/01/17	8.00	.500		4.00
		7000	62		1	06/02/17	8.00	.500		4.00
		7000	62		1	06/03/17	8.00	.500		4.00
		7000	62		1	06/04/17	8.00	.500		4.00
		7000	62		1	06/05/17	8.00	.500		4.00
		7000	62		1	06/08/17	8.00	.500		4.00
		7000	62		1	06/09/17	8.00	.500		4.00
		7000	62		1	06/10/17	8.00	.500		4.00
		7000	62		1	06/11/17	8.00	.500		4.00
		7000	62		1	06/12/17	8.00	.500		4.00
		7000	62		1	06/15/17	8.00	.500		4.00
		7000	62		1	06/16/17	8.00	.500		4.00
		7000	62		1	06/17/17	8.00	.500		4.00
		7000	62		1	06/18/17	8.00	.500		4.00
		7000	62		1	06/19/17	8.00	.500		4.00
		7000	62		1	06/22/17	8.00	.500		4.00
		7000	62		1	06/23/17	8.00	.500		4.00
		7000	62		1	06/24/17	8.00	.500		4.00
		7000	62		1	06/25/17	8.00	.500		4.00
		7000	62		1	06/26/17	8.00	.500		4.00
		7000	62		1	06/29/17	8.00	.500		4.00
		7000	62		1	06/30/17	8.00	.500		4.00
		Pay Type Summary:			1		176.00			88.00
Total:							176.00			88.00

06282		JD Edwards World				Page - . . . . 1		
		Retro Rate Extension Exception				Date - . . . . 7/08/17		
Version Number. . . TEST	Retro Record Selection	U						
Emp No.	Name	Wrk Date	Pay Union	Type	Step	Rate	Amount	Message
20004	Miller, Dennis A.	04/30/17	1 99707	0A-1				No Rate/Added to Emp. Tbl
20004	Miller, Dennis A.	05/31/17	1 99707	0A-1				No Rate Found
20006	West, Victoria C.	04/30/17	1 99707	0A-3				No Rate/Added to Emp. Tbl
20006	West, Victoria C.	05/31/17	1 99707	0A-3				No Rate Found
20010	Mirand, Francis D.	04/30/17	1 99707	0A-10				No Rate/Added to Emp. Tbl
20010	Mirand, Francis D.	05/31/17	1 99707	0A-10				No Rate Found

## Processing Options

See [Retro Time and Pay Register \(P06284\)](#).

## Data Selection for Retroactive Pay Workfile Reports

To limit the report to only one workfile, change the default setting of \*ALL to a specific record selection version.

## Revising Retroactive Pay Workfile Records



From Canadian Payroll Master (G77), choose **Retroactive Processing**  
 From Retroactive Payroll Processing (G7725), choose **Workfile Revisions**

After you review the records in the retroactive pay workfile for accuracy, you revise any timecards that require changes. Each detail line represents one timecard from the employee's history table. When you revise a workfile record, you change only the retroactive pro forma timecard in the workfile. You do not change the payroll history tables.

You cannot change the percentage and have the system automatically calculate a new gross amount. You can either manually calculate and enter the new amount or change the appropriate rate revisions table and rerun the rate extension.

Before the system can create actual timecards, you must approve each record. You can manually approve, remove the approval code (reset), or delete a record as you revise it.

## To revise retroactive pay workfile records

### On Workfile Revisions

06272 Workfile Revisions

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Redisplay Previously C  
Employee Master  
Toggle Display (Gross  
Rate Revisions by Union  
Rate Revisions by Emp  
Rate Revisions by Pay  
Retro Pay Type Table  
Previous Record  
Next Record  
Clear Screen

06272 Workfile Revisions

Action Code

Retro Version No  Retro Record Selection

Employee No  Mayeda, Donald

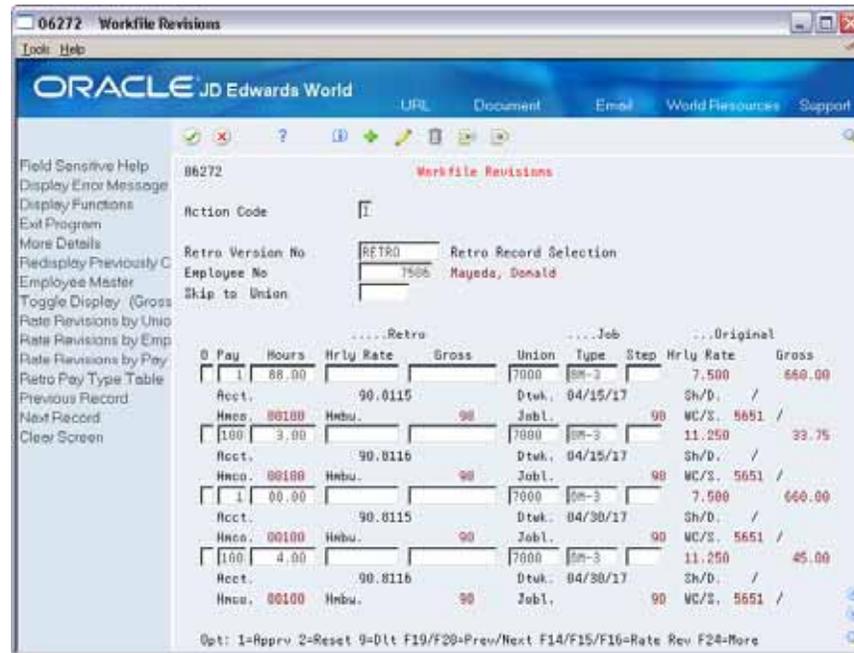
Ship to Union

	Pay	Hours	Hrly Rate	Gross	Union	Type	Step	Hrly Rate	Gross
	1	88.00			7000	SM-3		7.500	660.00
	100	3.00			7000	SM-3		11.250	33.75
	1	88.00			7000	SM-3		7.500	660.00
	100	4.00			7000	SM-3		11.250	45.00
	1	88.00			7000	SM-3		7.500	660.00
	100	7.00			7000	SM-3		11.250	78.75
	005	8.00			7000	SM-3		7.500	60.00
	1	72.00			7000	SM-3		7.500	540.00
	100	5.00			7000	SM-3		16.075	80.38
	100	4.00	.750	3.00	7000	SM-3		11.250	45.00
	1	88.00	.500	44.00	7000	SM-3		7.500	660.00
	1	88.00	.500	44.00	7000	SM-3		7.500	660.00

Opt: 1=Apprv 2=Reset 9=Del F19/F20=Prev/Next F14/F15/F16=Rate Rev F24=More

- Complete the following field:
  - Retro Version Number
- To select a specific employee, complete the following field:
  - Employee Number
- Make changes to any of the following fields:
  - Pay Type Code
  - Hours Worked
  - Retroactive Hourly Rate
  - Retroactive Gross
  - Union
  - Job Type
  - Job Step

#### 4. Access the detail area.



5. Review the values in the following fields:
  - Account Number
  - Date Worked
6. To approve a record, choose the Approve option.
7. To change a previously approved or rejected record, choose the Reset option.
8. To delete a record, choose the Delete option.
9. Review the result on the record line in the following field:
  - Retro Timecard Indicator (not labeled)

Field	Explanation
Retro	<p>A code that indicates the status of the timecard. Valid values are:</p> <ul style="list-style-type: none"> <li>A Approved Timecard</li> <li>B Approved Manual Changed Timecard</li> <li>M Manual Changed Timecard</li> <li>R Rejected Timecard</li> </ul> <p>If you reset and change a previously approved or rejected record, the indicator code changes.</p> <ul style="list-style-type: none"> <li>▪ If the previous code was B, it changes to M</li> <li>▪ If the previous code was A, M, or R, it changes to Blank</li> </ul>

Field	Explanation
Hrly Rate	<p>The rate the system used to calculate an employee's retroactive pay.</p> <p>If you enter an hourly rate, the system multiplies this amount by the hours and the pay type multiplier to create a new retroactive gross amount. Therefore, the system recalculates any hourly rate you enter on a pay type that has a multiplier greater than 1.0. For example, if you enter an hourly rate of .50 on an overtime pay type that has a multiplier of 1.5, the system changes the rate to .75 before multiplying the hours by the rate.</p> <p>If you enter the rate as a percentage, the system does not consider the pay type multiplier. Instead, the system multiplies the regular gross amount by the percentage to calculate the retroactive gross amount.</p> <p>If you enter a flat dollar amount, the system applies the amount as the total retroactive gross amount. Flat dollar amounts do not force a calculation.</p>
Gross	The amount of wages to be paid the employee for retroactive pay.

## What You Should Know About

<b>Correcting blank values</b>	<p>If the Retro Hourly Rate and Retro Gross fields are blank, one of the following occurred:</p> <ul style="list-style-type: none"> <li>▪ The Rate Extension program was not run.</li> <li>▪ The Rate Extension program could not find a retroactive rate revisions table for the combination of employee, union, job type, job step, and work date.</li> </ul> <p>To correct this situation, verify that you have set up a valid union, employee, or pay type retroactive table and that the work dates for the employee falls on or between the dates specified in the table.</p>
<b>Correcting unextended records</b>	<p>If the system failed to extend only a few records for an employee, the work date in the table was outside the date ranges specified in the retroactive rate revisions table.</p> <p>To correct this situation, either manually extend the gross pay on Workfile Revisions or verify that the correct table is being used and rerun the Rate Extension program.</p>
<b>Approving and resetting a record</b>	When you choose either the Approve or the Reset option, it is not necessary to use the Change action.
<b>Adding a record</b>	Use the Change action to add a record. Enter the account number and work date in the detail area. The system retrieves the remaining required information from the employee master record.

<b>Adding a record without an account number</b>	If you add a record and do not provide an account number, the system assigns an account number following the rules established in the automatic accounting instructions for business unit, object, and subsidiary.
<b>Correcting account number or date worked</b>	If an account number or date worked has been incorrectly assigned to a record, you must delete the entire record and re-enter it with the correct information.
<b>Deleting a record</b>	To delete a record, choose the Delete option and use the Change action. The system deletes the record from the Retroactive Timecard workfile (F06278), but not from the Payroll Transaction History table (F0618).  If you delete a record, rerunning the Rate Extension program does not re-create the deleted record in the workfile. To retrieve the deleted record, you must rerun the Record Selection program or manually add the record on Workfile Revisions.
<b>Revising records in batch</b>	You can run a batch program to approve, reset, or delete all or selected retroactive pay records.  See <i>Approving the Workfile</i> .

## Processing Options

See [Retro Workfile Maintenance \(P06272\)](#).

## Approving the Retroactive Timecard Workfile



From Canadian Payroll Master (G77), choose **Retroactive Processing**  
From Retroactive Payroll Processing (G7725), choose **Workfile Approval/Reset**

If you want to create actual retroactive timecards to use in payroll processing, you must approve the pro forma timecards in the workfile. You can run a batch program to approve all or selected pro forma timecards in the Retroactive Timecard Workfile (F06278).

This program does not generate a report.

## What You Should Know About

<b>Resetting or deleting records by batch</b>	You can also create versions of this program to reset or delete the records in the workfile.
<b>Approving records manually</b>	You can manually approve one or more records. See <i>Revising Workfile Records</i> .

## Processing Options

See [Retro Workfile Approval/Reset \(P06281\)](#).

## Data Selection for Retro Timecard Approval

You can specify parameters to select only the records you want to approve, delete, or reset.

## Creating Retroactive Timecards

	From Canadian Payroll Master (G77), choose <b>Retroactive Processing</b> From Retroactive Payroll Processing (G7725), choose <b>Create Retro Timecards</b>
---	---

To include the retroactive payments in a payroll cycle, you must create actual retroactive timecards for all approved records. When you create retroactive timecards, the system summarizes the pro forma timecard records and creates the following retroactive information for standard payroll processing:

- Timecards (F06116)
- DBAs (F0609)
- Interim cheques and associated timecards

You can create retroactive timecards as often as necessary.

When you create retroactive timecards, the system generates a report. Depending on how you set the associated processing option, the system generates either a posting report or an exception report.

The Retro Timecard Posting report lists all records processed from the workfile depending on the data selection of Create Retro Timecards. The system uses transaction numbers to identify the successfully processed records. If the system did not create a timecard, the record includes a transaction number of zero (0) with associated error messages.

The Retro Timecard Exception report lists only the records in error with an associated error message.

06283		JD Edwards World					Page . . . . . 1	
		Retro Timecard Posting Report					Date . . . . . 7/31/17	
							Batch No . . . . . 8612	
Retro Version . . . . .	XJDETR0001	Retro Record Selection	U					
Trans No.	Emp. No	Employee Name	Wk Date	Type	Hours Wk	Retro Gross Amt	Message	
26706	7506	Mayeda, Donald	07/01/17	15	176.00	88.00		
26707	7506	Mayeda, Donald	07/01/17	15	10.00	7.50		
26708	7550	Morrell, Jason	07/01/17	15	88.00	44.00		
26709	7550	Morrell, Jason	07/01/17	15	88.00	44.00		
26710	7552	Muha, Robert	07/01/17	15	32.00	11.20		
26711	7552	Muha, Robert	07/01/17	15	32.00	11.20		
26712	7552	Muha, Robert	07/01/17	15	24.00	8.40		
26713	7552	Muha, Robert	07/01/17	15	16.00	5.60		
26714	7552	Muha, Robert	07/01/17	15	16.00	5.60		
26715	7552	Muha, Robert	07/01/17	15	8.00	2.80		
26716	7552	Muha, Robert	07/01/17	15	16.00	5.60		
26717	7552	Muha, Robert	07/01/17	15	16.00	5.60		
26718	7552	Muha, Robert	07/01/17	15	16.00	5.60		
26719	7552	Muha, Robert	07/01/17	15	3.00	1.58		
26720	7552	Muha, Robert	07/01/17	15	3.00	1.58		
26721	7552	Muha, Robert	07/01/17	15	2.00	1.05		
26722	7552	Muha, Robert	07/01/17	15	2.00	1.05		

06283		JD Edwards World				Page . . . . . 1	
		Retro Timecard Exception Report				Date . . . . . 7/13/17	
						Batch No . . . . . 8522	
Retro Version . . . . .	XJDETR0001	Retro Record Selection	U				
Trans No. Emp. No	Employee Name	Wk Date	Type	Hours Wk	Retro Gross Amt	Message	
0	7552 Muha, Robert	07/01/17		32.00	11.20	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		32.00	11.20	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		24.00	8.40	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		16.00	5.60	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		16.00	5.60	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		8.00	2.80	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		16.00	5.60	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		16.00	5.60	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		16.00	5.60	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		16.00	5.60	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		3.00	1.58	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		3.00	1.58	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		2.00	1.05	Retro Pay Type not found	
0	7552 Muha, Robert	07/01/17		2.00	1.05	Retro Pay Type not found	

## What You Should Know About

### Negative gross pay

If the total of all gross pay records for the employee, pay type, and account information is a negative amount (that is, negative retroactive pay), the system does not create a timecard. The result depends on whether you specified a valid benefit number (DBA) in the associated processing option, as follows:

- Valid benefit number - The system creates a negative amount as a one-time override with the benefit number. JD Edwards World recommends that you set up the DBA with 2 in the Effect on Check field (taxable pay is included in gross and net calculations).
- Invalid benefit number - The system rejects the record.

See *Correcting Rejected Timecards*.

If all employees in the workfile have negative gross pay, JD Edwards World recommends that you set the processing options to create standard timecards. The system creates DBA one-time overrides which can then be processed with regular pay only during a normal payroll.

### Zero gross pay

If the gross pay amount for the combination of employee, pay type, and account information is zero (0), the system removes the record from the workfile without creating a timecard.

### Employee master information

During timecard creation, the system retrieves information from the Employee Master table (F060116). If necessary, update the actual retroactive timecard in a time entry program.

### Business unit security

The system verifies all menu selections on the Retroactive Payroll Processing menu for business unit security. If a user is not authorized to access a record, the record prints on the exception report. The system resets the record with a blank indicator code and leaves it in the workfile. You must approve these records again and rerun the Create Retro Timecards program.

## Processing Options

See [Create Retro Timecards \(P06283\)](#).

## Correcting Rejected Timecards

Before creating a timecard, the system verifies all information in the workfile pro forma records. When the program successfully verifies a record, it performs the following:

- Creates a timecard, one-time-override, or interim cheque to be used for payroll processing
- Removes the verified record from the workfile

After all records are processed, the only records remaining in the workfile are rejected records and records not previously approved. The system marks the rejected records with the appropriate error codes preventing the pro forma timecards from further processing.

Reasons for rejecting retroactive timecards include the following:

- The history pay type is not associated with a target pay type in the Retro Pay Type table, or the target pay type is not found in the Pay Type Specifications table (F069116)
- The account number in the workfile does not pass the account number test for posting account numbers, for validity of account number, or for posting business unit
- For negative pay, the benefit code that is specified in the processing options is not valid

Based on the reason the system rejected the timecard, you might need to:

- Repeat any or all of the tasks to process retroactive payroll
- Change the processing options before you create the retroactive payroll so that the system includes the rejected timecards

## See Also

- *Revising Retroactive Workfile Records (P06272)*
- *Creating Retroactive Timecards (P06283)*

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## **2 Employee History and Turnover**



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# Overview to Employee History and Turnover

## Objectives

- To review history and turnover records
- To correct history and turnover records
- To delete or archive history records
- To run reports

## About Employee History and Turnover

Within any organization, employees continually change jobs, receive raises, are promoted, or change their marital status. You can set up your system to store historical records of the employee information. This means that when you enter or update employee information, the system creates a historical record of the old information. You can set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

For employees who have multiple jobs within your organization, the system stores history records for each job. The system stores this information in a separate table from the employee history and turnover tables.

Working with employee history and turnover information includes:

- Working with records for employee master history
- Reviewing employee history reports
- Working with records for multiple job history
- Correcting turnover records

You can track employee history and turnover for any of the information stored in the Employee Master table (F060116). You can use history and turnover information to:

- Review the employee's job progression
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Consider an employee for a promotion
- Consider an employee for another position

- Monitor employee movement within your company

## What Is Employee Master History?

Employee master history includes the history records that the system creates when you change information on the employee entry forms. You must specify the data items (such as home company, tax ID number, and so on) for which you want to track history. These data items must exist in the Employee Master table. Whenever you change employee information, the system creates a separate history record for each data item for which you are tracking history.

As you enter and revise information for the data items that you selected for history tracking, the system temporarily stores history and turnover records in a data queue. You use the history monitor feature to control when the system transfers the records in the data queue to the permanent history and turnover tables. You activate the history monitor when you want to transfer records to the history and turnover tables immediately after you make a change. When the history monitor is not active, the system stores the history records in the data queue until you activate the monitor. To speed computer response time, you might choose to activate the monitor only at night, when no users are working on the system.

The data queue has limited storage space. If you do not activate the monitor regularly, the data queue can become too large and you will be unable to retrieve records.

The history records include the following information:

- The specific change
- The reason for the change (known as the change reason code)
- The date that the change becomes effective
- The system date when the change was made
- The user ID of the person who made the change
- The program ID that identifies where the change was made

## What Is Employee Multiple Job History?

In some organizations, employees can have multiple jobs. Each employee has one primary job. Any additional job that an employee might hold at the same time as the primary is called a secondary job. For employees who have multiple jobs, the system stores history records for each job.

## Why Is the Change Reason Code Important?

When you revise employee information, the system prompts you for a change reason code. The change reason code indicates whether the system should record the change to the employee information as employee history only or as both employee history and turnover. The system does not create a turnover record unless you enter a change reason code. The system also stores the change reason code with the employee history record.

When you enter job changes for an employee with multiple jobs, and the change reason code and effective date are different for each job, the system creates a separate record for each change in the Employee Multiple Job History table.

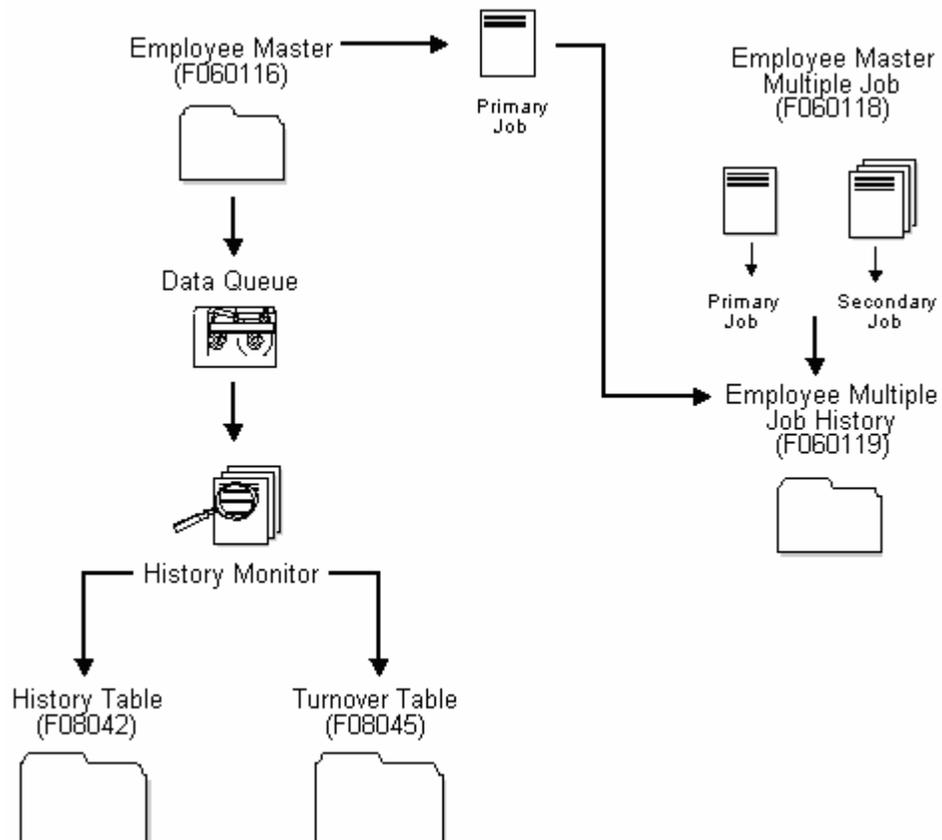
You define change reason codes in the user defined code table 07/T. When you define change reason codes, it is important to note that alphabetic codes have a negative effect on turnover. Conversely, numeric codes have a positive effect on turnover.

## Where Does the System Store History and Turnover Records?

The system stores history and turnover information in the following tables:

- Employee master and primary job history in the HR History table (F08042)
- Employee turnover information for employees' primary jobs in the Employee Turnover Analysis table (F08045)
- Primary and secondary job history in the Employee Multiple Job History table (F060119).

When an employee has multiple jobs at one time, the system maintains turnover information only for the primary job. The following diagram shows how the system tracks information from the current employee tables to the history and turnover tables.





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# Work with Records for Employee Master History

## Working with Records for Employee Master History

When current employee information changes, such as when an employee is promoted or changes marital status, you must update the employee's record to reflect the change. You can set up your system to create historical records of the information you changed when you update employee records to reflect such changes.

This section contains the following:

- [Reviewing Employee History](#)
- [Correcting Employee History](#)

You can review historical information since the date you began tracking history. This allows you to analyze an employee's qualifications and work record. For example, you can:

- Review an employee's job progression
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Analyze an employee's job history to determine whether the employee is ready for a promotion

You can correct history records if you made a mistake when you entered employee information and the system stored that mistake in history records.

You might make a mistake and not want to maintain the record in history. You can delete a history record if it is inaccurate and if you do not want to maintain it in the history table.

To conserve computer disk space, you can transfer past years' history records to tape or to an alternate backup system.

### Before You Begin

- Specify the employee data items for which you want to track turnover. See *Choosing Data for Tracking Purposes*.
- Verify that the Human Resources constants are set to track turnover. See *Setting Up History and Turnover Constants*.
- Verify that the history subsystem and monitor are set to run. See *Activating History and Turnover Tracking*.

## See Also

- *Entering Employee Information (P060101)*
- *Understand History and Turnover Tracking (P08042)*
- *Purging History Records (P080860)*

## Reviewing Employee History



From Canadian Payroll Master (G77), choose **Employee Information**  
 From Employee Information (G7711), choose **Change Control & Monitoring**  
 From Change Control & Monitoring (G77112), choose **Employee History Inquiry**

You can set up your constants so that the system creates history records for employees whenever you change employee information. You might want to review this history to:

- Analyze historical changes to employee information
- Consider an employee's work record for promotions or raises
- Consider an employee's work record for another position

To review the complete history records for an individual, from the oldest entry through the most recent entry, you can use Employee History Inquiry. You can also review all the history that is linked to a specific data item.

### To review employee history

#### On Employee History Inquiry

Description	History Data	Data Description	Date
Alpha Name	McDougle, Cathy		01/01/2017
Address Number	7500	McDougle, Cathy	01/01/2017
Benefit Group	MGMT	Management Benefi	01/01/2017
	EXEC	Executive Benefit	01/01/2017
	MGMT	Management Benefi	01/01/2017
Date Of Last Raise	03/03/1997		01/01/2017
	05/12/1995		05/12/2014
Date of Original Emp	03/03/1998		01/01/2017
Date Started	03/03/1998		01/01/2017
Employee Classificat	N		01/01/2017
EE0 Job Cat	001	Officials and Adm	01/01/2017
	001	Officials and Adm	01/01/2017
	002	Professionals	03/02/2016
FLSA Exempt Y/N	Y		01/01/2017
Home Company		108	01/01/2017

1. Complete the following field:

- Employee Number
2. Complete any of the following optional fields:
    - As of Date
    - Last Change
    - Data Item

Description	History Data	Data Description	Date
Alpha Name	McDougle, Cathy		01/01/2017
EE No.	7500	Data Item ALPH	User DEMO Pgn ID P080420
Change Reason	001 New Hire	Sequence Number	1.00
Address Number		7500 McDougle, Cathy	01/01/2017
EE No.	7500	Data Item ANS	User DEMO Pgn ID P080420
Change Reason	001 New Hire	Sequence Number	1.00
Benefit Group	MGMT	Management Benefi	01/01/2017
EE No.	7500	Data Item DIVC	User RF77630 Pgn ID P06394
Change Reason	010 Database correction	Sequence Number	3.00
	EXEC	Executive Benefit	01/01/2017
EE No.	7500	Data Item DIVC	User AB709451T Pgn ID P080420
Change Reason	002 Promotion	Sequence Number	2.00
	MGMT	Management Benefi	01/01/2017
EE No.	7500	Data Item DIVC	User DEMO Pgn ID P080420
Change Reason	001 New Hire	Sequence Number	1.00

3. Access the detail area.
4. Review the information.

Field	Explanation
As of Date	<p>The date for which you want to review employee history and employee turnover. Any history or turnover that has an effective date after the date you enter in this field does not appear on the form. If you do not enter a date, the system date is the default date.</p> <p>In the history or turnover purge programs, all data with an effective date (data item EFTO) on or before this date will be purged. You must enter this date.</p>

Field	Explanation
Last Chg Only (Y)	<p>A code that defines whether the screen displays only employee history changes made through the date you indicate in the As of Date field. Valid codes are:</p> <p>Y Yes, display only the history changes in effect through the As of Date.</p> <p>N No, display all changes.</p> <p>Blank The same as N.</p> <p><b>Note:</b> Since changes are based on effective date, if two changes were made on the same date, the screen shows both changes.</p>

## What You Should Know About

<b>Reviewing history for a specific date</b>	To review all of the history for an individual employee for one specific date, use Employee History Snapshot. This screen displays only the history that is in effect on the date you specify.
<b>Field-sensitive history</b>	<p>On the employee entry form, you can use the Field Sensitive History function to access history for a specific field. You must position the cursor in the field for which you want to review history.</p> <p>For example, to review an employee's job history, position the cursor in the Job Type field and choose the Field Sensitive History function.</p>

## Processing Options

See [Employee History Inquiry \(P08042\)](#).

## Correcting Employee History

	<p>From Canadian Payroll Master (G77), enter 27</p> <p>From Payroll Advanced/Technical Operations (G773), choose <b>History &amp; Turnover Menu</b></p> <p>From History &amp; Turnover Technical Operations (G7733), choose <b>Employee History</b></p>
---	---

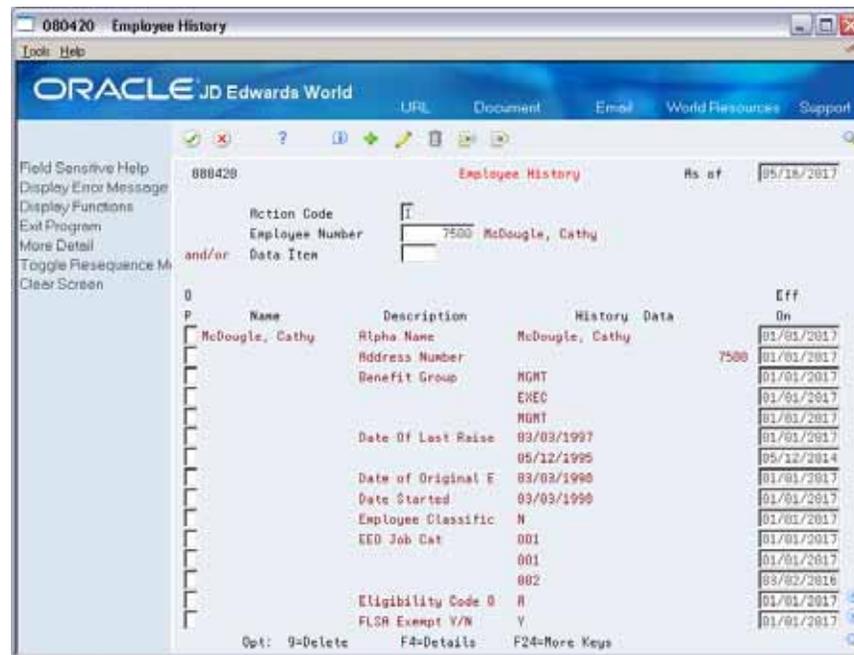
Each time you make an entry in an employee record, the system creates a record in the corresponding history table. If you make a mistake when you enter employee information and then correct the error, you must delete the incorrect record from the corresponding history table to maintain an accurate history trail. When you delete a record in the history table, you do not affect the information in the Employee Master table.

If the only information you incorrectly entered was the change reason or the effective date, you can correct that information in the history table. You do not need to delete the entire record to correct those two fields.

Correcting the error in the history table allows you to maintain accurate history records. If the history record you correct has a change reason, you must also correct the corresponding turnover record.

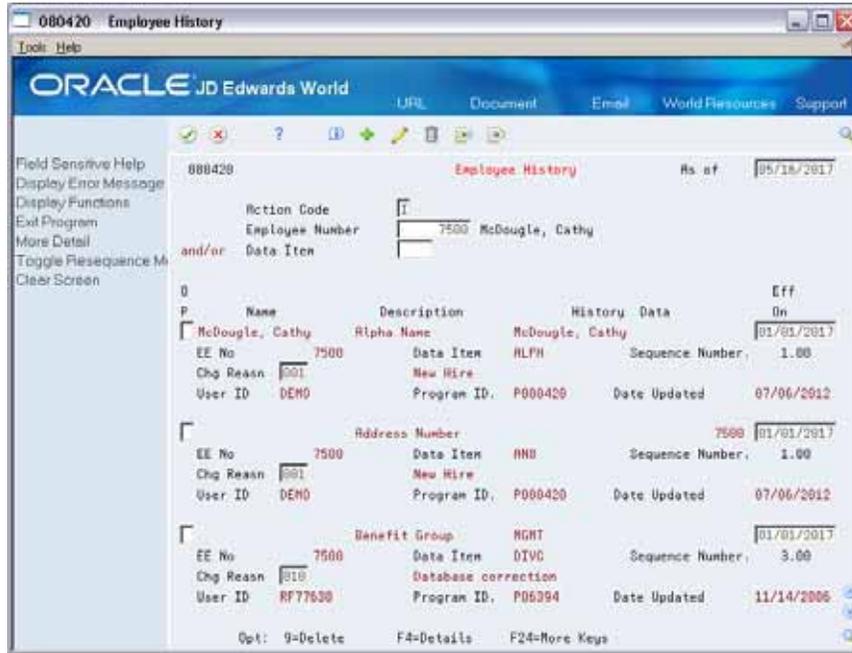
## To correct employee history

### On Employee History



- To locate the record, complete either or both of the following fields:
  - Employee
  - Data Item
- If the entire record is incorrect and you do not want to maintain it in history, choose the Delete option.
- If you want to maintain the history record, complete the following optional field:
  - Effective On

4. Access the detail area.



5. Correct the information in the following optional field:

- Change reason

**See Also**

- Correcting Turnover Records (P080451)*

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# Review Employee History Reports

## Reviewing Employee History Reports

To review and analyze employee history, you can print several reports. You can review:

- The most recent changes that have been made to employee information
- The next-to-last change that was made to your employee history records
- Historical salary information for specific employees

This section contains the following:

- [Reviewing the Employee History Log](#)
- [Reviewing the Salary History Analysis Report](#)
- [Creating the Last History Change Workfile](#)
- [Reviewing the Last Change in History Report](#)

## Reviewing the Employee History Log

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Change Control &amp; Monitoring</b> From Change Control & Monitoring (G77112), choose <b>Employee History Log</b>
---	---

To review history for either a single data item or for all of the data items for which you are tracking history, print the Employee History Log. The information that prints on this report is the same information that you can review online using Employee History Inquiry.

080423		JD Edwards World				Page . . . . . 9		
		All Employees by Home Business Unit				Date . . . . . 6/25/17		
		01/01/17 Thru 12/31/17						
Employee Number	Name	Data Item	Description	History Data	Description	Effectv On	Seq Number Change Reason	Changed By
-----								
Home Business Unit .		419 Administration						
-----								
		PHRT Hourly Rate . .		26.000		01/15/17		DEMO01
				18.000		01/01/17		DEMO01
		PSDT Date Pay Starts	08/17/09			01/01/17		DEMO01
		SAL Annual Salary .		54,080.00		01/15/17		DEMO01
				37,440.00		01/01/17		DEMO01
		SALY Pay Class(H/S/P H				01/01/17		DEMO01
		SSN Employee Tax ID	058-43-2559			01/01/17		DEMO01
		TARA Tax Area (Work)	06			01/01/17		DEMO01
		TARR Tax Area (Res.)	06			01/01/17		DEMO01
		TRS Change Reason.	07			03/01/17		DEMO01
			98			01/15/17		DEMO01
			010		Database correc	01/01/17	1.00 010 Database correct	DEMO
			04			01/01/17		DEMO01
		UPMJ Date Updated .	10/17/10			03/01/17		DEMO01
			04/04/14			01/01/17	1.00	DEMO
			10/14/10			01/01/17		DEMO01
		WCMP Workers Comp .	8810		Administrative	01/01/17	2.00	DEMO
					No Worker's Com	01/01/17	1.00 010 Database correct	DEMO
			8810		Administrative	01/01/17		DEMO01
-----								
Home Business Unit .		451 Accounting Department						
-----								
	2022 Kellerman, Jame	DT Date Terminated	07/01/17			07/01/17	1.00 TE Termination-Elig	BARCLAY
		HMCU Home Business U		451	Accounting Depa	06/26/17	1.00 010 Database correct	DEMO
		PAST Pay Status . . .	9		Terminated, Las	07/01/17	1.00 TE Termination-Elig	BARCLAY
		POS Position ID. . .	4510A-1			06/26/17	1.00 010 Database correct	DEMO
		TRS Change Reason.	TE		Termination-Eli	07/01/17	1.00 TE Termination-Elig	BARCLAY
		UPMJ Date Updated .	03/31/15			07/01/17	1.00 TE Termination-Elig	BARCLAY
			06/26/14			06/26/17	1.00 010 Database correct	DEMO
-----								
Home Business Unit .		701 Corporate Administration						
-----								
	2006 Walters, Annett	ALPH Alpha Name . .	Walters, Annette			01/01/17		DEMO01
		AN8 Address Number		2006 Walters, Annett		01/01/17		DEMO01
		DIVC Benefit Group.	MGMT	Management Bene		01/01/17		DEMO01
		DSI Date of Origina	06/03/15			01/01/17		DEMO01
		DST Date Started .	06/03/15			01/01/17		DEMO01
		ECNT Employee Classi	N			01/01/17		DEMO01
		EEOJ EEO Job Cat. . .	001		Officials and M	01/01/17		DEMO01
		E001 Eligibility Cod	Y			01/01/17		DEMO01
		E010 Eligibility Cod	A			01/01/17		DEMO01
		FLSA FLSA Exempt Y/N	Y			01/01/17		DEMO01
		HMCO Home Company .		1		01/01/17		DEMO01
		HMCU Home Business U		701	Corporate Admin	01/01/17		DEMO01
		HMO4 Disability . . .	N			01/01/17		DEMO01
		IPN First Initial ( A				01/01/17		DEMO01
		IH Hrs/Yr . . . . .		2080.00		01/01/17		DEMO01
		JBCD Job Type . . . .	1M-2		Project Leader	01/01/17		DEMO01

## Processing Options

See [All Employees by Home Business Unit \(P080423\)](#).

## Reviewing the Salary History Analysis Report

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Change Control &amp; Monitoring</b> From Change Control & Monitoring (G77112), choose <b>Salary History Analysis</b>
---	--

Use the Salary History Analysis report to review salary changes for employees' primary jobs. To use this report to analyze salary information, you must have set up your system to track history for salary, hourly rate, and pay class.

For each employee, the report shows either an annual salary or an hourly rate, depending on the employee's pay class. (The pay class indicates whether an employee is paid on salary or by the hour.)

080424		JD Edwards World Employee Salary History All Employees by Home Business Unit							Page - . . . 2		
									Date - . . . 3/05/17		
		01/01/17 Thru 12/31/17									
Employee Number	Name	Pay Status	Empl Stats	Job Type	Pay Grade	Grad Step	Compa Ratio	P C Salary/Hourly	Perct Change	Change Reason	Effectv On
7500	McDougle, Cathy	Active		Human Resourc	S4		1.05	S 40,000.00			01/01/17
		Active		Human Resourc	S6		0.79	S 44,000.00	10.00	Promotion	02/15/17
		Active		Human Resourc	S6			S	100.00-		07/01/17
7504	Meade, Jane	Active			S4		0.92	S 35,000.00			01/01/17
7506	Mayeda, Donald	Active		Clerk				H 7.500			01/01/17
7510	Moralez, Jesus	Active					0.67	H 6.500			01/01/17
6001	Allen, Ray	Active			S7		0.73	S 48,800.00			01/01/17
		Active		President	S7		1.05	S 70,000.00	43.44		03/17/17
5127	Ebby, Chester A.	Active		EEO Specialis				S 25,000.00		Automated Con	01/01/17
6000	Easter, Melvyn	Active	Full-time	Secretary			2.57	H 18.000			01/01/17
		Active	Full-time	Foreman			3.71	H 26.000	44.44		01/15/17
2006	Walters, Annette	Active		Project Leade			0.70	S 40,000.00			01/01/17
2111	Ingraham, Paul	Active		Laborer	H5			S 35,000.00			03/15/17
2129	Jackson, John	Active		Financial Ana			1.26	S 50,000.00			01/15/17
6002	Abbot, Dominique	Active	Full-time	Financial Ana	S4		0.74	S 28,000.00			01/01/17
6010	Eason, Walter	Active		Laborer				H 18.000			01/01/17
7701	Anthony Holiday	Active		Fire Fighter			1.34	H 11.250		Automated Con	01/01/17
7702	Derrick, Leslie	Active		Financial Ana			2.54	H 37.500		Automated Con	01/01/17
7703	Bellas, Debbie	Active		Financial Ana			1.34	S 53,000.00		Automated Con	01/01/17
7704	Rivard, Jacques	Active		Payroll Manag			1.04	S 43,620.00		Automated Con	01/01/17
7508	Mai, Tien	Active					0.54	H 5.250			01/01/17

## Processing Options

See [All Employees by Home Business Unit \(P080424\)](#).

## Creating the Last History Change Workfile



From Canadian Payroll Master (G77), choose **Employee Information**  
 From Employee Information (G7711), choose **Change Control & Monitoring**  
 From Change Control & Monitoring (G77112), choose **Last History Change Workfile**

Before you can print the Last Change in History report, you must create the Last History Change workfile (T08042W). This workfile is a compilation of changes to data items. The system uses this temporary workfile to create the Last Change in History (World Writer) report. When you run the last history change, the system does not print a report. You must print the report separately.

You must run this program individually for each data item that you want to view on the Last Change in History report. For example, to review changes for all salary records (data item SAL) as well as for all job records (data item JBCD):

- Verify that the processing options are set to add records to the workfile
- Run the Last History Change Workfile program for salary records
- Run the Last History Change Workfile program again for job records

You should check your message queue to verify that this program completed successfully.

## Processing Options

See [Most Recent Change Work File Build \(P0804500\)](#).

## Reviewing the Last Change in History Report



From Canadian Payroll Master (G77), choose **Employee Information**  
 From Employee Information (G7711), choose **Change Control & Monitoring**  
 From Change Control & Monitoring (G77112), choose **World Writer**

You can print a World Writer report that lists changes to one or more data items in the Employee Master table for which you are tracking history. This report displays the information in a concise, easy-to-read format. Use this report to review historical information for one or more specific data items.

The report shows the value entered in the data item before the most recent change to that data item was entered. For example, assume that:

- You are tracking history for job ID.
- You hire an employee to fill the job of Accountant (job ID Acct-1).
- One year later, the employee receives a promotion to Senior Accountant (job ID Acct-2).
- After three years with your organization, the employee receives a promotion to Accounting Manager (job ID Acct-3). Accounting Manager is the employee's current job.

When you print the report, it shows Acct-1 for the employee's job ID.

### Before You Begin

- Create the Last History Change Workfile. This workfile compiles the information that prints on the report.

Last Change In History							Page	-	1
Using Work File T08042W							Date	-	03/05/17
Address Number	Data Item	History Data	Effective On	Date Updated	User ID	Program ID			
2	SALY	S	11/20/14	02/22/14	RP1411506	P0801			
3	SALY	S		01/24/15	WC909193	P0801			
4	SALY			05/03/15	SS788627	P0804500			
5	SALY	S		12/21/14	JE652201	P0801			
6	SALY	S		12/21/14	JE652201	P0801			
8	SALY			05/03/15	SS788627	P0804500			
9	SALY			05/03/15	SS788627	P0804500			
11	SALY			05/03/15	SS788627	P0804500			
12	SALY	S	02/21/15	02/21/15	JE652201	P0801			
100	SALY	S		02/28/15	JE652201	P0801			
133	SALY	S		01/03/15	JE652201	P0801			
134	SALY	S		04/03/15	JE652201	P060101			
135	SALY	S	04/03/15	04/03/15	JE652201	P060101			
136	SALY	S	04/03/15	04/03/15	JE652201	P060101			
137	SALY			05/03/15	SS788627	P0804500			
138	SALY	S	01/07/15	04/03/15	JE652201	P0801			
311	SALY			05/03/15	SS788627	P0804500			
312	SALY			05/03/15	SS788627	P0804500			
315	SALY			05/03/15	SS788627	P0804500			
316	SALY			05/03/15	SS788627	P0804500			
317	SALY			05/03/15	SS788627	P0804500			
319	SALY			05/03/15	SS788627	P0804500			
320	SALY			05/03/15	SS788627	P0804500			
321	SALY			05/03/15	SS788627	P0804500			
329	SALY			05/03/15	SS788627	P0804500			
330	SALY			05/03/15	SS788627	P0804500			

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# Work With Multiple Job History

## Working With Multiple Job History

If some employees in your company hold more than one job at one time, you enter multiple jobs for those employees. When employees hold multiple jobs, the system lists one job as the primary job and all others as secondary jobs. Each time you make an entry for a multiple job the system creates a record in the Employee Multiple Job History table (F060119).

The system adds a new record to multiple job history whenever you change any of the following:

- Home business unit
- Job type
- Job step
- Change reason
- Effective date

When you make any other changes to multiple job information, the system writes over the current record in multiple job history and does not create a new record.

This section contains the following:

- [Reviewing Multiple Job History for an Employee](#)
- [Deleting Multiple Job History Records](#)

## Reviewing Multiple Job History for an Employee

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Change Control &amp; Monitoring</b> From Change Control & Monitoring (G77112), choose <b>Employee Multiple Job History</b>
---	--

You can review the history for your employees who hold more than one job at a time, such as an art teacher who is also a baseball coach. You can review this information to:

- Determine which jobs the employee has held during the same period of time
- Review the employee's wage information for each job

## To review multiple job history for an employee

### On Employee Multiple Job History

P	Business Unit	Position ID	Job Type	Job Step	Union Code	Salary	Hourly Rate
P	2435	TR03	TERCH	RI		34,000.00	16.346
P	2435	TR03	TERCH	RI		34,000.00	16.346
P	2435	TR03	TERCH	RI		34,000.00	16.346
P	2435	TR03	TERCH	RI		35,000.00	16.826
P	2435	TR03	TERCH	RI		32,000.00	15.384
P	2435	TR03	TERCH	RI		34,000.00	25.676
P	2435	TR03	TERCH	RI		34,000.00	25.676
P	2435	TR03	TERCH	RI		34,000.00	25.676
P	2435	TR03	TERCH	RI		34,000.00	16.346
P	2435	TR03	TERCH	RI		34,000.00	25.676
P	2435		SV-6			30,000.00	14.423
P	2435		SV-6			3,000.00	1.442
P	2435		SV-8			30,000.00	14.423
	2435	0462				300,000.00	15.000
	2435	0462	CRCH			3,000.00	4.087
	2435	0462	CRCH			3,000.00	15.000

1. Complete the following field:
  - Address Number
2. To narrow the search, complete either of the following optional fields:
  - Select From
  - Select Through

### 3. Access the detail area.

Bus. Unit	Position ID	Job Type	Job Step	Union Code	Salary	Hourly Rate
2455	1903	TEACH	HL		34,000.00	16.346
How Bus Unit Desc					Change Reason	010
Position ID Desc					Effective Date	01/01/2008
Job Type Desc					Date Pay Starts	06/02/2015
Job Step Desc					Date Pay Stops	
Union Code Desc					Periods/Year	
Shift Code					Std Hrs/Day	
Locality					Std Days/Year	
Employment Status					Std Hours/Year	2000.00
Supervisor					Pay on Std Hours	
Workers Comp/Sub					Pay Grade/Step	M 1
EEO Job Cat					Sal Fract Chg Dt	
FLSR Exempt Y/N					Rst Rse Dt/Type	
Pay Class(I/S/P)					Default Auto Pay	

### 4. Review the information.

## Deleting Multiple Job History Records



From Canadian Payroll Master (G77), choose **Employee Information**  
 From Employee Information (G7711), choose **Change Control & Monitoring**  
 From Change Control & Monitoring (G77112), choose **Employee Multiple Job History**

You cannot correct the information in a record in an employee's multiple job history. If you incorrectly enter multiple job information, you must delete the history record unless the correction and the history have the same change reason and effective date.

When the correction has the same change reason and effective date as that of a previous record, the system automatically deletes the previous record from the Employee Multiple Job History table.

For example, assume that you need to correct the salary for an employee's primary job. The salary that you need to correct was entered on 09/01/17 with a change reason of Annual Increase. When you correct the employee's salary, you enter 09/01/17 for the effective date and Annual Increase as the change reason. The system deletes the history record that contains the incorrect salary information.

When the change reason and effective date for the corrected information are different than that for the incorrect record, you must delete the incorrect record on Employee Multiple Jobs History.

When you enter corrections for an employee's primary job on Employee Entry, the system does not delete the corresponding history record, regardless of the change reason and effective date that you entered.

## **Before You Begin**

- Enter the correct information on Employee Multiple Job Entry

### **To delete multiple job history**

On Employee Multiple Job History

1. Complete the following field:
  - Address Number
2. Locate the incorrect record and use the Delete function.
3. Use the Change action.

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# Correct Turnover Records

## Correcting Turnover Records



From Canadian Payroll Master (G77), enter 27  
From Payroll Advanced/Technical Operations (G773), choose **History & Turnover Menu**  
From History & Turnover Technical Operations (G7733), choose **Employee Turnover**

When employee assignment information changes, such as when an employee changes jobs or moves to a new business unit within your organization, you must update the employee's record to reflect the change. You can set up your system to create turnover records of the information you changed when you update employee records. Turnover records also show employee movement that results from new hires and terminations.

To track turnover for a change, you must enter a change reason and an effective date. The system does not create a turnover record unless you enter a change reason code. You can review turnover records to verify that there are no duplicate records, incorrect change reason codes, or incorrect effective dates.

If you enter incorrect information when you update employee information, you must re-enter the correct information. You should also correct the turnover record so that you can accurately analyze turnover information.

You can only correct the effective date in the turnover data. If any other information in the turnover record is incorrect, you should delete the entire record. When you correct the information in employee entry, the system creates the correct turnover record.

When you re-enter the updated information, the system also creates duplicate history records if you change any of the following additional data items:

- Change reason code
- Home company
- Home business unit
- Job number
- Cheque Route

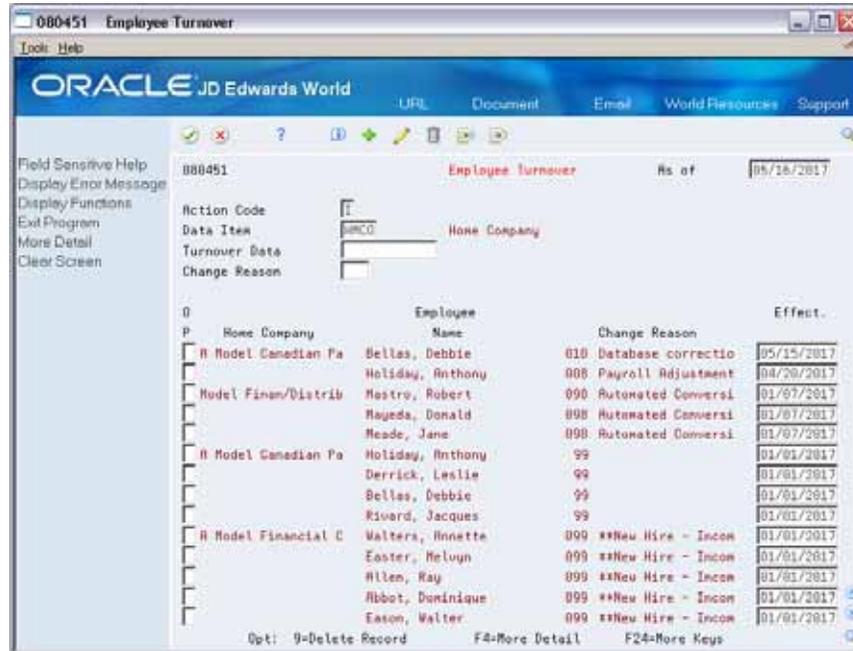
To maintain the accuracy of your historical information, you should also delete the duplicate employee history records.

### See Also

- *Correcting History Records (P080420)*

## To correct turnover records

### On Employee Turnover



- To locate the incorrect record, complete the following field:
  - Data Item
- To narrow your search, complete either of the following optional fields:
  - Turnover Data
  - Change Reason
- If the record is correct except for the date, correct the information in the following field:
  - Effective Date
- Locate any incorrect records, choose the Delete Record function,
- Use the Change action.

Field	Explanation
Data Item	<p>A data item, such as home business unit or home company, for which you are tracking employee turnover. To specify the data items for which you are tracking employee turnover, use user defined code table 08/TF.</p> <p>JD Edwards World provides four codes. If necessary, you can change the description of these codes. However, do not change the four-letter code. For example, one of the codes provided is HMCO (Home Company). You can change the Home Company description, but do not change the letters HMCO.</p>

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<b>Field</b>	<b>Explanation</b>
Turnover Data	<p>The data that is specific to the type of turnover being tracked. For home business unit, this field would contain an individual business unit name. For home company, it would contain a company name. For jobs, it would contain a job type (data item JBCD), followed by a job step (data item JBST). For check route codes, the field would simply contain the code.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field is optional. You can use it to limit the information that appears on the form. If you do not put a code in this field, all turnover information for the data item appears.</p>

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## 3 Rollovers



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# Overview to Rollovers

## Objectives

- To carry forward the following information from one year to the next:
  - Pay type, deduction, benefit, and accrual (PDBA) balances
  - Accrual balances, such as sick and vacation
  - Deduction amounts due and arrearages
  - DBA numbers of periods

## About Rollovers

You use rollover programs to carry forward PDBA balances at the end of the year and create the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

To roll over PDBA balances, complete the following tasks:

- Enter rollover information for a DBA
- Process rollovers

For PDBAs whose ending balances do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals whose balances must first be calculated, you must set up rollover information for the DBA. For example, when you need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

You can specify the following types of years for rollovers:

- Standard year - the calendar year, January through December
- Fiscal year - your organization's fiscal year
- Anniversary year - Employee anniversary dates, such as birth date or hire date when the rollover date (year-end date) varies for each employee
- User defined year - a user defined date

The Payroll system maintains historical balances for the standard year for all PDBAs in the following tables:

- Payroll Month PDBA Summary History (F06146)
- Calendar Month DBA Summary History (F06145)

The system maintains PDBA balances for a year that begins on a date other than January 1 in the Fiscal/Anniversary Year History table (F06147).

### **See Also**

- The current payroll year-end processing guide for additional information on the rollovers you run at standard year-end

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# Enter Rollover Information for a DBA

## Entering Rollover Information for a DBA



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose Pay/Deductions/Benefits  
From Pay/Deductions/Benefits (G7742), choose DBA Setup

Employees can earn or hold balances for some DBAs that the system must carry over, or roll over, from one year to the next. When you set up the DBA, you must enter rollover information so that the system can calculate the balance to roll over.

The system rolls over DBAs that have:

- Balances that are calculated using other PDBAs
- An inception-to-date limit
- An annual carryover limit
- A start date for a fiscal or anniversary year

You also enter rollover information so that the system can store fiscal and anniversary history for the DBA.

For most types of DBAs, such as Registered Retirement Savings Plan (RRSP) benefits and medical deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

### Example: Vacation Rollover

Your organization's vacation policy might state that;

- Employees accrue vacation time at the rate of four to ten hours per month based on years of employment.
- Employees cannot carry forward vacation hours from one year to the next.
- Employees cannot accumulate more than 80 vacation hours within a calendar or fiscal year.

To administer this vacation policy, you would set up:

- An accrual (such as 8011, Vacation) that tracks the vacation time an employee earns
- A pay type (such as 811, Vacation Pay) that tracks the vacation time an employee takes

When you run the rollover program, the system subtracts the time taken from time earned to calculate the balance to roll over.

When you set up accrual 8011, you must enter the following rollover information:

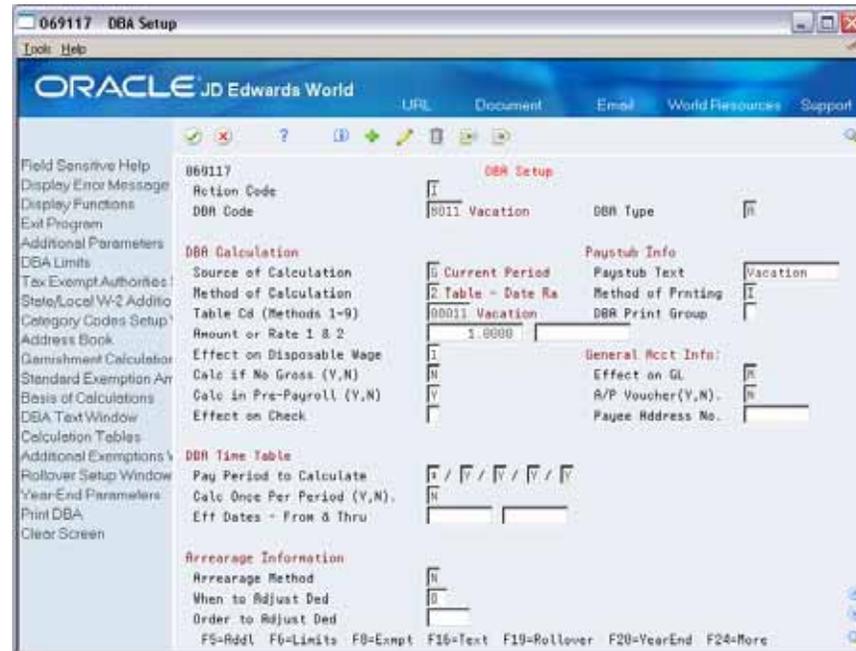
- Date Pay Starts as the fiscal/anniversary date.
- 80 as the inception-to-date limit.
- Pay type 811 as the related pay type (the pay type used to calculate the balance for accrual 8011).
- 0 as the limit to carry forward. (You define this limit in the rollover calculation table.).

## Before You Begin

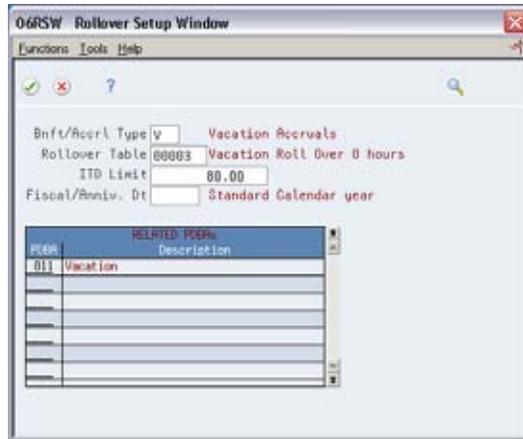
- Set up the pay types that you will use to calculate the balance for the DBA that requires rollover information

## To enter rollover information for a DBA

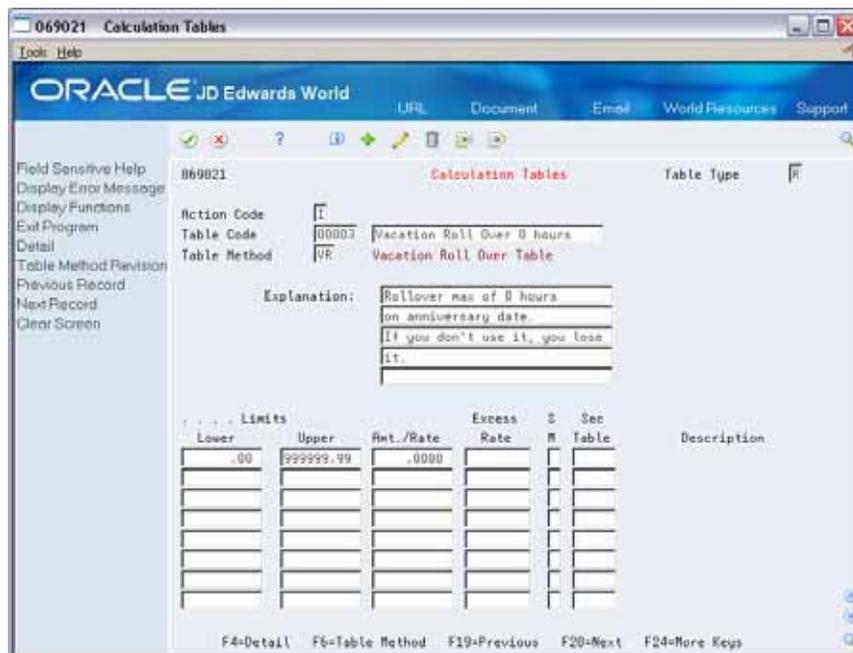
### On DBA Setup



1. Complete the steps for setting up an accrual.
2. Choose the Rollover function.

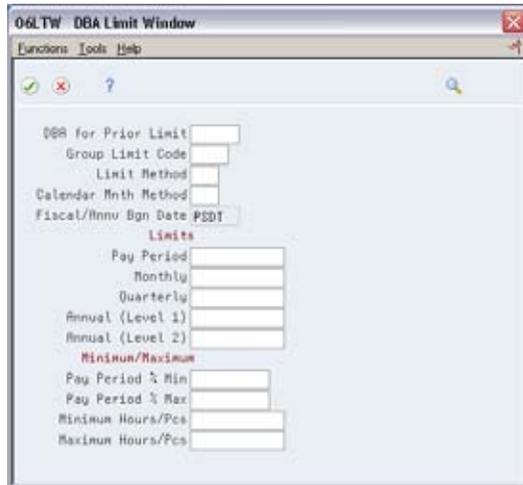


3. On Rollover Setup Window, choose the Rollover Table function to define carryover limits.



4. On Calculation Tables, enter R in the following field:
  - Table Type
5. Enter VR in the following field:
  - Table Method
6. Enter the number of months of service from the original hire date in the following fields:
  - Lower Limit
  - Upper Limit
7. Complete the following fields:
  - Table Code

- Amount/Rate
8. Use the Add action.
  9. Exit to Rollover Setup Window.
  10. On Rollover Setup Window, complete the following fields and press Enter:
    - Benefit/Accrual Type
    - Rollover Table
    - Inception to Date Limit
    - Fiscal/Anniversary Date
    - PDBA
  11. Return to DBA Setup.
  12. On DBA Setup, choose the Limit function.



13. On DBA Limit Window, accept the defaults or complete any of the following fields and press Enter:
  - Limit Method
  - Calendar Month Method
  - Fiscal/Anniversary Begin Date

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are: D The system uses the table to calculate DBAs. R The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Code	A numeric code that identifies this table in the Table file (F069026).

Field	Explanation
Table Method	A user defined code (system 00/type UM) that designates any unit of measure appropriate for an employee's time and pay.
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table.
Bnft/Acrl Type	A user defined code (07/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other. The system uses this code to print taken and available accrual amounts for all types of accruals on all net pay documents and the payroll register.
Rollover Table	<p>This is the identification number of the rollover table that the system uses to limit the amount rolled over for an accrual.</p> <p>For example, you can base the limit on an employee's months of service. You can set up the table so that an employee with 0 thru 12 months can roll over up to 40 hours at year end and an employee with 13 thru 999 can roll over up to 80 hours.</p>
ITD Limit	<p>The maximum amount of dollars or hours that an accrual can have at any one time.</p> <p>For example, your company might have a vacation policy that allows an employee to rollover 40 hours each year but the accrued balance cannot exceed a total of 300 hours at any one time. The system calculates both the payroll cycle and year end rollover up to the limit, taking into account the amounts that have been used.</p> <p><b>Note:</b> If the system rolls over the accrual at the end of a standard year, it applies the limit against payroll month history. If it rolls the accrual over at the end of a fiscal or anniversary year, it applies the limit against fiscal and anniversary history.</p>
Fiscal/Anniv. Dt	<p>A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX).</p> <p>To specify a fiscal year, enter the user defined code FISC. The system will use the fiscal year setup for the employee's home company.</p> <p>To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.</p>

Field	Explanation
RELATED PDBAs	<p>The number and description of the PDBA you want the system to use to calculate the corresponding DBA.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For rollover setup, this is the number and description of the PDBA that the system uses to calculate a remaining balance for example, a pay type that will deduct from the current balance. The remaining balance becomes the beginning balance for a year-end rollover.</p>
Limit Method	<p>Indicates which history file the system uses for DBA limits. Valid values are:</p> <p>Blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date.</p> <p>1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans, such as RRSP. The system stores fiscal and anniversary history by cheque date.</p> <p>2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores fiscal and anniversary history by pay period ending date.</p> <p>3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by cheque date.</p>
Calendar Mnth Method	<p>This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are:</p> <p>Blank This is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month.</p> <p>1 The system allocates DBAs to the pay period ending date.</p>

## What You Should Know About

### Entering an anniversary date rollover

If you set up the DBA to roll over its balance on employee anniversary dates, you must enter the appropriate date for each employee to whom you assign this DBA. For example, if you choose the date pay starts as the rollover date, verify that you entered a date that pay starts for the employee on Employee Entry.

<b>Entering related PDBAs</b>	<p>You cannot relate a pay type to multiple DBAs that are based on different rollover years. For example, your organization might use the following vacation accruals:</p> <ul style="list-style-type: none"> <li>▪ One for office workers that rolls over balances at the end of the standard year</li> <li>▪ One for factory workers that rolls over balances on employees' hire dates</li> </ul> <p>To record employees' vacation time taken, you must use separate pay types for each of these accruals.</p>
<b>Inception-to-date (ITD) limits</b>	<p>During pre-payroll, the system applies the ITD limit to benefits and accruals that do not have related DBAs. The benefits and accruals can have related pay types.</p> <p>You can associate multiple ITD limits with a single accrual, if your company uses fiscal anniversary accruals.</p> <p>Additionally, pay period time taken is included in ITD calculations. If current pay period taken amounts bring an employee below the ITD limit, the accrual calculates in that same payroll cycle. The accrual will stop calculating if the employee is at or above the ITD limit. If vacation time is taken during the payroll to reduce the employee's current vacation amount below the ITD limit, the accrual calculates again up to the ITD limit.</p> <p>Both of these types of limits override the ITD limit in the F19 (Previous) screen of the accrual. See <i>Set Up Calculation Table Information</i> for more information.</p> <p>At year end, the rollover process applies year-end limits first and then ITD limits.</p>
<b>Arrearage Method H</b>	<p>When an employee does not have enough pay to cover deductions, the DBA setup determines if amounts are placed in arrears and, if so, how those amounts are deducted in the future.</p> <p>The current deduction amount and arrearage amount in history are considered separately when the DBA is set up with an Arrearage Method of H on the DBA Setup screen (P069117). If the current deduction can be taken in its entirety, but the arrearage amount cannot, the current deduction amount is taken.</p>

## See Also

- *Setting Up Earnings Information (P069116)*
- *Setting Up Simple DBAs (P069117)*



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# Process Rollovers

## Processing Rollovers

This section contains the following:

- [Processing Fiscal or Anniversary Rollovers During Pre-Payroll](#)
- [Processing Rollovers Between Payroll Cycles](#)
- [Reviewing Fiscal or Anniversary Rollover Reports](#)

You use different versions of the same programs to process all types of rollovers. The Payroll system provides different versions that you can use to process each type of rollover. The rollover versions correspond to the following tables:

- Year End Payroll Month Rollover program version uses the Payroll Month PDBA Summary History table (F06146)
- Year End Calendar Month Rollover program version uses the Calendar Month DBA Summary History (F06145)
- Fiscal or Anniversary Rollover program version uses the Fiscal/Anniversary Year History (F06147)

Use the Year-End Calendar Month Rollover and Year-End Payroll Month Rollover versions to process DBAs that roll over balances at the end of the standard year. You should run these versions after you process the last payroll of the year. These programs use the previous year's DBA balances to create beginning balances for the new year.

Standard year balances are contained in two tables:

- Payroll Month PDBA Summary History table (F06146)
- Calendar Month DBA Summary History table (F06145)

In some cases, you might want to roll over DBA balances at times other than at the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. Use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year, as follows:

- If you have DBAs that roll over balances at the end of the fiscal year, you should run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.

For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees.

- If you have DBAs that roll over balances on anniversary dates, you should run the rollover program at least once per pay period to ensure that each employee's balance is rolled over at the appropriate time.

For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee. The rollover program rolls over balances for only those employees whose anniversary dates are included in the next payroll cycle.

Fiscal and anniversary balances are contained in only the Fiscal and Anniversary Year History table (F06147).

You can set up your system to roll over fiscal and anniversary history by either pay period ending date or cheque date. The rollover program uses the dates that you set up in your master pay cycles to determine which employees' DBA balances to roll over. When you process the rollover during pre-payroll, the program uses the master pay cycle dates for the next payroll. When you process the rollover between payroll cycles, you must use the processing options to specify the appropriate master pay cycle dates.

The system uses the following information to determine when to roll over the fiscal or anniversary balances for a PDBA:

- When the beginning work date for the next payroll cycle is greater than the end of the fiscal or anniversary year, the system rolls over fiscal and anniversary history for DBAs that are stored by period ending date.
- When the cheque date for the next payroll cycle is greater than the end of the fiscal or anniversary year, the system rolls over fiscal and anniversary history for DBAs that are stored by cheque date.

### **Example: Timing Fiscal or Anniversary Rollovers by Pay Period End Date**

Assume the following:

- You have set up a vacation accrual to roll over on the original hire date.
- Your fiscal and anniversary history is stored by pay period ending date.
- You have an employee whose original hire date is 03/05/15.
- Your 2017 master pay cycles for March include:

<b>Payroll Number</b>	<b>Pay Period Ending Date</b>	<b>Cheque Date</b>
5	02/28/17	03/06/17
6	03/14/17	03/20/17

The beginning work date for the next payroll cycle, March 15, is greater than the end of the employee's anniversary year, March 4. Therefore, the rollover must be completed in the payroll cycle with the pay period ending date of March 14, 2017. Therefore, the following happens:

- If you request the rollover program in pre-payroll, the system processes the rollover for this employee in the payroll cycle with the pay period ending date of March 14, 2017.
- If you request the rollover program from the menu, you should process it after the payroll cycle with the pay period ending date of March 14, 2017 and before you begin the next payroll cycle.

### Example: Timing Fiscal or Anniversary Rollovers by Cheque Date

Assume the following:

- You have set up a vacation accrual to roll over on the date pay starts.
- Your fiscal and anniversary history is stored by cheque date.
- An employee's date pay starts is 03/18/15.
- Your 2017 master pay cycles for March include:

Payroll Number	Pay Period Ending Date	Cheque Date
5	02/28/17	03/06/17
6	03/14/17	03/20/17

The cheque date for the next payroll cycle, March 20, is greater than the end of the employee's anniversary year, March 17. Therefore, the rollover must be completed in the pay period with the cheque date of 3/06/17. Therefore, the following happens:

- If you request the rollover program in pre-payroll, the system processes the rollover for this employee in the payroll ending February 28, 2017.
- If you request the rollover program from the menu, you should process it after the payroll with the pay period ending date of February 28, 2017 and before you begin the next payroll cycle.

### Before You Begin

- Set up your DBAs with rollover information. See *Entering Rollover Information for a DBA*.

## What You Should Know About

### Reviewing history information

You can use online review programs to review benefit and accrual history and year-to-date balances for fiscal and anniversary history.

For example, you can review vacation and sick accrual amounts in hours or days. Additionally, you can review taken and available amounts for all other types of accruals.

See *Reviewing Transaction History* for information about fiscal and anniversary history.

See *Reviewing Other Payroll History* for information about benefit and accrual history.

### Storing pay cycles that cross years

When a pay cycle crosses into the next year and its history is stored by pay period end date (PPED), the system prorates the amount to both years during pre-payroll processing.

The system creates two records in the DBA Transaction Detail table (F0609):

- Rollover amount for the current year
- Rollover amount for the next year

## Processing Fiscal or Anniversary Rollovers During Pre-Payroll



From Canadian Payroll Master (G77), choose **Pay Cycle Processing**  
From Pay Cycle Processing (G7713), choose **Pre-Payroll Processing**

You can set up a rollover program version to run during pre-payroll processing, for the following reasons:

- To simplify rollover processing
- To ensure that the system rolls over all DBA balances at the appropriate times

Running this program during pre-payroll could increase pre-payroll processing time. Therefore, you might prefer to process rollovers between payroll cycles.

When you run the rollover program during pre-payroll, the system processes only those employees included in the payroll. If there are any errors, you can re-run pre-payroll. You cannot process standard year-end rollovers during pre-payroll. You must roll these over between payroll cycles at year end.

Each time you run the rollover program during pre-payroll processing, the system creates the Fiscal or Anniversary Rollover report. It also creates the Fiscal or Anniversary Rollover Error report if errors occur during rollover processing.

### To process fiscal or anniversary rollovers during pre-payroll

On the First Pre-Payroll Processing form

1. Complete the following field:

- Payroll ID
2. On the second Pre-Payroll Processing form, enter a version in the following field:
    - Fiscal and Anniversary Rollover
  3. Complete the steps to process pre-payroll.

## See Also

- *Processing Pre-payroll (P06210 or P07210)*
- *Reviewing the Fiscal or Anniversary Rollover Reports (P06210 or P07210)*

## Processing Options

See [Fiscal/Anniversary Rollover \(P063902\)](#).

## Processing Rollovers Between Payroll Cycles

	From Canadian Payroll Master (G77), choose <b>Pay Cycle Processing</b> From Pay Cycle Processing (G7713), choose <b>Fiscal/Anniversary Rollover</b>
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You can run the rollover program between payroll cycles for standard, fiscal, or anniversary rollovers. For example, if you process pre-payroll for a large group of employees, it might be too time-consuming to run the fiscal or anniversary rollover program during pre-payroll. When you run the rollover program from a menu selection between payroll cycles, you can select specific employees to process and run the program in either proof or update mode.

When you process fiscal or anniversary rollovers between payroll cycles, you use a processing option to specify the master pay cycle the system uses to determine which employees' balances to roll over. Each time you run the rollover program, the system creates a rollover report. It also creates an error report if errors occurred during rollover processing.

## See Also

- The current *Year-End Processing Guide*

## Processing Options

See [Fiscal or Anniversary Rollover \(P063903\)](#).

## Data Selection for Fiscal or Year-End Rollovers

You should set the data selection values for the rollover version to correspond to the data selection values for the pre-payroll version. This ensures that you process the same employees for both payroll and rollover.

## Reviewing Fiscal or Anniversary Rollover Reports

When you run the Fiscal or Anniversary Rollover version, the system creates the following reports:

Report	Description
Fiscal or Anniversary Rollover report	This report lists the employees whose DBA balances rolled over.
Fiscal or Anniversary Rollover Error report	The system creates this report only when it is unable to roll over a DBA balance for one or more employees.

After you process fiscal and anniversary rollovers, you should review the rollover reports to verify that the appropriate balances rolled over correctly. You must correct the errors listed on the error report before the system can roll over these employees' balances.

The Fiscal or Anniversary Rollover Error report might contain the following error codes:

Code	Description
4239	Invalid date for the DBA's fiscal or anniversary date type.
4240	The system could not calculate the employee's months of service.
4241	The system could not find the rollover limit.
4242	The rollover amount is negative.
4243	You must enter a valid cheque date and pay cycle code in the processing options.
4244	The pay cycle for both the prior and the next pay periods must exist in master pay cycles.

To see a detailed cause and resolution explanation of an error message, enter the 4-digit message number on the Data Dictionary form.

## What You Should Know About

### Reviewing payments and the Payroll Register

The Payroll Register and employee payment stubs display PDBA balances from both the Payroll Month PDBA Summary History table (F06146) and the Fiscal/Anniversary Year History table (F06147). The YTD balances for PDBAs that roll over balances on fiscal and anniversary dates might not correspond to the YTD balances for PDBAs that roll over at the end of the standard year.

For example, after you roll over an employee's anniversary balance, the YTD amount for an employee's vacation time earned that is stored in the F06146 table might not equal the amount for vacation time earned that is stored in the F06147 table.

Because the Payroll Register lists all pay types, DBAs, and taxes, it is helpful in reconciling the total accrual liability.

### Employee history

If an employee has history from the same PDBA in more than one company, the report contains a separate line for the detail information for each company. The system totals the balances for each company and rolls one total balance into one record for the employee's home company.

06390												
JD Edwards World												
Fiscal/Anniversary Rollover												
(Run during Pre-Payroll)												
Page No. . . . . 3												
Date - . . . . 7/19/17												
Payroll ID : 001												
Pay Period : 08/15/17												
----->												
<----- FROM ----->						<----- TO ----->						
Employee No	Date	PDBA	Description	B	Begin Balance	YTD	Date	PDBA	Prior	Year	Begin Balance	Amt Lost
----->												
7500	McDougle, Cathy	08/17/16	8012	Vacation	H	20.00	08/17/17	8012	20.00		20.00	

063902E												
JD Edwards World												
Fiscal/Anniversary Rollover Error Report												
Page - . . . . 1												
Date - . . . . 7/19/17												
Employee	Name	DBA	Description	Date	Co	Error Message						
Number			Code									
----->												
4504	Mitchell, George	8012	FA	Vacation	00007	4239	Fiscal/Anniv. date for EE is missing					

## See Also

The *Technical Foundation Guide* for information about using the Data Dictionary



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## **4 Accounts Payable Integration**



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# Overview to Accounts Payable Integration

## Objectives

- To use the Payroll system to create vouchers for payroll taxes and other payroll liability amounts

## About Accounts Payable Integration

If you have the JD Edwards World Accounts Payable system, you can integrate your payroll processing with the Accounts Payable system. This enables you to use payroll information to create vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. When you integrate the two systems, the Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

With an integrated Payroll system, you can:

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

Accounts payable integration includes:

- Setting up A/P integration
- Working with vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct and then post the vouchers to the general ledger.

## When Are Vouchers Created?

If you have set up your Payroll system for A/P integration, the system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update.

## How Does Payroll Summarize Transactions for Vouchers?

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

- One DBA voucher per payee, or separate vouchers for multiple payments to the same payee (for the same DBA and for the same employee) when those payments represent separate wage attachments, such as case numbers
- One tax voucher per payee and corporate tax ID

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

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# Set Up A/P Integration

## Setting Up A/P Integration

You set up your Payroll system for A/P integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system creates vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Integrating the Payroll and Accounts Payable systems saves time and helps reduce keying errors.

This section contains the following:

- [Setting Up Payroll Company Constants](#)
- [Setting Up Voucher Information for Tax Transactions](#)
- [Setting Up Voucher Information for DBAs](#)
- [Setting Up Payee Voucher Rules](#)

## Before You Begin

- If your system security allows Payroll users to enter suppliers (payees), set up the payees for the Payroll vouchers. See *Setting Up a Tax Area and Payee Cross-Reference*.
- If your system security prevents Payroll users from entering suppliers, ask someone who has access to the Accounts Payable system to set up the payees for Payroll. See *Entering Suppliers* in the *Accounts Payable Guide*.
- For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See *Setting Up AAIs for A/P* in the *Accounts Payable Guide*.

## What You Should Know About

<b>Payees</b>	A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. The Accounts Payable system refers to a payee as a supplier.
<b>Voucher due dates</b>	When you set up payees for payroll vouchers, you must specify the payment terms. The system uses this information to calculate the due date for vouchers. See <i>Entering Suppliers</i> in the <i>Accounts Payable Guide</i> .

## Setting Up Payroll Company Constants

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Payroll General Constants</b> From Payroll General Constants (G7741), choose <b>Payroll Company Constants</b>
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To use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate A/P integration in the company constants for company 00000. You can activate A/P integration for taxes, DBAs, or both.

### See Also

- *Setting Up the Default Company (P069091)* for information about setting up Company 00000

### To set up payroll company constants

On Payroll Company Constants

1. Locate company 00000.
2. Complete the following field:
  - A/P Integration

Field	Explanation
A/P Integration	<p>This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step.</p> <p>N    No integration</p> <p>0    Create vouchers for both DBAs and taxes that have been setup with A/P integration</p> <p>1    Create vouchers only for DBAs that have been setup with A/P integration</p> <p>2    Create vouchers only for taxes that have been setup with A/P integration</p>

## Setting Up Voucher Information for Tax Transactions

You must set up vouchering to use your Payroll system to create vouchers for tax transactions. After you activate A/P integration for taxes, the system creates vouchers for those tax types.

To set up voucher information for tax transactions, complete the following tasks:

- Set up vouchering for tax transactions
- Enter tax payees by company (optional)

You can specify a payee at the tax type level or the company level, as follows:

- When all or most of the companies in your organization remit payment for a tax to the same taxing authority, it is more efficient to enter the payee at the tax type level.
- If one or more of the companies in your organization remits a tax to a different taxing authority, you can enter a payee at the company level to override this payee for individual companies.
- When all or most of the companies in your organization remit payment for a tax to different taxing authorities, you must enter payees at the company level.

For example, in a multi-company organization in which all but two of the companies remit federal taxes to the same institution, you can enter that institution as the default payee. For the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

## What You Should Know About

### Specifying payees for vouchers

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

### Reviewing payment remarks

The system stores the corporate tax ID in the voucher. This ID prints on the voucher payment as a payment remark.

## Setting Up Vouchering for Tax Transactions



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Taxes and Insurance**  
 From Taxes and Insurance (G7744), choose **Tax Area Information**

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types with active vouchering. You must also specify a payee for all taxes.

Typically, you enter a payee at the tax type level when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary.

### To activate vouchering for tax transactions

On Tax Area Information

1. Complete the following fields to locate a tax type:
  - Tax Area
  - Tax Type
2. Complete the following field:
  - A/P Voucher

### 3. Complete the following optional field:

- Payee

Field	Explanation
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.
Tax Type	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by JD Edwards World. You should not alter the values and meanings.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Canadian provincial tax types:</p> <p style="padding-left: 40px;">Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.</p>
A/P Voucher (Y/N)	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt forms.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.</p>

## Entering Tax Payees by Company

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Taxes and Insurance</b></p> <p>From Taxes and Insurance (G7744), choose <b>Tax Area/Payee Cross Reference</b></p>
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After you activate vouchering for tax types, you can enter tax payees at the company level. Entering payees at the company level is optional. You do so only in one of the following circumstances:

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

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

## To enter tax payees by company

### On Tax Area/Payee Cross Reference

069261 Tax Area/Payee X-Referen

ORACLE JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Previous Record  
Next Record  
Clear Screen

069261 Tax Area/Payee X-Reference

Action Code: T  
Tax Area: FEDERAL  
Tax Type: R

FED Income Tax  
Federal Income Tax

Company		Payee	
No.	Name	Number	Name
00200	Model Manuf/Distrib Compa	5550	Internal Revenue Service

Opt: 5=Add/Change Payee 9=Delete F19=Previous F20=Next F24=More

- Complete the following fields to locate a tax type:
  - Tax Area
  - Tax Type
- Complete the following fields:
  - Company Number
  - Payee Number

## Setting Up Voucher Information for DBAs

To use your Payroll system to create vouchers for DBAs, you must set up voucher information and assign payees for the DBAs. The system creates vouchers only for the DBAs with active vouchering.

To set up voucher information for DBAs, complete the following tasks:

- Set up vouchering for DBAs
- Enter voucher information for group plans
- Enter voucher information for individual employees

You must activate vouchering when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers even when the

payees for those plans vary. You can also choose to create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group, or employee level.

Entering the payee at the DBA level is more efficient when all or most of the companies in your organization remit payment for a DBA to the same institution. If necessary, you can override this payee for individual groups, such as unions, or employees by entering a payee at the group or employee level.

When you remit payments for a DBA for all or most of the groups or employees in your organization to different institutions, you must enter payees at the group or employee level.

## What You Should Know About

### Entering payees

If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit for Vouchers report prints an error message.

## Setting Up Vouchering for DBAs

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Pay/Deductions/Benefits</b></p> <p>From Pay/Deductions/Benefits (G7742), choose <b>DBA Setup</b></p>
---	---

To use your Payroll system to create vouchers for DBAs, you must set up vouchering for the DBAs. The system creates vouchers only for the DBAs with active vouchering. You must set up vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when all or most of the groups, such as unions, or employees in your organization remit payment for the DBA to the same institution. You can override this payee at the group or employee level, if necessary.

If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

## To set up vouchering for DBAs

### On DBA Setup

1. Complete the following field to locate a DBA for which you need to create vouchers:
  - DBA Code
2. Complete the following field:
  - A/P Voucher
3. Complete the following optional field:

- Payee Address Number

## Entering Voucher Information for Group Plans

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose Pay/Deductions/Benefits From Pay/Deductions/Benefits (G7742), choose Group Plan DBA Setup
---	--

After you set up vouchering for a DBA, you can enter voucher information when you include the DBA in a group plan. You can include a DBA, such as a union dues deduction, in multiple group plans.

Because you might need to create vouchers for some group plans and not others, you can choose to deactivate vouchering for the DBA at the group level.

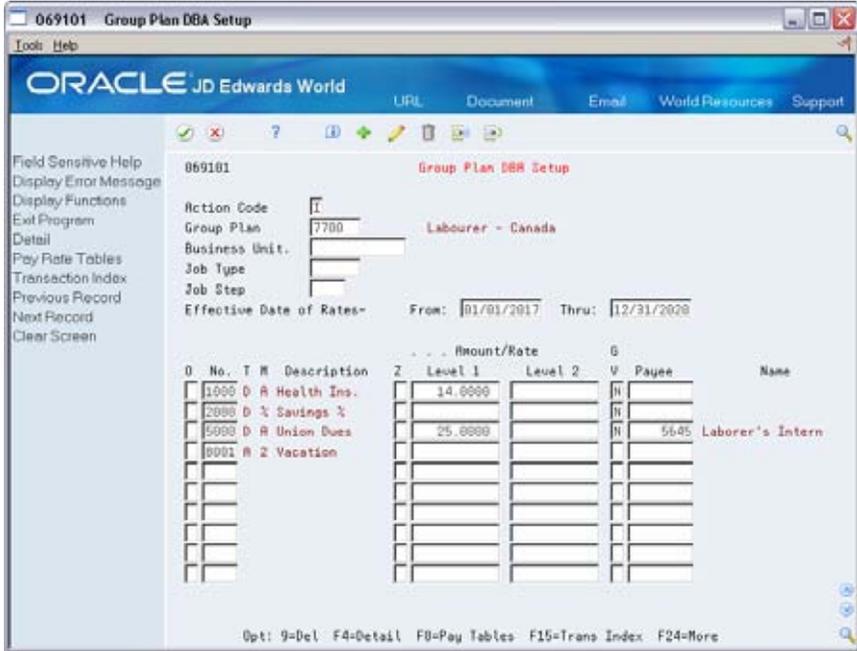
For a DBA that is assigned to multiple group plans, the payee might vary between groups. Therefore, you can enter payees for the DBA at the group plan level. The payee you enter for a group plan overrides the payee entered at the DBA level.

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

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

## To enter voucher information for group plans

### On Group Plan DBA Setup



D	No.	T	R	Description	Z	Level 1	Level 2	V	Payee	Name
	1000	D	R	Health Ins.		14.0000				
	2000	D	%	Savings %						
	5000	D	R	Union Dues		25.0000				
	8000	R	Z	Vacation						

1. Complete the following field to locate the group plan for which you need to create vouchers:

- Group Plan
2. Complete the following field:
    - Generate Voucher (GV)
  3. Complete the following optional field:
    - Payee

Field	Explanation
G V	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <p>N No, do not generate a voucher</p> <p>Y Yes, generate a voucher</p>

## Entering Voucher Information for Individual Employees

	<p>From Canadian Payroll Master (G77), choose <b>Employee Information</b></p> <p>From Employee Information (G7711), choose <b>DBA Instructions</b></p>
---	--

After you activate vouchering for a DBA, you can specify the employees for whom you want to create vouchers. You enter voucher information when you assign the DBA to an employee. Because you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers even when the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

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

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

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

### To enter voucher information for individual employees

On Employee DBA Instructions

1. Complete the following field to locate the employee for which you need to create vouchers:
  - Employee Number
2. Complete the following field:

- Generate Voucher
3. Complete the following optional field:
- Payee

## Setting Up Payee Voucher Rules

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose Pay/Deductions/Benefits From Pay/Deductions/Benefits (G7742), choose Payee Voucher Rules
---	---

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

Payee voucher rules for DBAs include:

Voucher Rule	Description
Voucher Rule 00	One voucher per payee. This is the default rule.  Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.
Voucher Rule 01	One voucher per employee.
Voucher Rule 02	One voucher per payee for each DBA.
Voucher Rule 03	Separate vouchers for multiple payments to the same payee for the same DBA for the same employee where payments represent separate wage attachments (case number, case date, obligee, and so forth).
Voucher Rule 04	One voucher per payee for each group plan.  Use this rule for a payee that you entered at the group plan level.

Payee voucher rules for taxes include:

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



Field	Explanation
Payee Voucher Rule	<p>Payee Voucher Rules determine the level of summarization for a payee. This specific rule tells the system how to summarize voucher information for a DBA. For example, the rule indicates whether the system should create one voucher for a payee, or a separate voucher for each DBA owed to a payee (one voucher, per payee, per employee, per DBA).</p> <p>The Payee Voucher Rules are predefined and should not be changed.</p>
Pymt Trm	<p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example:</p> <p>Blank Net 15</p> <p>1    1/10 net 30</p> <p>2    2/10 net 30</p> <p>N    Net 30</p> <p>P    Fixed day of 25th</p> <p>Z    Net 90</p> <p>This code prints on customer invoices.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The payment terms information is stored in the Accounts Payable system. You cannot change it in the Payroll system.</p>

Field	Explanation
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> <li>▪ Blank or 1210- Trade Accounts Receivable</li> <li>▪ RETN or 1220 - Retainages Receivable</li> <li>▪ EMP or 1230 - Employee Accounts Receivable</li> <li>▪ JIB or 1240 - JIB Receivable (See A/R Class Code - ARC)</li> <li>▪ Blank or 4110 - Trade Accounts Payable</li> <li>▪ RETN or 4120 - Retainage Payable</li> <li>▪ OTHR or 4230 - Other Accounts Payable (See A/R Class code - APC)</li> </ul> <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p><b>Note:</b> Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field indicates the account that the system offsets when you post vouchers to the general ledger. This information is stored in the Accounts Payable AAls. You cannot change it in the Payroll system.</p>

## What You Should Know About

<b>Deleting payee voucher rules</b>	Choose the Delete option to delete the voucher rules for a payee. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.
<b>Reviewing payee voucher rules</b>	<p>To review existing payee voucher rules for all payees, leave the Skip to Payee field blank on the Payee Voucher Rules form.</p> <p>To locate a specific payee, enter the payee's address number in the Skip to Payee field.</p>
<b>Determining the voucher due date</b>	The system uses the payment terms to determine the voucher due date.

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# Work with Vouchers

## Working with Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

This section contains the following:

- [Reviewing Pro Forma Vouchers by Payee](#)
- [Reviewing Pro Forma Vouchers by Employee](#)
- [Reviewing the Payroll Journal Proof/Edit for Vouchers Report](#)
- [Reviewing the Payroll Voucher Journals](#)
- [Revising Voucher Information for a Tax Type](#)
- [Revising Voucher Information for a DBA](#)
- [Reviewing Actual Voucher Reports](#)
- [Posting Payroll Vouchers to the General Ledger](#)

During pre-payroll processing, the system uses the information you entered when you set up A/P integration to determine which DBAs require vouchers and who the payees are for those vouchers. It stores this information in the DBA Transaction Detail table (F0609).

Voucher rules enable you to specify whether one or more vouchers will be generated, as well as what information prints on the employee's pay stub. For example, you can select a voucher rule to generate separate vouchers when there are multiple payments to the same payee for the same employee and the same DBA, but where the payments represent separate wage attachments (case numbers, case dates, etc.).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and tax transactions and stores them in a batch. The system also creates pro forma journal entries for other types of Payroll transactions and stores them in a separate batch. Each batch has a unique batch number and batch type. For vouchers, you can choose to have the system create one batch for DBA vouchers and a separate batch for tax vouchers. This allows you to post journal entries for DBA vouchers separately from those for tax vouchers.

The batch of pro forma journal entries for other Payroll transactions contains document types T1 thru T6. The Pay Period Journal Batch Proof report lists these document types. The batches of pro forma voucher entries contain document type T7. The Pay Period Journal Batch Proof/Edit for Vouchers report lists this document type.

During the journal entries step, the system creates the debits to the liability accounts as one-sided entries. The system creates the offsetting credit when you post the vouchers to the general ledger.

Before you process the final update, you should review pro forma voucher information to verify that the information is correct.

During final update, the system creates the actual vouchers for voucher journal entries and stores them in the Accounts Payable Ledger table (F0411). It creates these actual vouchers only if the pro forma vouchers had no errors. After you process the final update, you can no longer review pro forma vouchers.

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**Caution:** If the batch of pro forma vouchers contain any errors when you process final update, the system deletes the batch without creating the actual vouchers.

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The system does not post vouchers automatically. You must manually post the vouchers to the general ledger.

The data on the sample forms might not match the sample data installed on your Payroll System.

## Before You Begin

- Process a payroll cycle that includes vouchers.

## See Also

- *Processing Pro Forma Journal Entries (P062201)* for information about creating pro forma vouchers during payroll cycle processing

## Reviewing Pro Forma Vouchers by Payee

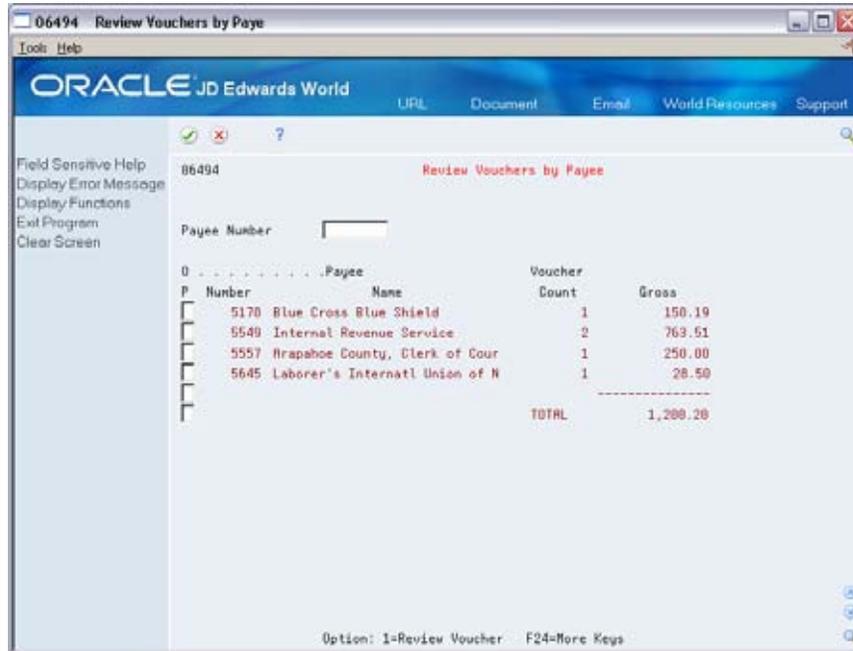


From Canadian Payroll Master (G77), choose **Pay Cycle Processing**  
From Pay Cycle Processing (G7713), choose **Review Vouchers by Payee**

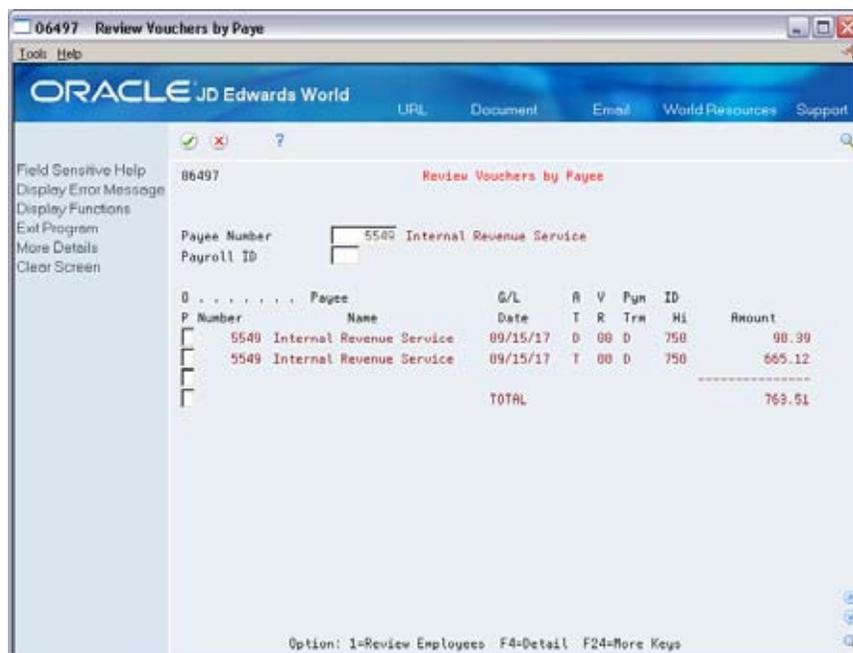
The system creates pro forma vouchers for DBA transactions during pre-payroll and pro forma vouchers for tax transactions during the journal entries step. Before you process the final update, you should review this information online to verify that it is correct. After you process final update, you can no longer review these pro forma vouchers online.

## To review pro forma vouchers by payee

### On Review Vouchers by Payee



- To limit the vouchers that appear, complete the following optional field and press Enter:
  - Payee Number
- Choose the Review Voucher option.



3. On the second Review Vouchers by Payee form, to limit the vouchers that appear complete the following optional field:
  - Payroll ID
4. Access the detail area.

06497 Review Vouchers by Payee

Tools Help

ORACLE JD Edwards World

UPL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Clear Screen

06497 Review Vouchers by Payee

Payee Number  Internal Revenue Service  
Payroll ID

P Number	Name	Date	G/L	T	R	Trn	HI	Amount
<input type="checkbox"/> 5549	Internal Revenue Service	09/15/17	D 00 D	750				90.39
<input type="checkbox"/> Batch Number	4206014 Voucher Control.		000					
<input type="checkbox"/> 5549	Internal Revenue Service	09/15/17	T 00 D	750				665.12
<input type="checkbox"/> Batch Number	4206014 Voucher Control.		27006555					
TOTAL								763.51

Option: 1-Review Employees F4-Detail F24-More Keys

5. Review the information in the following fields:
  - Batch Number
  - Voucher Control
6. Choose the Review Employees option.

06499 Review Voucher Detail by P

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

06499 Review Voucher Detail by Payee

Payee Number 5549 Internal Revenue Service

Payroll ID 750

Skip to Employee

Employee		R Payroll		Gross
Number	Name	Co	ID T Check Dt	Amount
7505	Mayeda, Donald	00100	750 D 09/15/17	90.39
TOTAL				90.39

F2=Journal Line Entries F4=Detail F24=More Keys

7. On the Review Voucher Detail by Payee form, choose the Detail function to review additional information.
8. To view the journal entries associated with a voucher, choose the Journal Line Entries function.

06495 Review Journal Line Entries

Functions Tools Help

Co	Account Number	G/L Date	Due Date	G/L Off	Gross Amount
00100	100-4211	09/15/17	09/15/17		90.39

9. On Review Journal Line Entries, access the detail area to review additional information.

## What You Should Know About

### Reviewing batches of vouchers

After you process the journal entries step of the payroll cycle, you can use the payroll journal batch review feature to review batch status for pro forma vouchers.

See *Reviewing Batches of Payroll Journal Entries*.

**Reviewing vouchers with negative amounts**

Vouchers that have negative amounts usually result from voided cheques. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

**Reviewing Pro Forma Vouchers by Employee**

From Canadian Payroll Master (G77), choose **Pay Cycle Processing**  
From Pay Cycle Processing (G7713), choose **Review Vouchers by Employee**

The system creates pro forma vouchers for DBA transactions during pre-payroll and pro forma vouchers for tax transactions during the journal entries step. Before you process final update, you should review this information online to verify that it is correct. After you process final update, you can no longer review these pro forma vouchers online.

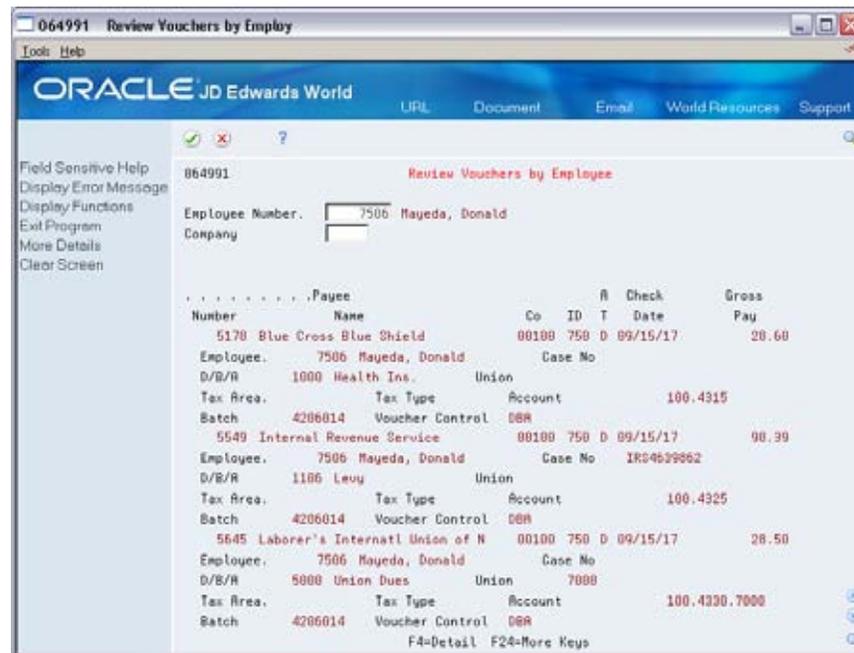
**To review pro forma vouchers by employee**

On Review Vouchers by Employee

Number	Name	Co	ID	T	Date	Gross Pay
5170	Blue Cross Blue Shield	00100	750	D	09/15/17	20.60
5549	Internal Revenue Service	00100	750	D	09/15/17	90.39
5645	Laborer's Internatl Union of N	00100	750	D	09/15/17	28.50
5549	Internal Revenue Service	00100	750	T	09/15/17	56.00
5549	Internal Revenue Service	00100	750	T	09/15/17	37.20
5549	Internal Revenue Service	00100	750	T	09/15/17	37.20
5549	Internal Revenue Service	00100	750	T	09/15/17	8.70
5549	Internal Revenue Service	00100	750	T	09/15/17	8.70

- Complete the following field:
  - Employee
- To limit the vouchers that appear, complete the following optional field:
  - Company

### 3. Access the detail area to view additional information.



## What You Should Know About

### Reviewing batches of vouchers

After you process the journal entries step of the payroll cycle, you can use the payroll journal batch review feature to review batch status for pro forma vouchers.

See Reviewing Batches of Payroll Journal Entries.

### Reviewing vouchers with negative amounts

Vouchers that have negative amounts usually result from voided cheques. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

## Reviewing the Payroll Journal Proof/Edit for Vouchers Report

When you process the payroll journal entries step of the payroll cycle, the system prints the Payroll Journal Proof/Edit for Vouchers report. This report lists Payroll voucher entries for the T7 document type.

If you did not specify a payee for any tax type or DBA, this report contains a payee not specified message. When this error appears, the system does not create the pro forma voucher for that tax type or DBA. You must enter a payee for the tax type or DBA and then complete the steps for revising voucher information.

06229										JD Edwards World			Page -	2	
Payroll ID: 003 Batch 6068038										Payroll Journal Proof/Edit for Vouchers			Date -	6/25/17	
Co	FY	PN	DT	Refn2	Account Description	Employee JBCD	JBST	Payee Number	G/L Account	Subldg-Ty-Phase	Debit	Amounts	Credit	Units	LT
00077	17	04	T7		Payroll Vouchers										
					AT041798 Federal Payroll Tax W/H			000005098	77.4211		1,921.63				AA
					AT041798 UIC Payable			000005098	77.4214		148.86				AA
Document/Period Total											2,070.49				
Company Total											2,070.49				
Grand Total											2,070.49				

## See Also

- *Revising Voucher Information (P06217)*

## Reviewing the Payroll Voucher Journals

You can request the following reports during the reports only step of the payroll cycle:

Report	Description
Payroll Voucher Journal Summary	You can use this report to verify information about tax vouchers.
Payroll Voucher Journal Detail	You can use this report to verify information about DBA vouchers.

You should review these journals before you process the final update to verify the accuracy of the pro forma vouchers. The system prints the reports during the final update. At that time, these journals include the document numbers and pay items.

06496										JD Edwards World			Page No. . . .	2
Payroll ID . . . 003										Payroll Voucher Journal Summary			Date - . . . .	6/25/17
Batch Number . . . 6068038										Summary by Tax Type and Account Number				
G/L Date . . . . 04/17/17														
Payee Number	Document Number	Pay Itm	Co	Pym VR Trm	Net Due Date	Work Tax/ D/B/A	Description	Account Number	Invoice Gross					
5098				77 00 D	04/17/17	FEDERAL	CAN FED	77.4211	1,921.63					
				77 00 D	04/17/17	FEDERAL	CAN UIC - Employ	77.4214	44.23-					
				77 00 D	04/17/17	FEDERAL	CAN UIC - Company	77.4214	193.09					
Company . . . . . 00077									A Model Canadian Payroll Co	2,070.49				
Provider/Trustee . . . . . 00005098									Revenue Canada	2,070.49				
Batch Number . . . . . 06068038										2,070.49				
Payroll ID . . . . . 003										2,070.49				
										2,070.49				

JD Edwards World										Page No. . . . .	2	
Payroll Voucher Journal Detail										Date - . . . .	7/09/17	
Taxes												
Payee	Document	Pay	Pym	Net	Due	Employee	Employee	Work Tax/	Description	Invoice		
Number	Number	Itm	Co	VR	Trm	Date	Number	D/B/A		Gross		
5098		77	00	D		04/17/17	7701	Holiday, Anthony	FEDERAL CAN UIC -	Employ	1.82	
		77	00	D		04/17/17	7701	Holiday, Anthony	FEDERAL CAN UIC -	Company	2.55	
		77	00	D		04/17/17	7702	Derrick, Leslie	FEDERAL CAN FED		20.00	
		77	00	D		04/17/17	7702	Derrick, Leslie	FEDERAL CAN UIC -	Employ	0.45-	
		77	00	D		04/17/17	7702	Derrick, Leslie	FEDERAL CAN UIC -	Company	0.55-	
		77	00	D		04/17/17	7703	Bellas, Debbie	FEDERAL CAN FED		52.66	
		77	00	D		04/17/17	7703	Bellas, Debbie	FEDERAL CAN UIC -	Employ	0.45-	
		77	00	D		04/17/17	7703	Bellas, Debbie	FEDERAL CAN UIC -	Company	0.55-	
		77	00	D		04/17/17	7704	Rivard, Jacques	FEDERAL CAN FED		185.03-	
		77	00	D		04/17/17	7704	Rivard, Jacques	FEDERAL CAN FED		161.15	
		77	00	D		04/17/17	7704	Rivard, Jacques	FEDERAL CAN UIC -	Employ	44.70-	
		77	00	D		04/17/17	7704	Rivard, Jacques	FEDERAL CAN UIC -	Employ	0.45-	
		77	00	D		04/17/17	7704	Rivard, Jacques	FEDERAL CAN UIC -	Company	55.61-	
		77	00	D		04/17/17	7704	Rivard, Jacques	FEDERAL CAN UIC -	Company	0.55-	
		77	00	D		04/17/17	7775	Deveny, Cindy L.	FEDERAL CAN FED		428.22	
		77	00	D		04/17/17	7775	Deveny, Cindy L.	FEDERAL CAN UIC -	Company	61.95	
		77	00	D		04/17/17	7776	Guerre, John M.	FEDERAL CAN FED		274.66	
		77	00	D		04/17/17	7776	Guerre, John M.	FEDERAL CAN UIC -	Company	61.95	
		77	00	D		04/17/17	7777	Bureau, Richard M.	FEDERAL CAN FED		445.86	
		77	00	D		04/17/17	7777	Bureau, Richard M.	FEDERAL CAN UIC -	Company	61.95	
		77	00	D		04/17/17	7778	Klassen, Lisa M.	FEDERAL CAN FED		349.89	
		77	00	D		04/17/17	7778	Klassen, Lisa M.	FEDERAL CAN UIC -	Company	61.95	
Company . . . . . 00077										A Model Canadian Payroll Co	1,696.27	
Provider/Trustee . . . . . 00005098										Revenue Canada	1,696.27	
Batch Number . . . . . 06068097											1,696.27	
Payroll ID . . . . . 003											1,696.27	
											1,696.27	

**See Also**

- *Printing Payroll Cycle Reports (P06240)* for information about printing reports before final update

**Revising Voucher Information for a Tax Type**

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Taxes and Insurance</b> From Taxes and Insurance (G7744), choose <b>Tax Area Information</b>
---	--

Occasionally, you might need to revise payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you must typically rerun some steps in the cycle to ensure that the system creates the appropriate vouchers. The steps you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA.

If you revise voucher information for a tax type while you are processing a payroll cycle, you do not need to reset the payroll ID. Instead, you rerun the journal entries step of the payroll cycle, which re-creates the Payroll Journal workfile (F06395). To reduce processing time you can choose to run A/P integration only.

## To revise voucher information for a tax type

### On Tax Area Information

1. To locate the tax area, complete the following fields:
  - Tax Area
  - Tax Type
2. Make the necessary revisions to the voucher information.
3. On Pay Cycle Processing (G0713 or G7713) choose Payroll Journal Entries.
4. On the first Payroll Journal Entries form, complete the steps for creating the pro forma journal entry workfile.

### What You Should Know About

**Revising supplier information**

If the supplier information is incorrect, revise it in the Accounts Payable system and not on Tax Area Information.

## Revising Voucher Information for a DBA

Occasionally, you might need to revise payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

You must use different DBA forms depending on the type of correction you need to make. Use the following form that contains the information that needs to be revised:

- DBA Setup
- Group Plan DBA Setup
- DBA Instructions

If you revise voucher information for a DBA while you are processing a payroll cycle, you must reset the payroll ID and rerun a full pre-payroll processing. You cannot run a pre-payroll only for the changes.

## To revise voucher information for a DBA

### On the appropriate DBA form

1. Make the necessary revisions to the voucher information for the DBA, group, or employee.
2. On Pay Cycle Processing (G0713 or G7713) choose Pay Cycle Review/Reset.
3. On Pay Cycle Review/Reset, complete the steps for resetting the payroll ID for the payroll cycle.
4. On Pay Cycle Processing (G0713 or G7713) choose Pre-Payroll Processing.

5. On the first Pre-Payroll Processing form, complete the steps for running a full pre-payroll processing.
6. On Pay Cycle Processing (G0713 or G7713) choose Payroll Journal Entries.
7. On the first Payroll Journal Entries form, complete the following field:
  - Pre-Payroll ID
8. On the second Payroll Journal Entries form, enter N in the following field:
  - Run Accounts Payable Integration Only
9. Complete the steps for creating the pro forma journal entry workfile.

Field	Explanation
Accounts Payable Integration	<p>The Yes or No Entry field is a single-character entry field for a yes or no response. The default is No.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This code will rerun A/P integration without rerunning pay period journals.</p> <p>Valid codes are:</p> <p>N    Run pay period journals and accounts payable integration.</p> <p>Y    Run accounts payable integration only.</p>

#### See Also

- *Choosing an Existing Payroll ID (P06220 or P07220)*
- *Creating the Pro Forma Journal Entry Workfile (P06220 or P07220)*

## Reviewing Actual Voucher Reports

When you process the final update for a payroll cycle that includes vouchers, the Payroll system provides several reports that you can print to verify voucher information before you post the vouchers to the general ledger. You can also review reports that indicate whether the vouchers posted correctly.

During final update, the system automatically prints the following reports:

- Payroll Voucher Edit report
- Payroll Voucher Journal Detail report
- Payroll Voucher Journal Summary report

You should also have printed the detail and summary journals during the print payroll cycle reports step of the payroll cycle. When the system prints these reports during final update, they include document numbers and pay items. You can use this information to verify voucher information before you post vouchers to the general ledger.

Use the Payroll Voucher Edit Report to determine whether any voucher-related errors occurred when the system created the actual vouchers during final update. This report lists payment items that are in error and conditions that require a warning. If no errors occurred, the system prints the message informing you there are no errors.

This report prints two types of messages:

Message Type	Description
Error messages	The system does not create a voucher for the pay item. You must manually enter the pay items into the Accounts Payable system.  When all pay items in a batch are in error, the system deletes the batch and its batch header record. In this case, the batch does not appear on the Payroll Journal Batch Review report.
Warning messages	The system creates a voucher for the pay item. You should review the voucher to determine whether you need to revise the pay items in the Accounts Payable system.

JD Edwards World										Page	1
Payroll Voucher Edit Report										Date	6/25/17
										Batch Type	- #
										Batch Number	- 6068038
										Batch Date	- 06/25/17
										Payroll ID	- 003
Payee	Do	Document	Pay	G/L	Co	G/L Account					
Number	Ty	Number	Itm	Date		Subldgr-Ty/Asset Number		Debit		Error/Warning Messages	
5098	T7	001	04/17/17	77		77.4211		1,921.63		ERROR: 4668 Trade Account Currency Incorrect	
5098	T7	002	04/17/17	77		77.4214		148.86		ERROR: 4668 Trade Account Currency Incorrect	
Error Total								2,070.49		** Entire Batch is in error. Vouchers will have to be entered manually. Batch header has been removed.	
										Batch Total . . . . . :	
										No. of Vouchers Created. . . :	0
										No. of Vouchers NOT Created:	1

## What You Should Know About

**Reviewing actual vouchers online** After you process the final update, you can review actual vouchers online using the payroll journal batch review feature and its associated options. This feature uses the multi-company format.

See *Reviewing Batches of Payroll Journal Entries*.

**Reviewing messages** You can use the Data Dictionary to view a detailed description of an error or warning message. Use the four-digit error message number to locate the error in the Data Dictionary.

See the *Technical Foundation Guide* for information about using the Data Dictionary.

## See Also

- *Reviewing the Payroll Voucher Journal Detail Report (P06240)*

- *Reviewing the Payroll Voucher Journal Summary Report (P06240)*

## Posting Payroll Vouchers to the General Ledger

	From Canadian Payroll Master (G77), choose <b>Pay Cycle Processing</b> From Pay Cycle Processing (G7713), choose <b>Review Post Vouchers to G/L</b>
---	--

After you process the final update step of a payroll cycle that includes vouchers, you must post the journal entries for the vouchers (T7 document types) to the general ledger. Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (T1 through T6 document types), the system does not automatically post journal entries for vouchers.

When you post journal entries for vouchers, the system creates an offset entry in the screen of a credit to the appropriate A/P account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the payroll system to create the reversing T7 entry.

When you post vouchers, the system prints the following reports:

Report	Description
Posting Edit report	Use the Posting Edit Report to determine whether the vouchers posted. When no errors occur during posting, the report contains a message that no errors were found and the system will post the batch.
General Ledger Post Payroll Vouchers report	Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types: <ul style="list-style-type: none"> <li>T7 The Payroll voucher entries</li> <li>AE The offsetting credit entries to the accounts payable liability account that the system creates during posting</li> </ul>

### Before You Begin

- For the home company of each employee for whom the system creates a voucher, verify that you the business unit and object account to be used for the offset are set up in the Accounts Payable system. See *Setting Up AAIs for A/P* in the *Accounts Payable Guide*.
- Review any warning messages that appear on the Voucher Edit report. Use the Accounts Payable system to make any necessary corrections. See *Reviewing the Voucher Edit Report*.

09800	JD Edwards World				Page	5
	General Ledger Post - Payroll Vouchers				Date	7/31/17
	Posting Edit Report					
Create Intercompany Settlements: D						
Batch Number	Batch Date	Account Number - Account ID	Input	G/L Date	Do Document JE Line	Error Messages
					Subldgr Ty Number Number	
6068298	07/31/17					Intercompany settlements to be made as follows:
		Company 00007	LT/Date	AA 08/14/17	Intercompany required	3,297.15-
		Company 00100	LT/Date	AA 08/14/17	Intercompany required	3,297.15
6068298	07/31/17					Intercompany settlements to be made as follows:
		Company 00007	LT/Date	AA 08/14/17	Intercompany required	8,433.90-
		Company 00100	LT/Date	AA 08/14/17	Intercompany required	8,433.90
6068298	07/31/17					***NO ERRORS*** Batch will post.
						*

09801	JD Edwards World				Page	1
Batch Type	- #	General Ledger Post - Payroll Vouchers		Date	7/31/17	
Batch Number	- 6068298					
Batch Date	- 07/31/17					
Posting Journal						
Post Out of Balance :						
Create Intercompany Settlements: D						
Do Document Ty	G/L Date	Co	Account Description	G/L Account Subldgr-Ty/Asset Number	Amounts Debit	LT Units
			Explanation		Credit	
T7	12656 08/14/17	00007	Federal Payroll Tax W USD	7.4211	1,717.09	AA
			Payroll Vouchers			
T7	12656 08/14/17	00007	FICA Payroll Tax Paya USD	7.4212	1,172.84	AA
			Payroll Vouchers			
T7	12656 08/14/17	00007	Medicare Tax Payable USD	7.4213	407.22	AA
			Payroll Vouchers			
AE	12656 08/14/17	00100	Intercompany Accounts USD	100.1291	3,297.15	AA
			Post Due From Acct	00012656T7 00000007 A		
AE	12656 08/14/17	00007	Intercompany Accounts USD	7.1291		AA
			Post Due To Acct	00012656T7 00000100 A		
T7	12657 08/14/17	00100	Federal Payroll Tax W USD	100.4211	1,979.10	AA
			Payroll Vouchers			
T7	12657 08/14/17	00100	FICA Payroll Tax Paya USD	100.4212	1,901.18	AA
			Payroll Vouchers			
T7	12657 08/14/17	00100	Medicare Tax Pay USD	100.4213	444.62	AA
			Payroll Vouchers			
T7	12657 08/14/17	00100	Federal Unemp Tax Pay USD	100.4214	369.04	AA

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## **5 Intercompany Settlements**



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# Overview to Intercompany Settlements

## Objectives

- To keep Payroll journal entries in balance by the companies in your organization

## About Intercompany Settlements

You use intercompany settlements if your organization consists of multiple companies and if your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, you typically expense the labor to the other company and the associated liabilities to the home company. This situation creates journal entries that are out of balance by company.

To keep the payroll journal entries for each company in balance by document type, you can set up your system to generate intercompany settlements. Intercompany settlements create offsetting journal entries that ensure that each company's net balance equals zero that is its debits equal its credits.

## How Do You Generate Intercompany Settlements?

To generate intercompany settlements for payroll transactions, your Payroll system must be integrated with the JD Edwards World General Accounting system. You can set up either of these systems to generate intercompany settlements for payroll transactions. You can choose the method that works best for your environment.

When you use the General Accounting system to generate intercompany settlements, the system processes all balancing journal entries through a single hub (main) company. The hub company is the same for all employees. You can designate the hub company in the intercompany constants for the General Accounting system. If you do not designate a hub company, the post program uses the first company it encounters as the hub company. Therefore, the hub company might not be the employee's home company.

When you use the Payroll system to generate intercompany settlements for payroll transactions, the system creates the balancing entries before journal entries are posted to the general ledger. The Payroll system ignores the intercompany constants for the General Accounting system and designates the employee's home company as the hub (main) company for processing balancing entries.

Intercompany settlements in the Payroll system apply to document types T1, T2, T3, T4, and T6. They do not apply to document types T5 and T7.

## See Also

- *Setting Up Intercompany Settlements (P00909) in the General Accounting I Guide*

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# Set Up Intercompany Settlements in Payroll

## Setting Up Intercompany Settlements in Payroll

You use intercompany settlements if your organization consists of multiple companies and if your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, the home company typically charges the other company for the employee's labour expenses.

This section contains the following:

- [Verifying Your Chart of Accounts](#)
- [Setting Up AAIs for Intercompany Settlements](#)
- [Setting Up Intercompany Settlements for a Payroll ID](#)

Before you can set up Automatic Accounting Instructions (AAIs) for intercompany settlements, you should verify that your organization's chart of accounts contains intercompany settlement accounts.

You set up the accounting rules for intercompany settlements in the Payroll system. After you set up AAIs for intercompany settlements, you should create a payroll ID that generates intercompany settlements in Payroll rather than in the General Accounting system.

### Example: Intercompany Settlements Using Document Type T2

An employee whose home company is company 1 works in company 50, business unit 501. The employee's gross wages are 1000.00. All liabilities are posted to the home company.

When you have not set up intercompany settlements in Payroll, the journal entries for the employee are:

- In balance by document type across all companies
- Out of balance by company
- Out of balance by document type within a company

The type T2 (labour distribution) journal entries for the employee are:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
Company 1 Total.....				00	1000
T2	LD	501.8115	Labor Expense	1000	
Company 50 Total.....				1000	00
Grand Total.....				1000	1000

When you have set up intercompany settlements in Payroll, the entries for the employee are:

- In balance by company
- In balance by document type within a company

The type T2 (labour distribution) journal entries for the employee are:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
T2	IC	1.1291.00050	Intercompany	1000	
Company 1 Total.....				1000	1000
T2	LD	501.8115	Labor Expense	1000	
T2	IC	50.1291.00001	Intercompany		1000
Company 50 Total.....				1000	1000
Grand Total.....				2000	2000

## Before You Begin

- Set up intercompany accounts in your chart of accounts. See *Creating Your Chart of Accounts* in the *General Accounting I Guide*.

## See Also

- *Appendix D – Intercompany Settlement Examples*

## Verifying Your Chart of Accounts

Before you can set up AAIs for intercompany settlements, you should verify that your organization's chart of accounts contains intercompany accounts.

All intercompany accounts must use the same object number. The subsidiary (third part of the account number) can represent the company from which or to which intercompany amounts are due.

For example, the following table shows intercompany accounts for companies 1, 7, and 50, where 1291 is the object account for intercompany settlements:

Company 1	Company 7	Company 50
1.1291.00007	7.1291.00001	50.1291.00001
1.1291.00050	7.1291.00050	50.1291.00007

You (or someone in your accounting department) must use the General Accounting system to set up the accounts. Typically, you verify your chart of accounts from the General Accounting system. If you do not have access to the General Accounting system, you can verify your chart of accounts from the AAI tables in the Payroll system. To verify your chart of accounts from the AAI tables, choose the Help function for the business unit, object, or subsidiary fields.

## Setting Up AAIs for Intercompany Settlements

	<p>From Canadian Payroll Master (G77), enter 29          From Payroll Setup (G774), choose <b>Auto Accounting Instructions</b>          From Auto Accounting Instructions (G7743), choose <b>Dr/Cr-Accruals/Clearings</b></p>
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You use this AAI table to set up the AAIs for generating intercompany settlements. You define journal types for intercompany settlements so that the system tracks intercompany transactions for each company in your organization. You should set up intercompany settlements for Company 00000 only.

### To set up AAIs for intercompany settlements

On DR/CR -Accruals/Clearings

1. Locate company 00000.
2. Complete the following field:
  - Object
3. Enter IC in the following field:
  - Journal Type
4. Complete the following field:
  - Subsidiary
5. Complete the following optional field:
  - Subledger

## What You Should Know About

<b>Search criteria</b>	In the AAI table, the IC journal type is the only search criteria.
<b>Business unit values</b>	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 the company in which the journal entry is created as the business unit.
<b>Subsidiary and subledger values</b>	To track intercompany amounts between companies, enter *CO as the subsidiary. If you do not use the company number for the subsidiary, the system enters the company number in the Subledger field, using subledger type A.

## Setting Up Intercompany Settlements for a Payroll ID

	From Canadian Payroll Master (G77), choose <b>Pay Cycle Processing</b> From Pay Cycle Processing (G7713), choose <b>Pre-Payroll Processing</b>
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After you set up intercompany settlements in AAIs, you should set up intercompany settlements for a payroll ID. When you use this payroll ID to process a payroll cycle, the Payroll system, rather than the General Accounting system, generates intercompany settlements before posting them to the general ledger.

Use this payroll ID to process payroll for employees who worked in companies other than their home companies. When you process this payroll ID, the system automatically creates balancing journal entries for intercompany settlements.

### To set up intercompany settlements for a payroll ID

On the first Pre-Payroll Processing form

1. Enter an existing ID in the following field:
  - Payroll ID
2. On the second Pre-Payroll Processing form, choose the Additional Parameters function.
3. On Additional Pay Cycle Parameters, complete the following field:
  - Intercompany Settlements

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<b>Field</b>	<b>Explanation</b>
Intercompany Settlements	A code that determines which system generates intercompany settlements. Valid values are:  1     The Payroll system generates intercompany settlements before posting them to the General Ledger.  0     The General Accounting system, not the Payroll system, generates intercompany settlements. This is the default.

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## 6 Step Progression



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# Overview to Step Progression

## Objectives

- To automate the process of moving employees through levels within job types and job steps

## About Step Progression

Your organization might use job steps to define levels within a job type or pay rate. For example, you might have a job type electrician that contains four job steps:

- Apprentice 1
- Apprentice 2
- Journeyman
- Master electrician

To simplify the process of tracking job steps to employees, you can set up your Payroll system to move an employee through predefined steps in a job or pay rate. After the employee has worked a specified number of hours or days in one job type or step, the system promotes the employee to the next job type or step.

You can review the step progression history for employees and correct it if necessary.

Step progression includes:

- Entering step progression information
- Working with step progression history



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# Enter Step Progression Information

## Entering Step Progression Information

Your organization might use job steps or pay grade steps to define levels within a job type or pay rate. For example, you might have a job type electrician that contains four job steps:

- Apprentice 1
- Apprentice 2
- Journeyman electrician
- Master electrician

To simplify the process of tracking job and pay grade steps for employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job or pay rate. After the employee has worked a specified number of hours or days in one job step, the system automatically promotes the employee to the next job step.

To activate the automatic step progression feature, you must enter step progression information for company 00000. You must also enter separate pay rates for each job step within a job type, and set up a progression table that specifies how long an employee remains in each step. You can set up a different progression table for each union or business unit in your organization.

To include an employee in automatic step progression processing, you must enter the employee classification for step progression. You must also enter certain job and pay information for the employee.

You must create a payroll ID that runs the Step Progression program so the system can update employees' step progression history.

This section contains the following:

- [Setting Up Step Progression in the Payroll Company Constants](#)
- [Entering Pay Rates for Step Progression](#)
- [Entering Time Limits for Job Steps](#)
- [Entering Step Progression Information for an Employee](#)
- [Creating a Payroll ID that Uses Step Progression](#)

## What You Should Know About

### **Automatic processing**

You must initiate automatic step progression during the pre-payroll step in the payroll cycle.

**Job types and steps**

For automatic step progression, the job types and steps you enter on the Pay Rate Tables, Progression Table, Employee Entry, and Employee Basic Data forms must be identical.

## Setting Up Step Progression in the Payroll Company Constants



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Payroll General Constants**  
 From Payroll General Constants (G7741), choose **Payroll Company Constants**

To simplify the process of tracking job and pay grade steps to employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job or pay rate. After the employee has worked a specified number of hours or days in one job step, the system promotes the employee to the next job step.

Before you can enter step progression information, you must activate automatic step progression in your company constants. When you activate automatic step progression, you specify how the system will update step progression history.

### To set up step progression in the company constants

On Payroll Company Constants

1. Locate company 00000.
2. Complete the following field:
  - Step Progression Process

### See Also

- *Setting up the Default Company (P069091)*

Field	Explanation
Step Progression Process	<p>A code that specifies whether the system updates Step Progression History tables and the level of detail in which the update occurs. Valid values, based on the information in the Employee Master table (F060116) are:</p> <p>1 Update using Union, Job Type, and Job Step</p> <p>2 Update using Home Business Unit, Union, Job Type, and Job Step</p> <p>N Do not update the Step Progression History tables</p> <p>For the system to apply step progression, you must also do the following:</p> <ul style="list-style-type: none"> <li>▪ Enter S in the Employee Class field on Employee Entry.</li> <li>▪ Enter Y in the Step Progression field on Additional Parameters in pre-payroll processing.</li> </ul>

## Entering Pay Rates for Step Progression

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Group Constants</b> From Payroll General Constants (G7745), choose <b>Pay Rate Tables</b>
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You can associate pay rates with job steps so that employees within the same job type can be paid different rates. To use the automatic step progression feature, you must enter separate pay rates for each job step within a job type, or for each job type only. If you have already set up your Pay Rate Table, verify that it contains an entry for each job step or job type.

### To enter pay rates for step progression

On Pay Rate Tables

Complete the steps for setting up pay rates.

### See Also

- *Setting Up Pay Types (P069116)*

## Entering Time Limits for Job Steps

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Step Progression Information</b> From Step Progression Information (G77114), choose <b>Progression Table</b>
---	--

To use the automatic step progression feature, you must complete the progression table to define the number of units (in hours or days) that an employee must work to progress through each job step. The pre-payroll and interim cheque entry programs read the progression table and step progression history to determine an employee's time and grade status. When an employee completes the specified number of hours or days in one job step, the system automatically updates the employee's record to the next job step.

The step progression feature does not change the hourly rates entered for employees on Employee Entry. Instead, it indicates the hourly rate to use on the pay rates table for timecards.

You should enter time limits for job steps after you enter the pay rates for step progression. The job types and steps you enter in the progression table must match those you entered on the pay rates table.

### Before You Begin

- Add a code to the user defined code table 07/IP to define the pay types to include when calculating hours or days for step progression.
- Define a range of pay types in the Worker's Compensation table that use the pay types you set up for step progression, for example, STP.

## To enter time limits for job steps

### On Progression Table

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Use Same Job Type  
Previous Record  
Next Record  
Clear Screen

06933 Progression Table

Action Code  
Union Code 7000  
Business Unit  
Effective Date - Fr 01/01/17 Thru 12/31/17

Step	R	T	New Job	C	R	F				
01	01	01	01	100.00	H	STP	01-01	2	N	Y
02	02	01	01	200.00	H	STP	01-02	3	N	Y
03	03	01	01	400.00	H	STP	01-03	4	N	Y
04	04	01	01	800.00	H	STP	01-04	5	N	Y

Opt: 9=Delete F20=Next F24=More Keys

1. Complete the following optional fields:
  - Union Code
  - Business Unit
2. Complete the following fields:
  - Date- Beginning Effective
  - Date - Ending Effective
3. To specify units for the current job type or step, complete the following fields:
  - Job Type
  - Accumulator Code (AC)
  - Units - Total
  - Step Progression Method (M)
  - Based From Date
  - Insured Pay Table Number (TC)
4. If you are using job steps, complete the following field:
  - Job Step
5. To specify information about the next job type or step, complete the following fields:
  - Job Type at Next Level
  - Carry Over Flag (CF)

- Movement Flag (AM)
6. Complete the following optional field:
- Job Step at Next Level

Field	Explanation
A C	<p>A code that specifies whether the total number of units entered represents units worked in a designated job type or in a job type and step combination. Valid codes are:</p> <p>1 The units entered represent the total number of units that the employee must work within the designated job type and step combination before advancing to the next job type and step.</p> <p>2 The units entered represent the total number of units that the employee must work within the designated job type before advancing to the next job type.</p> <p>If you enter a code in this field, leave the Date field blank.</p>
Units	The total number of units (Hours/Days) an employee must work in a job.
M	<p>A code that specifies the method the system uses to calculate step progression units. Valid codes are:</p> <p>H Hours</p> <p>D Days</p>
T C	<p>A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.</p> <p>Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.</p>

Field	Explanation
C F	<p>A code that specifies whether the total accumulated units (number of hours per day) or only the excess units (number of hours per day that exceed the required amount) are to be carried over to the employee's next job type/step combination in the Step Progression History table.</p> <p>Enter one of the following:</p> <p>N Do not carry the accumulated units into the next job type or step, only the excess.</p> <p>Example - If an employee has a total of 520 hours and moves to the next job type or step, the new accumulated hours are 20.</p> <p>Y Carry all accumulated units into the next job type or step</p> <p>Example - If an employee has a total of 520 hours and moves to the next job type or step, the new accumulated hours are 520.</p>
A M	<p>A code that specifies whether an employee's move to the next job type or step is done automatically or manually.</p> <p>Valid values are:</p> <p>Y The system automatically moves employees to the next job type or job step (default)</p> <p>N You must manually move employees to the next job type or job step</p>

## What You Should Know About

<b>Entering progression information</b>	Depending on how you set up company 00000, the progression table might have a Union Code field, a Business Unit field, or both.
<b>Reaching the last job step</b>	When an employee reaches the last job step, the employee's salary level does not change.

## Entering Step Progression Information for an Employee

	<p>From Canadian Payroll Master (G77), choose <b>Employee Information</b></p> <p>From Employee Information (G7711), choose <b>Additional Employee Data &amp; Reports</b></p> <p>From Additional Employee Data &amp; Reports (G77111), choose <b>Basic Employee Revisions</b></p>
---	--

To include an employee in automatic step progression processing, you must enter the employee classification for step progression. You must also enter specific job and pay information for the employee. This information includes a job type and job step that match one of the job types and job steps you entered when you set up time limits.

## To enter step progression information for an employee

### On Basic Employee Revisions

1. Complete the steps for entering basic employee data.
2. Complete the following field:
  - Employee Class
3. Complete the following optional field:
  - Job Type
4. If you use job steps, complete the following field:
  - Job Step

Field	Explanation
Employee Class	A code that represents the employee's classification status. Valid values are:
Y	Contract labor (non-employee)
N	Regular employee
S	Employee to be included in step progression process

## See Also

- *Entering Basic Employee Data (P070111)*

## Creating a Payroll ID that Uses Step Progression

	From Canadian Payroll Master (G77), choose <b>Pay Cycle Processing</b> From Pay Cycle Processing (G7713), choose <b>Pre-Payroll Processing</b>
---	---

To update employees' step progression history, you should create a payroll ID that runs the Step Progression program. This payroll ID should include employees whose employee classification specifies that they are included in automatic step progression. When you process this payroll ID, the system automatically updates job type and job step information for those employees who have worked the number of hours or days required to be promoted to the next step.

Updating step progression information during payroll cycle processing ensures that all employees' step progression history is updated automatically.

## To create a payroll ID that uses step progression

### On Pre-Payroll Processing

1. Complete the steps for creating a new payroll ID.
2. Choose the Pay Cycle Information tab on the Pre-Payroll Processing form.

3. On the Pay Cycle Information tab, complete the following field:
  - Process Step Progression History

Field	Explanation
Process Step Prog. History	<p>A code that specifies whether to execute the Step Progression program during payroll cycle processing. Valid values are:</p> <p>Y    Execute step progression</p> <p>N    Do not execute step progression (default)</p> <p><b>Note:</b> Executing step progression increases payroll cycle processing time.</p>

## What You Should Know About

### **Modifying an existing payroll ID**

Instead of creating a new payroll ID, you can modify an existing ID to process step progression history.

## See Also

- *Creating a New Payroll ID (P06210 or P07210)*

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# Work with Step Progression History

## Working with Step Progression History

If you are using the automatic step progression feature, you can review the step progression history that the system creates for employees and correct it if necessary.

This section contains the following:

- [Reviewing Step Progression History by Job](#)
- [Correcting Step Progression History for an Employee](#)
- [Reviewing Step Progression History](#)

To correct step progression history, you manually change the accumulated units that the system entered for the employee.

To verify step progression history, you can review the job type, job step, and accumulated units for employees. You can review this information for individual employees or for all the employees in a particular job type, business unit, or union. You can also use the Progression History Report to verify step progression information.

The system stores two different types of step progression tables:

- Active tables - current tables
- Posted tables - previous or old step progression tables

The system stores posted step progression tables as a history of the previous job steps and job types that an employee has had within the company.

## Reviewing Step Progression History by Job

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Step Progression Information</b> From Step Progression Information (G77114), choose <b>Job Progression Inquiry</b>
---	--

To verify step progression information, you can review the job type, job step, and accumulated units for all the employees in a particular job type, business unit, or group. Depending on how you set up company 00000, the progression might include information on union code, business unit, or both. You can review both active and posted information.

## To review step progression history by job

### On Job Progression Inquiry

06085 Job Progression Inquiry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Detail (Fold Area)  
Progression Table  
Posted or Active Record  
Previous Records  
Next Records  
Clear Screen

06085 Job Progression Inquiry Record = Current

Job Type 08-3 Clerk  
Job Step  
Union Code  
Business Unit  
Effect Dates From : Date  
Skip to Employee

Employee	Prior	Units	New
Number	Type	Remaining	Type
7566 Hayeda, Donald	08-3 2 7000	312.00 H	08-3 3

Opt: 1=Emp. Hist. F8=Prog.Table F13=Prior/Current F20=Next F24=None

- To locate the information you want to review, complete any of the following fields:
  - Job Type
  - Job Step
  - Union Code
  - Business Unit
  - Dates
  - Skip to Employee
- Review the records that meet your search criteria.

## Correcting Step Progression History for an Employee



From Canadian Payroll Master (G77), choose **Employee Information**  
 From Employee Information (G7711), choose **Step Progression Information**  
 From Step Progression Information (G77114), choose **Employee Progression Inquiry**

Occasionally, you might need to correct the step progression information that the system automatically enters for an employee. For example, if you unintentionally entered 880 hours instead of 80 on an employee's timecard, the system might move the employee into the next job step before the employee has actually worked the required number of hours. You might also need to correct the accumulated units for an employee if you manually change the employee's job type or job step.

Correcting the timecard by entering negative hours does not correct the employee's step progression history, so you must manually correct the accumulated units that the system entered in the step progression history for the employee. After you correct an employee's accumulated units, you should review the employee master information for this employee to verify that the job type and step information is correct.

For employees with multiple jobs, you can correct step progression history for the employee's primary job only. When you correct accumulated units, the system does not warn you if you enter a value greater than the maximum number of hours approved for the position.

To maintain payroll history integrity, you should correct accumulated units only. Do not change any other step progression information for the employee.

## To correct step progression history for an employee

### On Employee Progression Inquiry

06100 EE Progression Inquiry

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help 86100 EE Progression Inquiry

Display Error Message

Display Functions

Exit Program

Step Progression Parar

Employee Master Setup

Previous Record

Next Record

Clear Screen

Action Code

Employee Number 7506 Hayeda, Donald

Job Type BM-3 Clerk

Job Step 2 Level II

Union Code 7000 Laborer

Business Unit

Accumulated Units - Type

Accumulated Units - Type/Step 8.00 Hours

Required = 320.00 Remaining = 312.00

Next Job Type BM-3 Clerk

Next Job Step 3 Level III

Creation Date 00/31/17

Effective Date 00/31/17 Current Record

F0=Progression Table F11=EmpMst F20=Next F24=More

#### 1. Complete the following fields to locate the appropriate record:

- Employee Number
- Job Type
- Job Step
- Union Code
- Business Unit

#### 2. Change the value in one of the following fields:

- Accumulated Units - Type
- Accumulated Units - Type/Step

Field	Explanation
Accumulated Units - Type	The total number of units (hours or days) that the employee has worked in a job type and step combination.  <b>Note:</b> Units appear in this field only if you entered a 1 in the AC (Accumulator Code) field on the Progression Table form.
Accumulated Units - Type/Step	The total number of units (hours or days) that the employee has worked in a job type.  <b>Note:</b> Units appear in this field only if you entered a 2 in the AC (Accumulator Code) field on the Progression Table form.

## Reviewing Step Progression History

	From Canadian Payroll Master (G77), choose <b>Employee Information</b> From Employee Information (G7711), choose <b>Step Progression Information</b> From Step Progression Information (G77114), choose <b>Progression History Report</b>
---	---

Use the Progression History report to review detailed step progression history for employees. You can review active records, posted (historical) records, or both.

06405		JD Edwards World						Page . . . . . 2				
		Step Progression History Report - All						Date . . . . . 7/02/17				
Union Code . . . . . 7000		Laborer										
Business Unit . . . . .												
Job Type . . . . . 8M-3		Clerk										
Job Step . . . . . 1		Level I		(Entry Level)								
. . . . . Employee . . . . .		Current		. . Next .		Create		Date		A Unit		
Number		Name		Type Step		Type Step		Date		Effect		
										C Type		
										Require		
										Units		
										Accumulate		
										Units		
										Remaining		
										Units		
										M		
										F		
7506	Mayeda, Donald	8M-3	1	8M-3	2	03/01/14	08/31/17	H	Hours	160.00	8.00-	P
7506	Mayeda, Donald	8M-3	2			03/01/14	08/31/17	H	Hours	320.00	312.00	A

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## 7 Payroll History Integrity



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# Overview to Payroll History Integrity

## Objectives

- To verify the integrity of payroll history
- To delete unwanted history records from the system

## About Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. This history is used for:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, run reports that identify discrepancies between your detail history tables and the corresponding summary history tables. Integrity reports locate missing, inaccurate or incomplete information in the summary tables. You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing.

Working with payroll history integrity includes:

- Verifying the integrity of payroll summary history
- Verifying the integrity of payroll detail history
- Revising payroll history manually
- Updating available leave
- Reposting payroll history

You should review each error listed on your payroll history integrity reports and determine what action, if any, you must take to correct it. Depending on the error, you must either update the appropriate constants tables or make changes to the history tables. The Payroll system provides several revision programs that you can use to manually correct payroll history. Other types of errors might not require manual corrections. The system corrects some errors automatically when you run the integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by entering a correction on an online review form. In these instances, you can run a repost to correct the problem. During a repost, the system uses the information in a detail history table to

recalculate the totals in the corresponding summary history table. The repost program overwrites existing information in the summary table.

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**Caution:** Before you run a repost, contact JD Edwards World for customer support.

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## What Are the Types of Payroll History?

The two basic types of payroll history are:

- Detail history
- Summary history

Each time you run the final update step of the payroll cycle, the system creates payroll history records and stores them in the history tables. Detail history records contain each tax type, pay type, and DBA that the system calculated for each payment. The system stores these records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

The following list identifies the detail history tables and their corresponding summary tables.

Detail History Table	Summary Tables
Pay and Taxes by Check (F0716)	<ul style="list-style-type: none"><li>▪ Taxation Summary History (F0713)</li></ul>
DBA Detail History (F0619)	<ul style="list-style-type: none"><li>▪ Calendar Month DBA Summary History (F06145)</li><li>▪ Payroll Month PDBA Summary History (F06146)</li><li>▪ Tax Area Transaction Summary History (F06148)</li><li>▪ Fiscal/Anniversary Year History (F06147)</li></ul>
Payroll Transaction History Detail (F0618)	<ul style="list-style-type: none"><li>▪ Payroll Month PDBA Summary History (F06146)</li><li>▪ Workers Compensation Summary History (F0627)</li></ul>

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# Verify the Integrity of Payroll Summary History

## Verifying the Integrity of Payroll Summary History

You should regularly verify the integrity of your payroll summary history to ensure that the correct information prints on your quarterly tax reports and employees' year-end forms. To verify payroll summary history integrity, run reports that locate missing, inaccurate, or incomplete information in the summary history tables.

This section contains the following:

- [Reviewing the Tax History Integrity Report](#)
- [Reviewing the PDBA Integrity Report](#)
- [Reviewing the DBA Integrity Report](#)
- [Correcting Integrity Errors Manually](#)
- [Correcting Integrity Errors Automatically](#)
- [Verifying That Integrity Errors Have Been Corrected](#)

To complete these tasks, you must run each integrity report at least three times:

1. Identify the errors
2. Correct the errors
3. Produce clean reports

The following table lists the payroll summary history integrity reports and their corresponding summary history tables.

History Integrity Report	History Table
Tax History Integrity Report	Taxation Summary History table (F0713)
PDBA Integrity Report	Payroll Month PDBA Summary History table (F06146)
DBA Integrity Report	Calendar Month DBA Summary History table (F06145)

To identify integrity errors, run the integrity reports in proof mode. When you run an integrity report in proof mode, it identifies possible errors without changing any information in your history tables. You should run integrity reports in proof mode so that you can research errors and enter any manual corrections before you begin updating the table.

Integrity reports identify three types of information:

- Errors that are not really errors. For example, zero Federal tax withheld might be a valid condition for a low-wage earner or a tax exempt employee.
- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.

To help you determine the action you must take to correct integrity errors, you can review an explanation of each error code that prints on the integrity reports.

To correct integrity errors, run the integrity reports in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the summary history table and prints a report listing the errors that it could not correct. You should investigate all errors and rerun the integrity reports until all valid errors are corrected.

### Before You Begin

- On the Corporate Tax IDs form, remove any dashes or spaces from the tax ID for the Federal CA (Canada) tax area. If this tax area contains punctuation or spaces, you will not be able to print year-end forms for employees. See *Setting Up Corporate Tax IDs*.

## Reviewing the Tax History Integrity Report

	From Canadian Payroll Master (G77), enter <b>27</b> From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>Taxation History</b>
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You use the Tax History Integrity Report to identify errors in your Taxation Summary History (F0713) table. You use the information in this table to produce governmental, year-end forms for employees and people to whom you pay pensions or other payments for income. When you keep this table error-free, you simplify the year-end processing tasks.

077011		JD Edwards World										Page	-	2	
		Taxation History Integrity (F0713)										Date	-	5/19/17	
Address Number	Work Area	Tax T	Yr	Tax Ident	Co	S.I. Number	Pr Cd	Gross Pay	Exclusion Amount	Tax Withheld	Wk Pr	Wrk Cnt	Work City	Err Key	Description
7704	700190000	CF	17	700190000	77	814-14-1859	PQ	18933.70	400.63	2638.35	70	19		0117	Corporate tax I.D
7704	700190000	CG	17	700190000	77	814-14-1859	PQ	18933.70	.00	431.75	70	19		0117	Corporate tax I.D
7704	700190000	CH	17	700190000	77	814-14-1859	PQ	18933.70	.00	431.75	70	19		0117	Corporate tax I.D
77770	FEDERAL	CA	17	WCX162734	77	102-38-3866		1705.00	37.50	185.38	70	19		0108	State records gre
77770	FEDERAL	CA	17	WCX746566	77	102-38-3866		825.00	22.50	107.52	70	19		0108	State records gre
77771	FEDERAL	CA	17	WCX746566	77	239-29-7336		2919.24	101.92	385.51	70	19		0108	State records gre

The following table briefly explains the error codes (07/IX) that might show on the Tax History Integrity report.

<b>Error Code</b>	<b>Description</b>
0101 - Taxable Wage less than tax	<p>The amount of taxable wage [Gross less (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings.</p> <p>Manually determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided cheque from a prior year. If there is an error, you can leave it alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay &amp; Taxes by Month screen on the Data Integrity &amp; Global Updates menu (G7731).</p>
0102 - Gross minus excludable is less than tax	<p>The amount of taxable wage [Gross less Excludable] is less than the amount of tax withheld.</p> <p>Manually determine whether the excludable or tax amount should be changed.</p>
0103 - Excludable is greater than gross	<p>The excludable amount is greater than the gross wage.</p> <p>Manually determine why the excludable amount is greater than the gross amount and decide which is correct. You can either repost the Tax Ledger table (F0716) or manually adjust the Taxation History table using the Pay &amp; Taxes by Month screen on the Data Integrity &amp; Global Updates menu (G7731).</p>
0104 - Sign mismatch on gross/tax	<p>A mismatch exists between the taxable wages and tax. Either the taxable is positive and the tax negative, or taxable is negative and the tax positive.</p> <p>Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay &amp; Taxes by Month screen on the Data Integrity &amp; Global Updates menu (G7731).</p>
0105 - Sign mismatch on gross/excludable	<p>A mismatch exists between the gross wages and excludable amount. Either the gross is positive and the excludable negative, or gross is negative and the excludable positive.</p> <p>Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay &amp; Taxes by Month screen on the Data Integrity &amp; Global Updates menu (G7731).</p>

Error Code	Description
0106 - Work State, County, City mismatch tax area	<p>The tax area on the Taxation Summary record does not match the country (work state) or province (work county), on the same record.</p> <p>Manually determine that the tax area in the Taxation Summary History record matches the Tax Area Constants table (F069016). If it is correct, run this report again in update mode to correct the Work State and Work County fields.</p>
0108 - Provincial Wages greater than Federal	<p>The total of the wages for Provincial records is greater than the Federal wages.</p> <p>Manually review the transactions and each Provincial record, and determine if these totals should balance to the Federal balance. For example, if an employee lives in one state and works in another, both state records are updated with total gross wages. You must manually adjust the discrepancy through the Pay &amp; Taxes by Month screen on the Data Integrity &amp; Global Updates menu (G7731).</p>
0109 - Invalid Tax ID Number	<p>The corporate tax ID number on the tax areas with tax type of CF (Quebec) is blank. For this type of tax, the tax ID must be numeric and up to 15 characters in length.</p> <p>Verify that the corporate tax ID is set up on the Corporate Tax IDs screen located on the Taxes and Insurance menu (G7744). Then, rerun the Tax History Integrity Report in update mode.</p>
0111 - Employee Number is invalid	<p>The employee number does not exist or has been deleted from the Employee Master table (F060116).</p> <p>Manually add the employee back into the master file. Then, run the Tax History Integrity Report in update mode.</p>
0112 - Mismatch on Social Insurance Number	<p>A difference exists between the social insurance number in the Employee Master table (F060116) and the social insurance number in the Tax Summary History record.</p> <p>Verify that the Social Insurance Number is correct on the Employee Entry screen located on the Canadian Employee Information menu (G7711). Then, rerun the Tax History Integrity Report in update mode.</p>
0114 - Tax Area doesn't exist	<p>The tax area code on the record does not exist in the Tax Area Constant table (F069016).</p> <p>Manually add the tax area to the Tax Area Information screen located on the Taxes and Insurance menu (G7744). Then, run the Tax History Integrity Report in update mode.</p>

Error Code	Description
0115 - Statutory Code doesn't match	The statutory code on the Taxation Summary record does not match the statutory code in the Tax Area Constants table (F069016).  Verify that the statutory code on the Tax Area Constants screen located on the Taxes and Insurance menu (G7744), is correct. If not, correct it and then run the Tax History Integrity Report in update mode.
0117 - Tax ID doesn't match	The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).  Verify that the tax ID on the Corporate Tax IDs screen located on the Taxes and Insurance menu (G7744) is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, then run the Tax History Integrity Report in update mode.

## Processing Options

See [Taxation History Integrity \(F0713\) \(P077011\)](#).

## Data Selection for Taxation History Integrity Report

Specify the last two digits of the current year in the data selection.

## Data Sequence for Taxation History Integrity Report

Do not change the data sequence of the report.

## Reviewing the PDBA Integrity Report

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>Payroll Month PDBAs</b>
---	---

Use the PDBA Integrity Report to identify errors in your Payroll Month PDBAs Summary History table (F06146). The amounts on this report might include RRSP contributions, moving expenses, group term life insurance premiums, and so on. When you keep this table free of errors, you simplify the year-end processing tasks.

077021	JD Edwards World						Page	-	2
	Payroll Month PDBAs Integrity (F06146)						Date	-	7/11/17
Year . . . . .	17								
Company . . . .	00077	A Model Canadian Payroll Co							
Description . .	0102	PDBA Code does not exist							
Address									
Number	SIN	Employee Name	Pay Type	Yr	Tax Ident	Co	T G N T E E	Pay Prd	Amount Due
7701	256-136-888	Anthony Holiday	7731	17	WCX746566	00077	D - -		
7702	184-560-670	Derrick, Leslie	7731	17	WCX162734	00077	D - -		
7703	481-560-670	Bellas, Debbie	7731	17	WCX162734	00077	D - -		

The following list briefly explains the error codes (07/IT) that might show on the PDBA Integrity report.

<b>Error Code</b>	<b>Description</b>
0101 - Employee Number is invalid	<p>The employee number does not exist in the Employee Master table (F060116).</p> <p>Manually add the employee back into the master file and rerun the Transaction History Integrity Report.</p>
0102 - Pay, Deduction or Benefit Type doesn't exist	<p>The Pay, Deduction, Benefit, or Accrual number does not exist in the Transaction Parameter table (F069116).</p> <p>Manually add the pay, deduction, benefit, or accrual number using the DBA Setup screen or the Pay Type Setup screen located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742). Then, rerun the Transaction History Integrity Report.</p>
0103 - Tax ID doesn't exist	<p>The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).</p> <p>Manually add the corporate tax ID on the Corporate Tax IDs screen located on the Taxes and Insurance menu (G0744 or G7744). Then, rerun the Transaction History Integrity Report.</p>
0104 - Tax ID doesn't match	<p>The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).</p> <p>Verify that the tax ID on the corporate tax IDs screen located on the Taxes and Insurance menu (G0744 or G7744) is correct. If not, correct it and rerun the Transaction History Integrity Report.</p>
0105 - Amount Due invalid	<p>There is an amount due on the DBA, but the Transaction Parameter table record for the DBA states that an amount due should not occur on the transaction.</p> <p>Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero. To adjust the amount manually, use the Additional function from the DBA Setup screen located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742).</p>

Error Code	Description
0106 - Number Periods invalid	<p>There is a value in the Number of Periods field on the DBA, but the Transaction Parameter table record for the DBA states that using Number of Periods is not allowed.</p> <p>Either change the Number of Periods field to allow periods or manually adjust the periods to zero. To adjust the periods manually, use the Additional function from the DBA Setup screen located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742).</p>

## Processing Options

See [Payroll Month PDBAs Integrity \(F06146\) \(P077021\)](#).

## Data Sequence for Transaction History Integrity Report

Do not change the data sequence of the report.

## Reviewing the DBA Integrity Report

	<p>From Canadian Payroll Master (G77), enter 27  From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b>  From Data Integrity/Global Update (G7731), choose <b>Calendar Month DBAs</b></p>
---	--

Use the DBA Integrity Report to identify errors in your Calendar Month DBA Summary History table (F06145). When you keep this table free of errors, you simplify the year-end processing tasks.

067031		JD Edwards World					Page	-	6
		Transaction History Integrity					Date	-	7/19/17
Year	. . . . . 17								
Company	. . . 00077 A Model Canadian Payroll Co Error Code . . 0104 Tax I.D. doesn't match								
Address									
Number	SSN	Employee Name	Typ	Yr	Tax ID Number	Co	T		
7701	256-13-6888	Anthony Holiday	4800	17		00077	A		
7701	256-13-6888	Anthony Holiday	7706	17		00077	D		
7701	256-13-6888	Anthony Holiday	7710	17		00077	D		
7701	256-13-6888	Anthony Holiday	7720	17		00077	B		
7701	256-13-6888	Anthony Holiday	7730	17		00077	D		
7701	256-13-6888	Anthony Holiday	7735	17		00077	B		
7701	256-13-6888	Anthony Holiday	7750	17		00077	B		
7701	256-13-6888	Anthony Holiday	7760	17		00077	B		
7701	256-13-6888	Anthony Holiday	7770	17		00077	B		
7701	256-13-6888	Anthony Holiday	7780	17		00077	B		
7701	256-13-6888	Anthony Holiday	9000	17		00077	D		
7702	184-56-0670	Derrick, Leslie	4800	17		00077	A		
7702	184-56-0670	Derrick, Leslie	7706	17		00077	D		
7702	184-56-0670	Derrick, Leslie	7710	17		00077	D		
7702	184-56-0670	Derrick, Leslie	7720	17		00077	B		
7702	184-56-0670	Derrick, Leslie	7735	17		00077	B		
7702	184-56-0670	Derrick, Leslie	7750	17		00077	B		
7702	184-56-0670	Derrick, Leslie	7760	17		00077	B		
7702	184-56-0670	Derrick, Leslie	7780	17		00077	B		
7703	481-56-0670	Bellas, Debbie	4800	17		00077	A		
7703	481-56-0670	Bellas, Debbie	7700	17		00077	D		
7703	481-56-0670	Bellas, Debbie	7701	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7705	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7725	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7730	17		00077	D		
7703	481-56-0670	Bellas, Debbie	7735	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7740	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7750	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7760	17		00077	B		
7703	481-56-0670	Bellas, Debbie	7785	17		00077	A		
7703	481-56-0670	Bellas, Debbie	7790	17		00077	A		
7703	481-56-0670	Bellas, Debbie	7791	17		00077	A		
7704	652-13-6888	Rivard, Jacques	4800	17		00077	A		
7704	652-13-6888	Rivard, Jacques	7700	17		00077	D		
7704	652-13-6888	Rivard, Jacques	7701	17		00077	B		
7704	652-13-6888	Rivard, Jacques	7706	17		00077	D		
7704	652-13-6888	Rivard, Jacques	7725	17		00077	B		
7704	652-13-6888	Rivard, Jacques	7730	17		00077	D		
7704	652-13-6888	Rivard, Jacques	7735	17		00077	B		
7704	652-13-6888	Rivard, Jacques	7775	17		00077	B		
7704	652-13-6888	Rivard, Jacques	7785	17		00077	A		
7704	652-13-6888	Rivard, Jacques	7790	17		00077	A		

The following list briefly explains the error codes that might print on the DBA Integrity report. These codes are defined in user defined codes table 07/ID.

Error Code	Description
0101 - Employee Number doesn't exist	The employee number does not exist in the Employee Master table (F060116).  Manually add the employee back into the master table and run the Calendar Month DBA Integrity Report in update mode.
0102 - DBA Type doesn't exist	The Deduction, Benefit, or Accrual number does not exist in the Transaction Parameter table (F069116).  Manually add the DBA number using the DBA Setup screen located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742). Then, run the Calendar Month DBA Integrity Report in update mode.
0103 - Tax ID doesn't exist	The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).  Manually add the corporate tax ID on the Corporate Tax IDs screen located on the Taxes and Insurance menu (G0744 or G7744). Then, run the Calendar Month DBA Integrity Report in update mode.

Error Code	Description
0104 - Tax ID doesn't match	<p>The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).</p> <p>Verify that the tax ID on the corporate tax IDs screen located on the Taxes and Insurance menu (G0744 or G7744) is correct. If not, correct it and run the Calendar Month DBA Integrity Report in update mode.</p>

## Processing Options

See [Calendar Month DBA Integrity \(F06145\) \(P067031\)](#).

## Data Selection for Transaction History Integrity Report

Specify the last two digits of the current year in the data selection.

## Data Sequence for Transaction History Integrity Report

Do not change the data sequence of the report.

## Correcting Integrity Errors Manually



From Canadian Payroll Master (G77), enter 27  
 From Payroll Advanced/Technical Operations (G773), choose **Data Integrity/Global Update**  
 From Data Integrity/Global Update (G7731), choose an option under the **Revise History Files** heading

You can use the following programs to correct integrity errors manually:

- Pay and Taxes by Month
- Pay and Taxes by Cheque
- PDBAs by Payroll Month
- DBAs by Calendar Month

After you run an integrity report in proof mode, you must research each error on the report. The Payroll system provides error code tables that describe each type of payroll history integrity error. Use these error code tables to determine the action, if any, that you must perform to correct each error. You must correct these errors so that your year-end forms will be accurate.

Some integrity errors require that you make manual corrections to the appropriate history or constants tables before you run the report in update mode. You might need to manually revise history records, tax area constants, or corporate tax IDs. For example, you might need to:

- Delete a record that contains zero dollars
- Enter a tax ID number

For each error that prints on the report, determine the action, if any, that you must perform to correct it. Some entries on the report might not be errors for your setup. For example, taxation error 0250 - No Federal Tax Taken might print for an employee who is a low wage earner and does not need to have any Federal tax withheld. Review the user defined code lists 07/IX, 07/IT, and 07/ID to determine the action you need to take for each error.

After you revise payroll history manually, the summary totals do not equal the detail totals.

---

**Caution:** The system does not create an audit trail of the changes you make when you revise payroll history manually. Therefore, you should assign these programs the highest possible level of system security.

---

## See Also

- *Revising Payroll History Manually (P069901)* for information about correcting errors manually

## Correcting Integrity Errors Automatically



From Canadian Payroll Master (G77), enter 27  
 From Payroll Advanced/Technical Operations (G773), choose **Data Integrity/Global Update**  
 From Data Integrity/Global Update (G7731), choose the report you want to correct

After you review an integrity report and make any manual corrections, run the report in update mode to update the summary history table with the corrected information. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system updates all history records with the new tax ID.

When you run the report in update mode, the system also corrects the errors it can correct and prints a report listing the errors it cannot correct.

The following list shows the errors you can correct by running each integrity report in update mode. These errors require manual corrections to your system setup before you run the report in update mode.

Report	Errors
Tax History Integrity Report	0109 - Invalid Tax ID number
	0113 - Tax ID does not match
	0252 - Invalid Statutory Code
	0253 - Invalid Century Field
PDBA Integrity Report	0104 - Tax ID does not match

Report	Errors
DBA Integrity Report	0101 - Employee number does not exist
	0102 - Pay type does not exist
	0103 - Tax ID does not exist
	0104 - Tax ID does not match

Each time you run an integrity report in update mode, the system creates a backup table of the summary history table as of the previous run. Therefore, if you run a report in update mode and receive unexpected results, you can restore your data to the way it was before the update. The system re-creates this table each time you run the integrity procedure. JD Edwards World recommends that you call customer support for help in restoring the backup.

## Before You Begin

- Set the processing options to print the report and update the table.

## Verifying That Integrity Errors Have Been Corrected

After you run the report in update mode, run it a third time, in proof mode, to ensure that all errors have been corrected. You should investigate all errors and rerun the integrity report until all valid errors are corrected. When the system finds no errors, it prints only the cover page.



# Verify the Integrity of Payroll Detail History

## Verifying the Integrity of Payroll Detail History



From Canadian Payroll Master (G77), enter 27  
 From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update  
 From Data Integrity/Global Update (G7731), choose Payroll History Audit Report

To ensure that the system includes the correct amounts on your Canadian tax reports, you should run the Payroll History Audit Report each month. You should investigate and correct any variances that appear on this report before you print your tax reports.

Use this report in conjunction with the summary history integrity reports to ensure the integrity of your data. This report:

- Compares detail history information to summary history information
- Does not make any corrections
- Prints information for one month at a time

Refer to user defined code 07/ER for a list of the error codes that might print on the report.

07703		JD Edwards World				Page N		6	
		Payroll History Audit Report				Date -		7/07/17	
Year . . . . . 17		Month. . . . . 1		Company. . . . .		Error Code . . . 0060		Cal. Month Gross F06145 n.e. Detail in DBA File F0619	
Employee #	Employee Name	File Name	Tax Area	Tax ID	TT PDBA	Cheque Control	F06145 Amount	F0619 Amount	
7702	Derrick, Leslie	F06145		WCX162734	7730		200.00	300.00	
7702	Derrick, Leslie	F06145		WCX162734	7750		117.00	183.18	
7702	Derrick, Leslie	F06145		WCX162734	7780		780.00	1,170.00	
7703	Bellas, Debbie	F06145		WCX162734	7700		228.84	355.76	
7703	Bellas, Debbie	F06145		WCX162734	7701		114.42	177.88	
7703	Bellas, Debbie	F06145		WCX162734	7705		17.28	25.92	
7703	Bellas, Debbie	F06145		WCX162734	7730		200.00	300.00	
7703	Bellas, Debbie	F06145		WCX162734	7735		90.00	135.00	
7703	Bellas, Debbie	F06145		WCX162734	7740		820.00	1,230.00	
7703	Bellas, Debbie	F06145		WCX162734	7750		89.25	138.75	
7703	Bellas, Debbie	F06145		WCX162734	7760		57.40	86.10	
7703	Bellas, Debbie	F06145		WCX162734	7785		686.54	1,067.31	
7703	Bellas, Debbie	F06145		WCX162734	7790		171.63	266.82	
7703	Bellas, Debbie	F06145		WCX162734	7791		171.63	266.82	
7704	Rivard, Jacques	F06145		97789977880	7700		100.66	145.62	
7704	Rivard, Jacques	F06145		97789977880	7701		50.34	72.82	
7704	Rivard, Jacques	F06145		97789977880	7706		24.70	37.05	
7704	Rivard, Jacques	F06145		97789977880	7730		50.00	75.00	
7704	Rivard, Jacques	F06145		97789977880	7735		90.00	135.00	
7704	Rivard, Jacques	F06145		97789977880	7775		125.82	188.73	
7704	Rivard, Jacques	F06145		97789977880	7785		503.30	754.95	
7704	Rivard, Jacques	F06145		97789977880	7790		151.00	218.44	
7775	Deveny, Cindy L.	F06145		44789977880	7706		37.05	49.40	
7776	Guerre, John M.	F06145		WCX162712	7735		135.00	135.80	
7777	Bureau, Richard M.	F06145		WCX162712	7706		37.05	25.05	
7778	Klassen, Lisa M.	F06145		WCX162712	7720		120.00	160.00	

## Processing Options

See [Payroll History Audit Report \(P07703\)](#).

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# Revise Payroll History Manually

## Revising Payroll History Manually

When an integrity report reveals errors in payroll history, you might need to manually correct the error before you run the report in update mode. The Payroll system provides several revision programs you can use to manually correct payroll history. You should correct this history because the system uses it to calculate the totals that print on your tax reports and year-end forms. User defined code tables 07/IX, 07/IT, and 07/ID list the error codes that print on each integrity report.

This section contains the following:

- [Revising Taxation History](#)
- [Revising Payroll Month PDBA History](#)
- [Revising Calendar Month DBA History](#)
- [Revising Paycheque Information](#)

---

**Caution:** When you revise payroll history manually:

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- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.
- The system does not create an audit trail of the changes you enter when you revise payroll history manually.
- The summary totals will not equal the detail totals.

Therefore, these programs should have the highest possible level of system security.

### See Also

- *Reviewing the Tax History Integrity Report (P067011 or P077011), Reviewing the PDBA Integrity Report (P067021 or P077021), and Reviewing the DBA Integrity Report (P067031 or P077032) for information on integrity reports and explanations of the error codes that might show on each integrity report*
- *Entering Basic Journal Entries (P09101) in the General Accounting I Guide*

## Revising Taxation History



From Canadian Payroll Master (G77), enter 27  
From Payroll Advanced/Technical Operations (G773), choose **Data Integrity/Global Update**  
From Data Integrity/Global Update (G7731), choose **Pay & Taxes by Month** or **Pay & Taxes by Cheque**

When your Tax History Integrity report indicates an error in taxation history, you might need to revise pay and tax amounts for an employee to correct the error.

You can:

- Revise pay and tax amounts by month
- Revise pay and tax amounts by cheque

To revise an employee's monthly pay and tax information, use Pay and Taxes by Month. This program updates the Taxation Summary History table (F0713 for Canadian Payroll).

To revise the pay and tax amounts for a specific cheque, use Pay and Taxes by Cheque. This program updates the Tax Ledger Table F0716.

## To revise pay and tax amounts by month

On Pay & Taxes by Month

The screenshot shows the 'Pay & Taxes by Month' window in Oracle JD Edwards World. The window title is '079901 Pay & Taxes by Month'. The main area contains a form for entering employee and tax information, and a table of monthly pay and tax data.

Form Fields:

- Action Code: [ ]
- Employee/SIN: [ 7701 ] Holiday, Anthony
- Tax Area / Type: [ FEDERAL / CA ] CAN FED
- Company Number: [ 00077 ] A Model Canadian Payroll Co
- Tax Id: [ WCH746566 ] Province: [ 003 ] British Columbia

Table:

Month	Gross Pay	Excludable	In Excess	Tax Amount
Jan	2,514.26	22.00		513.03
Feb	3,222.88	22.00		596.08
Mar	1,110.00			157.36
Apr	3,354.00			468.43
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
<b>TOTAL:</b>	<b>10,309.14</b>	<b>44.00</b>		<b>1,795.70</b>

Navigation: F15=Tax Area Index, F16=Corporate Tax Id's, F24=More

1. To locate the employee, complete the following fields:
  - Address Number
  - Tax Area/Type
2. Enter any necessary corrections.

## What You Should Know About

### Corporate tax IDs

Choose the Corporate Tax IDs function to correct a corporate tax ID.

For T4 (Canada) reporting purposes, corporate tax IDs must not contain dashes or spaces.

### Maximum amount taxes

You can adjust a tax type with a maximum amount. The system reads the history when it processes the next payroll and adjusts the cheque accordingly.

## To revise pay and tax amounts by cheque

### On Pay & Taxes by Cheque

The screenshot shows the 'Pay & Taxes by Cheque' window in Oracle JD Edwards World. The window title is '07999 Pay & Taxes by Cheque'. The form displays the following information:

- Action Code: [ ]
- Employer/SIN: 7701
- Cheque Control Number: 5904
- Cheque Number: 55438
- Date: 01/09/17
- Net Pay: 650.91

The employee name is 'Holliday, Anthony'. Below the form is a table with the following columns: 'i', 'Tax Area', 'TT Code', 'Gross Pay', 'Excludable', 'In-Excess', and 'Tax Amount'.

i	Tax Area	TT Code	Gross Pay	Excludable	In-Excess	Tax Amount
	FEDERAL	DR	1,222.25	22.08		274.83
	FEDERAL	DB	1,222.25			27.86
	FEDERAL	DC	1,222.25		512.25	21.30
	FEDERAL	DD	1,222.25		512.25	29.82
	FEDERAL	DE	1,222.25			27.86

- To locate the employee information, complete the following fields:
  - Address Number/SIN
  - Cheque Control Number
- Enter any necessary corrections.

## Revising Payroll Month PDBA History



From Canadian Payroll Master (G77), enter 27  
 From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update  
 From Data Integrity/Global Update (G7731), choose PDBAs by Payroll Month

When your PDBA Integrity report indicates an error in the Payroll Month PDBAs Summary History table (F06146), you might need to revise the monthly history for a pay type, deduction, benefit, or accrual. You can access PDBA history by year, history type, company, and tax ID.

## To revise payroll month PDBA history

On PDBAs by Payroll Month

Month	Gross Pay	Hours	Pieces
January	1,923.00	00.00	
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>YTD Total</b>	<b>1,923.00</b>	<b>00.00</b>	
Beginning Bal			
Prior Year			
Remain Bal/Prds:			

- To locate the employee information, complete the following fields:
  - Address Number/SSN (SIN in Canada)
  - PDBA Code
  - Tax ID
  - Company
- Enter any necessary corrections.

## Revising Calendar Month DBA History

	<p>From Canadian Payroll Master (G77), enter 27  From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b>  From Data Integrity/Global Update (G7731), choose <b>DBAs by Calendar Month</b></p>
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When your DBA Integrity report indicates an error in transaction history, you might need to revise an employee's DBAs for a calendar month. You can access DBA history by year, history type, company, and tax ID.

## To revise calendar month DBA history

### On DBAs by Calendar Month

079961 DBAs by Calendar Month

ORACLE JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Corporate Tax ID's  
Clear Screen

079961 DBAs by Calendar Month Year: 17  
Tax ID: 040702700

Action Code: 1  
Employee/SIN: 7600 Malwitz, Terry M.  
DBA Code: 0011 A Vacation  
Company: 00050 A Model Construction Mgmt Co

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December	8.00	8.00	
YTD Total	8.00	8.00	
Beg. Bal.			
Prior Yr.			

F5-Corporate Tax Id's Roll-Next/Prev Record F24-More

- To locate the employee information, complete the following fields:
  - Address Number/SIN
  - PDBA Code
  - Tax ID
  - Company
- Enter any necessary corrections.

## What You Should Know About

### Alternate report

You can also use the Historical Payroll Register Report to review transaction history for integrity purposes.

See *Reviewing the Historical Payroll Register*.

## Revising Paycheque Information



From Canadian Payroll Master (G77), enter 27  
From Payroll Advanced/Technical Operations (G773), choose **Data Integrity/Global Update**  
From Data Integrity/Global Update (G7731), choose **Paycheque Review/Maintenance**

You can revise paycheque information to correct any errors in cheques you have issued.

**Caution:** JD Edwards World recommends that you use this method to adjust paycheque history only in very unusual situations. This program adjusts only the Payroll Transaction History table (F0618) and the Deduction/Benefit/Accrual Detail History table (F0619). It does not adjust other key tables such as the Paycheque Summary table (F06156).

## To revise paycheque information

On Paycheque Review/Maintenance

G	P	Date	Cheque Number	G	T	Total Earnings	Total Deductions	Net Pay	R	C
		03/27/18	04/02/18	6313	R	2,038.46		50.00		
		03/27/18	04/02/18	6313	R	2,038.46	664.22	1,324.24		
		03/13/18	03/19/18	6311	R	2,538.46		50.00		
		03/13/18	03/19/18	6311	R	2,538.46	887.12	1,601.34		
		02/27/18	03/05/18	6309	R	2,538.46		50.00		
		02/27/18	03/05/18	6309	R	2,538.46	887.13	1,601.33		
		02/13/18	02/19/18	6307	R	2,538.46		50.00		
		02/13/18	02/19/18	6307	R	2,538.46	887.12	1,601.34		
		01/30/18	02/05/18	6305	R	2,038.46		50.00		
		01/30/18	02/05/18	6305	R	2,038.46	664.22	1,324.24		
		01/16/18	01/22/18	6303	R	2,038.46		50.00		
		01/16/18	01/22/18	6303	R	2,038.46	664.21	1,324.25		

1. Locate the employee for whom you need to revise a cheque.
2. Alternatively, you can locate the cheque directly by completing the following field:
  - Cheque Number

- Choose the Cheque Inquiry/Void option for the cheque that you want to revise.

Employee No 7702 Bellas, Debbie  
Cheque Date 04/02/10 Cheque Control No 283633  
Cheque Number 6513

**Cheque Summary**

Gross Pay	2,030.46	Hours	00.00	Pieces	
Deductions		Benefits	2,070.21		
Taxes W/H	664.22	Taxes Paid	129.24		
Net Pay	1,374.24				

**Earnings Detail**

Type	Hours	Rate	Gross Amt	Tax Area	Account Number
I	56.00	27.179	1,506.16	70015	707.0115
001	24.00	27.179	652.30	70015	707.0192

**Tax Detail**

Tax Area	Ta	Description	Sta	C/E	Variable Gross	Tax Amount
FEDERAL	DB	DBN FED		E	2,030.46	580.61
FEDERAL	DB	DBN CPP - Employee		E	2,030.46	95.69
FEDERAL	DC	DBN EI - Employee		E	2,030.46	59.12

- On Paycheque Inquiry/Maintenance, choose the Deduction/Benefit - Tax Detail function to access deduction and benefit amounts.
- Enter the necessary changes to the following fields under the Earnings Detail heading:
  - Hours
  - Gross Amount
- Enter the necessary changes to the following fields under the Deduction/Benefit Detail heading:
  - Amount

## See Also

- Voiding Payments (P07061)*



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# Update Available Leave

## Updating Available Leave



From Canadian Payroll Master (G77), choose **Governmental Reports**  
From Governmental Reports (G7724), choose **Year End Processing**  
From Other Year End Processing (G77247), choose **Integrity, Rollover & Repost**  
From Integrity, Rollover & Repost (G772471), choose **Stock Leave Accrual Balances**

Some organizations such as public schools provide employees with established hours of leave at the beginning of each contract, fiscal, or calendar year. These organizations might have more than one source of leave, often called leave banks.

You can update the available leave for all or selected employees. You can update the leave information for up to ten leave banks at one time. If you have more than ten leave banks, you can run the update as often as necessary.

You specify the number of hours to update and the DBA associated with the leave in the processing options. If all employees do not receive the same number of hours from the bank or do not earn leave from the same banks, you must run the update for each group of employees with the same criteria.

When you run this program, the system updates the Payroll Month PDDBA Summary History table (F06146). If you work on a fiscal year, the system also updates the Fiscal/Anniversary History table (F06147).

If your organization allows employees to carry over leave from a previous year, the system adds the new amounts to any unused balance. The system maintains both the unused and the new amounts.

### Before You Begin

- Set up each leave DBA that you include in the update
- Assign the leave DBAs to employees

### See Also

- *Reviewing Available Leave Information (P06932)*
- *Reviewing the Available Leave Report (P064502)*

## What You Should Know About

**Using fiscal or anniversary DBAs** If you use fiscal or anniversary DBAs, you must set up the DBAs as fiscal date with the date as the last day of the fiscal year.

## Processing Options

See [Stock Leave Banks \(P063904\)](#).

## Data Selection for Updating Available Leave

Select the employee or groups whose leave you want to update

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# Repost Payroll History

## Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During final update, a machine failure or power outage might prevent the system from updating the summary history tables.
- While revising pay and tax amounts by month, you might have entered an incorrect gross pay amount.

In these instances, you can usually repost to correct the problem. A repost program retrieves the information in a detail history table by payment date and recalculates the totals in the corresponding summary history table. The system retrieves the information from the history detail during a repost. If you revised or corrected the history summary and want to keep the changes, you should not run a repost. Except for maximum amount taxes such as FICA and Medicare, the repost will not include the revisions you made to summary history.

This section contains the following:

- [Reposting Pay Types to the Payroll Month](#)
- [Reposting DBAs to the Payroll Month](#)
- [Reposting DBAs to the Calendar Month](#)
- [Reposting the Tax ID to the Tax Ledger](#)
- [Reposting DBAs to the Tax Area Summary](#)
- [Reposting DBAs to the Fiscal and Anniversary History Summary](#)
- [Reposting the Workers Compensation Summary](#)

### Before You Begin

- Back up all summary tables that you need to repost
- Contact JD Edwards World for customer support

## Reposting Pay Types to the Payroll Month



From Canadian Payroll Master (G77), enter 27  
From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update  
From Data Integrity/Global Update (G7731), choose Pay Types to Payroll Month

Repost pay types to payroll month if your Payroll Month PDBA Summary History table (F06146) contains corrupt data. This repost totals the pay type transactions stored in the Payroll Transaction History table (F0618) and posts monthly totals for gross pay and hours to the Payroll Month PDBAs Summary History table.

The repost summarizes by cheque date. It overwrites existing totals in the summary table.

## Processing Options

See [Repost Pay Types to Payroll Month F06146 \(P071461\)](#).

## Reposting DBAs to the Payroll Month

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>DBAs to Payroll Month</b>
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Repost DBAs to the payroll month if the information in your Payroll Month PDBA Summary History table (F06146) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Payroll Month PDBAs Summary History table.

The repost summarizes by cheque date. It overwrites existing totals in the summary table.

## Processing Options

See [Repost DBAs to Payroll Month F06146 \(P07146\)](#).

## Reposting DBAs to the Calendar Month

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>DBAs to Calendar Month</b>
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Repost DBAs to the calendar month if the information in your Calendar Month DBA History table (F06145) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA History table.

The repost summarizes by cheque date. It overwrites existing totals in the summary table.

## Processing Options

See [Repost DBAs to Calendar Month F06145 \(P07145\)](#).

## Reposting the Tax ID to the Tax Ledger

	<p>From Canadian Payroll Master (G77), enter 27          From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b>          From Data Integrity/Global Update (G7731), choose <b>Tax ID to Tax Ledger</b></p>
---	---

JD Edwards World recommends that you run the repost procedure only with the guidance of JD Edwards World Customer Support.

Repost the tax ID to the tax ledger if you originally made a mistake in setting up your tax ID, or if your company received a new corporate tax ID. When you receive a new tax ID, you must update all records that have the temporary tax ID.

This keeps your tax ledger entries accurate. You can assign the tax ID to up to five tax types at one time.

Updating a new tax ID to Canadian Tax History files involves running the Tax ID to Tax Ledger (P07990) utility program, which updates related data in the Repost Tax ID to Tax Ledger (F0716) file. In most cases, you must then run the Tax ID to Tax Ledger (P07790) program to update related data in the Taxation Summary by Province (F0713) file. See the steps below for details.

It is strongly suggested that you also enter data selection criteria for the dates that you want to update. If you do not enter date information, the DREAM Writer version will update ALL Tax Ledger Detail (F0716) records with the tax ID entered in the data selection.

After you run the repost, you should review each tax type to ensure that the new tax ID number was correctly assigned. This program does not produce a report.

### Update a new tax ID in the tax ledger

When you receive a new company tax ID, you will use data selection to specify the records to update and a processing option to specify the new Tax ID.

This process includes:

1. Back up the entire Tax ID to Tax Ledger (F0716) file to protect the integrity of your data.
2. Call JD Edwards World Customer Support to assist with the following steps. It is recommended that you complete this procedure with their guidance.
3. Set up a DREAM Writer version of the Tax ID to Tax Ledger (P07990) program (G7731/17) with data selection that will enable you to select the "From" tax ID and specify the records to be updated. You must do this before you run the program to update the tax ID to the F0716 file.

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**Note:** If you do not specify the records to update through data selection, this program will update the tax ID for ALL records in the F0716 file. Additionally, if you fail to select the "From" tax ID through data selection, the results may be unpredictable and could cause the program to job log.

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4. Specify the "To" (new) tax ID through processing option #1 on the Tax ID to Tax Ledger (P07990) program (G7731/17).

5. For most situations, you must update the new tax ID to the Taxation Summary by Province (F0713) file using the Tax ID to Tax Ledger (P07790) program located at G7731/18.

## Processing Options

See [Tax ID to Tax Ledger \(P07990\)](#).

## Reposting DBAs to the Tax Area Summary

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>DBAs to Tax Area Summary</b>
---	--

Repost DBAs to the tax area summary if the information in your Tax Area Transaction Summary History table (F06148) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost totals amounts for all transactions that have the same tax area, DBA type, year, tax ID, and company number. It then posts the total, as one summary transaction, to the Tax Area Transaction Summary History table.

The repost overwrites existing totals in the summary table.

## Processing Options

See [Repost DBAs to Tax Area Summary F06148 \(P07148\)](#).

## Reposting DBAs to the Fiscal and Anniversary History Summary

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>DBAs to Fiscal and Anniversary</b>
---	--

Repost DBAs to the fiscal or anniversary summary history if the information in your Fiscal and Anniversary History Summary table (F06147) does not correspond to the information in the DBA Detail History table (F0619) and the Payroll Transaction History table (F0618). For each employee, this repost calculates the year-to-date (YTD) amount for only those DBAs that you have set up for fiscal or anniversary rollover. It then posts these YTD amounts to the Fiscal and Anniversary History Summary table.

The system uses the DBA limit method you entered when you set up your DBAs to determine whether the summary history is stored by payment date or pay period ending date. If the system needs pay types to calculate the year-end balance, the repost automatically reposts the required pay types.

The repost overwrites existing YTD amounts for each employee and DBA. It does not overwrite prior year and beginning balances.

## Processing Options

See [Repost DBAs to Fiscal and Anniversary \(P06147A\)](#).

## See Also

- *Setting Up DBAs (P069117)* for information about entering DBA limit amounts

## Reposting the Workers Compensation Summary

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Data Integrity/Global Update</b> From Data Integrity/Global Update (G7731), choose <b>Workers Comp Survey</b>
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Repost the workers compensation summary when the information in your Workers Compensation Summary table (F0627) does not correspond to the detail information in the Transaction History table (F0618). This repost summarizes, by payment month and year, the workers compensation and general liability amounts in the Transaction History table. It then posts this summary to the Workers Compensation Summary table.

This repost adds additional information to the summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal Tax ID for Canadian Payroll.



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# Overview to Technical Features

## Objectives

- To make more disk space available by purging data
- To create magnetic tapes containing payroll information that comply with bank standards
- To track changes to the Employee Master table
- To copy to a batch file the time entry information that your employees enter into third-party software

## About Technical Features

Technical features are operations of the Payroll system that you run periodically and are of a more specialized nature than other periodic or advanced operations.

Working with technical features includes the following tasks:

- Purging employee information
- Working with magnetic tapes
- Working with the Human Resources (HR) subsystem and monitor
- Copying PC timecard information to a batch file



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# Purge Employee Information

## Purging Employee Information

To conserve disk space, you can purge outdated employee information. Your system functions more efficiently when you purge information.

This section contains the following:

- [Purging Profile Data](#)
- [Purging Employee Multiple Job History](#)
- [Purging Employee Master History](#)
- [Purging Employee Turnover Information](#)

## Purging Profile Data

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Purge Supplemental Data</b>
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To conserve computer disk space and eliminate obsolete information from your system, you need to purge profile data periodically. For example if you are using profile data to track information about a specific project, you might want to delete the profile data after the project has been completed.

You can purge profile data for a single data type, or for multiple data types. You can delete all profile data or only narrative profile data. This program deletes data from the Profile Data Base User Defined Codes table (F08092) and the Profile Data Base Narration table (F08093).

When you purge profile data, the system does not create a report.

## What You Should Know About

**Running a DEMO version** If you run the DEMO version, all profile data for the employee address you select is purged. If you want to only purge narrative data, you must add a new version.

## Processing Options

See [Purge Profile Data \(P080800\)](#).

## Purging Employee Multiple Job History

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>Purge Multiple Job File</b>
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The system purges obsolete multiple job records during payroll processing when you run the final update. The system uses the pay stop date for the job to determine whether the job is obsolete. An obsolete job is one that has a pay stop date that is less than the pay period ending date.

Use this program to purge information for multiple jobs separately from the payroll process. If you purge history data without specifying that you want the system to transfer the records to a storage device, the system deletes the records and they cannot be retrieved. The only information you will have about the purged data is the report generated by the system.

### Processing Options

See [Purge Employee Multiple Job File \(P0601182\)](#).

## Purging Employee Master History

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>History &amp; Turnover Menu</b> From History & Turnover Technical Operations (G7733), choose <b>Purge History Data</b>
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To conserve computer disk space, you can purge obsolete employee history records from your system. You can choose to archive purged records to tape or to an alternate backup system. When you know that you no longer need certain history records, such as records that are more than five years old, you can delete history records for a specified date or for selected employees. When you run this program, the system purges only the information in the HR History table (F08042). It does not purge information in the Employee Multiple Job history table.

If you purge history data without specifying that you want the system to transfer the records to a storage device, the system deletes the records and they cannot be retrieved. The only information you will have about the purged data is the report generated by the system.

You can run the purge in either proof or update mode. When you run the purge in proof mode, the system prints a report that shows the records to be purged. Use this report to verify that you want to purge those records. After you run the purge in proof mode, run it again in update mode. When you run the purge in update mode, the system prints a report and purges the records. You can also choose to transfer deleted records to a storage device you specify in the processing options.

### Before You Begin

- Review the history reports to verify that you want to purge your history tables. See *Running History Reports*.

## Processing Options

See [Purge EE History - Selected Data Item \(P080860\)](#).

See [Purge Employee History - All Data Items \(P080860\)](#).

## Purging Employee Turnover Information

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>History &amp; Turnover Menu</b> From History & Turnover Technical Operations (G7733), choose <b>Purge Turnover Data</b>
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To conserve computer disk space, you should periodically purge obsolete turnover records. You can choose to archive purged records to tape or to an alternate backup system. When you know that you no longer need certain turnover records, such as records that are more than five years old, you can delete turnover records for a specified date or for selected employees.

If you purge turnover data without specifying that you want the system to transfer the records to a storage device, the records are deleted and cannot be retrieved. The only information you will have about the purged data is the report generated by the system.

This program purges data from the Employee Turnover Analysis table (F08045).

If you need to define the data you want to purge beyond what the processing options allow:

- Type the menu selection for purging turnover data and choose the function to display the versions.
- Change the ZJDE0001 version and define the data you want to purge. Do not add a new version. The system recognizes only the ZJDE0001 version to execute the purge program.

### To purge turnover records

On the message form

Choose the purge function.



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# Work with Magnetic Tapes

## Working with Magnetic Tapes

You can create or process magnetic tapes containing payroll information that you either send to or receive from your bank. The information on these tapes must be formatted according to bank standards to make processing easier. These tapes include both automatic deposit tapes and reconciliation tapes.

This section contains the following:

- [Creating an Automatic Deposit Tape](#)
- [Processing Automatic Reconciliation Tapes](#)

You create an automatic deposit tape after you create the automatic deposit workfile during the print payments step of the payroll cycle. The automatic deposit tape provides information from your Payroll system to the bank to pay your employees. You process automated reconciliation tapes to reconcile the payment items issued by your Payroll system with the bank.

## Creating an Automatic Deposit Tape



From Canadian Payroll Master (G77), enter 27  
From Payroll Advanced/Technical Operations (G773), choose Create Auto Deposit Tape

You must create an automatic deposit tape for payroll cycles that include at least one employee who receives payment via direct deposit. After you create the automatic deposit workfile during the print payments step of the payroll cycle, you create an automatic deposit tape. You can create an automatic deposit tape to copy the automatic deposit workfile to an external magnetic tape that you send to the bank. The automatic deposit tape provides information from your Payroll system to the bank to pay your employees. JD Edwards World supports either tape reels or tape cartridges as communication media. JD Edwards World does not support direct electronic communication of deposits to the bank.

You can create the tape any time before the next payroll cycle. If you have an unreadable tape, you can re-create the tape as many times as necessary until you run your next payroll cycle when the new data writes over the automatic deposit workfile.

This transfer of data to the bank complies with the general guidelines established by the Canadian banking industry. JD Edwards World recommends verifying the transfer requirements with your bank.

## Before You Begin

- Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.
- Generate the external workfile. See *Printing Payments*.

## To create an automatic deposit tape

### On Create Auto Deposit Tape

Complete the following fields:

- Payroll ID
- Tape Density
- Tape File Name
- Tape Device Name
- New Volume Name
- New Owner ID

Field	Explanation
Tape Density	The tape density in bytes per inch for the tape media you are using. Two standard options are 1600 and 6250.
Tape File Name	The name assigned by the AS/400 operating system to define tape media. (QTAPE is the default value.)

Field	Explanation
Tape Device Name	The tape device assignment. This is normally assigned by the computer operator based upon which tape device is available. An example would be TAP01 for the tape drive recognized by the AS/400 as tape drive 01.
New Volume Name	The new volume number. This is the number which will be used to initialize the volume serial number in the AS/400 standard labels written to the tape media. This number does not affect the deposit data.
New Owner ID	The ID that the system uses to initialize the Owner ID field in the AS/400 standard labels written to the tape media. It does not affect the deposit data.

## What You Should Know About

<b>Invalid control data</b>	If the tape submitted to the bank has an invalid date, choose the version associated with creating your automatic deposit workfile and correct the processing options. Re-create your automatic deposit tape. However, if the next payroll cycle has completed pre-payroll processing, you cannot re-create the tape because the system has already written over the data in the workfile.
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## Processing Automatic Reconciliation Tapes

You process automatic reconciliation tapes to reconcile all of the payment items issued by your Payroll system with the bank.

Typically, banks send a tape with cleared items to your company. However, depending on your bank's requirements, processing automatic reconciliation tapes can include the following tasks:

- Creating the payment workfile (optional)
- Copying the payment workfile to the bank tape (optional)
- Copying the bank tape to the system

You can create a payment workfile to identify the manual, computer-generated, or auto deposit cheques that the system has issued. After you create the payment workfile, you transfer the workfile reconciliation information to a tape that you forward to the bank. The bank then sends you a tape that you copy to another workfile. This allows you to reconcile the returned bank information against the payment information in your system.

## Creating the Payment Workfile

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose Create Bank Workfile
---	--

You create a workfile to identify the cheques that the system has issued. You use the workfile to create the reconciliation tape to send to the bank. You can specify in the processing options that you also want to create the Bank Reconciliation - Issue table (F06560).

When you run this program, the system generates a reconciliation report and updates the Paycheque Summary table (F06156) to indicate which records have been sent to an external source for reconciliation.

## Processing Options

See [Check Reconciliation - Create Work File \(P065602\)](#).

## Copying the Payment Workfile to the Bank Tape

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose Copy Disk File to Tape
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After you create the payment workfile, you can transfer the workfile reconciliation information to a tape that you forward to the bank.

### Before You Begin

- Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step

## To copy the payment workfile to the bank tape

### On Copy Disk File to Tape

Complete the following fields:

- Tape File Name
- Tape Device Name

### What You Should Know About

#### Based on File

The name in the Based on File field is hard-coded and you cannot change it. It identifies the Cheque Reconciliation-Issue Tape table.

## Copying the Bank Tape to the System



From Canadian Payroll Master (G77), enter 27  
From Payroll Advanced/Technical Operations (G773), choose **Copy Bank Tape to Disk**

After the bank has processed your reconciliation tape, the bank returns a tape. You copy this tape to your system to begin your automated reconciliation procedure.

Depending on your bank's procedures, copying the bank tape to the system might be the first step in the automatic reconciliation procedure.

The copy process creates the Bank Reconciliation-Paid table (F06561).

## Before You Begin

- Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step

## To copy the bank tape to the system

### On Copy Bank Tape to Disk

Complete the following fields:

- Tape File Name
- Tape Device Name

## What You Should Know About

### File Name

The name in the File Name field is hard-coded. You cannot change it. It identifies the Bank Reconciliation-Paid Transaction table.

### Cheque history reconciliation

As part of the automated reconciliation process, you must run Reconcile Cheque History to mark the Paycheque Summary table (F06156) with reconciled items from the bank.

See also *Reconciling Payment History Automatically*.

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# Work with the HR Subsystem and Monitor

## Working with the HR Subsystem and Monitor

You use the Human Resources (HR) subsystem and monitor to:

- Track changes to data items in the Employee Master table
- Track the reasons for the changes

This section contains the following:

- [Starting the Subsystem and Monitor](#)
- [Stopping the Subsystem and Monitor](#)
- [Stopping the Monitor Only](#)
- [Starting the Monitor Only](#)
- [Reviewing the Status of the Monitor](#)

A subsystem is a portion of the overall processing capacity of the computer that is used for a particular purpose. One example of a subsystem is the batch subsystem where most batch jobs are run.

The purpose of the HR subsystem is to provide a place for the monitor to run. The monitor is a program that converts the changes that you make to employee information into history and turnover records. When active in the HR subsystem, the monitor processes changes to the data items that you selected for history tracking. The subsystem must be active for the monitor to run.

When the monitor is active, the system immediately converts changes into history and turnover records.

When the monitor is inactive, the system uses a data queue to store the changes that you make to any information for which you are tracking history. The next time that you start the monitor, the system processes any changes that are in the data queue. To prevent you from losing historical information when the subsystem and monitor are inactive, the data queue remains active at all times.

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**Caution:** The data queue can become full unless you activate the subsystem and monitor on a regular basis. When the data queue is full, you will lose any unprocessed changes.

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For periodic maintenance, or before you install an upgrade to your JD Edwards World software, you must process all the changes in the data queue. After the changes process, you must delete the data queue. When you restart the subsystem and monitor, the system recreates the data queue. The command that you use to delete the data queue is DLTDTAQ F060116.

After you complete the steps for setting up history and turnover tracking, you must start the subsystem and monitor so that the system can begin storing changes to employee information.

When you perform some system maintenance procedures, such as backups or software updates, the subsystem and monitor must be inactive. You can run a program that stops the subsystem and monitor. Programs for routine procedures such as backups typically stop and start the subsystem and monitor automatically.

In some instances, the subsystem can remain active, yet you work only with the monitor. For example, you must stop the monitor before you can make changes to history setup. As you work with the monitor, you might want to review its status before you perform certain functions. For example, if you want to change constant information or specify additional data items for history tracking, you review the monitor status to verify that it is not active. After you complete these tasks, restart the monitor.

## Before You Begin

- Complete the process for setting up your system to track employee history and turnover. See *Setting Up Employee History and Turnover Tracking*.

## Starting the Subsystem and Monitor

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>History &amp; Turnover Menu</b> From History & Turnover Technical Operations (G7733), choose <b>Start Subsystem and Monitor</b>
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After you complete the steps for setting up history and turnover tracking, you must run the Start Subsystem and Monitor program so that the system can convert changes to employee information into history and turnover records. When you run this program for the first time, the system:

- Creates the subsystem
- Creates a data queue
- Starts the monitor

Depending on the number of changes that need to be processed, the monitor might require a lot of computer resources. To speed computer processing time for users who are working on the system, you can start and stop the monitor when necessary.

When the monitor is active, the system immediately converts changes into history and turnover records.

When the monitor is inactive, the system uses the data queue to store the changes that you make to any information for which you are tracking history. The next time that you start the monitor, the system processes any changes that are in the data queue.

Typically, after you start the subsystem for the first time, you do not need to run this program again. However, if a machine or power failure terminates the subsystem abnormally, you might need to restart the subsystem and monitor.

## What You Should Know About

### System backups

When you back up your system, the backup program automatically stops the subsystem and monitor before the backup begins and restarts them when the backup is completed. If a backup program terminates abnormally, you might need to manually start the subsystem and monitor.

See *Stopping the Subsystem and Monitor* for more information about backups.

### Multiple environments

If you have multiple software environments on your system, such as a test environment and a production environment, you need only one subsystem for all environments. However, you must have a separate monitor for each environment.

When you run the program to start the subsystem and monitor, you can specify the number of monitors that you need in the processing options. You must start the monitor in each environment. The default value is one monitor.

## Stopping the Subsystem and Monitor



From Canadian Payroll Master (G77), enter 27  
 From Payroll Advanced/Technical Operations (G773), choose **History & Turnover Menu**  
 From History & Turnover Technical Operations (G7733), choose **Stop Subsystem and Monitor**

When you perform certain system maintenance procedures, such as backups or software updates, the subsystem and monitor must be inactive. When you need to change its status to inactive, you can run a program that stops the subsystem and monitor.

To save you time, most backup programs automatically stop the subsystem and monitor before the backup process begins and restart the subsystem and monitor after the backup process completes. However, if a backup program terminates abnormally, you might need to manually stop the subsystem and monitor.

You must also stop the subsystem and monitor whenever the system is shut down for any reason, such as a hardware upgrade. After you restart the system, run the program to start the subsystem and monitor.

### See Also

- *Starting the Subsystem and Monitor (P08031)*

## Stopping the Monitor Only



From Canadian Payroll Master (G77), enter 27  
 From Payroll Advanced/Technical Operations (G773), choose **History & Turnover Menu**  
 From History & Turnover Technical Operations (G7733), choose **Stop Monitor Only**

In some instances, you need to stop the monitor and leave the subsystem active. For example, to speed computer processing time for users who are working on the system, you can stop the monitor during peak working hours.

To save you time and automate your flow of work, you can use the Unattended Night Operations program to automatically stop and start the monitor at times that are convenient for your organization. For example, you could set up your system to start the monitor at 5:00 p.m. each evening and stop it at midnight.

You can run the monitor depending on the space requirements of your system and policies of your company. For example, you might run the monitor:

- 24 hours a day
- Only during the day
- Only at night to process changes that you make during the day

You must also stop the monitor when you need to make changes to history setup. You must stop the monitor when you change:

- History and turnover constants information
- The selection of data items that you want to track

To avoid overloading the data queue, you should restart the monitor after you complete these changes.

## See Also

- The *Technical Foundation Guide* for more information about Unattended Night Operations

## Starting the Monitor Only

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>History &amp; Turnover Menu</b> From History & Turnover Technical Operations (G7733), choose <b>Start Monitor Only</b>
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To provide better computer response time for users who work on the system, you can stop and start the monitor at times that are convenient for your organization. When the monitor is inactive, the system uses a data queue to store the changes that you make to any information for which you are tracking history.

To avoid overloading the data queue, and potentially losing information, you should regularly run the monitor. The monitor converts the information in the data queue into history and turnover records.

To save you time and automate your flow of work, you can use the Unattended Night Operations program to automatically stop and start the monitor at times that are convenient for your organization. For example, you could set up your system to start the monitor at 5:00 p.m. each evening and stop it at midnight.

When you need to make changes to history setup, you must stop the monitor. To cause the setup changes to take effect, you must restart the monitor.

## See Also

- The *Technical Foundation Guide* for more information about Unattended Night Operations

## Reviewing the Status of the Monitor

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose <b>History &amp; Turnover Menu</b> From History & Turnover Technical Operations (G7733), choose <b>Review Monitor Status</b>
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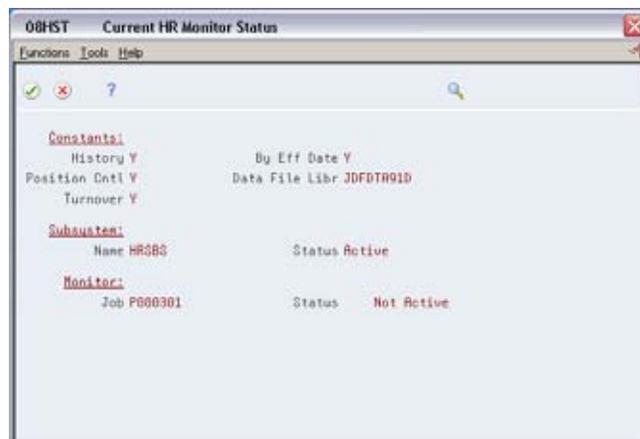
When you work with the monitor, you might need to review its status before you perform certain functions. For example, to change constants or the selections of data items to track, you review the monitor status to verify that it is not active. To review the status of the monitor, you must have the authority to view the status of job queues.

## See Also

- The *Technical Foundations Guide* for information about system security

### To review the status of the monitor

On Review HR Monitor Status



Review the information.

## What You Should Know About

### **Libraries**

The data queue and the Employee Master table (F060116) must be in the same data file library. If they are in different libraries, the system displays an error message when you review the status of the monitor. If the library for the data queue is different from the library for the Employee Master table, ask someone in your operations department to move them to the same library.

### **Changing the monitor status**

When you review the status of the monitor, you cannot change the status or any other information. It is for display purposes only.

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# Copy PC Timecard Information to a Batch File

## Copying PC Timecard Information to a Batch File

	From Canadian Payroll Master (G77), enter 27 From Payroll Advanced/Technical Operations (G773), choose Time Data Interchange Menu From Time Data Interchange (G7732), choose Copy PC File to Batch File
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Before you can work with time entry information that is entered in third-party software (such as custom PC-based software), you must upload it. To upload the PC timecard information to the AS/400, you must have a customized program. After you upload the employee transaction information to a batch table, you can copy it to another batch table so that you can work with it and include it in your payroll cycle.

You copy timecard information you from the Employee Transactions - Multiple Member PC Support Batch table (F06116Z2). The system stores it in the Employee Transactions Batch table (F06116Z1). If you are not using the PC Remote Time Entry system, you load the timecard information directly into the Employee Transactions Batch table (F06116Z1).

### See Also

- *Working with Uploaded Timecard Information (P0601Z1)*



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# Overview to General Setup

## Objectives

- To select and activate software features that define company and employee information
- To enter constants information that allows your organization to process and track accurate information

## About General Setup

Before you can use any features of the system, you need to define critical information that the system uses for processing. This information consists of:

Information	Description
User defined codes	You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information with user defined codes.
Company information	You set up company information to establish system constants, such as: <ul style="list-style-type: none"><li>▪ Company constants</li><li>▪ Business unit constants</li><li>▪ Master pay cycles</li></ul>
Reports	You set up versions of the reports you run for payroll: <ul style="list-style-type: none"><li>▪ Payroll cycle reports</li><li>▪ Net pay reports and forms</li></ul>
Employee information	You set up information on employees: <ul style="list-style-type: none"><li>▪ Additional, or profile, information to track employees</li><li>▪ History and tracking</li></ul>

General setup consists of:

- Setting up user defined codes for payroll
- Setting up general information
- Setting up payroll cycle reports
- Setting up net pay reports and forms

- Set up employee profile information
- Set up employee master history and turnover
- Set up contract calendar information

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# Set Up User Defined Codes for Payroll

## Setting Up User Defined Codes for Payroll



From Canadian Payroll Master (G77), enter 29  
From Payroll (G774), choose an option under the User Defined Codes heading

Setting up user defined codes is a way to customize your system for your organization's specific business needs. You can customize a wide variety of information with user defined codes.

User defined codes provide values that are applicable to your organization. For example, you can set up the type of work you assign to employees as a job type user defined code (07/G).

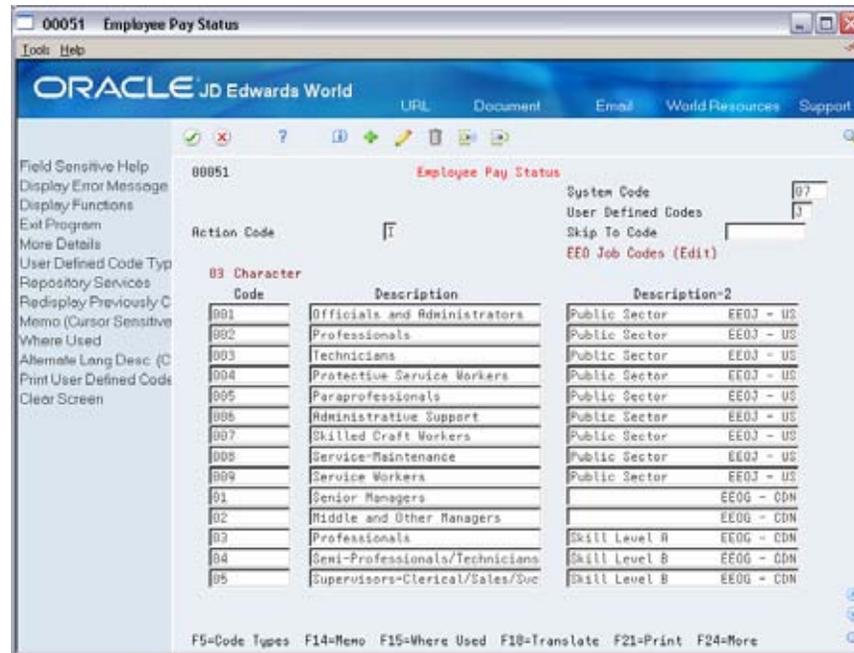
JD Edwards World recommends that you change only the user defined codes in the following list.

Code	Description
EEO Job Code (07/J)	Designate employees by the type of work they do for equal employment reporting.
EEO Ethnic Code (07/M)	Identify employees by race or ethnic group.
Employee Pay Status (07/PS)	Designate the current pay status, such as active or terminated. Use numeric codes for active status and alphabetic codes for inactive status.
Employee Status Codes (07/ES)	Designate the current employee status, such as full or part time.
Termination/Change Reasons (07/T)	Identify the reason an employee status has changed. You can add new reasons, but do not change the codes provided with the system.
Bank Transit Codes (07/BC)	Identify the banks to which you send funds.
Originating Bank Transit Codes (07/BD)	Identify the banks from which you receive funds.
Reconcile G/L Account Number to Bank Account (07/BK)	Identify a relationship between a general ledger account and a bank account to which you send funds.
Statutory Codes (07/SC)	Identify the taxing authorities for tax and insurance purposes. You can add new reasons, but do not change the codes provided with the system.

<b>Code</b>	<b>Description</b>
Pay Master Groups (07/PM)	Identify the companies that are common paymasters.
Workers Compensation Basis Codes (07/IP)	Designate the names of the insured pay tables. You can add new reasons, but do not change the codes provided with the system.
Plan Union Codes (07/UN)	Identify employees by the group, plan, or union to which they belong.
Job Type Codes (07/G)	Designate employees by the type of work or job they do. You can add new codes and change all codes except #ALLOC and #SUMM, which are required for all companies with employees who receive tips.
Job Step Codes (07/GS)	Designate employees by a classification within their job type.
Shift Codes (07/SH)	Designate employees by the shift they work.
Valid Pay Cycles (07/PY)	Designate the pay cycles for the current year.
Contract Calendar Codes (05/CT)	Identify each contract calendar by name and code.
Contract Calendar Holidays (05/HL)	Identify the holidays and non-standard workdays for a contract calendar.
Workers Compensation Insurance Codes (00/W)	Designate the classification codes for Worker's Compensation Insurance. You can add new reasons, but do not change the codes provided with the system.

## To set up user defined codes for payroll

On any user defined codes form



Complete the following fields:

- Code
- Description
- Description - 2

Field	Explanation
Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark.
Description-2	Additional text that further describes or clarifies a field in JD Edwards World systems.

## What You Should Know About

### Showing all codes

Use the Code Types function to display all user defined codes for a specific system. Review system 05, 07, and 08 to become familiar with all the user defined code lists that are the basis for this system.

**Using accounts payable  
codes for vouchers**

In addition to setting up the user defined codes for payroll, verify the codes for payroll batch headers (98/IT). In this table, enter X in the Description 2 field for codes 4, 5, 7, and P. Entering an X in this field protects these batch headers from being deleted by the General Ledger Integrity reports.

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# Set Up General Information

## Setting Up General Information

Setting up general information allows you to enter specific information about how your organization accounts for labour or processes payroll. This information consists of:

Information	Description
Company constants	You set up company constants to control the labour accounting and payroll processing for the employees of each company.
Business unit constants	You set up business unit constants to define default information associated with a business unit.
Master pay cycles	You set up master pay cycles to provide dates for each payroll of the year.
Denomination codes	You set up denomination codes to define the various denominations used to pay employees who receive cash payments.
Execution control parameters	You set up execution control parameters to specify the users who have the authority to execute and reset the various steps of the payroll cycle.
Fields for future data revisions	You choose fields for future data revisions to activate data items in the employee master record that can be updated using the future data functions.

Setting up general information consists of the following tasks:

- [Setting Up Company Constants](#)
- [Setting Up Business Unit Constants](#)
- [Setting Up Master Pay Cycles](#)
- [Setting Up a Denomination Code](#)
- [Setting Up Execution Control Parameters](#)
- [Choosing Fields for Future Data Revisions](#)
- [Reviewing the Business Unit Constants Report](#)
- [Reviewing the Master Pay Cycles Report](#)

## Setting Up Company Constants

You set up Payroll company constants to control the payroll processing for the employees of each company. You must set up default company constants before you can process a payroll. JD Edwards World recommends that you enter Payroll company constants when significant changes occur, such as the addition of a new company.

When you set up Payroll company constants, you set up the default company and each individual company. You enter information for Company 00000, the default company, to define the overall operating environment. You set up company constants for each of your companies for which you run payroll. If you use the JD Edwards World General Accounting system, you must set up separate company constants for that system.

Setting up company constants includes the following tasks:

- Setting up the default company
- Setting up an individual company

### Before You Begin

- Verify that the company has been added to the Company Constants table (F0010). Company constants are typically maintained by the Accounting department.

### Setting Up the Default Company

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Payroll General Constants</b> From Payroll General Constants (G7741), choose <b>Payroll Company Constants</b>
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You enter information for Company 00000, the default company, to define the overall operating environment. If you have multiple companies, the parameter settings for Company 00000 must include all of the possible variations that cover all of the companies you set up.

For instance, if one company requires integration with the Accounts Payable system, you must set up Company 00000 control parameters to reflect Accounts Payable integration. At the default company level, you can also indicate whether you want the Payroll or Time Accounting system to integrate with the JD Edwards World General Ledger system.

If you change the default company constants, the changes affect all other companies you set up.

## To set up the default company

### On Payroll Company Constants

The screenshot shows the 'Payroll Company Constants' window for company 069091. The interface includes a menu bar (Look, Help), a toolbar, and a main data entry area. The data is organized into several sections:

- Company Information:** Action Code (I), Company (00000), J.D. Edwards & Company.
- Control Parameters:** Pay Cycle Control (Y), Accelerated Submission (Y), Tax Arrearage (Y/N/D) (0), Batch Control (Y/N) (N), Spending Acct. (Y/N) (Y), Tip/Piece Processing (I), International (Y/N) (Y), Employee No. Mode (I), Separate Check (Y/N) (N).
- Standard Hours/Periods:** Hrs/Day (8.00), Days/Week (5), Weeks/Year (52.00), Hours/Year (2088.00), Annual Leave Hours.
- Integration and Rates:** G/L Integration (N), A/P Integration (N), Payroll Register Edit (N), Step Progression Process (Y), Maximum Deferral Rate (25.00), Standard Interest Rate.
- Non-U.S. Payroll Data:** Country Code (United States), Fiscal Year (Begin Mo) (01).

At the bottom, there are navigation options: F15-Co. Names & Fiscal Dates, F17-Non-Calendar Fiscal Periods, F24-More.

- For Company 00000, complete the following fields:
  - Company Code
  - Company Name
  - Company Address
  - Pay Cycle Control
  - Accelerated Submission
  - Tax Arrearage
  - Employee Number Mode
  - G/L Integration
  - A/P Integration
  - Payroll Register Edit
  - Step Progression Process
  - Maximum Deferral Rate
  - Fiscal Year
- To identify the standard time worked by salaried or auto employees, complete the following fields:
  - Hours/Day
  - Days/Week
  - Weeks/Year

- Hours/Year
3. If you have employees based in more than one country, complete the following fields:
- International
  - Country Code
4. If your company has employees based in Australia, complete the following field:
- Annual Leave Hours
- The Batch Control and Standard Interest Rate fields are for future use and are inactive for this release.

Field	Explanation
Pay Cycle Control	<p>A code specifying whether to incorporate execution control into the payroll cycle steps. Valid codes are:</p> <p>Y Yes. You must set up execution control, by version, to determine who can execute the steps within the payroll cycle.</p> <p>N No. No execution control. The person who runs the first pre-payroll step must run all steps in the cycle. This is the default value.</p>
Accelerated Submission	<p>A code that determines whether you can submit the pre-payroll, journal entries, and reports only steps of the payroll cycle simultaneously. Valid codes are:</p> <p>Y Yes. Allow accelerated submission.</p> <p>N No. Do not allow accelerated submission. Each payroll cycle step must be complete before you can submit the next payroll step from the menu. This is the default value.</p> <p><b>Note:</b> When accelerated submission is allowed, pre-payroll must run first. Also, the job queue specified for the pay cycle version must allow only one job to be active at a time.</p>
Tax Arrearage (Y/N/O)	<p>A code that specifies whether calculated taxes are reduced and the method used if an employee's cheque is a negative amount. Codes are:</p> <p>N Do not perform any tax reductions. Overpayment processing (negative cheque adjustment) occurs after all deductions have been reduced according to their rules. This is the default code.</p> <p>Y Perform tax reductions. Overpayment processing (negative cheque adjustment) occurs after all deductions and taxes have been reduced according to their rules.</p> <p>O Perform tax reductions. Overpayment processing (negative cheque adjustment) occurs after taxes have been reduced but before type 2 deduction rules apply.</p>

Field	Explanation
Spending Acct. (Y/N)	<p>A code that controls approval of batches for posting.</p> <p>Valid codes are:</p> <p>Y Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will allow the batch to post to the general ledger.</p> <p>N Management approval is not required. The system automatically approves for posting all batches that do not have error conditions.</p>
International (Y/N)	<p>A Yes/No field that specifies whether to use Canadian payroll processing. Valid codes are:</p> <p>Y Use Canadian payroll processing.</p> <p>N Use U.S. payroll processing. This is the default value.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field activates Canadian vocabulary overrides and fields on some employee forms. Enter Y in this field if you process payroll for Canadian employees.</p> <p>When you activate international data, you must also use the Country Code field to specify whether the system displays Canadian information for this company.</p>
G/L Integration	<p>Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are:</p> <p>A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value.</p> <p>M Manual. Each batch must be posted manually.</p> <p>N None. There is no General Ledger interface.</p> <p>T Time Accounting</p>
Employee No. Mode	<p>This code identifies which form of the employee number displays on an inquiry screen. Valid values are:</p> <p>1 Display the eight-digit Address Book number. This is the default code.</p> <p>2 Display the nine-digit Social Security number.</p> <p>3 Display the eight-digit Additional Employee number preceded by a slash (/).</p> <p>All forms of employee number remain valid. This code controls only what displays.</p>

Field	Explanation
A/P Integration	<p>This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step.</p> <p>N No integration</p> <p>0 Create vouchers for both DBAs and taxes that have been setup with A/P integration</p> <p>1 Create vouchers only for DBAs that have been setup with A/P integration</p> <p>2 Create vouchers only for taxes that have been setup with A/P integration</p>
Separate Check (Y/N)	<p>This code indicates whether a separate cheque is generated for each Business Unit in which an employee has worked during the pay period. Valid values are:</p> <p>N Do not generate separate checks. This is the default value.</p> <p>Y When pre-payroll locks the time entry record, generate a unique cheque control number for each business unit's time entry record</p>
Payroll Register Edit	<p>An error is always noted on the Payroll Register if Gross Pay minus taxes and deductions does not equal Net Pay. This field controls whether the error is treated as a "hard" or "soft" error.</p> <p>Y Hard error. You must correct the error and run Pre-Payroll again. This is the default code.</p> <p>N Soft error. The error is noted on the Payroll Register but Payroll Cycle processing can continue. You must make the necessary corrections after the Payroll Cycle is complete.</p> <p>Because errors can occur during payroll cycle processing even when payments print correctly, JD Edwards World recommends that you set this field to Y. Typical errors include incomplete interim cheque information or tax areas not set up and therefore not printing.</p>

Field	Explanation
Step Progression Process	<p>A code that specifies whether the system updates Step Progression History tables and the level of detail in which the update occurs. Valid values, based on the information in the Employee Master table (F060116) are:</p> <p>1 Update using Union, Job Type, and Job Step</p> <p>2 Update using Home Business Unit, Union, Job Type, and Job Step</p> <p>N Do not update the Step Progression History tables</p> <p>For the system to apply step progression, you must also do the following:</p> <ul style="list-style-type: none"> <li>▪ Enter S in the Employee Class field on Employee Entry.</li> <li>▪ Enter Y in the Step Progression field on Additional Parameters in pre-payroll processing.</li> </ul>
Maximum Deferral Rate	<p>The maximum percentage of pre-tax earnings that an employee is allowed to defer to a retirement plan. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.</p>
Country Code	<p>A user defined code 00/CN that determines the mode in which the payroll system runs.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Valid codes are:</p> <p>Blank U.S. payroll</p> <p>CA Canadian payroll</p> <p>If you set the International field to Y, you must set the Country Code.</p> <p>If you process Canadian payroll only, use CA as the Country Code.</p> <p>If you process both Canadian and U.S. Payroll, use CA as the Country Code.</p>
Fiscal Year (Begin Mo)	<p>The number of the month in which the payroll fiscal year begins.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For the Canadian Payroll systems, this code must always be 01 (January). The government regulates the payroll fiscal year as January through December.</p>

## Setting Up an Individual Company

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose <b>Payroll General Constants</b></p> <p>From Payroll General Constants (G7741), choose <b>Payroll Company Constants</b></p>
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You set up company constants for each of your companies for which you run payroll. When you set up an individual company or make changes to an existing company's name or address, the system automatically updates the Address Book system.

## To set up an individual company

### On Payroll Company Constants

1. Complete the following fields:
  - Company
  - Company Name
  - Company Address
  - Fiscal Year
2. To identify the standard time worked by salaried or auto employees, complete the following fields:
  - Hours/Day
  - Days/Week
  - Weeks/Year
  - Hours/Year
3. If you process Canadian or both U.S. and Canadian payroll, complete the following fields:
  - International
  - Country Code

## Setting Up Business Unit Constants



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Payroll General Constants**  
 From Payroll General Constants (G7741), choose **Business Unit Constants**

You set up business unit constants to define default information associated with a business unit to expedite time entry and automatically process payroll information, such as flat burden at the business unit level.

When you set up a business unit, the system adds it to the General Accounting Business Unit Master table (F0006) if the business unit does not already exist in that table. In many companies, business units are set up in the JD Edwards World General Accounting system by the Accounting department.

You must use the General Accounting System and not the Payroll system to change any of the following information:

- Level of detail
- Posting edit code
- Company number
- Equipment rate code

### Before You Begin

- Review any existing business unit information

### To set up business unit constants

#### On Business Unit Constants

1. Complete the following fields:
  - Business Unit Number
2. Complete the following optional fields:
  - Job Address Number
  - Tax Area
  - Labor Loading Method
  - Burden Factor
  - Pay Cycle Group Code

The County Tax Number, County Code, Job Type, and Denomination Minimum fields are for future use and are inactive for this release.

Field	Explanation
Labor Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <ul style="list-style-type: none"> <li>Business Unit</li> <li>Pay Rates table</li> <li>Employee level</li> </ul>
Burden Factor	<p>A multiplier to load direct labour costs with burden. For example, a factor of 1.32 loads every dollar of labour cost with 32 cents worth of burden.</p>
Pay Cycle Group Code	<p>A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.</p> <p>This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.</p>

## See Also

- *Reviewing the Business Unit Constants Print Report (P06905P)*

## Processing Options

See [Business Unit Constants \(P069051\)](#).

## Setting Up Master Pay Cycles

	From Canadian Payroll Master (G77), choose <b>[Menu Selection]</b> From Payroll Setup (G774), choose <b>Payroll General Constants</b> From Payroll General Constants (G7741), choose <b>Master Pay Cycles</b>
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You set up master pay cycles to provide dates for each payroll of the year. The system uses these dates during the pre-payroll step of the payroll cycle. When you set up master pay cycles, you also minimize the risk of keying errors during pre-payroll because certain values have already been entered. Within a master pay cycle, you define the length of the pay periods as well as corresponding payment dates.

Master pay cycles allow you to define the following information:

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

Setting up master pay cycles includes:

- Setting up a master pay cycle for the current year
- Setting up a similar master pay cycle for the next year

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

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

## Before You Begin

- Set up user defined code list 07/PY to define the names of the pay cycles.

## To set up a master pay cycle for the current year

### On Master Pay Cycles

069061 Master Pay Cycles

Oracle JD Edwards World

Action Code: [ ]  
 Pay Cycle Code: [06] Hourly  
 Date - YR: [17]  
 Skip to YTD No: [ ]

0	VTD	Ending	Check	Pay Prds to Calc	Intgrty							
P	No.	MO	Descr.	Date	Date	W	B	S	M	R	O	Prd
[ ]	1	01	January	01/01/17	01/13/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	2	01	January	01/18/17	01/27/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	3	02	February	02/04/17	02/10/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	4	02	February	02/18/17	02/24/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	5	03	March	03/04/17	03/10/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	6	03	March	03/18/17	03/24/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	7	04	April	04/01/17	04/07/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	8	04	April	04/15/17	04/21/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	9	05	May	04/29/17	05/05/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	10	05	May	05/13/17	05/19/17	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Opt: 4=Return w/ Date 6=Over Date Edits 9=Delete F0=Dup Cycle F24=More

1. Complete the following fields:
  - Pay Cycle Code
  - Date - Year
  - Year to Date Pay Period Number
  - Month
  - Ending Date
  - Check Date
  - Integrity Period
2. Complete one of the following fields:
  - Pay Periods to Calculate Withholding - Weekly
  - Pay Periods to Calculate Withholding - Biweekly
  - Pay Periods to Calculate Withholding - Semimonthly
  - Pay Periods to Calculate Withholding - Monthly
  - Pay Periods to Calculate Withholding - Annually
  - Pay Periods to Calculate Withholding - Other
3. Access the detail area.

4. To set up standard hours for automatic pay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:
- Standard Hours - Weekly
  - Standard Hours - Biweekly
  - Standard Hours - Semimonthly
  - Standard Hours - Monthly
  - Standard Hours - Annually
  - Standard Hours - Other

Field	Explanation
Pay Cycle Code	A code that identifies the values for a master pay cycle.
Pay Period Number	The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods, with October being the 10th period.  Typical values are: <ul style="list-style-type: none"> <li>001-052 (Weekly Payroll Cycle)</li> <li>001-026 (Biweekly Payroll Cycle)</li> <li>001-024 (Semimonthly Payroll Cycle)</li> <li>001-012 (Monthly Payroll Cycle)</li> <li>001-004 (Quarterly Payroll Cycle)</li> <li>001-001 (Annual Payroll Cycle)</li> </ul>

Field	Explanation
Check Date	<p>The date associated with the various types of net pay instructions. This date can be related to a payroll cheque, a bank deposit advice, a payslip (cash), or a claim reimbursement.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The date the cheque will be issued. Unless you use the Override Date Edits option:</p> <ul style="list-style-type: none"> <li>▪ This date must be greater than or equal to the Ending Date</li> <li>▪ Dates must be in ascending sequence throughout the year</li> </ul>
Intgry	<p>The meaning of this field depends on the program from which you access the field:</p> <ul style="list-style-type: none"> <li>▪ Valid Master Pay Cycles (P069061) - A value that specifies the period bucket number in the Payroll Integrity table (F0620) to be updated. The Integrity Period Number specifies one of five periods in which the system stores the history. It does not determine the calculation of DBAs. If you run a multiple frequency payroll (such as salary with both weekly and biweekly employees), enter an unused Integrity Period Number. For example, for the first biweekly payroll of the month, use 2 because 1 was already used for the first weekly payroll.</li> <li>▪ Pay Cycle Control Parameters (P06210) - A value that designates whether the pre-payroll programs will calculate those benefits and accruals that are based on calendar month amounts (dollars/hours). If N, the system skips these benefit and accruals.</li> </ul>

## What You Should Know About

**Determining rollover dates** In addition to scheduling pay cycles, the Fiscal Anniversary Rollover program uses the dates you enter on the master pay cycle to determine when a benefit or accrual rolls over to the next year.

### To set up a similar master pay cycle for the next year

On Master Pay Cycles

1. Locate the pay cycle for the current year.
2. Choose the Duplicate Cycle function.



3. On Duplicate Pay Cycle, complete the following fields:

- Pay Cycle Code
- Year
- Align Dates

Field	Explanation
Align Dates (Y/N)?	<p>If you answer Y to Align Dates, the system increments the pay period ending dates by one day for the new cycle. If you enter N, the system creates the cycle with the same pay period ending dates as the current cycle.</p> <p>The years must be only one apart in order for this function to work.</p> <p>Companies who pay on the same date each month, for example on the 15th and 30th of each month, should set this field to N.</p>

## See Also

- *Processing Fiscal and Anniversary Rollovers (P063903)*
- *Reviewing the Master Pay Cycles Report (P06095P)*

## Setting Up a Denomination Code

	<p>From Payroll Master, enter <b>29</b>          From Payroll Setup (G774), choose <b>Payroll General Constants</b>          From Payroll General Constants (G7741), choose <b>Denomination Code Revisions</b></p>
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You set up denomination codes to define the various denominations used to pay employees who receive cash payments. The system uses the information you define to produce payslips in the correct denomination and for a bill count on a cash disbursement report.

## Before You Begin

- Set up each denomination value (face value of a bill or note) in user defined codes list 07/DN.

### To set up a denomination code

#### On Denomination Code Revisions

Complete the following fields:

- Country Code
- Denomination Code
- Denomination Value

Field	Explanation
Denomination Code	A code which identifies the type of currency to be processed.
Denomination Value	The face value of the denomination (for example, 10 for a ten dollar bill or 1000 for a 1000 peso note). Each country generally has a unique set of denomination codes and each code has its own value.

## Setting Up Execution Control Parameters



From Payroll Master, enter 29  
 From Payroll Setup (G774), choose **Payroll General Constants**  
 From Payroll General Constants (G7741), choose **Execution Control Parameters**

You set up execution control parameters to specify the users who have the authority to execute the various steps of the payroll cycle. You can also specify who has authority to execute the reset features on a payroll ID.

Each payroll ID can have a unique set of control parameters. If the system finds no parameters for a specific ID, the system uses the parameters for ID 000. If no parameters exist for a specific payroll ID or for ID 000, the system processes payroll as if the execution control parameters are not activated. In this case, the person who runs the first step of the payroll cycle must run all steps in the cycle and reset options.

### Before You Begin

- Enter Y in the Pay Cycle Control field on Payroll Company Constants for Company 00000 to activate the execution control parameters. If the code in this field is N (the default), the user who runs the first step of the payroll cycle must run all steps in the cycle.

### To set up execution control parameters

#### On Execution Control Parameters

	01	02	03	04	05
<b>Payroll Cycle Steps:</b>					
Pre-Payroll	#USER	MASTOR	MCOUGLEC	DEMO	RF77630
Print Checks	#USER	MASTOR	MCOUGLEC	DEMO	RF77630
Create J.E.'s	#USER	MASTOR	MCOUGLEC	DEMO	RF77630
Reports Only	#USER	MASTOR	MCOUGLEC	DEMO	RF77630
Final Update	#USER	MASTOR	MCOUGLEC	DEMO	RF77630
<b>Reset Cycle Options:</b>					
ID Reset	#USER	MCLINDR	DEMO		RF77630
ID Control	#USER	MCLINDR	DEMO		RF77630
Paycheck Workfile	#USER	MCLINDR	DEMO		RF77630

F3=Exit F19=Previous F20=Next F24=More Keys

#### 1. Complete the following field:

- Pre-Payroll

2. In the fields which correspond to payroll cycle steps, enter the user ID of a maximum of five individuals authorized to complete each step and reset option.

Field	Explanation
01 Payroll Cycle Steps:	<p>The defined user identification for the individual who may have access to the Payroll Processing step "Pre-Payroll". Valid values are:</p> <p>Any user ID - Only that user has authority to run the particular payroll or reset step.</p> <p>*All - All users have authority to run the particular payroll or reset step.</p> <p>*USER - Only the user who ran the step has the authority to execute the step defined by *USER.</p>

## Choosing Fields for Future Data Revisions

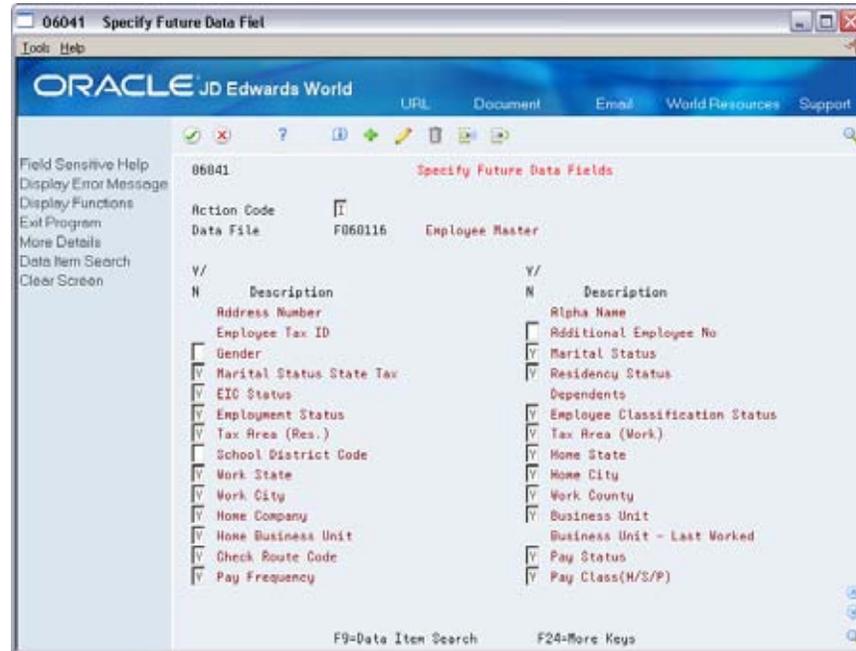
	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Payroll General Constants</b></p> <p>From Payroll General Constants (G7741), choose <b>Specify Future Data Fields</b></p>
---	--

You choose fields for future data revisions to activate data items in the employee master that can be updated using the future data functions. For example, you activate the Marital Status field so that you can change an employee's marital status in the employee master using the Future Data function.

You cannot change the activation value of some fields.

## To choose fields for future data revisions

### On Specify Future Data Fields



- Next to the data item that you would like to activate, enter a Y in the following field:
  - Yes/No
- To review the data item code associated with the data item description, access the detail area.



## Reviewing the Business Unit Constants Report



From Canadian Payroll Master (G77), enter **29**  
 From Payroll Setup (G774), choose **Payroll General Constants**  
 From Payroll General Constants (G7741), choose **Business Unit Constants**

You run the Business Unit Constants Print report to verify your entries on Business Unit Constants. The report lists detailed information about business units which is contained in both the Business Unit Master table and the Payroll Business Unit table. You can run this report any time.

06905P		JD Edwards World							Page - 2	
		Business Unit Constants Print							Date - 7/17/17	
Bus. Unit	Bus. Unit Name	P	E Co.	Tax Area	RT M	EQ L	Burden C	Business Unit Tax Id.	Cnty Code	County PC
		E				Factor	J			CD
9	Corporate Administration	00001				1	1.0000	N		
50	General Accounts	00050				1	1.0000	N		
90	Administrative Department	00100						N		
DEN	Denver	00050				1	1.0000	N		
481	Cooler/Freezer Units - 10	00200				1	1.0000	N		
482	Cooler/Freezer Units - 10	00200				1	1.0000	N		
483	Cooler/Freezer Units - 10	00200				1	1.0000	N		
501	Potomac Hotel	00050	47		HR	1	1.3200	Y		
701	Corporate Administration	00007						N		
777	Skydome	00077				1	1.3200	N		
5001	Main Terminal Building	00050				1	1.0000	Y		
5002	Automated Transit System	00050				1	1.0000	N		
5003	Airport Access Road	00050				1	1.0000	N		
5004	Concourse A Electrical	00050				1	1.0000	N		
5005	The Gateway	00050				1	1.0000	N		
5031	Airport Access Road	00050				1	1.0000	N		
5032	Airport Access Road	00050				1	1.0000	N		
6001	Protective Services	00050				1	1.0000	N		
7771	Corporate Administration	00777				0	1.0000	N		

## Processing Options

See [Business Unit Constants Print \(P06905P\)](#).

## Reviewing the Master Pay Cycles Report



From Canadian Payroll Master (G77), enter **29**  
 From Payroll Setup (G774), choose **Payroll General Constants**  
 From Payroll General Constants (G7741), choose **Master Pay Cycles Report**

The Master Pay Cycles report lists the information you entered on Master Pay Cycles. The report includes the following:

- Year
- Pay cycles by month and periods within each month
- Standard number of hours included in each pay period

Review this report to verify that the information you entered during system setup is correct.

06906P		JD Edwards World										Page - 1				
		Master Pay Cycles										Date - 01/03/17				
Pay Cycle Code . BW																
Date - Yr. . . . 17																
YTD	Pay	Check	P	W	B	S	M	A	O	Standard Hours . . . . .						
No.	Period Mo	Description	Date	P	W	B	S	M	A	O	Weekly	Bi-Wkly	Semi-Mo	Monthly	Annual	Other
1	01/03/17	01 January	01/09/17	1												80.00
2	01/17/17	01 January	01/23/17	2												80.00
3	01/31/17	02 February	02/06/17	1												80.00
4	02/14/17	02 February	02/20/17	2												80.00
5	02/28/17	03 March	03/06/17	1												80.00
6	03/14/17	03 March	03/20/17	2												80.00
7	03/28/17	04 April	04/03/17	1												80.00
8	04/11/17	04 April	04/17/17	2												80.00
9	04/25/17	05 May	05/01/17	1												80.00
10	05/09/17	05 May	05/15/17	2												80.00
11	05/23/17	05 May	05/29/17	3												80.00
12	06/06/17	06 June	06/12/17	1												80.00
13	06/20/17	06 June	06/26/17	2												80.00
14	07/04/17	07 July	07/10/17	1												80.00
15	07/18/17	07 July	07/24/17	2												80.00
16	08/01/17	08 August	08/07/17	1												80.00
17	08/15/17	08 August	08/21/17	2												80.00
18	08/29/17	09 September	09/04/17	1												80.00
19	09/12/17	09 September	09/18/17	2												80.00
20	09/26/17	10 October	10/02/17	1												80.00
21	10/10/17	10 October	10/16/17	2												80.00
22	10/24/17	10 October	10/30/17	3												80.00
23	11/07/17	11 November	11/13/17	1												80.00
24	11/21/17	11 November	11/27/17	2												80.00
25	12/05/17	12 December	12/11/17	1												80.00
26	12/17/17	12 December	12/24/17	2												80.00

## Processing Options

See [Print Master Pay Cycle \(P06906P\)](#).



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# Set Up Payroll Cycle Reports

## Setting Up Payroll Cycle Reports

Setting up payroll cycle reports allows you to set up your own versions of the reports generated during a payroll cycle. If you do not set up your own versions, the system uses the DEMO version that JD Edwards World provides. Setting up your own version allows you to customize the title of the report, change the sequence, and meet your company's reporting needs.

When you select one of these reports as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

Setting up payroll cycle reports consists of the following tasks:

- [Setting Up the Payroll Register](#)
- [Setting Up the Summary Payroll Register](#)
- [Setting Up the Time and Pay Exception Report](#)
- [Setting Up the Transaction Audit Report](#)
- [Setting Up the Workers Compensation Insurance Register](#)
- [Setting Up the DBA Register](#)
- [Setting Up the Time and Pay Register](#)
- [Setting Up the Terminated Employees Report](#)
- [Setting Up the Interim Cheque Integrity Report](#)

## Setting Up the Payroll Register



From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Payroll Register</b>
--

Use the Payroll Register to verify that the employees' gross-to-net amounts are correct. You can review employee earnings for this payroll cycle. The report lists the following information and can be sequenced and totaled to meet your company's needs:

- Pay types, deductions, benefits, and accruals for each employee
- Totals by pay types, deductions, benefits, and accruals for each business unit
- Totals by pay types, deductions, benefits, and accruals for each company

- Grand totals by pay types, deductions, benefits, and accruals for all companies in the payroll version

### What You Should Know About

<b>Benefits and accruals</b>	You can print taken and available benefits and accruals on the Payroll Register.
<b>Reconciling total accrual liability</b>	Because the Payroll Register lists totals for pay types, deductions, benefits, and accruals, it makes the process of reconciling total accrual liability easier.

## Processing Options

See [Payroll Register \(P063012\)](#).

## Data Selection for the Payroll Register

You should not change the data selection for this report.

## Data Sequence for the Payroll Register

Pre-payroll, Payroll Register, and Payroll Summary reports must have the same sequence.

## Setting Up the Summary Payroll Register

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Summary Payroll Register</b>
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The Summary Payroll Register lists one line per cheque, and shows which employees' gross-to-net calculations are incorrect. If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings instead of the Payroll Register.

## Processing Options

See [Summary Payroll Register \(P063013\)](#).

## Data Selection for the Summary Payroll Register

You should not change the data selection for this report.

## Setting Up the Time and Pay Exception Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Time &amp; Pay Exception</b>
---	--

When you request the Time and Pay Entry Journal during pre-payroll processing, the system prints the Time and Pay Exception report only if exceptions occur. Use this report to identify employees whose timecards might contain errors. For example, this report lists employees whose hour or rate amounts are more than the maximum or less than the minimum amounts you specified in the processing options for this report.

### Processing Options

See [Time and Pay Entry Journal \(P06305\)](#).

### Data Selection for Time and Pay Exception Report

You should not change the data selection for this report.

## Setting Up the Transaction Audit Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Transaction Audit Report</b>
---	--

You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle.

### Data Selection for the Transaction Audit Report

You should not change the data selection for this report.

## Setting Up the Workers Compensation Insurance Register

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Workers Comp Insurance register</b>
---	---

The Workers Compensation Insurance Register lists detailed workers compensation information for all employees included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, work state, company, and grand totals. You must process journal entries prior to running this report, because the system calculates this information during the journal entry step of the payroll cycle.

## Processing Options

See [Workers Compensation Register \(P073601\)](#).

## Data Selection for Workers Compensation Insurance Register

You should not change the data selection for this report.

## Data Selection for General Liability Insurance Register

You should not change the data selection for this report.

## Setting Up the DBA Register

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>DBA Register</b>
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The DBA Register includes the same information as the Transaction Audit report (Deduction/Benefit/Accrual report), but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

## Processing Options

See [DBA Register \(P063062\)](#).

## Data Selection for DBA Register

You should not change the data selection for this report.

## Data Selection for Wage Attachment Report

You should not change the data selection for this report.

## Setting Up the Time and Pay Register

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Time and Pay Register</b>
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The Time and Pay Register lists the time and pay totals for the current payroll. You can choose to include employee totals on the report. Processing options determine what data is printed on the report. When you request this report in pre-payroll, the system prints the Time and Pay Exception report.

## Processing Options

See [Time & Pay Entry Register with Employee Total \(P063001\)](#).

See [Time & Pay Entry Register without Employee Total \(P063001\)](#).

## Data Selection for Time and Pay Register

You should not change the data selection for this report.

## Setting Up the Terminated Employees Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Terminated Employees Report</b>
---	---

The Terminated Employees report lists those employees whose employment with the company has ended during the pay period.

## Setting Up the Interim Cheque Integrity Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Cheque Integrity Report</b>
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The Interim Cheque Integrity report lists the gross and tax amounts for all tax types for each interim cheque. The report also compares the totals between the Interim Vertex Workfile (F0712I) and the Tax History Summary table (F0713). You use this report to spot any discrepancies and correct them.



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# Set Up Net Pay Reports and Forms

## Setting Up Net Pay Reports and Forms

To add flexibility for distribution of payments, you can set up data sequencing for net pay reports and forms. All report versions that you process in a single payroll must have the same version name.

You can also select a user defined code of O (Other) in the Benefit/Accrual Type (Bnft/Accrl Type) field, and print available and taken amounts for accruals other than sick and vacation on all net pay documents and the payroll register.

Setting up net pay reports and forms consists of the following tasks:

- [Setting Up Payroll Cheques](#)
- [Setting Up Automatic Deposit Forms](#)
- [Setting Up Cash Payslips](#)
- [Setting Up the Payroll Cheque Register](#)
- [Setting Up Cheque Overflow Forms](#)

## Setting Up Payroll Cheques



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose **Pay Cycle Report Setup**  
From Pay Cycle Report Setup (G7746), choose **Payroll Cheques**

You set up payroll cheques to determine the information and sequence that you want when the system prints payroll cheques.

## Processing Options

See [Canadian Payroll Cheques \(P07231\)](#).

## Setting Up Automatic Deposit Forms



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose **Pay Cycle Report Setup**  
From Pay Cycle Report Setup (G7746), choose **Auto Deposit Forms**

You set up automatic deposit forms to determine the information that you want to print when the system is set to print automatic deposit information.

## Processing Options

See [Auto Deposit \(P06233\)](#).

## Setting Up Cash Payslips

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Payroll Cash Pay Envelopes</b>
---	---

You set up cash payslips to determine the information that you want to print when the system is set to print cash payslips.

## Processing Options

See [Cash Pay Slips \(P06235\)](#).

## Setting Up the Payroll Cheque Register

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Payroll Cheque Register</b>
---	--

The Payroll Cheque Register lists the details of net pay documents, including net pay accounting distributions. This register is also known as Net Pay Instructions.

## Processing Options

See [PR Check Register \(P06238\)](#).

## Setting Up Cheque Overflow Forms

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Cycle Report Setup</b> From Pay Cycle Report Setup (G7746), choose <b>Cheque Overflow Forms</b>
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The cheque overflow form prints only when overflow information does not fit on the paystubs, automatic deposits, or payslips.

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# Set Up Employee Profile Information

## Setting Up Employee Profile Information

Profile data provides broad categories of information that you can define to accommodate your unique requirements. It can include basic information about employees, such as their education or experience, or data unique to your business, such as multi-language skills or employees assigned company cars.

Setting up employee information includes the following tasks:

- [Defining Types of Profile Data](#)
- [Setting Up Security for Profile Data](#)
- [Generating the Title Search Table](#)
- [Transferring Profile Data](#)

Employee profile information is any additional information that you want to track by employee. This information is not required by the Payroll system, but provides additional information that you might want to maintain on your employees. Before you can enter employee profile information, you must set up the following:

Item	Description
Profile data types	You define profile data to track detailed information about employees. You set up this feature to track specific information to accommodate your own unique business needs.
Profile data security	You define security for profile data to restrict access to certain types of data to specific personnel.

## Defining Types of Profile Data

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Employee Profile Setup</b> From Employee Profile Setup (G7747), choose <b>Define Types of Data</b>
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Profile data is based on user defined codes for each type of data in the profile. Each type of profile data exists in a separate database. You can track data, such as:

- Employee skills and education levels
- Job responsibilities
- Applicant qualifications

- Health and safety case histories
- Requisition requirements
- Dependent and beneficiary contacts

Depending on your specific requirements, you can choose to set up a profile type in one of the following formats, or modes:

Format	Description
Narrative format	<p>Narrative format allows you to enter information in free form text. You might want to use the narrative format for:</p> <ul style="list-style-type: none"> <li>▪ Employee appraisal overviews</li> <li>▪ Emergency contacts</li> </ul>
Code format	<p>Code format requires you to enter information in specific fields on the form. You might want to use the code format for:</p> <ul style="list-style-type: none"> <li>▪ Language skills</li> <li>▪ Training completed</li> <li>▪ Employee appraisal details</li> </ul> <p>To standardize data entry and make it possible to report on profile data, you can associate the following columns in a code format data type with a user defined code table:</p> <ul style="list-style-type: none"> <li>▪ Code Title</li> <li>▪ Remark 1 Title</li> <li>▪ Remark 2 Title</li> </ul> <p>You can use either an existing user defined code table (such as 08/SK, Skills) or you can create a new user defined code table. When you create new tables, you must use system codes ranging from 55 to 59 (inclusive). You cannot create a new table for system codes 05, 07, or 08.</p>
Program format	<p>Program format allows you to access a specific program and version number from a profile data type. Instead of customizing menus, you can set up profile data types to access the forms that you use most often. Setting up profile data types in this manner allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.</p>

Defining types of profile data includes:

- Defining profile data types in narrative format
- Defining profile data types in code format
- Defining profile data types in program format

## Example: Setting Up a Code Format Data Type

When you define a code format data type, you specify a code title and, typically, a related date or amount. You also associate the code title with a user defined code

table. The following example shows how to set up a code format data type that you use to track employee training. The data type is associated with a user defined code table that you have already set up.

Define the information:

- Code title - Type (types of training you track)
- Date title - Trng Dte (date training was completed)
- Amt title - Costs (amount of training costs)
- Sy - 55 (system code for the user defined code table that you set up for the training type)
- RT - TG (record type for the user defined code table that you set up for the training type)

## Before You Begin

- Set up user defined codes for the profile information that you want to enter in the code format. See *Setting Up User Defined Codes*.

## To define profile data types in narrative format

On Define Types of Data

Mde	Code Title	Date Ttl	Amt Title	SY	RT
N					
C	Skill	Updated	# of Years	00	SX
D	Language	Updated	# of Years	00	LA
C	License	Updated	Fees	00	LI
C	Property	Iss Date		00	DC
C	Degree	Get when		00	ED
C	Type	Trng Dte	Costs	00	TG
C	Class	Class Dt	Tuit Cost		
C	Cur. Job	Updated		07	G
N					
C	Appraisal	App Date	Points	00	AP
C	Reason	Date	Amount	00	BN
C	Type	Date Rpt	Sust Amt	00	GR
C	Type	Hire Dte	Update Cst	00	AD
C	Tested for	Date Tst	# of Tests	00	TD

1. Complete the following fields:

- HR Data Base
- Type Data
- Description

2. Enter N in the following field:

- Mode

Field	Explanation
HR Data Base	<p>A user defined code (08/RC) that specifies a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are:</p> <p>A Applicant Information  E Employee Information  J Job Description  H Injury/Illness Case Number  P Dependent/Beneficiary Information  R Requisition Information</p>
Ty Dt	<p>A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts.</p> <p>You define these codes using Define Types of Data (P08090).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter the code for the type of data you want to track in the Human Resources and Payroll systems.</p>
Mde	<p>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</p> <p>C Code format, which displays the screen for entering code-specific information. These codes are associated with User Defined Codes table (F0005).</p> <p>N Narrative format, which displays the screen for entering narrative text.</p> <p>P Program exit, which allows you to exit to the program you specified in the Pgm ID field.</p> <p>M Message format, which displays the screen for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.</p>

## To define profile data types in code format

### On Define Types of Data

#### 1. Complete the following fields:

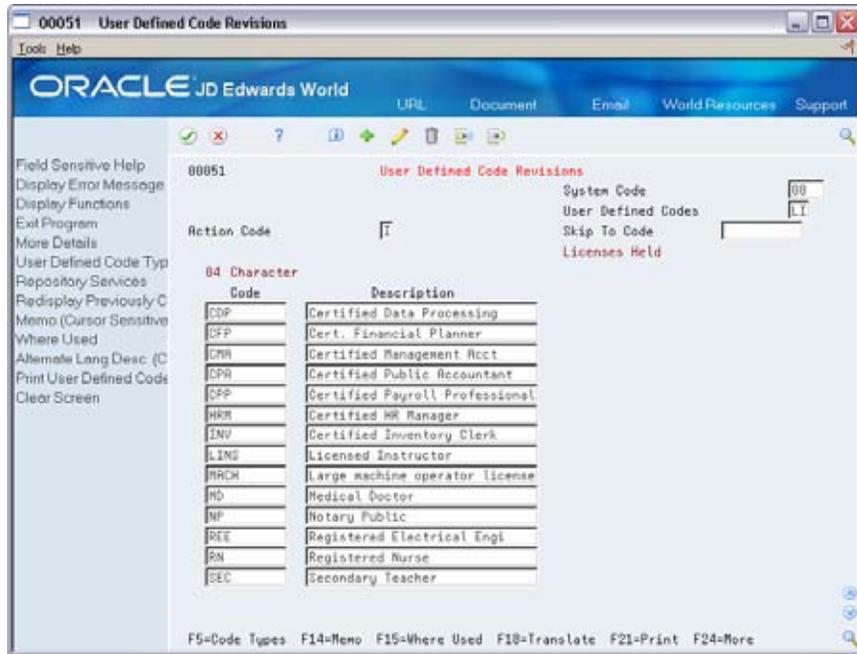
- HR Data Base
- Type Data
- Description

2. Enter C in the following field:
  - Mode
3. To specify the information you want to track for this data type, complete the following fields:
  - Code Title
  - Date Title
  - Amount Title
4. To associate a user defined code table with the code title, complete the following fields:
  - System Code (SY)
  - Record Type (RT)
5. To enter additional information for the data type, access the detail area.

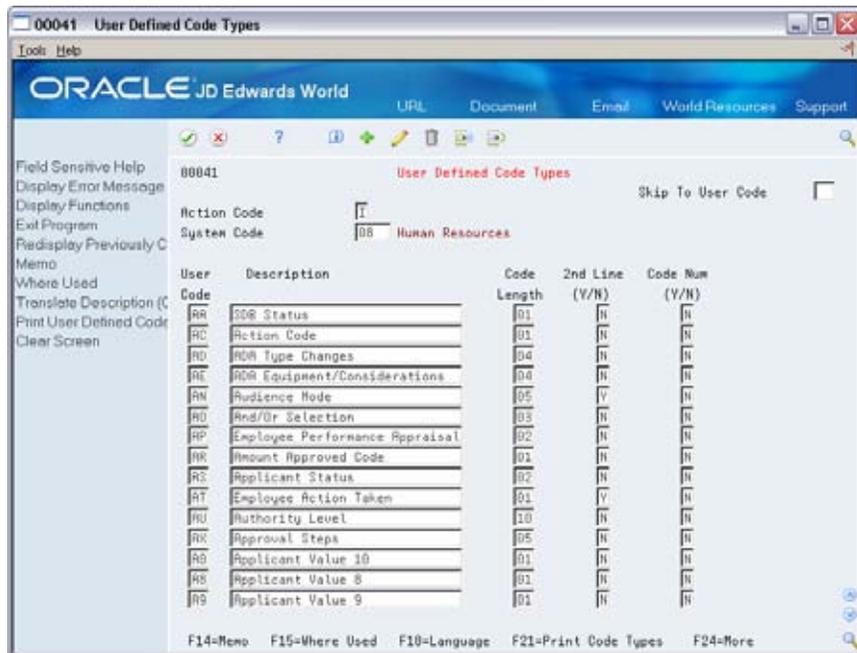
The screenshot shows the 'Define Types of Data' window in Oracle JD Edwards World. The window title is '08090 Define Types of Data'. The main area displays a table with the following columns: 0 Dc, Description, Mode, Code Title, Date Ttl, Amt Title, SY, RT. Three data types are listed: Emergency Contacts, Skills, and Language Skills. Each entry has fields for Remark 1 Title, Remark 2 Title, Default Date, Thru Date Title, and Amt 2 Title. The Skills entry is selected, and its details are visible below the table.

0 Dc	Description	Mode	Code Title	Date Ttl	Amt Title	SY	RT
[A]	Emergency Contacts	N		Edit Rnk 1 on	Edit Rnk 2 on		
[B]	Skills	C	Skill	Updated	# of Years	00	OK
[B1]	Language Skills	C	Language	Updated	# of Years	00	LA

6. Complete any of the following optional fields:
  - Remark 1 Title
  - Edit Remark 1 on
  - Edit Remark 2 on
  - Remark 2 Title
  - Default Date
  - Through Date Title
  - Amount 2 Title
7. To create a new user defined code table for this data type, choose the User Defined Codes function.



8. On User Defined Code Revisions, choose the Code Types function.



9. On User Defined Code Types, complete the following fields:

- System Code
- User Code
- Description
- Code Length

10. Complete the following fields, if appropriate, and use the Add action:

- 2nd Line
  - Code Number
11. To specify the codes to include on the new table, return to User Defined Code Revisions.
  12. To locate the new table on User Defined Code Revisions, complete the following fields:
    - System Code
    - User Defined Codes
  13. Complete the following fields:
    - Code
    - Description
    - Description 2

Field	Explanation
Code Title	<p>The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter the heading you want to display for a column on Profile Data Entry.</p> <p>For example, in Human Resources Benefits this could indicate the COBRA plan, option, type, and so forth.</p>
Date Ttl	<p>The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.</p>
Amt Title	<p>The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.</p>

Field	Explanation
SY	<p>A user defined code (98/SY) that identifies a JD Edwards World system.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type.</p> <p>For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message.</p> <p>This field applies only to the code format (C).</p>
RT	<p>Identifies the table that contains user defined codes. The table is also referred to as a code type.</p>
Remark 1 Title	<p>The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.</p>
Remark 2 Title	<p>The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.</p>
Default Date	<p>This flag enables you to control the type of date to allow the system to use in the date field. Valid codes are:</p> <ul style="list-style-type: none"> <li>0 Do not use the system date as the default. Require manual entry of date.</li> <li>1 Use the system date as the default when the date is left blank.</li> <li>2 Do not display the Date field.</li> </ul>
Thru Date Title	<p>The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter the title you want to display on Profile Data Entry as an end or through date. For example in Human Resources Benefits, you might use this for the title of the field that indicates when the COBRA coverage expires.</p>

Field	Explanation
Amt 2 Title	The title of a row heading which appears next to the Amount 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price.  <i>Form-specific information</i>  The title you want to appear for Amount 2.

## To define profile data types in program format

### On Define Types of Data

1. Complete the following fields:
  - HR Data Base
  - Type Data
  - Description
2. Enter P in the following field:
  - Mode
3. Access the detail area.
4. To specify the program that you want this data type to access, complete the following fields:
  - Program ID
  - Version

Field	Explanation
Pgm ID/Vers	The identification, such as program number, table number, and report number, that is assigned to an element of software.
Version	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.  <i>Form-specific information</i>  The DREAM Writer version of the program that you want this data type to access.

## Setting Up Security for Profile Data



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Employee Profile Setup**  
 From Employee Profile Setup (G774), choose **Data Type Security**



Field	Explanation
Type of Data	<p>A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts.</p> <p>You define these codes using Define Types of Data (P08090).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The specific type of data to which you are restricting employee from access.</p>
Allow	<p>A code that indicates whether a user is allowed access to the function key or selection. Valid codes are:</p> <p>Y Yes, allow access</p> <p>N No, prevent access</p> <p>blank Yes, allow access (default).</p>

## Generating the Title Search Table

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose <b>Employee Profile Setup</b></p> <p>From Employee Profile Setup (G7747), choose <b>Build World Search File</b></p>
--	--

When you review profile data by data type or search profile data for people who meet multiple criteria, you can use the Help function to search for a data type by its title. For example, if you are using Profile by Data Type to review prior employment information, and you cannot remember the data type for prior employment, you can use the Help function to search for the data type by its description.

Before you can search for data types in this manner, you must run this program to generate the title search table. When you set up your system, you generate the table after you have defined the types of profile data that you will use. To keep your system up-to-date, you must also generate the title search table after you change profile data types, descriptions, or column headings.

## Transferring Profile Data

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose <b>Employee Profile Setup</b></p> <p>From Employee Profile Setup (G7747), choose <b>Profile Data Copy/Move</b></p>
---	---

After you define the types of profile data that you will use, you can transfer data from one data type to another within the same database. If you change the data type code for a type of profile data, you can use this program to transfer data from the old data type to the new one. For example, you might have a data type S for skills that contains employee information. If you change the data type code to SK, you can

use this program to move that employee information from Data type S to data type SK.

Transferring profile data saves you time and reduces keying errors. You can set processing options to transfer data by:

- Copying the information, which retains it in one data type and also transfers it to another
- Moving the information, which deletes it from one data type and transfers it to another

When you copy data, the system retains the information in one data type and transfers it to another data type. When you move data, the system deletes the information from one data type and transfers it to another data type. The system prints a report whenever you copy or move profile data.

## Before You Begin

- Verify that the data type in the database you are copying from is set up the same as in the database you are copying to.
- Set up a version to copy data. Set up a version to move data. If you do not set up separate versions, you must set the processing options you transfer data.

080840	JD Edwards World			Page No. . . . .	2
	Job Descriptions - Copy/Move			Date - . . . .	4/06/17
	HR Data Base . . . . .	J	Job Descriptions		
	From Type of Data. . . . .	D	Job Reporting Relationships		
	To Type of Data. . . . .	D1	Job Reporting Relationships - Staff		
Job Type and Step	Name	Reports to	Date	Comment	
-----					

## Processing Options

See [Employee Profile Data - Copy/Move \(P080840\)](#).

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# Set Up Employee Master History and Turnover

## Setting Up Employee Master History and Turnover

To help you manage your employee information, you can set up your system to store historical records of employee information. This means that when you enter or update employee information, the system creates a historical record of the old information. For example, when an employee receives a promotion or changes marital status, you can update the employee's current information to reflect the change and store the previous information in historical records.

You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

You can use history and turnover information to:

- Review the employee's job progression since you began tracking history
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Monitor employee movement within your company

You can track history and turnover for any of the information that the system stores in the Employee Master table (F060116).

To set up your system to track history and turnover, you must complete the following tasks in the order that they are listed:

- [Setting Up History and Turnover Constants](#)
- [Choosing Data for Tracking Purposes](#)
- [Setting Up Turnover Columns](#)
- [Activating History and Turnover Tracking](#)

You set up history and turnover constants to indicate that you want to track history and turnover records.

To specify the types of employee information for which you want to track historical information, you select data for tracking purposes.

You set up turnover reports so that you can analyze the reasons for employee movement within your organization.

You activate history and turnover tracking to create an initial history record for each of the current records in the Employee Master table. You can review these initial history records to determine when you began tracking history and turnover.

## What You Should Know About

**Starting the subsystem and monitor** After you complete the tasks for setting up employee history and turnover tracking, you must start the Human Resources (HR) subsystem and monitor so that the system can convert changes to employee information into history and turnover records.

See Starting the Subsystem and Monitor.

## Setting Up History and Turnover Constants



From Canadian Payroll Master (G77), enter **29**  
From Payroll Setup (G774), choose **History & Turnover Setup**  
From History & Turnover Setup (G7748), choose **Constants Information**

You set up history and turnover constants to indicate that you want the system to store history and turnover records. You can choose to track history only, turnover only, or both.

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**Caution:** Before you can perform many important payroll functions, such as processing interim cheques, you must access the human resources constants and use the Change action. You must perform this action regardless of whether you need to enter or change any of the information on the form. When you access these constants, the system locates the data file library in which your Employee Master table (F060116) resides. To process correctly, many programs require this library information.

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## To set up history and turnover constants

### On Constants Information

The screenshot shows the 'Constants Information' window for ID 88048. The window is titled '08040 Constants Information' and has a menu bar with 'Tools' and 'Help'. The main content area is divided into several sections:

- Action Code:** [ ]
- Tracking Information:**
  - Master File is in Library: JDFDTM91D
  - HR Subsystem Name: HRSS0
- Employee History (Y/N):** [X]
- Position Control (Y/N):** [X]
- Employee Turnover (Y/N):** [X]
- Track by Effective Date (Y/N):** [X]
- Employee Assignment Window:** [ ]
- Display Salary(Annual/Effective):** [E]
- Position Control Criteria:**
  - Position ID Required: [ ]
  - Pay Rates Source: [ ]
  - Pay Grid Step Prog. Rate Source: [ ]
  - Salary Default Source: [ ]
  - Rate Change in Projections: [X]
  - Contract/Calendars (Y/N): [X]
- Requisition Criteria:**
  - Create Upon Termination: [ ]
- Pay Rate Edit:**
  - Pay Range/Step Edit: [ ]
- Position Budget Edits:**
  - Salary: [ ]
  - FTE: [ ]
  - Hours: [ ]
  - Headcount: [ ]

At the bottom of the window, it says 'F24-More Keys'.

1. Review the value in the following field:

- Master File is in Library

2. Complete the following fields:

- Human Resources Subsystem Name
- Employee History
- Employee Turnover
- Track by Effective Date

Field	Explanation
Master File is in Library	The name of the data file library in which the data queue exists. When you change any of the history constants, the system automatically determines which library the Employee Master table (F060116) is in and creates the data queue in the same library. This library is normally called the Production Library.

Field	Explanation
HR Subsystem Name	Enter the name of the Human Resources subsystem. A subsystem is the portion of the overall processing capacity of the computer that is used for a specific purpose. The system creates the subsystem (if it doesn't already exist) when you run the program that starts the Human Resources subsystem. Because the Human Resources subsystem provides a place for the monitor to run, it is important to know the name of the subsystem so you can determine if the monitor is running.
Employee Turnover (Y/N)	<p>A code that determines whether to create employee turnover records when you change employee information. Valid codes are:</p> <p>Y Yes, create employee turnover analysis records</p> <p>N No, do not create employee turnover analysis records</p> <p>Turnover information consists of any records in the Employee Turnover Analysis table (F08045) with a change reason that is not blank. Before the system can create turnover records, you must start the Human Resources subsystem and monitor.</p>
Track by Effective Date (Y/N)	<p>A code that indicates the date on which the system creates employee history and turnover records, in relation to the date of the change. Valid codes are:</p> <p>Y Yes, use the effective date of the change (data item EFTO) to track employee history and turnover</p> <p>N No, instead of using the effective date of change, use the date on which you entered changes into the system</p> <p>If you enter a Y in this field, the system prompts you to enter an effective date each time you change any employee information for which you are tracking history or turnover.</p> <p><b>Note:</b> If you enter a Y in this field, you must also choose to track employee history, employee turnover, or both.</p>

## Choosing Data for Tracking Purposes

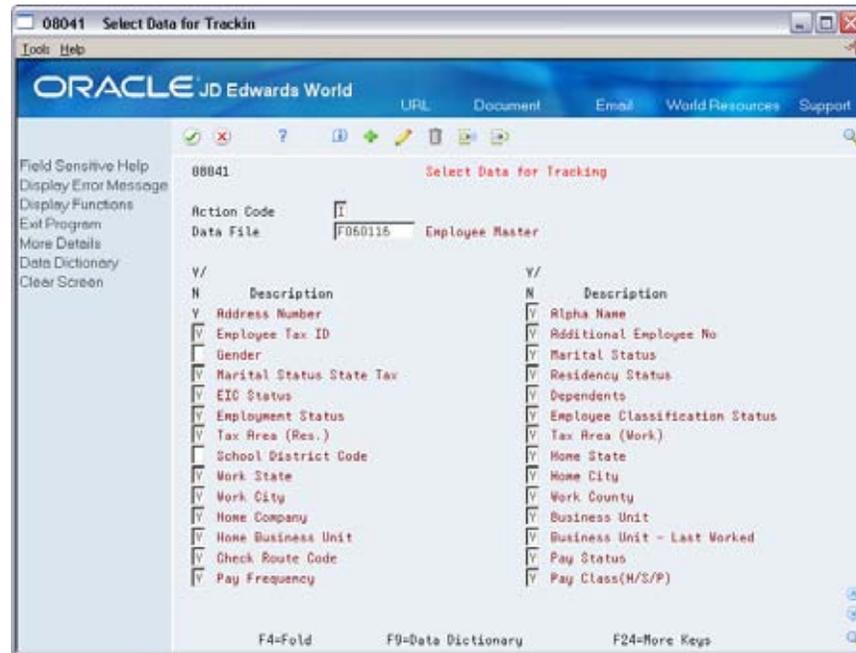
	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>History &amp; Turnover Setup</b></p> <p>From History &amp; Turnover Setup (G7748), choose <b>Select Data for Tracking</b></p>
---	--

After you set up history and turnover constants, you must specify the data items for which you want to track history. You have the option to track history for some data items and not others. For example, you might choose to track history for marital status, employment status, salary, and pay status, but not for gender or tax ID. Limiting the data items for which you track history makes it easier to locate information when you review history records.

All of the data items that you select for tracking must be included in the Employee Master table.

## To choose data for tracking purposes

### On Select Data for Tracking



1. Review the value in the following field:
  - Data File
2. For each data item for which you want to track history, enter Y in the following field:
  - Yes/No

Field	Explanation
Data File	The identification, such as program number, table number, and report number, that is assigned to an element of software.
	<i>Form-specific information</i>
	The table number for the Employee Master table (F060116). You can track history for only those data items that are included in the Employee Master table.

Field	Explanation
Y/ N	<p>A code that indicates whether the system creates historical records for the corresponding data item. Valid codes are:</p> <p>Y Yes, track history for this data item</p> <p>N No, do not track history for this data item</p> <p>N is the default value for all data items except Address Number (AN8). You must track history for Address Number if you track history for any other data item.</p> <p><b>Note:</b> For each data item, history tracking begins when you change this code from N to Y. The system cannot retrieve information for changes that occurred when the code in this field was N.</p>

## What You Should Know About

### Changing data items

When you need to change any data items that you use to track history, you must stop and restart the monitor before you make any changes to employee information.

See *Working with the Subsystem and Monitor*.

## Setting Up Turnover Columns

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose <b>History &amp; Turnover Setup</b></p> <p>From History &amp; Turnover Setup (G7748), choose <b>Data Turnover Columns</b></p>
---	--

If you set up your system to create turnover records, you must set up turnover columns for your reports. You use turnover reports to analyze the reasons for employee movement within your organization, such as when an employee changes jobs or business units, as well as movement resulting from new hires and terminations. Setting up multiple turnover columns makes it possible to create a variety of turnover reports.

When you set up turnover columns, you specify:

- The headings that appear on the turnover reports
- The change reason codes that you want to include under each column heading

For example, you can create a turnover column called Salary Increase that includes the following change reason codes:

- Merit increase
- Cost-of-living adjustment
- Annual increase

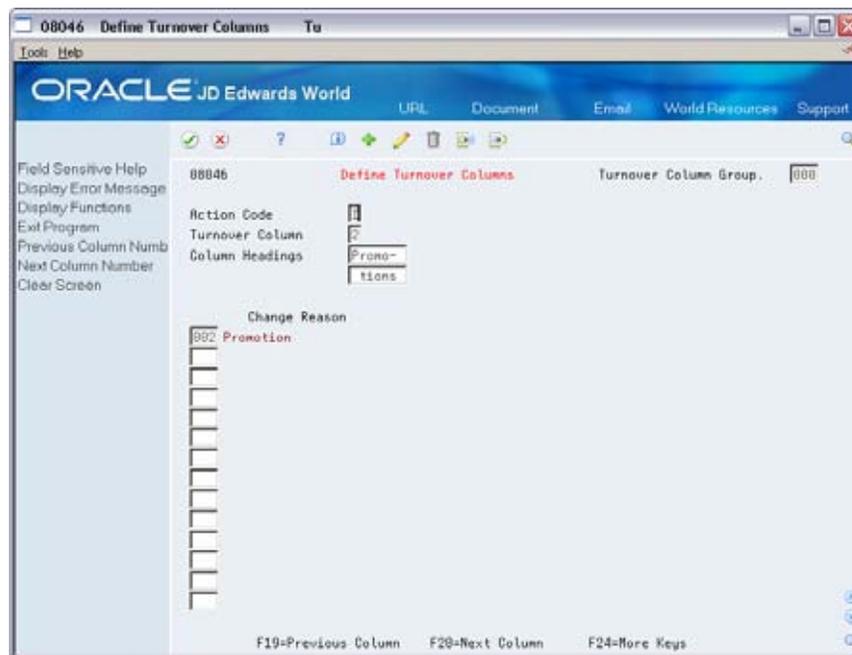
When you print a turnover report, the value in the Salary Increase column includes all records that have the above change reason codes.

## Before You Begin

- Verify that you have set up your system to track employee turnover. See *Setting Up History and Turnover Constants*.
- Set up the user defined code table for change reasons (07/T). See *Setting Up User Defined Codes for Payroll*.

## To set up turnover columns

### On Define Turnover Columns



1. To define a turnover column, complete the following fields:
  - Turnover Column
  - Column Headings
2. Enter one or more codes in the following field:
  - Change Reason
3. Complete the following optional field:
  - Turnover Column Group
4. To define another turnover column, repeat steps 1 through 3.

Field	Explanation
Turnover Column	The number of a column to define for your employee turnover analysis reports. You can define up to seven columns. The columns are numbered from left to right.

Field	Explanation
Column Headings	<p>This field, in conjunction with the second Column Heading field (data item TCH2), allows you to specify the title of one of the seven columns available on the employee turnover analysis reports. You use this first field to either enter the first word or an abbreviation of the column heading. You can enter a maximum of seven characters in this field.</p> <p>For example, to title a column New Hire, enter the word New in this field and enter Hire in the field below this one. On the reports, this column title would look like this:</p> <p>New Hire</p> <p>You do not have to define all seven available column headings.</p>
Turnover Column Group	<p>You can define up to 999 sets of column headings for your turnover analysis reports. Use the Turnover Column Group field to number each set of column headings.</p> <p>For example, the first group of column headings might be Turnover Column Group 000. To define an additional set of column headings, enter 001 in this field and then define as many of the seven available column headings as you need.</p>

## Activating History and Turnover Tracking

	<p>From Canadian Payroll Master (G77), enter 29  From Payroll Setup (G774), choose <b>History &amp; Turnover Setup</b>  From History &amp; Turnover Setup (G7748), choose <b>Initialize History &amp; Turnover</b></p>
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After you set up history and turnover constants and specify the data items for which to track history, you must run a program that populates the history and turnover tables with current employee records. If you activate history and turnover after you have been using the system for a while, you can use these initial records to determine when you began tracking history and turnover.

After you activate history and turnover tracking, the system creates history and turnover records each time you change any of the employee information for which you are tracking history or turnover.

### Before You Begin

- Enter all employee records into your system. See *Adding a New Employee*.

### Processing Options

See [Initialize History - Include all Active EE \(P080810\)](#).

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# Set Up Contract Calendar Information

## Setting Up Contract Calendar Information

Many public service organizations, such as schools and public safety agencies, work under yearly contracts that specify the number of days employees will work. You can set up a calendar that identifies each date in the contract.

If your organization uses different contracts for different types of employees or locations, you can set up more than one contract calendar. When the system creates the contract calendar, it assigns each date a day value of one standard working day. (A day value is a multiple of a standard working day.) You must identify the dates that are not standard working days, for example holidays, so that the system will assign the correct value for each day in the calendar.

Because contract days vary from year to year, you must update contract calendar information each year. To update this information, you can either create a new contract calendar each year, or you can revise an existing calendar to reflect the appropriate information for the new year. You can also revise an existing calendar for the current year if you need to correct information.

When you create a new calendar for the next year or revise an existing calendar, you can run a program that updates the employee records for the new or revised calendar.

To set up contract calendars, complete the following tasks:

- [Identifying Non-Standard Dates for all Contract Calendars](#)
- [Creating Contract Calendars](#)
- [Updating Employee Records for Contract Calendars](#)

### Before You Begin

- Activate contract calendars in your Human Resources system constants. See *Setting Up Position Control Information in Human Resources Guide*.

## Identifying Non-Standard Dates for all Contract Calendars

	From Canadian Payroll Master (G77), choose [Menu Selection] From Payroll Setup (G774), choose <b>Pay Grade / Contract Setup</b> From Payroll Pay Grade / Calendar Setup (G7749), choose <b>Contract/Calendar Master</b>
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If your organization uses contract calendars, you can set up a user defined code table (05/HL) that identifies all of the days that are not standard working days. When you identify a non-standard workday, you also identify its day value. When the system creates the contract calendar, it uses this user defined code table.

If you need to set up several contract calendars with the same non-standard dates, you can save time by defining them in the user defined code table. You can override any information from the user defined code table on the contract calendar.

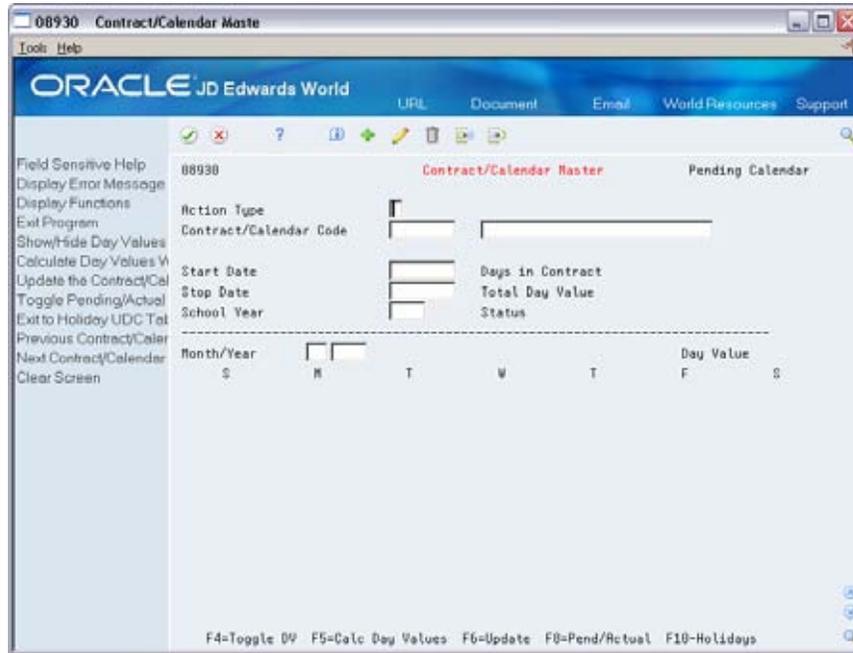
If you need to set up several calendars that have different non-standard dates, you can set up the user defined code table with the non-standard dates that are common to all of the calendars. Before you set up each calendar, you can revise the user defined code table to add the non-standard dates that are specific to that calendar.

Frequently, this user defined code table is called the holiday calendar. You can also use it to define other non-standard workdays. Include the following types of non-standard dates in the user defined code table:

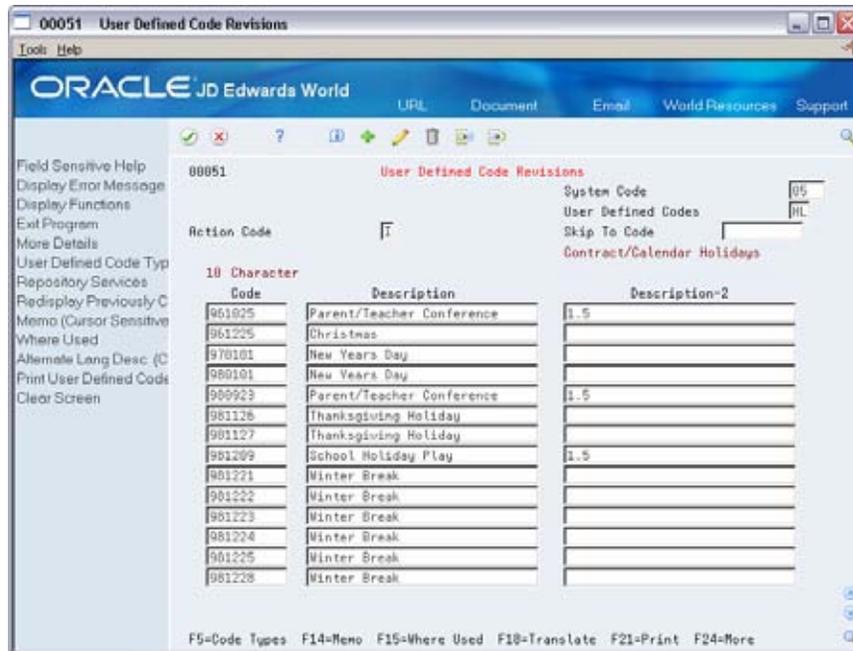
Date Type	Description
Holidays	When holidays do not count as a working day in the contract, you should enter them in the user defined code table. Do not enter a day value for a holiday.
Workdays longer than standard	Some contracts specify dates that count as more than one standard workday. You can enter these dates and values in the user defined code table. For example, some contracts for school systems stipulate that a parent conference date is equivalent to 1.5 standard workdays.
Workdays shorter than standard	Some contracts specify dates that count as less than one standard workday. You can enter these dates and values in the user defined code table. For example, some contracts for school systems stipulate that a date when classes are not held is equivalent to .5 standard workdays.

## To identify non-standard dates for all contract calendars

On Contract Calendar Master



1. Choose the Holidays function.



2. On User Defined Code Revisions for each non-standard day in the contract, enter the date as YYYYMMDD in the following field:

- Code

3. To define the day, complete the following field:
  - Description
4. If the date has a positive (greater than 0) day value, enter the day value in the following field:
  - Description 2

#### See Also

- *Creating Contract Calendars (P08930)*

## Creating Contract Calendars

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay Grade / Contract Setup</b> From Payroll Pay Grade / Calendar Setup (G7749), choose <b>Contract/Calendar Master</b>
---	---

For employees whose work days are specified by contract, you must create a contract calendar that you attach to the employees' records. The contract calendar:

- Creates and maintains the work days and non-standard days for the duration of the contract
- Identifies the workday value for each date in the calendar
- Identifies how many days remain in the contract from any date

The contract calendar applies the information from the user defined code table 05/HL to assign the day value for each date that is included in that table. For all other dates within the beginning and ending range of the contract (except weekends), the contract calendar assigns each date a day value of 1.

To override these day values, you can:

- Manually enter a different day value for a specific date on the contract calendar
- Specify in the processing options that weekends are to be assigned a day value

After you create a contract calendar, you can revise it if you need to change day values. For example, you can:

- Change a working day to a holiday
- Extend a one day value to more than one day, for example 1.5
- Decrease a one day value to less than one day, for example 0.5

Because contract days vary from year to year, you must set up contract calendar information each year. To create a calendar for next year, you can either revise an existing calendar or create a new one.

Typically, you can save time by creating a new calendar. However, if you choose to revise an existing calendar that has employee records attached to it, you can create a pending calendar. The pending calendar allows you to analyze and adjust calendar information before you apply that information to the employee records that are attached to the calendar. When you update the existing calendar with the pending

information, the system updates the employee records, based on the new day values.

Creating contract calendars includes:

- Creating an initial calendar
- Revising a calendar

## Before You Begin

- Set up user defined code list 05/HL to identify the holidays and other non-standard working days in the calendar. See *Identifying Non-Standard Dates for All Contract Calendars*.
- Setup user defined code list 05/CT to identify the new contract calendar code and description.

## To create an initial calendar

On Contract/Calendar Master

08930 Contract/Calendar Master Pending Calendar None

Action Type  Contract/Calendar Code  Track School Year

Start Date  Days in Contract 261.00  
 Stop Date  Total Day Value 261.0  
 School Year  Status Inactive with Employees

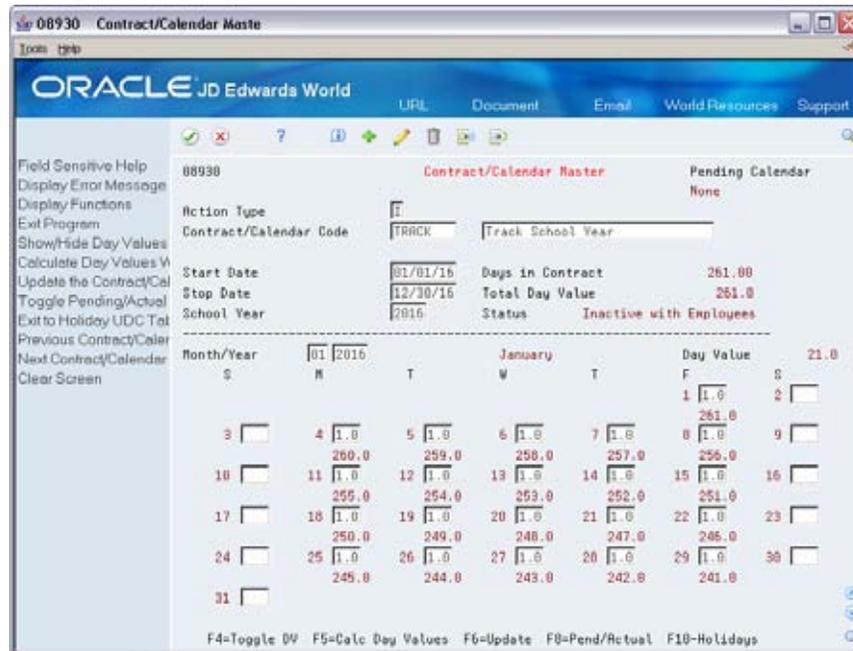
Month/Year	01 2016					January	Day Value	21.0
	S	M	T	W	T	F	S	
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

F4=Toggle DV F5=Calc Day Values F6=Update F8=Pend/Actual F10=Holidays

1. Complete the following fields and press Enter:

- Contract Calendar Code
- Description
- Start Date
- Stop Date
- School Year

2. Review the information in the following fields:
  - Days in Contract
  - Total Day Value
3. Access the detail area.



4. Review the values in the following fields for the first month in the calendar:
  - Day Value (not labeled)
  - Sum of Day Values Remaining (not labeled)
5. If necessary for any days in the month, change the value in the following field:
  - Day Value
6. When you have finished changing day values for a month, press Enter.
7. Scroll up to move to the next month in the calendar.
8. For each month in the calendar, repeat steps 4 through 7.
9. To save the information you added, choose the Update function.

The system recalculates the calendar and updates the following fields:

- Total Day Value
- Sum of Day Values Remaining

Field	Explanation
Contract/Calendar Code	A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records.

Field	Explanation
Description 01	A user defined name or remark.
Start Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The date on which a contract calendar begins. When you enter a zero day value for the date that corresponds to the start date for a contract calendar, the system automatically updates the start date to the next date that has a positive day value. For example, assume that:</p> <ul style="list-style-type: none"> <li>▪ You enter 01/01/99 as the start date for a contract calendar</li> <li>▪ The day value for 01/01/99 is 0</li> <li>▪ The day value for 01/02/99 is 1</li> </ul> <p>When you update the calendar, the system updates the value in the Start Date field to 01/02/99.</p>
Stop Date	<p>The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The date on which a contract calendar ends. When you enter a zero day value for the date that corresponds to the stop date for a contract calendar, the system automatically updates the stop date to the next date that has a positive day value. For example, assume that:</p> <ul style="list-style-type: none"> <li>▪ You enter 12/26/99 as the stop date for a contract calendar</li> <li>▪ The day value for 12/26/99 is 0</li> <li>▪ The day value for 12/27/99 is 1</li> </ul> <p>When you update the calendar, the system updates the value in the Stop Date field to 12/27/99.</p>
School Year	<p>A field denoting the school year for a contract calendar. If you leave this field blank, the default value is the start date for the contract calendar.</p>

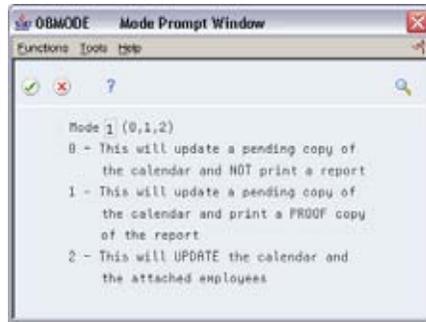
Field	Explanation
Days in Contract	<p>The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you have set up the human resources constants to use the pay grade step table as the default pay rate source, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The total number of work days included in a contract calendar.</p>
Total Day Value	The sum of the day values in a contract calendar. A day value is the equivalent number of days of pay that a contract calendar work date is worth.
Day Value	The equivalent number of days of pay that a contract calendar work date is worth. For example, on a contract calendar for teachers, a regular work day typically has a day value of 1, while a day on which teachers have parent conferences might have a day value of 1.5.
Sum of Day Values Remaining	The sum of the day values in a contract calendar from a given date to the end of the contract calendar. A day value is the equivalent number of days of pay that a contract calendar work date is worth.

## To revise a calendar

### On Contract/Calendar Master

1. To locate a calendar that you want to revise, complete the following field:
  - Contract Calendar Code
2. Change the information in the following field:
  - Description
3. To specify the dates associated with the revised calendar, change the values in the following fields:
  - Start Date
  - Stop Date
  - School Year
4. For each month in the calendar, change as many dates as necessary in the following field and press Enter:
  - Day Value
5. Use the Change action and choose the Update function.

When there are employee records attached to the current calendar, the Mode Prompt Window appears.



6. On the Mode Prompt window, complete the following field:
- Mode

## What You Should Know About

### Revising calendars

When you revise a contract calendar, you can change day values for only those dates that are after the pay period ending date for the last payroll cycle. You can specify the pay period ending date in the processing options.

### Attaching employee records to a contract calendar

When you create an initial contract calendar, you must manually attach the calendar to the appropriate employee records. If you are creating a new contract calendar for next year, and the employees whose records you need to attach to the calendar are currently attached to a calendar for the previous year, you can run a program that automatically transfers those employee records to the new calendar and recalculates their pay information.

- Attaching a Contract Calendar to an Employee Record (P0801)
- Updating Employee Records for Contract Calendars (P08936)

### Reviewing previous day values

When an employee is hired or receives a pay change in the middle of a contract, you can use the Calculate Day Values function to review the day values that were in effect before the employee was hired or received a pay change. You can use this information to verify that the employee is receiving the correct pay rate.

### Correcting keying errors

If you make an entry error and press Enter but do not press the Update function, you must clear the fields before entering the correct information.

### Deleting a contract calendar

Use the Delete action and choose the Update function to delete a calendar.

## Processing Options

See [Contract/Calendar Master \(P08930\)](#).

## Updating Employee Records for Contract Calendars



From Canadian Payroll Master (G77), enter **29**  
From Payroll Setup (G774), choose **Pay Grade / Contract Setup**  
From Payroll Pay Grade / Calendar Setup (G7749), choose **Recalculate C/C Salary**

When you create a contract calendar for a new year, and the employee records that you need to attach to this calendar are currently attached to a calendar for a previous year, you can run a program that transfers those employee records to the new calendar. You run this program only if you created a new calendar that is not based on the previous year's calendar. When you revise an existing calendar, the system runs this program automatically.

When you run this program, the system recalculates the following information for each employee, based on the values you entered for the new calendar:

- Daily rate of pay
- Current salary
- Annualized salary
- The salary an employee was paid before the employee received a pay change

To verify information before you update employee records, you can run this program in proof mode.

### Processing Options

See [Recalculate Contract/Calendar Salary \(P08936\)](#).

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# Overview to Earnings Information Setup

## Objectives

- To define the information the system uses to ensure all employees receive the correct earnings
- To create versions of the payroll cycle reports for your company

## About Earnings Information Setup

The system needs specific information about your company to correctly process payroll information. You set up earnings information to define the various types of pay your employees receive, for example:

- Define pay types
- Establish pay type cross-references
- Define shift rate differentials



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# Set Up Earnings Information

## Setting Up Earnings Information

You set up earnings information to define the types of pay that your employees receive. Earnings information consists of:

Item	Description
Pay types	You set up pay types to categorize the various earnings employees receive to direct labour to different accounts in the general ledger.
Leave sequence	You need to set up a leave sequence if: <ul style="list-style-type: none"><li>Your company provides more than one source from which employees can draw leave.</li><li>Your company docks or reduces standard pay for any leave an employee takes in excess of what is currently available.</li></ul>
Shift rate differentials	You set up shift rate differentials to add a flat dollar or percentage amount to an employee's hourly rate when the employee works a shift that receives an additional amount of pay per hour.
Pay type cross-reference	You set up pay type cross-reference tables to indicate valid pay types by job type and job step.
Pay grades	You set up pay grade information to control the standards by which individual employee salaries are evaluated, as well as the amounts and ranges of pay you use for your business.

Setting up earnings consists of the following tasks:

- [Setting Up Pay Types](#)
- [Assigning a Sequence of Leave DBAs](#)
- [Setting Up Shift Rate Differentials](#)
- [Setting Up Pay Type Cross-Reference Tables](#)
- [Setting Up Pay Grades](#)
- [Setting Up Pay Grade Steps](#)
- [Reviewing the Pay Types Report](#)
- [Reviewing the Shift Table Report](#)

## Setting Up Pay Types



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Pay/Deductions/Benefits**  
 From Pay/Deductions/Benefits Setup (G7742), choose **Pay Type Setup**

You set up pay types to categorize the various earnings employees receive to direct labour to different accounts in the general ledger. You can specify up to 999 different pay types, using the range of numbers 001 to 999.

Setting up pay types also allows you to:

- Specify how different pay types are used when computing employee pay
- Assign automatic pay methods for autopay employees
- Specify that a pay type is tax exempt
- Specify whether hours and dollar amounts should be passed to the general ledger

### To set up pay types

#### On Pay Type Setup

#### 1. Complete the following fields:

- Pay Type
- Pay stub Text
- Source of Pay
- Automatic Pay Methods

- Pay Type Multiplier
  - Shift Differential Calculation Sequence
  - Method of Printing
  - Pay Type Category
  - Effect on General Ledger
  - Effect on Gross Pay
  - Effect on Net Pay
2. Complete the following optional fields:
- Override Hourly Rate
  - Shift Differential Amount/Rate

Field	Explanation
Pay Type	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Pay type 001 is typically defined for regular pay. JD Edwards World recommends that you do not change this pay type. Autopay uses pay type 001 as the default pay type unless otherwise noted at the employee level.</p>
Paystub Text	<p>A description, remark, explanation, name, or address.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The text that you want the system to print on the employee's pay stub.</p> <p>For the Time Accounting system: The Time Accounting system does not create paycheques. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the pay type.</p>
Source of Pay	<p>A user defined code (07/PB) that identifies the value upon which the system bases the employee's pay, for example, H for hours worked.</p> <p>Valid values include:</p> <ul style="list-style-type: none"> <li>▪ H, the default, is most commonly used.</li> <li>▪ Other valid values exist for tip and piecework processing.</li> <li>▪ Use E for an advance pay interim cheque. E represents an estimation of pay or time worked. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.</li> </ul>

Field	Explanation
Auto Pay Methods	<p>A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid codes are:</p> <p>Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.</p> <p>N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.</p> <p>S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.</p> <p>B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions and payoffs.</p> <p>C The hours/dollars entered using this pay type override all autopay instructions.</p> <p>If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. If you have overridden the job code/job step, home business unit, or position at time entry, multiple active jobs exist for this employee, and the overridden information does not match an existing active job record, this system processes this as additional pay. JD Edwards World recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple-job or single-job situations.</p> <p>If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type.</p> <p>If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to dock pay. Enter C as the autopay method for this pay type.</p>
Pay Type Multiplier	<p>A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier.</p>

Field	Explanation
Shft Calc Sequence	<p>A code that specifies how the system should calculate shift differential.</p> <p>1 The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours</p> <p>2 The pay type multiplier is applied only to the hourly rate and does not include the shift differential: Gross = (rate x multiplier) + (shift differential) x hours</p> <p>The multiplier is the pay rate multiplier from the Pay Type file. When the pay rate is derived from the Union Rate Table, the multiplier is assumed to be 1 as it is built into the table. In this case, both methods produce the same result.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You can specify a code in this field or on the Shift Rate Differentials form.</p>
Method of Printing	<p>Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate cheque from other payroll items. Valid codes are:</p> <p>Pay Types/Payroll Taxes:</p> <p>Y Print on pay stub (default) S Print separate check (one item per check) C Print separate check (C types combined) N Do not print on pay stub</p> <p>Deduction/Benefit/Accrual Types:</p> <p>Y Print as total deductions (default) S Print separate check (one item per check) C Print separate check (include detail) N Do not print on pay stub I Print individual transactions T Print by DBA Print Group</p> <p>The separate cheque feature is not available for any payroll taxes being withheld from the employee's paycheque.</p>

Field	Explanation
Pay Type Category	<p>A user defined code (07/PC) that specifies the pay type categories you want to use:</p> <ul style="list-style-type: none"> <li>▪ For regular pay</li> <li>▪ To generate overtime</li> </ul> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Pay type category codes provide a method for grouping different pay types. Enter the pay type category code that corresponds to the desired group. Standard codes are</p> <p>R Regular V Overtime O Other</p> <p>You can have more than one type of pay for each category. For example:</p> <p>R Might include four pay types: regular, holiday sick, and vacation V Might include two types of pay: time and a half and double time O Might include pay types such as: time without pay, short-term disability, jury duty, military leave</p> <p>The Automatic Timecard Generator program uses the hours associated with each pay type in the group to determine an individual's overtime hours.</p> <p>To include a timecard in automatic overtime calculation, its pay types must be included in the pay type category you specify.</p>
Effect on GL	<p>A code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are:</p> <p>Y Pass dollars only to the general ledger. N Pass dollars and hours to the general ledger. M Do not pass dollars or hours to the general ledger and do not calculate workers' compensation and general liability. H Pass hours only to the general ledger. This code is valid for Generate Timecard Journals. It should not be used when journals are generated through the pay cycle. W Do not pass dollars or hours to the general ledger but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be passed to the general ledger.</p>

Field	Explanation
Effect on Gross Pay(+/-)	<p>This code indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Valid values are:</p> <ul style="list-style-type: none"> <li>(+) Pay type will be added to the employee's gross pay.</li> <li>(-) Pay type will be subtracted from the employee's gross pay.</li> <li>() Pay type will not effect the employee's gross pay.</li> </ul> <p>A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register.</p>
Effect on Net Pay(+/-)	<p>This code indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay. Valid values are:</p> <ul style="list-style-type: none"> <li>(+) Pay type will be added to the employee's net pay.</li> <li>(-) Pay type will be subtracted from the employee's net pay.</li> <li>() Pay type will not have an effect on the employee's net pay.</li> </ul> <p>A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register.</p>
Override Hrly Rate	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> <li>1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.</li> <li>2 For a pay type, amounts entered in this field override the hourly rate.</li> </ol> <p style="text-align: center;"><i>Form-specific information</i></p> <p>A dollar amount or hourly rate that overrides any default values for rate, for example, per diem rates.</p>

Field	Explanation
Shift Diff Amt/Rate	<p>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).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Percentage amount not applicable to this form. This amount should be expressed in dollars only.</p>
Flex Spendng Acct Typ	<p>Defines which type of spending account is being used. An example of a spending account type setup might be:</p> <p>MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).</p> <p>DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Set up a pay type and a DBA for each type of flexible spending account. Enter the same code in this field that you enter on DBA Additional Information.</p>

## What You Should Know About

<b>Tax exempt pay types</b>	<p>Choose the Tax Exempt Authorities function to access Tax Exempt Window. An asterisk (*) in the first field exempts the pay type from all taxes.</p> <p>For employment insurance, codes CC and CD exempt both the pay and the hours. Code CI exempts from employment insurance only the hours worked.</p> <p>For example, when an employee receives pay for overtime hours worked, the money earned is taxable for EI purposes. However, the hours do not apply. Use the CI tax type for the overtime pay type.</p>
<b>Pay types for pensioners and non-residents</b>	<p>For accurate year-end reporting, you should set up separate pay types for pensioners and separate pay types for non-resident workers.</p>
<b>Text</b>	<p>You can attach explanatory notes to a pay type. Choose the Text function to add text. The first two lines of text that you enter appear on the reports that print the pay type description.</p> <p>When you attach a note to a pay type, the word Text appears at the top of the form.</p>
<b>Category codes</b>	<p>Choose the Category Codes function to assign a category code to the pay type. Category codes are used for reporting purposes.</p>

**Index of Transactions**

To review a list of existing pay types, access field-level help in the Pay Type field, or choose Index of Transactions on the Pay/Deductions/Benefits Setup menu (G0742).

**See Also**

- *Reviewing the Pay Types Report (P06911P)*

## Assigning a Sequence of Leave DBAs

Some companies deduct, or dock, an employee's pay when the employee takes leave in excess of what has been earned to date. For example, your company might dock pay when an employee uses 30 hours of sick leave, but has earned only 20 hours. On the employee's next payment, you want to deduct the employee's standard pay earned to "repay" the 10 hours of sick pay.

If you want to dock employees' standard pay when they take leave in excess of what has been earned, you must set up a DBA for each source of leave associated with the leave. You must also assign a sequence number to each leave DBA associated with the pay type.

### One Source of Leave

Most companies provide one source of leave for a leave type. For example, an employee earns a specified amount of sick leave each pay period. Even though this is the only source for sick leave you must assign a sequence of one DBA. The sequence assignment provides the system with the instructions required to dock employees' pay if they take more leave than they have earned.

### More Than One Source of Leave

Some organizations, such as public school systems, provide hours for employee leave from various sources. For example, employees might earn sick time from both a state source and the local school district. Frequently, the employees must deplete the leave from one source before using the hours from another source. These leave sources are often called leave banks.

If your organization uses such leave banks, you must sequence the leave DBAs associated with each pay type that has more than one source of leave time. This setup provides the system instructions. The sequence identifies the order the system should use to deduct hours from the leave banks.

When an employee uses all the available leave from all the leave banks, the system docks the employee's standard pay for any leave taken in excess.

## Before You Begin

- Verify that pay type 997 has been set up as the pay type to dock pay. If you want to use pay type 997 for a different purpose, set up the pay type you will

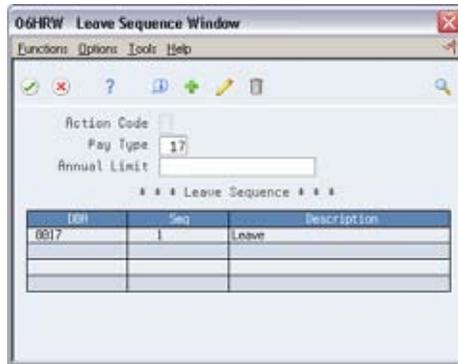
use to dock employees' pay. Do not assign a sequence of leave DBAs to this pay type.

- Verify that pay type 997 (or the pay type you want to use to dock pay) is defined as the default pay type for item #DOK in the data dictionary.
- Set up a DBA for each type of leave that you list in the sequence of leaves. See also *Setting Up Deductions, Benefits, and Accruals*.

## Assigning a sequence of leave DBAs

### On Pay Type Setup

1. Complete the steps to set up a pay type.
2. Choose the Leave Sequence function.



3. On DBA Leave Sequence if employees are restricted on this pay type to a maximum number of hours, complete the following field:
  - Annual Limit
4. Complete the following fields:
  - DBA
  - Sequence
5. If you have more than one source of leave that employees can draw from, complete the following fields for each source:
  - DBA
  - Sequence

Field	Explanation
Annual Limit	<p>The maximum amount to be withheld or accrued in a year. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</p> <p><b>Note:</b> For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:</p> <ul style="list-style-type: none"> <li>▪ If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation.</li> <li>▪ If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.</li> </ul> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Leave Sequence:</p> <p>This value limits the number of hours employees can be paid with this pay type in any year. Enter the maximum number of hours an employee can be paid for all DBAs listed in the sequence. The system deducts the employee's standard pay for any leave for this pay type taken in excess of this annual limit.</p>
Seq	<p>A code to define the type of pay, deduction, benefit or accrual.</p> <p>Pay types are numbered from 1 to 999 Deductions and benefits from 1000 to 9999.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Leave Sequence:</p> <p>The order in which the system should deplete the leave type. Enter values beginning with 1 through the number of leave types listed in the sequence. Do not enter the PDBA type in this field.</p> <p>The system will subtract leave from a leave type with a relief order sequence of 1 before it subtracts from a leave type with a relief order sequence of 2. If your company has more than one source of leave, or banks of leaves, for a pay type, include all the sources in the list.</p> <p>If your company does not have more than one source of leave, but you want to deduct, or dock, the employee's pay if the employee uses more leave than earned, you must list that DBA and assign it a sequence of 1.</p> <p>You can include a DBA in the sequence for more than one pay type.</p>

## What You Should Know About

<b>Default pay type to dock pay</b>	You do not assign the DBA sequence to the default pay type to dock pay (pay type 997). The system uses the default pay type only when an employee exceeds the earned leave. Instead, you set up a pay type for the type of leave, for example sick leave pay type, and assign the DBA sequence to that pay type.
<b>Different sources of leave for different employees</b>	<p>If your company uses different sources of leave (leave banks) for the same type of leave for different groups of employees, you must set up a different pay type for each group.</p> <p>For example, employee group A earns sick leave from banks 1 and 2 and employee group B earns sick leave from banks 3 and 4. You must set up a sick leave pay type A with DBA1 and DBA2 assigned in the DBA sequence. Then you must set up a sick leave pay type B with DBA3 and DBA4 assigned in the DBA sequence.</p>
<b>More than one pay type</b>	You can assign the same DBAs to more than one pay type.

## Setting Up Shift Rate Differentials

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Group Constants</b></p> <p>From Group Constants (G7745), choose <b>Shift Rate Differentials</b></p>
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A shift differential is a flat dollar or percentage amount added to an employee's hourly rate. You set up shift rate differential codes to assign them to employees who receive additional compensation for shift work.

You assign shift differentials to user defined shift codes (07/SH). You can also assign business units and union codes to shift differentials. When you define a shift differential, you must set effective dates for the table. The system compares the effective dates to the work dates you enter in time entry.

A shift rate differential can be either a flat dollar amount or a percentage of the employee's hourly rate. The system uses a flat dollar amount or a percentage shift differential with either of the following two methods:

- The first method is hourly rate plus the shift differential, multiplied by the pay type multiplier and then multiplied by the hours worked.
- The second method is hourly rate multiplied by the pay type multiplier plus the shift differential and then multiplied by the hours worked.

The difference between the two methods is significant only when a multiplier other than 1 is specified.

Use shift code information to ensure that an employee is paid the correct amount for working on a shift with a rate differential. If an employee:

- Always works a shift for which a shift rate differential is applicable, include the shift code in the employee's master record
- Occasionally works a different shift, you can override the information on the applicable time card

## See Also

- *Entering Basic Employee Data (P060111)*

## To set up shift rate differentials

### On Shift Rate Differentials

Complete the following fields:

- Shift Code
- Effective Date From
- Effective Date Thru
- Percent or Hourly Amount
- Shift Differential
- Shift Calculation Sequence

## See Also

- *Reviewing the Shift Table Report (P06924P)*

## Setting Up Pay Type Cross-Reference Tables



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Group Constants**  
 From Group Constants (G7745), choose **Classification/Pay X-Reference**

You set up pay type cross-reference tables to indicate valid pay types by job type and job step. For example, use these tables to prevent a salaried person from receiving overtime pay or a temporary employee from receiving holiday pay.

To verify pay types against the pay type cross-reference tables, you must set the appropriate processing options in the time entry programs.

### To set up pay type cross-reference tables

#### On Classification/Pay Cross-Reference

Opt	Pay	Description	Thru	Description
	1	Regular	99	= RANGE
	300	Sick Pay	999	Net Pay Adj.

- Complete the following fields:
  - Job Type
  - From Pay Type
  - Thru Pay Type
- Complete the following optional fields:
  - Job Step
  - Union Code
  - Business Unit
  - Shift Code

Field	Explanation
From	<p>The number and description of the PDDBA you want the system to use to calculate the corresponding DBA.</p> <p><i>Form-specific information</i></p> <p>When you are defining the range of pay types, and the range includes only one pay type, the from and thru fields must contain the same pay type number.</p>
Thru	<p>The number and description of the pay type you want the system to use to calculate the corresponding pay type. This is the ending number in the range that is the basis of the calculation.</p> <p>Test for conditional import. Nancy b</p> <p><i>Form-specific information</i></p> <p>When you are defining the range of pay types, the thru value must be greater than or equal to the value in the from field. If the range includes only one pay type, the from and thru fields must contain the same pay type number.</p>
Shift Code	<p>A user defined code (07/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.</p> <p>For payroll and time entry:</p> <p>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.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>

## Setting Up Pay Grades

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Pay Grade / Contract Setup</b></p> <p>From Pay Grade / Contract Setup (G7749), choose <b>Pay Grades by Class</b></p>
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To establish categories for grouping employees according to pay ranges, you can set up pay grades for each pay class within your organization. (A pay class indicates how an employee is paid, such as salary, hourly, and so on.) For example, within the pay class Salaried you can set up pay grades 1 through 10. For each of these pay grades, you define a minimum, midpoint, and maximum salary amount. These amounts define the pay range for the pay grade. For example, the pay range for pay grade 1 might be:

Minimum = 20000.00

Midpoint = 25000.00

Maximum = 30000.00

This means that the annual salary for an employee in pay grade 1 can be any amount between 20000.00 and 30000.00.

When you define pay grades by class, you establish a permanent record of the pay ranges for your organization's pay grades. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to these pay grades. When you enter employee information, the system displays an error or warning message when you enter a rate that is not within the pay range for the employee's pay grade.

This program updates the Pay Grade and Salary Range Table (F082001).

## To set up pay grades

On Pay Grades by Class

Pay Grade	Minimum	Hourly Rate (Midpoint)	Maximum	Union	Locality	Eff Date
H1	4,100	5,700	7,300			01/01/17
H2	6,500	8,100	9,700			01/01/17
H4	11,900	12,900	14,500			01/01/17
H5	13,700	15,000	16,900			01/01/17
H6	16,100	17,700	19,300			01/01/17
H7	18,500	20,300	22,100			01/01/17
H8	21,200	24,500	25,700			01/01/17
H9	24,600	26,600	28,400			01/01/17
H1	4,100	5,700	7,300			01/01/16
H2	6,500	8,100	9,700			01/01/16
H4	11,900	12,900	14,500			01/01/16
H5	13,700	15,000	16,900			01/01/16

- Complete the following field:
  - Pay Class
- To specify information that applies to all (or most) of the pay grades in this pay class, complete any of the following fields:
  - Source
  - Union Code
  - Locality
  - Effective Date
- To define a pay grade, complete the following fields:
  - Pay Grade
  - Minimum

- Midpoint
  - Maximum
4. To enter information that varies from the information that you entered for the pay class, complete the following optional fields:
    - Union
    - Locality
    - Effective Date
  5. Access the detail area.

082001 Pay Grades by Class

ORACLE JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Detail  
Pay Grade/Step Table  
Pay Grade World Write  
Clear Screen

082001 Pay Grades by Class Source (\* = All)

Action Code  
Pay Class (R/S/P)  
Union Code (\* = All)  
Locality (\* = All)  
Effective Date

Pay Grade	Minimum	Midpoint	Maximum	Union	Locality	Eff Date
H1	4,100	5,700	7,300			01/01/17
Union Desc.		Locality Desc.		Headquarters (default)		
2nd Quartile Salary		Rnk		Source Company - Actual		
4th Quartile Salary						
H2	6,500	8,100	9,700			01/01/17
Union Desc.		Locality Desc.		Headquarters (default)		
2nd Quartile Salary		Rnk		Source Company - Actual		
4th Quartile Salary						
H4	11,300	12,900	14,500			01/01/17
Union Desc.		Locality Desc.		Headquarters (default)		
2nd Quartile Salary		Rnk		Source Company - Actual		
4th Quartile Salary						

F4=More Detail F5=Grade Step Table F21=WW Vers List F24=More Keys

6. Complete any of the following optional fields:

- Second Quartile
- Fourth Quartile
- Remark
- Source

Field	Explanation
Source (* = All)	A user defined code (08/SS) that identifies the source of the salary information. To display all pay grades regardless of the source, place an asterisk (*) in this field.

Field	Explanation
Pay Class(H/S/P)	<p>A code that indicates how an employee is paid. Valid codes are:</p> <p>“ ” Blank</p> <p>H Hourly</p> <p>S Salaried</p> <p>P Piecework</p>
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Locality (* = All)	<p>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.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field appears in following two sections of this form:</p> <ul style="list-style-type: none"> <li>▪ In the header section, use this field to limit the information to pay grades in a specific locality. If you leave this field blank, the system displays all pay grades regardless of locality.</li> <li>▪ In the detail section, this field shows the salary locality for a particular pay grade.</li> </ul>
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
Pay Grade	<p>A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays an error or warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use Pay Grades by Class (P082001).</p>
Minimum	<p>The minimum salary or hourly rate allowed for a pay grade.</p> <p>The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is lower than the minimum rate for the pay grade.</p>

Field	Explanation
Midpoint	<p>The midpoint salary or hourly rate for a pay grade or pay range.</p> <p>For job IDs with a defined pay grade, you enter the midpoint amount in the Pay Grade table (F082001). For job IDs that you evaluated by points, the system calculates the midpoint amount using a Pay Range Formula table (F08290).</p> <p>The system calculates a compa-ratio (data item #CRA) for an employee by dividing the employee's salary or rate by the midpoint for the employee's pay grade.</p>
Maximum	<p>The maximum salary or hourly rate for a pay grade.</p> <p>The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is higher than the maximum rate for the pay grade.</p>
Rmk	A generic field that you use for a remark, description, name, or address.

## What You Should Know About

### Setting up pay grades in the Pay Grade/Step table

If you use pay grade steps, you can define the pay grades at the same time that you define pay grade steps. You do not need to define a pay grade in the Pay Grade and Salary Range table (F082001) to set up pay grade steps.

## Processing Options

See [Pay Grade/Salary Range Information \(P082001\)](#).

## Setting Up Pay Grade Steps



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Pay Grade / Contract Setup**  
 From Payroll Pay Grade / Calendar Setup (G7749), choose **Pay Grades Step Table**

To ensure that all of the employees working in a job receive the same rate of pay, and to establish progression within a pay grade, you can set up pay grade steps. For example, you might have a pay grade A that contains pay steps A1, A2, and A3. Employees in step A1 receive 15.00 per hour, employees in step A2 receive 15.50 per hour, and employees in step A3 receive 16.00 per hour.

Setting up pay grade steps lets you automate the following:

- Tracking pay information for employees. When you enter employee information, the system calculates the employee's salary or hourly rate, based on the pay grade step that you enter for the employee.
- Moving employees from one pay grade step to the next.
- Updating pay rates for multiple pay grades and pay steps.

When you set up pay grade steps, you can save time and reduce calculation errors by having the system automatically calculate the pay rates for a group of steps. You enter a base pay rate that applies to the group of steps, and then enter a pay rate multiplier for each step. The system calculates the rate for each step by multiplying the base pay rate by the step's pay rate multiplier.

Setting up pay grade steps includes:

- Setting up pay grade steps individually
- Setting up pay grade steps using a pay rate multiplier

When you set up pay grade steps individually, you enter a pay rate for each pay grade step. When you set up pay grade steps using a pay rate multiplier, you enter a base pay rate, and apply a pay rate multiplier to each pay grade step.

This program updates the Pay Grade and Salary Range Table (F082001).

## What You Should Know About

### **Setting up pay grades in the Pay Grade/Step table**

You can define the pay grades at the same time that you define pay grade steps. You do not need to define a pay grade in the Pay Grade and Salary Range table (F082001) to set up pay grade steps.

## To set up pay grade steps individually

### On Pay Grade Step Table

082003 Pay Grade Step Table

ORACLE JD Edwards World

Field Sensitive Help 082003 Pay Grade Step Table

Display Error Message

Display Functions

Exit Program

More Details

Pay Grade Table

Calculation Update for F

Pay Grade World Writer

Clear Screen

Action Code

Pay Class (R/S/P) S Salary Rate

Union Code (\* = All) \*

Locality (\* = All) \*

Pay Grade (\* = All) \*

Effective Date

Hrs/Day

Days/Yr

Calculation Information

F6 to Update

Base

Rate

Rate \* Multiplier OR Percent OR Amount

Grade	Step	Pay Rate	Locality	Code	Effect Date	Rate Multi	Grade	Step
B	1	35,000.000			01/01/17		B	2
B	2	37,000.000			01/01/17		B	3
B	3	39,000.000			01/01/17			
D	1	50,000.000			01/01/17		D	2
D	2	52,000.000			01/01/17		D	3
D	3	54,000.000			01/01/17			

Opt: 9=Del F4=Detail F5=Grid Tbl F6=Calc Updt F21=WW Vers List F24=More

- Complete the following field:
  - Pay Class
- To specify information that applies to all (or most) of the pay grade steps you need to define, complete any of the following fields:
  - Union Code
  - Locality
  - Hours/Days
  - Days/Year
  - Effective Date
- For each pay grade step that you need to define, complete the following fields:
  - Pay Grade
  - Pay Grade Step
  - Pay Rate
- Complete the following optional fields:
  - Next Pay Grade
  - Next Pay Grade Step
- Access the detail area.
- To specify information for this pay grade step that varies from the information that you entered for the pay class, complete the following fields:

- Locality
- Union Code
- Effective Date
- Hours/Day
- Days/Year

Field	Explanation
Hrs/Day	<p>The number of hours in a day that the employee's normal work schedule is different from the standard. If you leave this field blank, the default is the standard number of hours per day as defined in the payroll company constants.</p> <p>For example, if the standard number of hours in a day is 8 and an employee is scheduled for 7 hours per day on a regular basis, enter 7 in this field.</p>
Days/Yr	<p>The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you have set up the human resources constants to use the pay grade step table as the default pay rate source, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p>

## To set up the pay grade steps using a rate multiplier

### On Pay Grade Step Table

1. Complete the following field:
  - Pay Class
2. To specify information that applies to all (or most) of the pay grade steps that you need to define, complete any of the following fields:
  - Union Code
  - Locality
  - Hours/Days
  - Days/Year
  - Effective Date
3. Complete the following field:
  - Base Rate
4. For each pay grade step that you need to define, complete the following fields:
  - Pay Grade
  - Pay Grade Step
  - Rate Multiplier

5. Complete the following optional fields:
  - Next Pay Grade
  - Next Pay Grade Step
6. Access the detail area.

Grade	Step	Rate	Locality	Union Code	Effect Date	Rate	Next Grade	Next Step
B	1	35,000.000			01/01/17		B	2
B	2	37,000.000			01/01/17		B	3

7. To specify information for this pay grade step that varies from the information that you entered for the pay class, complete the following fields:
  - Locality
  - Union Code
  - Effective Date
  - Hours/Day
  - Days/Year
8. To calculate the pay rate for each pay grade step you entered, choose the Calculation Update function.

## Processing Options

See [Pay Grade/Step WW \(P082003\)](#).

## Reviewing the Pay Types Report



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose Pay/Deductions/Benefits  
 From Pay/Deductions/Benefits (G7742), choose Pay Types

The Pay Types report lists detailed information by pay type. Review the report to verify that the information you entered when you set up pay types is correct.

06911P		JD Edwards World Payroll Pay Types			Page - 2
					Date - 7/17/17
Pay Type . . . 1	Regular				
Source of Pay . . . . . H		W-2 IRS Defined Code. . . . .		Shift Diff Calc Sequence. 1	Regular
Pay Type Multiplier . . . . . 1.00		Effect on Gross Pay(+/-). +		Pay Type Category . . . . . R	
Shift Diff Amt/Rate . . . . .		Paystub Text. . . . . Regular		Flex Spending Acct Type . . . . .	
Method of Printing. . . . . Y		Auto Pay Methods. . . . . Y		W2 Special Handling Desc. . . . .	
Effect on GL. . . . .		Override Hourly Rate. . . . .		Effect on Net Pay(+/-). . . . . +	
Tax Exempt Authorities					
Tax Type 01 . . . . .	Tax Type 02 . . . . .	Tax Type 03 . . . . .	Tax Type 04 . . . . .	Tax Type 05 . . . . .	
Tax Type 06 . . . . .	Tax Type 07 . . . . .	Tax Type 08 . . . . .	Tax Type 09 . . . . .	Tax Type 10 . . . . .	
Tax Type 11 . . . . .	Tax Type 12 . . . . .	Tax Type 13 . . . . .	Tax Type 14 . . . . .	Tax Type 15 . . . . .	
-----					
Pay Type . . . 4	1st/Last chk				
Source of Pay . . . . . H		W-2 IRS Defined Code. . . . .		Shift Diff Calc Sequence. 1	Regular
Pay Type Multiplier . . . . . 1.00		Effect on Gross Pay(+/-). +		Pay Type Category . . . . . R	
Shift Diff Amt/Rate . . . . .		Paystub Text. . . . . 1st/Last chk		Flex Spending Acct Type . . . . .	
Method of Printing. . . . . Y		Auto Pay Methods. . . . . C		W2 Special Handling Desc. . . . . in	
Effect on GL. . . . .		Override Hourly Rate. . . . .		Effect on Net Pay(+/-). . . . . +	
Tax Exempt Authorities					
Tax Type 01 . . . . .	Tax Type 02 . . . . .	Tax Type 03 . . . . .	Tax Type 04 . . . . .	Tax Type 05 . . . . .	
Tax Type 06 . . . . .	Tax Type 07 . . . . .	Tax Type 08 . . . . .	Tax Type 09 . . . . .	Tax Type 10 . . . . .	
Tax Type 11 . . . . .	Tax Type 12 . . . . .	Tax Type 13 . . . . .	Tax Type 14 . . . . .	Tax Type 15 . . . . .	
-----					
Pay Type . . . 5	Regular, -SDI				
Source of Pay . . . . . H		W-2 IRS Defined Code. . . . .		Shift Diff Calc Sequence. 1	Regular
Pay Type Multiplier . . . . . 1.00		Effect on Gross Pay(+/-). +		Pay Type Category . . . . . R	
Shift Diff Amt/Rate . . . . .		Paystub Text. . . . . Regular, -SD		Flex Spending Acct Type . . . . .	
Method of Printing. . . . . Y		Auto Pay Methods. . . . . Y		W2 Special Handling Desc. . . . . SDI	
Effect on GL. . . . .		Override Hourly Rate. . . . .		Effect on Net Pay(+/-). . . . . +	
Tax Exempt Authorities					
Tax Type 01 . . . . . I	Tax Type 02 . . . . . J	Tax Type 03 . . . . .	Tax Type 04 . . . . .	Tax Type 05 . . . . .	
Tax Type 06 . . . . .	Tax Type 07 . . . . .	Tax Type 08 . . . . .	Tax Type 09 . . . . .	Tax Type 10 . . . . .	
Tax Type 11 . . . . .	Tax Type 12 . . . . .	Tax Type 13 . . . . .	Tax Type 14 . . . . .	Tax Type 15 . . . . .	
-----					
Pay Type . . . 10	Standby Pay				
Source of Pay . . . . . H		W-2 IRS Defined Code. . . . .		Shift Diff Calc Sequence. 1	Regular
Pay Type Multiplier . . . . . 1.00		Effect on Gross Pay(+/-). +		Pay Type Category . . . . . R	
Shift Diff Amt/Rate . . . . .		Paystub Text. . . . . Standby Pay		Flex Spending Acct Type . . . . .	
Method of Printing. . . . . Y		Auto Pay Methods. . . . . Y		W2 Special Handling Desc. . . . .	
Effect on GL. . . . .		Override Hourly Rate. . . . .		Effect on Net Pay(+/-). . . . . +	
Tax Exempt Authorities					
Tax Type 01 . . . . .	Tax Type 02 . . . . .	Tax Type 03 . . . . .	Tax Type 04 . . . . .	Tax Type 05 . . . . .	
Tax Type 06 . . . . .	Tax Type 07 . . . . .	Tax Type 08 . . . . .	Tax Type 09 . . . . .	Tax Type 10 . . . . .	
Tax Type 11 . . . . .	Tax Type 12 . . . . .	Tax Type 13 . . . . .	Tax Type 14 . . . . .	Tax Type 15 . . . . .	

## Processing Options

See [Payroll Pay/Earnings Types \(P06911P\)](#).

## Reviewing the Shift Table Report

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Group Constants</b> From Group Constants (G7745), choose <b>Shift Rate Differentials</b>
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The Shift Table report prints a detailed list of the shift differential tables. Review the report to verify that the shift rate differential you entered is correct. You cannot change the data sequence or selection for this report.

06924P		JD Edwards World Shift Table			Page - 2				
					Date - 7/17/17				
Shift Code	Description	Bus. Unit	Description	Union	Description	From	Thru	M Amt/Rate	S
G	Graveyard					01/01/11	12/31/18	H .650	2
*****									
H	Holiday					01/01/11	12/31/18	H .500	1
*****									
2	Second Shift					01/01/11	12/31/11	H .270	1
*****									
						01/01/12	12/31/18	H .300	1
*****									
3	Night Shift					01/01/12	12/31/18	H .650	2
*****									
4	Holiday					01/01/12	12/31/18	H .500	1

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# Overview to Deduction, Benefit, and Accrual Setup

## Objectives

- To understand how the system applies and calculates deductions, benefits, and accruals (DBAs)
- To learn how to set up simple, typical, and complex DBAs
- To streamline processing and entry with constants that associate information with groups of employees

## About Deductions, Benefits, and Accruals

You set up DBAs to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run your payroll cycle. DBA setup includes the following tasks:

- Setting up DBAs
- Setting up calculation table information
- Setting up group constants

Deductions represent dollar amounts withheld from an employee's earnings (excluding taxes). Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up benefits to calculate dollar amounts, such as health care insurance. Typically, you set up accruals to calculate hours, such as vacation and sick time.

Before you set up DBAs for your company, you need to consider the functions that you want the DBA to perform:

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

- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

## How Do You Assign DBA Codes?

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

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

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

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

## How Do You Assign DBAs to Employees?

You can assign DBAs to employees in the following ways:

- You can set up a DBA to calculate for all employees.
- You can set up group plans which include specific DBAs that apply to all employees who are assigned to that group.
- You can assign specific DBAs to a single employee.
- For one time only, you can enter a DBA in time entry for the current payroll.

There are no limitations to the number of DBAs that you can assign to each employee.

You can specify the amount of a DBA

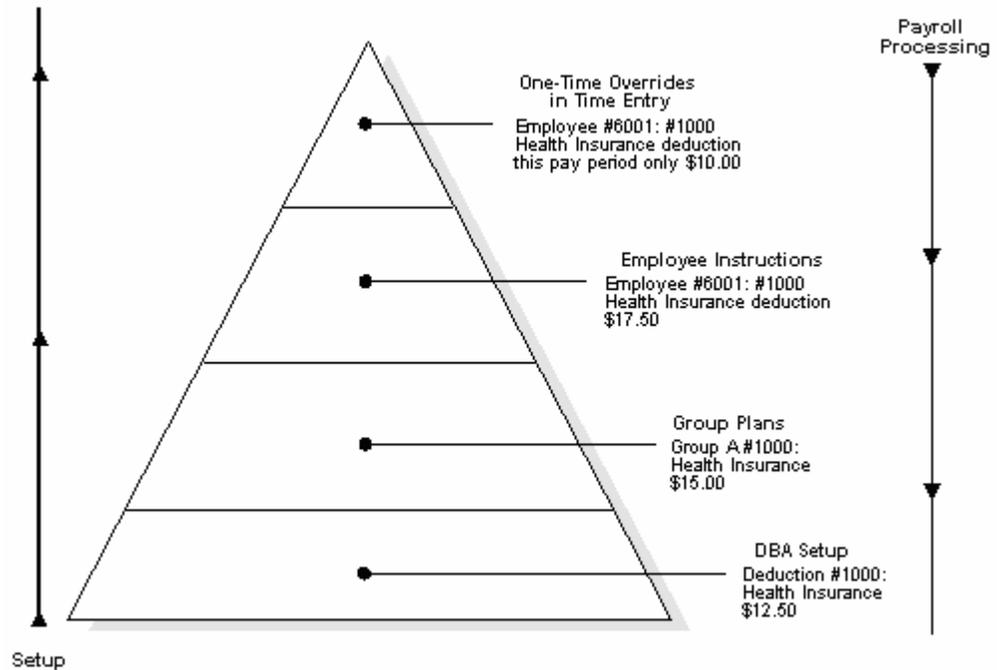
- When you set up the DBA
- At the group level
- At the employee level
- During time entry

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

### Example: DBA Amounts as a One-Time Override

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

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



## How Does the System Calculate DBAs?

The system can use different methods to calculate DBAs. The most common methods used to calculate DBAs include:

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

### Example: DBA Calculations

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

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

## See Also

- *Setting Up Deductions, Benefits, and Accruals (P069117)*

- *Setting Up Group Deductions, Benefits, and Accruals (P069101)*

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# Set Up Deductions, Benefits, and Accruals

## Setting Up Deductions, Benefits, and Accruals

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

Setting up deductions, benefits, and accruals includes the following tasks:

- [Setting Up Simple DBAs](#)
- [Setting Up Typical DBAs](#)
- [Verifying DBA Setup](#)
- [Setting Up More Complex DBAs](#)
- [Reviewing the Deduction, Benefit, and Accrual Report](#)
- [Reviewing the Basis of Calculations Report](#)

---

DBA	Description
Deductions	<p>Deductions represent dollar amounts, excluding taxes, withheld from an employee's earnings.</p> <p>You set up deductions to automate the process of subtracting monies when you run your payroll cycle.</p>
Benefits	<p>Benefits represent amounts that the company funds for additional employee compensation. A benefit can be cash or non-cash, either taxable or non-taxable. Benefit information can be passed to the general ledger to track burden.</p> <p>You set up benefit DBAs to automate the process of calculating benefits when you run your payroll cycle.</p>
Accruals	<p>Accruals represent amounts that the company funds for additional employee compensation.</p> <p>The system can carry over from year to year accrued remaining balances, such as available vacation and sick time.</p>
Benefit or accrual?	<p>To determine whether a DBA should be set up as a benefit or an accrual, the following distinctions are important:</p> <ul style="list-style-type: none"><li>▪ Benefits might or might not affect gross or net pay.</li><li>▪ Accruals have no affect on an employee's gross or net pay.</li></ul>

---

## About the Basis of Calculation

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

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

## See Also

- *Entering Rollover Information for a DBA (P069117)* for information on setting up rollover accruals and benefits

## Setting Up Simple DBAs

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay/Deductions/Benefits</b> From Pay/Deductions/Benefits (G7742), choose <b>DBA Setup</b>
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When you set up a simple DBA, you specify the minimum amount of information the system needs to perform the calculation. Typically, you will want to calculate a simple DBA in one of two ways:

Method	Description
Flat dollar amount	<p>You set up a flat dollar amount to subtract a specified dollar amount from the employee's pay for the designated pay periods.</p> <p>For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 each pay period. You might also set up a flat dollar deduction for union dues.</p>
Percentage rate	<p>You set up a percentage rate DBA to calculate a percentage of gross pay.</p> <p>For example, the DBA might specify that 1% of gross pay should be deducted for United Way or another charitable fund.</p>

When you set up a simple DBA, you can do one of the following:

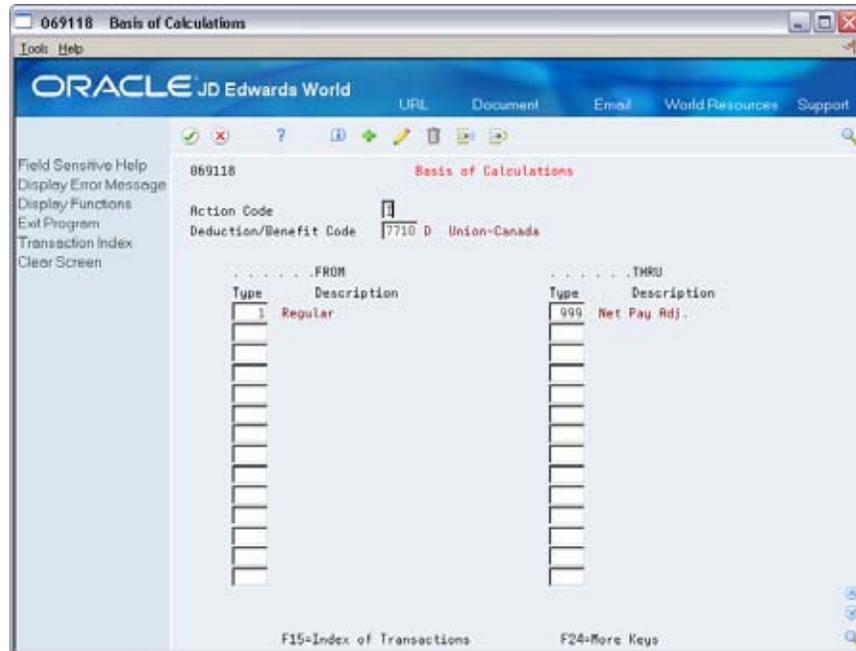
- Specify the actual amount or rate to calculate
- Omit the actual amount or rate to calculate

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

## To set up a simple DBA

### On DBA Setup

1. To designate whether this is a deduction, benefit, or an accrual complete the following field:
  - DBA Type
2. Complete the following fields:
  - DBA Code
  - Source of Calculation
  - Method of Calculation
3. If you want the same amount or rate to apply to all employees assigned the DBA, complete the following field:
  - Amount or Rate 1
4. To include a brief description of the DBA, complete the following field:
  - Paystub Text
5. If this is a benefit, complete the following field:
  - Effect on Check
6. If you want the DBA to be effective for a specific period of time, complete the following fields:
  - Effective Date From
  - Effective Date Thru
7. Use the Add action.



8. On Basis of Calculations, if you want to include all pay types (1 - 999) for calculating the DBA, exit the Basis of Calculation screen without making any entries.
9. On Basis of Calculations, if you want to limit the PDBAs, complete the following fields with the range of pay types you want included in the calculation and press Enter:
  - From PDBA Type
  - Thru PDBA Type
10. On DBA Setup, locate the DBA.
11. Review the values supplied by the system for the following fields:
  - Effect on Disposable Wage
  - Calculate if No Gross
  - Effect on General Ledger
  - A/P Voucher
  - Pay Period to Calculate
  - Calculate Once Per Period
  - Arrearage Method
  - When to Adjust Deductions
12. If you want DBA information to appear on the employees' pay stubs, verify the following fields:
  - Method of Printing
  - Calculate in Pre-Payroll

Field	Explanation
DBA Type	<p>A code used to distinguish between the following types of payroll entries:</p> <p>P Time Cards (Earnings)</p> <p>D Deductions withheld</p> <p>B Benefit (both cash and non cash)</p> <p>A Accrual of sick, vacation, compensation, and so forth</p> <p><b>Note:</b> These codes may only be changed by JD Edwards World.</p> <p>If you enter an * in this field the system displays all four types of PDBAs.</p>
DBA Code	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The DBA code 9997 is reserved for Overpayment. Do not change this deduction code.</p> <p>Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.</p>
Source of Calculation	<p>A user defined code (07/DB) that defines what the deduction, benefit, or accrual (DBA) is based on. A numeric code indicates that the DBA is based on a disposable net wage calculation. When the system calculates the gross amount for a disposable net wage, it does not use the basis of calculation. The gross amount includes all earnings that have a +/+ effect on gross/net.</p> <p>For Current Period, use code G.</p> <p>For wage attachments use one of the following codes:</p> <p>1 - 7 Garnishment</p> <p style="padding-left: 20px;">Tax levy</p> <p style="padding-left: 20px;">Wage assignment (child support and maintenance)</p> <p>R Loan</p> <p style="padding-left: 20px;">Interest</p> <p>0 Fees</p>

Field	Explanation
Method of Calculation	<p>A user defined code 07/DM that indicates which method the system uses to calculate the deduction, benefit, or accrual.</p> <p>The method values are pre-set by JD Edwards World. If you use methods 0 - 6, 8, 9, or G, you must also enter a value in the Table Code field.</p> <p>For wage attachments, use one of the following methods:</p> <ul style="list-style-type: none"> <li>C Wage assignment (child support and maintenance)</li> <li>G Garnishment</li> <li>K Loan</li> <li>L Tax levy</li> <li>A Fees</li> <li>% Interest</li> </ul> <p>For Spousal Life Insurance Premiums, use one of the following methods (07/DS):</p> <ul style="list-style-type: none"> <li>3 Calculates the spouse's age as of the last day of the current taxable year.</li> <li>9 Uses the Age field value entered on the Dependent/Beneficiary Entry screen.</li> <li>Z Calculates the spouse's age by the actual Date of Birth (DOB).</li> </ul>
Method of Printing	<p>Identifies whether the item is to be printed on the pay stub and whether the item is to be printed on a separate cheque from other payroll items. Valid codes are:</p> <p>Pay Types/Payroll Taxes:</p> <ul style="list-style-type: none"> <li>Y Print on pay stub (default)</li> <li>S Print separate check (one item per check)</li> <li>C Print separate check (C types combined)</li> <li>N Do not print on pay stub</li> </ul> <p>Deduction/Benefit/Accrual Types:</p> <ul style="list-style-type: none"> <li>Y Print as total deductions (default)</li> <li>S Print separate check (one item per check)</li> <li>C Print separate check (include detail)</li> <li>N Do not print on pay stub</li> <li>I Print individual transactions</li> <li>T Print by DBA Print Group</li> </ul> <p>The separate cheque feature is not available for any payroll taxes being withheld from the employee's paycheque.</p>

Field	Explanation
Amount or Rate 1 & 2	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> <li data-bbox="776 338 1422 632">1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.</li> <li data-bbox="776 646 1422 705">2 For a pay type, amounts entered in this field override the hourly rate.</li> </ol> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The first amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two Amounts (Rates) exist. The system uses Amount (Rate) 1 until the first annual limit is reached. Then the system uses Amount (Rate) 2, beginning with the next time the employee is paid and continuing until the second annual limit is reached.</p> <p>These fields work in conjunction with the annual limit fields.</p>
Effect on Disposable Wage	<p>This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are:</p> <ol style="list-style-type: none"> <li data-bbox="776 1171 1422 1262">1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7.</li> <li data-bbox="776 1276 1422 1367">2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.</li> </ol>
Effect on GL	<p>A code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are:</p> <p>N Pass dollars only to the general ledger.</p> <p>M Do not pass dollars or hours to the general ledger. This code allows an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you enter B in the Method of Calculation field to accumulate wages, use the following values to indicate the effect on the general ledger:</p> <p>If your organization uses accrual basis accounting, enter N.</p> <p>If your organization uses cash basis accounting, enter M.</p>

Field	Explanation
Calc in Pre-Payroll (Y,N)	<p>A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are:</p> <p>Y Yes, calculate during pre-payroll processing.</p> <p>N No, calculate during the journal entry step of the payroll cycle.</p> <p>In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation.</p> <p>If you want the benefit or accrual to print on the employee's pay stub, use Y and complete the Method of Printing field.</p>
A/P Voucher(Y,N)	<p>A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:</p> <p>N No, do not generate a voucher</p> <p>Y Yes, generate a voucher</p>
Pay Period to Calculate	<p>A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:</p> <p>Y Take the DBA or auto deposit during the current period.</p> <p>N Do not take the DBA or auto deposit during the current period.</p> <p>* Take the DBA or auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.</p> <p>Blank Continue to look for a code at the lower level. The system searches for DBA or auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.</p> <p>M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.</p>

Field	Explanation
Arrearage Method	<p>A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:</p> <p>P Do a partial or full deduction as needed. This is the default.</p> <p>F Do a full reduction or none at all.</p> <p>N Do not reduce.</p> <p>Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage.</p> <p>R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage.</p> <p>G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage.</p> <p>H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.</p>
Calc Once Per Period (Y,N)	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one cheque.
When to Adjust Ded	<p>A code that indicates when to adjust (back out) deductions. Valid values are:</p> <p>0 Adjust deductions marked with 0 before payroll taxes.</p> <p>1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes.</p> <p>2 Adjust payroll taxes before the deductions marked with 2.</p>

## What You Should Know About

### Entering descriptive text for the DBA

Chose the Text function to access the DBA Text window. You can view, maintain, and enter textual information pertaining to the currently displayed DBA. **\*\*TEXT\*\*** in the upper portion of DBA Setup indicates that a textual message exists for this DBA.

**Override fields**

You can override some information when you assign a DBA. The following list identifies the fields on DBA Setup that you can override at each level of DBA assignment:

**Group:**

- Table Code
- Amount or Rate 1
- Amount or Rate 2
- A/P Voucher
- Payee
- Periods to Calculate

**Employee:**

- Table Code
- Amount or Rate 1
- Amount or Rate 2
- A/P Voucher
- Payee
- Periods to Calculate
- Effective Dates

**Time Entry:**

- Amount or Rate 1
- Amount or Rate 2
- A/P Voucher
- Payee

**Determining the basis of calculations**

To determine the appropriate PDBA codes to assign to the DBA you are setting up, consider the following:

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

**Arrearage Method H**

When an employee does not have enough pay to cover deductions, the DBA setup determines if amounts are placed in arrears and, if so, how those amounts are deducted in the future.

The current deduction amount and arrearage amount in history are considered separately when the DBA is set up with an Arrearage Method of H on the DBA Setup screen (P069117). If the current deduction can be taken in its entirety, but the arrearage amount cannot, the current deduction amount is taken. The arrearage amount itself is looked at by the system as a whole. It is either completely, or not taken at all. The arrearage amount is not partially backed off or taken.

## Setting Up Typical DBAs

Many DBAs require information in addition to that included in a simple setup. To become familiar with the setup options available, complete the following tasks:

- Set up an advance deduction
- Set up tax status for a DBA
- Set up a tax-deferred compensation deduction
- Set up category codes for DBAs
- Set up a DBA based on another DBA

You can set up many different types of DBAs. These tasks do not encompass every possible scenario, but are examples of typical DBAs that you might set up for your company.

### See Also

- *Setting Up Simple DBAs (P069117)*

## Setting Up an Advance Deduction



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Pay/Deductions/Benefits**  
 From Pay/Deductions/Benefits Setup (G7742), choose **DBA Setup**

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

### To set up an advance deduction

On DBA Setup

1. Complete the steps for setting up a simple deduction.

2. Choose the Additional Parameters function.

3. On DBA Additional Information, complete the following field:

- Declining Balance

4. Review the value in the following field:

- Calculate for All Employees

Field	Explanation
Declining Balance (Y,N)	<p>A Yes/No field indicating whether you want the system to read the amount due at the DBA, group, or employee level to determine if this deduction is considered in the payroll cycle. An amount due must be entered when you enter Y in this field. If an amount due is not entered, the system considers the deduction to be cleared or inactive. Valid codes are:</p> <p>Y Yes, read the Amount Due field and continue this deduction only until the amount due is zero.</p> <p>N No, do not read the amount due when dealing with this deduction.</p>

Field	Explanation
Calc for All Emp. (Y,N)	<p>A code specifying whether the DBA is required.</p> <p>If you enter Y (Yes) in this field, the system calculates the DBA for all employees who qualify. If the DBA is specified as required, it is not necessary to define the DBA at any level other than the DBA setup level. The system automatically processes the DBA for all qualifying employees.</p> <p>When you use this code, it reduces the information you must maintain for the DBAs that you set up for plans or employees. The system further screen the records when applying DBAs to employees, if you complete the following fields on DBA Additional Information:</p> <ul style="list-style-type: none"> <li>▪ Employee Pay Class - (SALY)</li> <li>▪ Tax Area - (TARA)</li> <li>▪ Home Company - (HMCO).</li> </ul> <p>A blank in any of these fields will include all employees.</p> <p><b>Note:</b> The system also uses Tax Area (TARA) and Home Company (HMCO) as screening criteria for DBAs that are not required. If either of these two fields are filled, regardless of whether Calculate for All Employees = Y, the system cheques employees' tax areas and home company prior to calculating the DBA.</p>

### What You Should Know About

<b>DBA Additional Information override fields</b>	<p>You can override the following fields in this window at the employee level:</p> <ul style="list-style-type: none"> <li>▪ Amount Due (balance)</li> <li>▪ Number of Periods</li> </ul>
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## Setting Up Tax Status for a DBA



From Canadian Payroll Master (G77), enter **29**  
 From Payroll Setup (G774), choose **Pay/Deductions/Benefits**  
 From Pay/Deductions/Benefits Setup (G7742), choose **DBA Setup**

Whenever you set up a benefit you must identify it as one of the following:

Benefit Type	Description
Non-taxable cash benefit	You set up a non-taxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a non-taxable, cash benefit is a moving allowance below the taxable minimum.
Non-taxable non-cash benefit	You set up non-taxable non-cash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferable to cash, such as company-paid health insurance. The employee is not taxed for this benefit.
Taxable cash benefit	You set up a taxable cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable, cash benefit is a reimbursement for moving expenses.
Taxable non-cash benefit	You set up a taxable non-cash benefit when the employer is providing a benefit to the employee that is taxed and is not transferable to cash. The benefit is added to an employee's gross pay, yet it has no impact on the employee's net pay other than the tax withheld. An example of a taxable, non-cash benefit is the use of a company car.

**Caution:** Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group plan and employee level DBAs with an appropriate start date.

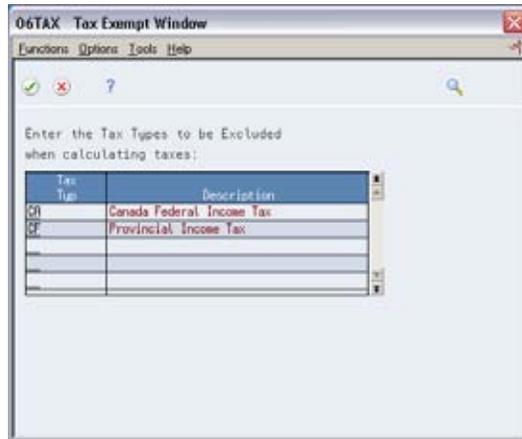
Additionally, you can identify any DBA as exempt from one or more taxes even though it might be taxable for other tax types.

### To set up tax status for a DBA

On DBA Setup

1. Complete the steps for setting up a simple DBA.
2. If you are entering a benefit, complete the following field to identify the tax status:

- Effect on Check
3. If you want the DBA to be exempt from one or more taxes, choose the Exempt function.



4. On Tax Exempt Window, enter one or more taxes in the following field:
- Tax Type

Field	Explanation
Effect on Check	<p>This field is used to indicate the effect a benefit has on gross and net income. Valid codes are:</p> <p>1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only).</p> <p>2 Cash benefit that is taxable. The benefit will be added to both gross and net income.</p> <p>3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.)</p> <p>4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income.</p>

Field	Explanation
Non-Taxable Authority Types 01	<p>You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.</p> <p>If you enter an asterisk (*) in the first element of this list, no taxes are computed.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>During payroll processing, both methods of coding result in the DBA being exempt from taxes of the specified type. For example, with either F or *F, the system exempts the DBA amount from income taxation in all states.</p> <p>W-2 processing differs depending on the presence or absence of an asterisk. If you need to add back wages to specific states at year-end, you need to specify F in this field when setting up DBA or Pay types. For single-character state and local tax types that are to be added back during W-2 processing, specify the tax areas on the State/Local W-2 additions window.</p>

## What You Should Know About

<b>Year-end considerations</b>	<p>There are important considerations for DBAs during year-end processing.</p> <p>See the <i>Payroll Year End Guide</i> for the current year.</p>
<b>DBAs for pensioners and non-residents</b>	<p>For Canadian Payroll:</p> <p>For accurate year-end reporting, you should set up separate benefit DBAs for pensioners and separate benefit DBAs for non-resident workers.</p>

## Setting Up a Tax-Deferred Compensation Deduction

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose Pay/Deductions/Benefits</p> <p>From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup</p>
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When you set up tax exempt or pre-tax deductions other than RRSP deductions, you can enter the tax types that are exempt.

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**Caution:** Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group plan and employee level DBAs with an appropriate start date.

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## To set up a tax-deferred compensation deduction

### On DBA Setup

1. Complete the steps for setting up a simple deduction.
2. Choose the Additional Information function.
3. On DBA Additional Information to indicate that this is a tax-deferred deduction, enter the appropriate value in the following field:
  - 401k/125/RPP/Union
4. Review the values supplied by the system for the following fields and press Enter:
  - Include in Union Plan
  - Declining Balance
  - Number of Periods
  - Calculate for All Employees
5. On DBA Setup, if limits are applicable, such as for an RRSP deduction, choose the Limits function.

The screenshot shows the '06LTW DBA Limit Window' with the following fields and values:

- DBA for Prior Limit:
- Group Limit Code:  Group R (RRSP)
- Limit Method:
- Calendar Mnth Method:
- Fiscal/Annv Bgn Date:
- Limits**
  - Pay Period:
  - Monthly:
  - Quarterly:
  - Annual (Level 1):
  - Annual (Level 2):
  - Minimum/Maximum:
  - Pay Period % Min:
  - Pay Period % Max:
  - Minimum Hours/Pcs:
  - Maximum Hours/Pcs:

6. On DBA Limit Window, complete any of the following optional fields:
  - DBA for Prior Limit
  - Group Limit Code
  - Limit Method
  - Calendar Month Method
  - Fiscal Anniversary Beginning Date
  - Pay Period Limit
  - Monthly Limit
  - Quarterly Limit
  - Annual Limit (Level 1)

- Annual Limit (Level 2)
- Pay Period Percent - Minimum
- Pay Period Percent - Maximum
- Minimum Hours/Pieces
- Maximum Hours/Pieces

Field	Explanation
401k/125/RPP/Union	
Flex Spend Acct Type	<p>Defines which type of spending account is being used. An example of a spending account type setup might be:</p> <p>MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).</p> <p>DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Set up a DBA and a pay type for each type of flexible spending account. Enter the same code in this field that you enter on Pay Type Setup.</p>
415 Testing Code	<p>This code is used to indicate whether a particular accrual is used to track the eligible earnings or deferrals necessary for Benefit Nondiscrimination Testing.</p>
Number of Periods (Y,N)	<p>When you set up a DBA that is not a wage attachment deduction, use this field to indicate whether you want the system to read the Number of Periods field to determine if this DBA should be included in the payroll cycle. If you enter a Y, number of periods must be entered or the system considers the DBA to be inactive.</p> <p>When you set up a wage attachment DBA, leave this field blank. Use the Employee Wage Attachment Entry screen to enter the number of periods for which the deduction should be taken.</p> <p>Valid codes are:</p> <p>Y Yes, read the Number of Periods field and continue this DBA only until the amount due is zero.</p> <p>N No, do not read the Number of Periods field for this DBA.</p> <p>() Blank, do not read the Number of Periods field for this DBA.</p>
DBA for Prior Limit	<p>A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of \$2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.</p> <p>The DBA number of the predecessor must be lower than the successor's number.</p>

<b>Field</b>	<b>Explanation</b>
Group Limit Code	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.
Limit Method	<p>Indicates which history file the system uses for DBA limits. Valid values are:</p> <p>Blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date.</p> <p>1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans, such as RRSP. The system stores fiscal and anniversary history by cheque date.</p> <p>2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores fiscal and anniversary history by pay period ending date.</p> <p>3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by cheque date.</p>
Calendar Mnth Method	<p>This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are:</p> <p>Blank This is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month.</p> <p>1 The system allocates DBAs to the pay period ending date.</p>
Fiscal/Annv Bgn Date	<p>A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX).</p> <p>To specify a fiscal year, enter the user defined code FISC. The system will use the fiscal year setup for the employee's home company.</p> <p>To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.</p>
Pay Period	The maximum amount that can be withheld or accrued in a pay period. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.

Field	Explanation
Monthly	The maximum amount that can be withheld or accrued in a month. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Quarterly	The maximum amount that can be withheld or accrued in a quarter. For a deduction or benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Annual (Level 1)	<p>The maximum amount to be withheld or accrued in a year. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</p> <p><b>Note:</b> For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:</p> <ul style="list-style-type: none"> <li>▪ If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation.</li> <li>▪ If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.</li> </ul>
Annual (Level 2)	<p>The maximum amount to be withheld or accrued in a year for a DBA. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</p> <p><b>Note:</b> This field represents the second level annual limitation. It is used when there is an initial limitation, and a corresponding rate, which is followed up by a new rate and final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.</p>
Pay Period % Min	The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Pay Period % Max	The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.
Minimum Hours/Pcs	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the source of calculation or arrearage method is H or I.

Field	Explanation
Maximum Hours/Pcs	The maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or the pieces produced are greater than the specified maximum, the system bases the calculation on the maximum.

## What You Should Know About

**DBA Limit override fields** You can override the following fields on DBA Limit Window at the various levels of assignment:

Group:

- DBA for Prior Limit
- Group Limit Code
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit 1
- Annual Limit 2
- Pay Period Percent
- Minimum Hours
- Maximum Hours

Employee:

- DBA for Prior Limit
- Group Limit Code
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit 1
- Annual Limit 2
- Pay Period Percent

Time Entry: (none)

## See Also

- *Setting Up Tax Status for a DBA (P069117)*

## Setting Up Category Codes for DBAs



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose Pay/Deductions/Benefits  
 From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

You set up category codes for DBAs as a way to group together DBAs for reporting purposes. You can use category codes one through ten for these purposes.

### To set up category codes for DBAs

On DBA Setup

1. Complete the applicable steps for setting up a simple DBA.
2. Choose the Category Codes Setup function.

3. On Category Codes Setup, complete the following field:
  - Category (Cat)

Field	Explanation
Cat	This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization.

## Setting Up a DBA Based on another DBA



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose Pay/Deductions/Benefits  
 From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

You set up a DBA based on another DBA to use a value that has already been calculated (from the based-on DBA) to calculate the DBA you are setting up. For

example, you set up an RRSP employer match benefit based on an RRSP deduction that has already been set up to deduct a certain amount from an employee's pay.

If you set up a DBA based on another DBA, both DBAs must be associated, though not necessarily assigned at the same level. For example, if you set up an RRSP plan DBA code containing deduction percentages at the employee level, you must indicate that the DBA is associated with a union or group plan when you are entering additional information. This allows you to set up a DBA code and assign company matching funds for an RRSP plan at the union or group level. When you indicate the union or group plan association in the DBA specifications, the system recognizes that both DBA codes are associated at the union or group level.

If DBAs are based on other DBAs, you must assign numbers to those transactions accordingly. The system calculates DBAs in numeric order, from low to high. For example, if your company matching RRSP benefit is based on the employee deduction, the DBA code for the employee RRSP deduction must be the lower number of the two so that the system calculates it before calculating the matching DBA.

## To set up a DBA based on another DBA

On DBA Setup

1. Complete the steps for setting up a simple DBA.
2. Use the Add action.
3. On Basis of Calculations, complete the following fields with the DBA code that the DBA is based on:
  - From DBA Type
  - Thru DBA Type
4. If the DBA entered for the basis of calculation is assigned at the group level and the new DBA is assigned at the employee level, choose the Additional Information function.
5. On Additional Information, enter Y in the following field:
  - Include in Union Plan

## Verifying DBA Setup



<p>From Canadian Payroll Master (G77), enter 29          From Payroll Setup (G774), choose Pay/Deductions/Benefits          From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup</p>
--

To verify that you have set up your DBA correctly, you can assign it to an employee and process an interim payment for that employee. The interim payment detail displays the DBA amount and also the basis of calculation. For example, if a deduction is a percentage of an employee's gross pay, the basis of calculation is the gross amount.

## To verify DBA setup

### On DBA Setup

1. Follow the steps for setting up a simple deduction, benefit, or accrual.  
See *Assigning Deductions, Benefits, and Accruals (P060181)*.
2. On DBA Instructions, assign the DBA to an employee.  
See *Setting Up Simple DBAs (P069117)*.
3. Enter an interim cheque for that employee using the cheque detail to verify the DBA calculations.  
See *Entering Interim Checks (P060531)*.
4. Delete the interim cheque and associated DBAs and timecards.  
See *Entering Interim Cheques (P07053)*.

## Setting Up More Complex DBAs

To set up more complex DBAs you might include:

- Table methods
- Calculation tables
- Related PDBAs
- Rollover information

Complete the following tasks:

- Set up a vacation accrual
- Set up a deduction DBA to adjust negative pay
- Set up a deduction DBA for overpayment
- Set up a DBA to calculate if no gross pay
- Set up an accrual DBA for accumulated wages

You can set up many different types of DBAs. The examples do not encompass every possible scenario, but represent more complex DBAs that you might set up for your company.

## See Also

- *Setting Up Calculation Table Information (P069117)* for information about how to set up DBAs that require a table for calculation
- *Entering Rollover Information for a DBA (P069117)*
- *Appendix C – DBA Table Methods* for a list of the available table methods, and calculation processes used in calculation tables
- *Appendix F – Reviewing Complex DBA Setup*

## Setting Up a Vacation Accrual

	<p>From Canadian Payroll Master (G77), enter 29          From Payroll Setup (G774), choose <b>Pay/Deductions/Benefits</b>          From Pay/Deductions/Benefits Setup (G77442), choose <b>DBA Setup</b></p>
---	---

Many companies allow employees to carry unused vacation time into another year. You need to set up such a DBA as an accrual. An accrual DBA for vacation time is usually related to a vacation pay type. You must define this relationship as a rollover. In addition to each PDBA's individual balance, the system will then combine the two PDBAs for a calculated remaining balance.

Additionally, many companies provide vacation time and pay based on length of service or other variables. You must use a table method to calculate this type of DBA.

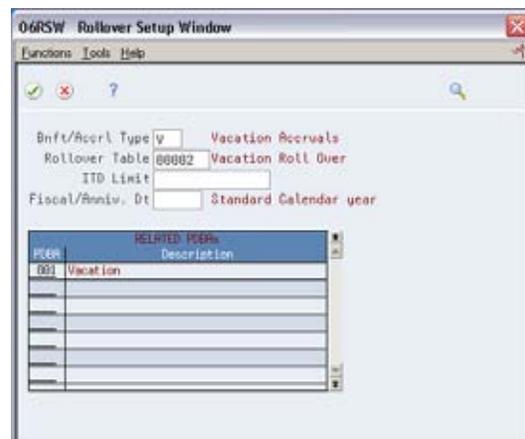
### Before You Begin

- Set up a calculation table. See *Setting Up Calculation Tables*.
- Set up the pay type for vacation pay. See *Setting Up Pay Types*.

### To set up a vacation accrual

#### On DBA Setup

1. Enter A in the following field:
  - DBA Type
2. Complete the following fields:
  - Method of Calculation
  - Table Code
3. Complete the steps for setting up a simple DBA.
4. Choose the Rollover function.



5. On Rollover Setup Window, complete the following fields:

- Benefit/Accrual Type
- Rollover Table
- ITD Limit
- Fiscal/Anniversary Date
- PDBA Code

Field	Explanation
Table Code	The table used if the calculation requires table values.
Bnft/Accrl Type	A user defined code (07/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other. The system uses this code to print taken and available amounts for all types of accruals on all net pay documents and the payroll register.
Rollover Table	<p>This is the identification number of the rollover table that the system uses to limit the amount rolled over for an accrual.</p> <p>For example, you can base the limit on an employee's months of service. You can set up the table so that an employee with 0 thru 12 months can roll over up to 40 hours at year end and an employee with 13 thru 999 can roll over up to 80 hours.</p>
ITD Limit	<p>The maximum amount of dollars or hours that an accrual can have at any one time.</p> <p>For example, your company might have a vacation policy that allows an employee to rollover 40 hours each year but the accrued balance cannot exceed a total of 300 hours at any one time. The system calculates both the payroll cycle and year end rollover up to the limit, taking into account the amounts that have been used.</p> <p><b>Note:</b> If the system rolls over the accrual at the end of a standard year, it applies the limit against payroll month history. If it rolls the accrual over at the end of a fiscal or anniversary year, it applies the limit against fiscal and anniversary history.</p> <p>Companies with fiscal anniversary accruals can have multiple inception-to-date (ITD) limits associated with a single accrual. Additionally, pay period taken amounts are included in ITD accrual calculations. The accrual will stop calculating if the employee is at or above the ITD limit. If vacation time is taken during the payroll to reduce the employee's current vacation amount below the ITD limit, the accrual calculates again up to the ITD limit.</p> <p>These limits override the ITD limit in the F19 (Previous) screen of the accrual.</p>

Field	Explanation
Fiscal/Anniv. Dt	<p>A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX).</p> <p>To specify a fiscal year, enter the user defined code FISC. The system will use the fiscal year setup for the employee's home company.</p> <p>To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.</p>

## See Also

- *Setting Up a Simple DBA (P069117)*

## Setting Up a Deduction DBA to Adjust Negative Pay



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Pay/Deductions/Benefits**  
 From Pay/Deductions/Benefits Setup (G77442), choose **DBA Setup**

If an employee's gross pay does not cover the amounts to be deducted, the system adjusts deduction amounts to increase the net pay to .00. The system does not allow negative net pay situations. You can set up deductions to control this adjustment process. Depending on the deduction's arrearage rule, one of the following occurs:

- The system adjusts the deduction either partially or for the full amount
- The system puts the adjusted amount in arrears and makes the adjustment the next time the employee is paid

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

Method	Description
P, Blank, F	<p>When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:</p> <ul style="list-style-type: none"> <li>▪ Reduces the deduction.</li> <li>▪ Does <i>not</i> hold the amounts over to collect them in a future payroll. That is, the DBA is not placed in arrears.</li> </ul> <p>Amounts not taken are listed on the Deductions Not Taken report which the system generates during pre-payroll processing.</p>

Method	Description
Q, R, G, H	<p>When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system:</p> <ul style="list-style-type: none"> <li>Reduces the deduction.</li> <li>Attempts to collect the amounts in a future payroll. That is, the DBA is placed in arrears.</li> </ul> <p>The system lists the amount not taken on the Deduction Arrearage report which it generates during pre-payroll processing.</p>

If the entire amount of the deduction cannot be taken when you run your payroll cycle, the adjusted amount is listed on the Deductions Not Taken report, which prints during the pre-payroll processing step of the payroll cycle. If the deduction is set up to arrear, the adjusted amount prints on the Deduction Arrearage report, which prints during the pre-payroll processing step of the payroll cycle.

### Example: Payroll Calculations to Adjust Negative Pay

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

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

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

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

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

The following illustrates the sequence of adjustments the system will use to bring the payment balance to .00:

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

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

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

## To set up a deduction DBA to adjust negative pay

### On DBA Setup

1. Enter a D in the following field:
  - DBA Type
2. Complete the following fields:
  - Arrearage Method
  - When to Adjust Deductions
  - Order to Adjust Deductions
3. Complete the steps for setting up a simple DBA.

Field	Explanation
Arrearage Method	<p>A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:</p> <p>P Do a partial or full deduction as needed. This is the default.</p> <p>F Do a full reduction or none at all.</p> <p>N Do not reduce.</p> <p>Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage.</p> <p>R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage.</p> <p>G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage.</p> <p>H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.</p>
DBA Time Table	<p>A code that indicates when to adjust (back out) deductions. Valid values are:</p> <p>0 Adjust deductions marked with 0 before payroll taxes.</p> <p>1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes.</p> <p>2 Adjust payroll taxes before the deductions marked with 2.</p>
Order to Adjust Ded	<p>If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.</p>

## What You Should Know About

<b>Minimum net pay</b>	<p>The process to adjust negative pay is also used for an employee whose net pay falls below the minimum net pay. You can specify a minimum net pay amount in pre-payroll parameters.</p> <p>See <i>Processing Pre-Payroll</i>.</p>
<b>Journal entries for adjusted and arrear amounts</b>	<p>The system does not create journal entries for adjusted and arrear amounts until the deduction is actually withheld. The system posts only the actual amounts deducted as journal entries.</p>
<b>Numbering DBAs for prioritizing adjustments</b>	<p>When net pay goes below zero or minimum pay, the system adjusts deductions in a high to low order, from DBA code 9999 to DBA code 1000. For example, DBA #8611 would be adjusted before #5322. You can override the order by using the When to Adjust Deductions and Order to Adjust Deductions fields.</p> <p>These two fields allow you to control how the deductions are adjusted. You can group deductions into three groups, so that one group is adjusted before the other two. You can also assign priority numbers within each group.</p>
<b>Reviewing and revising arrear amounts</b>	<p>Arrear amounts are stored in the PDBAs by Payroll Month history table.</p> <p>See <i>Revising Payroll Month PDBA History</i>.</p>
<b>Revising processed timecards for negative time</b>	<p>After a timecard has been processed and is in payroll history, you can process only negative time through the payroll cycle for employees with any Record Type. The system calculates associated DBAs and creates all reversing journal entries, so that you do not have to enter any manual journal entries.</p>

### See Also

- *Reviewing the Deductions Not Taken Report (P062021)*
- *Reviewing the Deduction Arrearage Report (P062023)*

## Setting Up a Deduction DBA for Overpayment

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Pay/Deductions/Benefits</b></p> <p>From Pay/Deductions/Benefits Setup (G77442), choose <b>DBA Setup</b></p>
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The system cannot write a payment for a negative amount. Therefore, when an employee's net pay drops below zero and stays below zero even after all adjustments have been made the system creates an overpayment. The overpayment amount is the amount needed to bring net pay back to zero. The system treats this amount like an advance to the employee and subtracts the amount from the employee's future pay until the overpayment is repaid.

The system uses a DBA to collect the overpayment. Whenever the system creates an overpayment for an employee, it assigns the DBA to the employee's DBA instructions and displays the amount on the payroll register. JD Edwards World ships the Payroll system with DBA 9997 as the DBA for overpayments. You can set up a different DBA number for overpayments if you want to use 9997 for other purposes.

### Before You Begin

- Verify that DBA 9997 (or the DBA you want to use for overpayments) is defined as the default value in #PBY in the data dictionary
- Assign an account number for DBA 9997 (or the DBA you want to use for overpayments) in the credit liabilities table in your AAIs to avoid accounting errors

### To set up a deduction DBA for overpayment

#### On DBA Setup

1. Enter 9997 in the following field:
  - DBA Code
2. Enter a D in the following field:
  - DBA Type
3. Enter Overpayment in the following field:
  - Pay stub Text
4. Complete the steps for setting up an advanced DBA.

#### See Also

- *Correcting Errors in Payroll Cycle Processing (P06210)* for information about adjusting deductions for tax recalculation

## Setting Up a DBA to Calculate if No Gross Pay



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose Pay/Deductions/Benefits  
 From Pay/Deductions/Benefits Setup (G77442), choose DBA Setup

You can set up a DBA to calculate even if there is no gross pay, for example, to calculate a benefit when an employee is on a leave of absence.

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

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

### On DBA Setup

1. Enter either a D or a B in the following field:
  - DBA Type
2. Enter Y in the following field:
  - Calculate If No Gross
3. Enter A in the following field:
  - Method of Calculation
4. For a deduction, enter one of the arrearage values in the following field:
  - Arrearage Method
5. Complete the steps for setting up a simple DBA.

Field	Explanation
Calculate If No Gross (Y,N)	<p>This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are:</p> <p>Y This deduction is calculated when there is no gross pay.</p> <p>N This deduction is not calculated when there is no gross pay.</p> <p><b>Note:</b> Even if the employee has no gross pay, payroll processing always calculates the DBA if:</p> <ul style="list-style-type: none"> <li>▪ Source of Calculation = G</li> <li>▪ Method of Calculation = A,</li> <li>▪ Calculate if No Gross = Y</li> </ul> <p>The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.</p>

### See Also

- *Setting Up a Simple DBA (P069117)*

## Setting Up an Accrual DBA for Accumulated Wages

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Pay/Deductions/Benefits</b></p> <p>From Pay/Deductions/Benefits Setup (G77442), choose <b>DBA Setup</b></p>
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Some organizations have employees who work for a specific number of contract days, but prefer to receive payment over a different length of time. For example, many school systems contract instructional staff for 10 months with the option to be paid over 12 months.

If your employees can accumulate wages the system allows you to:

- Pay employees over a longer time period than what they actually worked
- Correctly accrue and expense the wages
- Calculate wages due when you hire or transfer an employee after a contract period has begun
- Calculate wages due when you terminate an employee who works on a contract calendar

To provide for this type of employee payment, the system accumulates the earnings. Later, the system can create the payment for the correctly accumulated earnings and the associated journal entries.

You must set up an accrual DBA to accumulate wages. The system uses this DBA to accumulate the wages during pre-payroll. To relieve the accumulated wages and pay the employee, you can generate the timecards either during final update or from a menu selection separate from usual payroll processing.

### Example: How the System Accumulates Wages

If an employee wants to accumulate wages, you must assign a contract calendar to the employee. You must also assign one accrual DBA to accumulate wages.

Based on the contract calendar and the employees annual salary, the system uses the following calculations:

$\text{Contract salary} / \text{total \# of days in contract} = \text{daily rate of pay (DROP)}$

$\text{DROP} \times \text{contract calendar days in the pay period} = \text{the actual amount paid in the pay period}$

The following examples illustrate the accumulation of wages earned in a 10 month contract that are paid over 12 months. The employee earns \$12,000 for the contract. To simplify the illustration, taxes are not included in the examples.

### Accrual Basis Accounting

In this example, the employee works for an organization that uses accrual basis accounting. The wages are expensed at the time they are earned. The system passes the amount of the DBA for accumulated wages to the general ledger as a burden expense. The offsetting credit is a liability.

The system enters the \$200.00 liability for account 7.4206 in the Payroll Accrual Distribution History table (F0628). When the contract ends, the system continues to generate payments for the amount of accumulated wages stored in the history table for the specified number of pay periods. In this example, after 10 months, the employee has \$2000.00 accumulated. The system divides this amount between the monthly pay periods in months 11 and 12. The employee receives a payment up to the pay period amount for these two months.

	Account	Description	DR	CR
<b>Journal entries for months 1 through 10:</b>				
Current	701.8115	Salary Expense	1000.00	
Payment	7.1100	Cash		1000.00
Future	701.8115	Accrual Expense	200.00	
Payment	7.4206	Liability		200.00
			1200.00	1200.00
<b>Journal entries for accumulated wages in months 11 and 12:</b>				
	7.4206	Liability	1000.00	
	7.1100	Cash		1000.00
			1000.00	1000.00

This example assumes that a contract calendar begins on the first day of the first month and ends on the last day of the tenth month. Frequently, a contract calendar covers only some of the days in month, for example month 10 might end on the 15th. In such a situation, the employee's wages for that month would include regular pay for the days covered under the contract and the remainder of the payment would include accumulated wages.

### Cash Basis Accounting

In this example, the employee works for an organization that uses cash basis accounting. The wages are expensed at the time they are paid. The system does *not* pass the amount of the DBA for accumulated wages to the general ledger.

The system enters the accumulated wages in the Payroll Accrual Distribution History table (F0628) with the associated expense account that would have been used if it had passed to the general ledger. When the contract ends, the system continues the payment and expense distribution for the specified number of pay periods. In this example, after 10 months, the employee has \$2000.00 accumulated. The system divides this amount between the monthly pay periods in months 11 and 12. The employee receives a payment up to the pay period amount for these two months.

	Account	Description	DR	CR
<b>Journal entries for months 1 through 10: Current Payment and Expense</b>				
	701.8115	Salary Expense	1000.00	
	7.1100	Cash		1000.00
			1000.00	1000.00
<b>Journal entries for accumulated wages in months 11 and 12:</b>				
	701.8115	Salary Expense	1000.00	
	7.1100	Cash		1000.00
			1000.00	1000.00

The account number used for salary expense in months 11 and 12 in this example is the same as the account number used for salary expense in months 1 through 10. You can use a different account number for the salary expense for accumulated wages than you use for regular wages.

This example assumes that a contract calendar begins on the first day of the first month and ends on the last day of the tenth month. Frequently, a contract calendar covers only some of the days in month, for example month 10 might end on the 15th. In such a situation, the employee's wages for that month would include regular pay for the days covered under the contract and the remainder of the payment would include accumulated wages.

### Before You Begin

- Set up the contract calendars. See *Setting up a Contract Calendar Information*.
- Attach a calendar to all employees who are assigned this DBA. See *Attaching a Contract Calendar*.
- Verify that pay type 996 is set up as the default pay type to accumulate wages. If you want to use pay type 996 for a different purpose, set up the pay type you will use to accumulate wages. See *Setting Up Pay Types*.
- Verify that pay type 996 (or the pay type you want to use to accumulate wages) is defined as the default pay type in item #RAW in the data dictionary.

### To set up an accrual DBA for accumulated wages

#### On DBA Setup

1. Enter A in the following field:
  - DBA Type
2. Enter B in the following field:
  - Method of Calculation

3. If your organization uses accrual basis accounting, enter N in the following field:
  - Effect on G/L
4. If your organization uses cash basis accounting, enter M in the following field:
  - Effect on G/L
5. Enter Y or N in the following field:
  - Pay Period to Calculate 5
6. Complete the steps for setting up a simple accrual.
7. On Basis of Calculation, exclude pay type 996, pay type 997 (to dock pay for excessive leave), and your pay type for bonus pay.

### What You Should Know About

#### Assigning DBA to employees

You must assign an accrual DBA to accumulate wages to each employee at the employee level.

#### Accumulating wages for primary job only

If employees hold multiple jobs, you can accumulate wages only for their primary job. You cannot accumulate wages for secondary jobs.

#### Assigning to hourly employees

An accrual DBA to accumulate wages can only be assigned to employees with a salaried pay class. If you want to accumulate wages for an hourly employee, you must define them as salaried on Employee Entry.

### See Also

- *Generating Timecards for Accumulated Wages (P063910)*
- *Setting Up a Simple DBA (P069117)*

## Setting Up a DBA to Calculate Spousal Life Insurance Premiums



From Canadian Payroll Master (G77), enter **Employee Information**  
 From Canadian Employee Information (G7711), choose **Additional EE Data & Reports**  
 From Additional EE Data & Reports (G77111), choose **Spousal Life Insurance Setup**

When a spousal dependent or beneficiary is set up in the system, you must link them to an eligible employee. Once dependents or beneficiaries are linked to an eligible employee, they can participate in the plans in which the employee enrolls. See *Linking Dependents and Beneficiaries to an Employee (P08336)* in the *Human Resources Benefits Guide*.

You can set up DBAs to calculate the premium amounts for spousal life insurance based upon the age of the spouse and the amount of life insurance coverage selected.

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**Note:** The Spousal Life Insurance DBA calculates for the employees who have it assigned and in the payroll cycles in which those employees are included, based on the DBA's Pay Periods to Calculate. Such DBAs do not impact pre-payroll DBA calculation programs in any unusual way.

---

## See Also

- *Work with Dependents and Beneficiaries (P08901) in the Human Resources Benefits Guide.*

## Before You Begin

- Consult with your Human Resources/Benefits users before adding or revising information in the Dependent/Beneficiary Entry (P08901) or Dependents/Beneficiaries by EE (P08336) programs.
- Set up or identify the spouse's Date of Birth, Age, and Life Insurance Coverage amount on the Dependent/Beneficiary Entry (P08901) screen. See *Work with Dependents and Beneficiaries (P08901)*.
- Set up or identify the Table Method code to use based on the spouse's age (lower/upper range), tobacco or non-tobacco status, and the elected amount of coverage. See *Set Up Calculation Table Information* and *Appendix C – DBA Table Methods*.
- Set up or identify a Method of Calculation that uses a Table Method based on the spouse's age. See *Set Up Calculation Table Information*.
- Prior to the first payroll of the year, run the WorldWriter (Q083/ZJDE0002) to update the spouse's age based on the spouse's Date of Birth.

## To set up a DBA for spousal life insurance

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose Pay/Deductions/Benefits From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup
---	---

## On DBA Setup

1. Enter D in the following field:
  - DBA Type
2. Enter 3, 9, or Z in the following field, as appropriate:
  - Method of Calculation
3. If your organization uses accrual basis accounting, enter N in the following field:
  - Effect on G/L
4. If your organization uses cash basis accounting, enter M in the following field:
  - Effect on G/L
5. Enter Y or N in the following field:

- Pay Period to Calculate 5
- 6. Complete the steps for setting up a deduction.
- 7. On Basis of Calculation, exclude pay type 996, pay type 997 (to dock pay for excessive leave), and your pay type for bonus pay.

## Reviewing the Deduction, Benefit, and Accrual Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G7742), choose DBA Codes

After you have set up all of your DBAs, you can review a detailed listing of them in order by DBA code.

06911D	JD Edwards World	Page . . . . . 2
	Deduction/Benefit/Accrual	Date . . . . . 7/11/17
DBA Code . 1000 Health Ins. Employee Portion		
DBA Type . D		
DBA CALCULATION . . . . . :	DBA TIME TABLE . . . . . :	PAYSTUB INFO . . . :
Source of Calculation . . G	Pay Period to Calculate . Y / Y / Y / Y / N	Paystub Text. . . Health Ins.
Method of Calculation . . \$	Calc Once Per Period. . .	Method of Printing I
Table Cd (Methods 1-9) . .	Eff Dates - From & Thru .	DBA Print Group .
Amount or Rate 1 & 2 . . . 25.0000		
Effect on Disposable Wg . 2	ARREARAGE INFORMATION . . :	GENERAL ACCT INFO:
	ARREARAGE INFORMATION . . :	GENERAL ACCT INFO:
Calc If No Gross . . . . . Y	Arrearage Method . . . . . P	Effect on GL. . . . N
Calc in Pre-Payroll . . . . Y	When to Adjust Ded. . . . 0	A/P Voucher . . . . N
Effect on Check . . . . .	Order To Adjust Ded . . .	Payee Address # . .
-----		
ADDITIONAL INFORMATION FOR 1000 - Health Ins.		
Flex Spend Acct Type. . .	Incl in Union Plan . . . N	COBRA Plan . 1
415 Testing Code. . . . .	Declining Balance . . . N	Amount Due .
401k/125/RPP/Union. . . .	Number of Periods . . . N	# of Periods
Investment Group. . . . .	Select by Pay Class . . .	Select by Home Company.
Calc For All Emp. . . . . N	Select by Tax Area. . . .	
-----		
DBA LIMIT INFORMATION FOR 1000 - Health Ins.		
DBA for Prior Limit. . . .	LIMITS . . . . . :	MINIMUM/MAXIMUM . . . :
	LIMITS . . . . . :	MINIMUM/MAXIMUM . . . :
Group Limit Code . . . . .	Pay Period . . . . .	Pay Period % Min . . .
Limit Method . . . . .	Monthly. . . . .	Pay Period % Max . . .
Calendar Month Method.	Quarterly. . . . .	Minimum Hours/Pcs. . .
Fiscal/Annv Bgn Date . . .	Annual (Level 1) . . . .	Maximum Hours/Pcs. . .
	Annual (Level 2) . . . .	
-----		
TAX EXEMPT AUTHORITIES FOR 1000 - Health Ins.		
Tax Type 01. . . . .	Tax Type 02. . . . .	Tax Type 03. . . . .
Tax Type 04. . . . .	Tax Type 05. . . . .	Tax Type 06. . . . .
Tax Type 07. . . . .	Tax Type 08. . . . .	Tax Type 09. . . . .
Tax Type 10. . . . .	Tax Type 11. . . . .	Tax Type 12. . . . .
Tax Type 13. . . . .	Tax Type 14. . . . .	Tax Type 15. . . . .
-----		
YEAR END PARAMETERS FOR 1000 - Health Ins.		
Tax Area Deduction . . . .	W-2 IRS Defined Code . . .	W2 Spcl Handling Descr.
-----		
ROLLOVER SETUP FOR 1000 - Health Ins.		
Benefit/Accrual Type . . . .	DBA Code 1 . . . . .	DBA Code 2 . . . . .
Rollover Table . . . . .	DBA Code 3 . . . . .	DBA Code 4 . . . . .
Type of Rollover Year.	DBA Code 5 . . . . .	DBA Code 6 . . . . .
Max Carryover Amt. . . . .	DBA Code 7 . . . . .	DBA Code 8 . . . . .
Fiscal/Anniv Date. . . . .	DBA Code 9 . . . . .	DBA Code 10 . . . . .
-----		
CATEGORY CODES FOR 1000 - Health Ins.		
Category Code 1. . . . .	Category Code 2. . . . .	Category Code 3. . . . .
Category Code 4. . . . .	Category Code 5. . . . .	Category Code 6. . . . .
Category Code 7. . . . .	Category Code 8. . . . .	Category Code 9. . . . .
Category Code 10. . . . .		
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*****		

### See Also

- *Reviewing the Group Plans Report (P06910P)* for a sample of a group plan DBA report
- *Reviewing the Calculation Tables Report (P069026P)*

- *Reviewing the Table Method Codes Report (P82001)*

## Processing Options

See [Deduction/Benefit/Accrual \(P06911D\)](#).

## Reviewing the Basis of Calculations Report



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose **Pay/Deductions/Benefits**  
From Pay/Deductions/Benefits Setup (G77442), choose **Basis of Calculation Report**

The Basis of Calculations report prints a list of basis of calculations tables to review. Review this report to verify the accuracy of your entries.

06903P		JD Edwards World				Page	-	4
		DBA Basis of Calculation				Date	-	7/07/17
Tran T		Transaction Range						
No	Y	Description	From	Description	Thru	Description		
7700	D	RRSP	1	Regular	1	Regular		
7700	D	RRSP	710	Bonus Pay	710	Bonus Pay		
7700	D	RRSP	720	Commission	720	Commission		
7701	B	RRSP Co.	7700	RRSP	7700	RRSP		
7705	B	Dental/Co.	1	Regular	999	Net Pay Adj.		
7706	D	Dental Fam	1	Regular	999	Net Pay Adj.		
7710	D	Union-Canada	1	Regular	999	Net Pay Adj.		
7720	B	H&W - Canada	1	Regular	999	Net Pay Adj.		
7725	B	Life 1 x sal	1	Regular	999	Net Pay Adj.		
7730	D	CSB Canada	1	Regular	999	Net Pay Adj.		
7735	B	Ext Health	1	Regular	999	Net Pay Adj.		
7740	B	CarAllowCAN	1	Regular	999	Net Pay Adj.		
7750	B	EHT - Canada	1	Regular	999	Net Pay Adj.		
7760	B	GST - Canada	7720	H&W - Canada	7720	H&W - Canada		
7760	B	GST - Canada	7740	CarAllowCAN	7740	CarAllowCAN		
7770	B	BC Medical	1	Regular	999	Net Pay Adj.		
7775	B	QHIP	1	Regular	999	Net Pay Adj.		
7775	B	QHIP	7720	H&W - Canada	7720	H&W - Canada		
7775	B	QHIP	7740	CarAllowCAN	7740	CarAllowCAN		
7780	B	Vacation Pay	1	Regular	1	Regular		
7785	A	Salary Vac	1	Regular	999	Net Pay Adj.		
7790	A	RRSP Fixed	7700	RRSP	7700	RRSP		
7790	A	RRSP Fixed	7701	RRSP Co.	7701	RRSP Co.		
7791	A	RRSP Mutual	7700	RRSP	7700	RRSP		
7791	A	RRSP Mutual	7701	RRSP Co.	7701	RRSP Co.		
8001	A	Vacation	1	Regular	999	Net Pay Adj.		
8004	A	Sick Avail.	1	Regular	999	Net Pay Adj.		
8005	A	Sick Avail.	1	Regular	999	Net Pay Adj.		
8011	A	Vacation	1	Regular	999	Net Pay Adj.		
8015	A	Vac Accrual	1	Regular	999	Net Pay Adj.		
8016	A	Vac Avail	1	Regular	999	Net Pay Adj.		
9000	D	Advance	1	Regular	9999	*Range		
9997	D	Overpayment	1	Regular	999	Net Pay Adj.		

## See Also

- *Reviewing the Group Plans Report (P06910P)* for a sample of a group plan DBA report
- *Reviewing the Calculation Tables Report (P069026P)*
- *Reviewing the Table Method Codes Report (P82001)*



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# Set Up Calculation Table Information

## Setting Up Calculation Table Information

You set up calculation tables to define the parameters the system uses to calculate DBAs. After you set up your calculation tables, you can review the Calculation Tables report to verify that the information that you entered on the calculation tables is accurate. After you set up your calculation tables, you attach the table to the DBA by specifying the table code and appropriate table method when you set up a DBA.

Setting up DBA calculation information includes the following tasks:

- [Setting Up Calculation Tables](#)
- [Attaching Calculation Tables to DBAs](#)
- [Reviewing the Calculation Tables Report](#)
- [Reviewing the DBA Table Method Codes Report](#)

## Setting Up Calculation Tables



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose Pay/Deductions/Benefits  
From Pay/Deductions/Benefits Setup (G7742), choose Calculation Tables

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

Calculation tables contain user defined information to more completely define the standard DBA methods of calculation. Calculation tables provide the following features:

- User defined tables
- Calculations based on values that vary from employee to employee

When you define a calculation table, you must first determine what the calculation is based on, for example:

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

After you have defined the calculation table, you must determine the appropriate method of calculation. The calculation tables only work with certain method of calculation codes. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The method of calculation codes include the following:

Code	Description
0	Withholding periods
1	Salary range
2	Date range
3	Age range (calculated by date of birth or DOB)
4	Hours worked
5	Pieces produced
6	Variable periods
8	Gross pay range
9	Age (calculated as of the date you enter in the Employee Age field on Pay Rate Information)
Z	Spouse's age by actual DOB

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

Browse through the list of table methods and choose one appropriate to the method of calculation. Read the description to find one that matches how you want the system to perform the calculation.

You can enter multiple ITD limits for a single accrual. Accruals with ITD limits also take into account all current pay period activity related to the accrual. If current pay period taken amounts bring an employee below the ITD limit, the accrual calculates in that same payroll cycle. The accrual will stop calculating if the employee is at or above the ITD limit. If vacation time is taken during the payroll to reduce the employee's current vacation amount below the ITD limit, the accrual calculates again up to the ITD limit.

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**Note:** The ITD limits you enter in the calculation table override the ITD limit in the F19 (Previous) screen of the accrual.

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## To set up calculation tables

### On Calculation Tables

069021 Calculation Tables

Oracle JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Detail  
Table Method Revision  
Previous Record  
Next Record  
Clear Screen

069021 Calculation Tables Table Type

Action Code  
Table Code 00001 Accrual-Sick  
Table Method 0H Hours Worked/Basis=Months

Explanation: Ranges are employees length of service in months. The rate is taken times hours worked to get hours accrued. This is taken times ee's rate for SS.

Limits		Amt./Rate	Excess Rate	S	Sec Table	Description
Lower	Upper					
.00	12.00	.0333				
13.00	36.00	.0667				
37.00	9999.00	.0000				

F4=Detail F6=Table Method F19=Previous F20=Next F24=More Keys

1. Complete the following fields:
  - Table Type
  - Table Code
  - Table Method
  - Explanation
2. To define the parameters of the table, complete the following fields:
  - Lower Limit
  - Upper Limit
  - Amount or Rate
3. Complete the following optional fields:
  - Excess Rate
  - Secondary Calculation Method (SM)
  - Secondary Calculation Table
4. Repeat steps 2 and 3 as often as necessary to define all the parameters needed for the table.

Field	Explanation
Table Type	<p>A code that defines the purpose of the table. Valid values are:</p> <p>D The system uses the table to calculate DBAs.</p> <p>R The system uses the table to determine limits for rolling over sick and vacation accruals.</p>
Table Code	A numeric code that identifies this table in the Table file (F069026).
Table Method	<p>A code that specifies the method the system uses to calculate the DBA.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This code indicates the type of information in the Amount field, for example, hours or dollars.</p>
Lower	The lower or minimum amount to be compared.
Upper Limits	The upper or maximum amount to be compared.
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table.
Rate	A rate that the system applies to the amounts that exceed the table defined amount.
S M	<p>A user defined code (07/DS) that indicates which method the system uses to calculate DBAs.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The secondary method the system can use in calculating the DBA. When the system uses the secondary method, the first table serves as an eligibility table. Eligibility on the primary table is based on salary range, date range, and age range, in that order.</p>
Sec Table	<p>A code which specifies the method under which the DBA is to be calculated.</p> <p>This calculation table serves as the secondary calculation table for the system. You must enter a code in this field if you enter a code in the secondary method field.</p>

## What You Should Know About

### Viewing table methods online

Choose the Table Method function to locate information on individual table methods.

The table method explains which fields in the table the system uses for calculations.

<b>Zero amounts</b>	You do not need to include a line in the table for zero amounts. For example, if vacation is not earned in the first year of employment, you do not need to include that year on the first line of the calculation table. The first line could start with 2.00 as the lower limit.
<b>Table method DBAs</b>	DBAs entered at the employee level override DBA amounts or rates defined at the group or setup level unless it is a table method DBA. A table method DBA is a calculation table that has a table method code attached to it specifying how the system calculates the DBA. If you reference a DBA that has a table method code attached, you cannot override the amount. The system does not recognize another method to calculate a DBA when a table method code is attached.
<b>Override of DBA Limit</b>	The information on the calculation table overrides any information entered on DBA Limit.

## See Also

- *Appendix C – DBA Table Methods*

## Attaching Calculation Tables to DBAs

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Pay/Deductions/Benefits</b> From Pay/Deductions/Benefits Setup (G7742), choose <b>DBA Setup</b>
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After you set up your calculation tables, attach the table to the DBA by entering the table code on DBA Setup.

## To attach calculation tables to DBAs

### On DBA Setup

1. Complete the following fields:
  - Method of Calculation
  - Table Code
2. Complete the remaining steps for setting up a DBA.

### See Also

- *Setting Up Simple DBAs (P069117)*

### What You Should Know About

**Attaching calculation tables to multiple DBAs** In most cases you attach a calculation table to a single DBA. JD Edwards World recommends that you make the table code the same as the DBA code. You can attach the same calculation table to more than one DBA.

## Reviewing the Calculation Tables Report



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose Pay/Deductions/Benefits  
 From Pay/Deductions/Benefits Setup (G7742), choose Calculation Tables

The Calculation Tables Report provides a listing of the calculation tables by table code. Review this report to verify that the information you entered on each calculation table is accurate.

069026P		JD Edwards World		Page - 6					
		Calculation Tables Report		Date - 7/17/17					
Table Type . . . . .	D	Deduction/Benefit/Accrual							
Table Code . . . . .	03000	Life Insurance Premium							
Table Method . . . . .	AS	Multiplier/Basis=Salary(Trunc)							
Table Explanation . . . . .									
. . . . Limits . . . . .									
Lower	Upper	Amount	Excess Rate	S M	Sec Table	Description	Limit Annual	Amount-2	Over Rate
30.00	29.99	.0900							
35.00	34.99	.1000							
40.00	39.99	.1300							
45.00	44.99	.1700							
50.00	49.99	.2700							
55.00	54.99	.4400							
60.00	59.99	.7000							
65.00	64.99	1.0000							
	69.99	1.5000							

## Reviewing the DBA Table Method Codes Report



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose Pay/Deductions/Benefits  
 From Pay/Deductions/Benefits Setup (G7742), choose Table Method Explanations

The DBA Table Method Codes report provides a listing of each table method code followed by the description of the table method. This menu selection uses World Writer to print the report.

DBA Table Method Codes				Page - 1	
				Date - 07/17/17	
UM	Table Name	Explanation	D M	DBA Methods	
A%	Percent of Salary	Lower/Upper range represents ANNUAL SALARY OR AGE. Multiply the employees ANNUAL SALARY by the amt./rate in the table then multiply that result times the Excess Rate in the same table.	1 3 9	Table - Salary Range Table - Age (Calc. by DOB) Table - Age (PAGE field)	
AA	Amount x Rate/Basis=Salary	Lower/Upper ranges represent ANNUAL SALARY. The amount field in the table is multiplied times an amount/rate retrieved from one of the three D/B/a files associated with the employee.	1	Table - Salary Range ** NOT FOUND ** ** NOT FOUND **	
AB	Multiplier/Basis=Salary	Lower/Upper ranges represent the EMPLOYEES AGE. Multiply the employees ANNUAL SALARY by the amount/rate associated with the employee then multiply that result by the amount field on the table.	3 9	Table - Age (Calc. by DOB) Table - Age (PAGE field) ** NOT FOUND **	
AD	Flat Dollar/Basis=Salary	Lower/Upper ranges represent ANNUAL SALARY. The amount field on the table equals the actual amount of the D/B/A/	1	Table - Salary Range ** NOT FOUND ** ** NOT FOUND **	
AH	Hours Worked/Basis=Salary	LOWER/UPPER RANGES REPRESENT ANNUAL SALARY. Multiply the NUMBER OF HOURS WORKED by the employee by the amount/rate defined within the table.	1	Table - Salary Range ** NOT FOUND ** ** NOT FOUND **	
AP	Percent of Gross/Basis=Salary	Lower/Upper ranges represent ANNUAL SALARY. Multiply the GROSS EARNINGS(current period) of the employee by the amount/rate in the table.	1	Table - Salary Range ** NOT FOUND ** ** NOT FOUND **	
AQ	Multiplier/Basis=Salary(Trun)	Lower/Upper range represents ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amt./rate associated with the employee, round the result DOWN to the next 1000 and multiply the result by the amount/rate in the table.	1	Table - Salary Range ** NOT FOUND ** ** NOT FOUND **	
AR	Multiplier/Basis=Salary(Rnd)	Lower/Upper range represents ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amt./rate associated with the employee, round the result UP to the next 1000 and multiply the result by the amount/rate in the table.	1	Table - Salary Range ** NOT FOUND ** ** NOT FOUND **	
AS	Multiplier/Basis=Salary(Trunc)	Lower/Upper range represents AGE in Years. Multiply the employees ANNUAL SALARY by the amt./rate associated with the employee, round the result UP to the next 1000, divide by 1000 and mult. the result by the amount/rate in the table.	3 9	Table - Age (Calc. by DOB) Table - Age (PAGE field) ** NOT FOUND **	
AT	Multiplier/Basis=Salary(Rnded)	Lower/Upper range represents AGE in Months.	3	Table - Age (Calc. by DOB)	



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# Set Up Group Constants

## Setting Up Group Constants

You set up group constants to simplify the process of associating the same information with a group of employees. This information includes:

Item	Description
Pay rate tables	You set up pay rate tables to associate pay rates with a specific group.
Group DBAs	You set up group DBAs to specify that collections of deductions, benefits, or accruals apply to groups of employees.
Union local and job cross-references	You set up local and job cross-references to cross-reference parent unions with local unions.
Job classification constants	You set up job classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit.

Setting up group constants consists of the following tasks:

- [Setting Up Pay Rate Tables](#)
- [Reviewing the Pay Rate Tables Report](#)
- [Setting Up Group DBAs](#)
- [Reviewing the Group Plans Report](#)
- [Setting Up Union Local and Job Cross-References](#)
- [Reviewing the Union and Job Cross-Reference Report](#)
- [Setting Up Job Classification Constants](#)

## Setting Up Pay Rate Tables



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose **Group Constants**  
From Group Constants (G7745), choose **Pay Rate Tables**

You set up pay rate tables to associate pay rates with a specific group of employees. You set up hourly rates by job type and job step. Any amounts that you enter in the pay rate tables can override rates set up in the employee master record. As you enter

time for various job types and job steps, the system finds the appropriate hourly rate.

The system uses pay rate tables in conjunction with the time entry programs. You must set a processing option on the appropriate time entry program so that the system uses the pay rate tables.

Setting up pay rate tables allows you to:

- Make rates specific to a job, business unit, or shift
- Establish up to five different rates per job type and step
- Establish workers compensation codes for each job type and step
- Establish a flat burden factor for each job type and step

## To set up pay rate tables

### On Pay Rate Tables

Job Type	Step	Hourly Rate	Regular	Double	Triple	Holiday
5J-3		12.350				
5J-4		11.250				
5J-5		10.650				
5J-6		10.000				

1. Complete the following fields:
  - Union Code
  - Effective Date From
  - Effective Date Thru
  - Job Type
  - Hourly Rate
2. Complete the following optional fields:
  - Wage Decision Number
  - Business Unit

- Shift Code
  - Job Step
  - Regular Overtime Rate
  - Double Overtime Rate
  - Triple Overtime Rate
  - Holiday Overtime Rate
3. Access the detail area.

4. Complete one or more of the following fields :
- Billing Rate
  - Piecework Rate
  - Workers Compensation Insurance Code (WCMP)
  - Workers Compensation Subclass Code (not labeled)
  - Flat Burden
  - Labor Load Method Code

Field	Explanation
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.

Field	Explanation
Rate - Hourly	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p><b>Note:</b> If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>
Wage Decision No:	<p>This code is used to reference the government Wage Decision that the contract pay rates fall under.</p>
Shift Code	<p>A user defined code (07/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.</p> <p>For payroll and time entry:</p> <p>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.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Billing :	<p>A rate used for the billing of labour services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> <li>▪ Pay Rate Information</li> <li>▪ Employee Labor Distribution</li> <li>▪ Occupational Pay Rates</li> <li>▪ Time Entry by Employee</li> <li>▪ Time Entry by Job or Business Unit</li> <li>▪ Daily Timecard Entry</li> <li>▪ Time Entry by Employee with Equipment</li> <li>▪ Time Entry by Shop Floor Control</li> </ul>

Field	Explanation
Piece Rt:	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.
WCMP	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
Flat Bdn	A multiplier to load direct labour costs with burden. For example, a factor of 1.32 loads every dollar of labour cost with 32 cents worth of burden.
Labor Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <ul style="list-style-type: none"> <li>▪ Business Unit</li> <li>▪ Pay Rates table</li> <li>▪ Employee level</li> </ul>

## What You Should Know About

<b>Hourly rates</b>	<p>When you enter values in the overtime rate fields, the system does not use the pay type multiplier from Pay Type Setup.</p> <p>When you enter values only in the hourly rate fields, the system uses the pay type multiplier for the overtime rates.</p>
<b>Billing rates</b>	<p>When you enter a value for billing rates in the detail area, the system does not use the pay type multiplier.</p>

## Reviewing the Pay Rate Tables Report



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Group Constants**  
 From Group Constants (G7745), choose **Pay Rate Tables**

The Pay Rate Tables report lists detailed information for the pay rate tables that you have defined. The standard report lists rate information for all group or union codes.

06912P	JD Edwards World		Page	-	9
	Print Union Rates Report		Date	-	7/17/17
Union Code . . . . .	7700	Labourer - Canada	Wage Decision No:		
Business Unit . . . . .					
Shift Code . . . . .		No Shift			
Effective Dates . . . . .	01/01/13	Thru 12/31/17			

Craft Step	Craft/Step Description	Types	Hourly Rates . . . . .				
			Reg.	A	B	C	D
5J-3	Purchasing Manager /	. Wages	12.350				
	Labor Object .	Workers Comp .	/				
	Labor Load Mth 0	Flat Burden . .	1.0000				
*****							
5J-4	Fire Fighter /	. Wages	11.250				
	Labor Object .	Workers Comp .	/				
	Labor Load Mth 0	Flat Burden . .	1.0000				
*****							
5J-5	Electrician /	. Wages	18.650				
	Labor Object .	Workers Comp .	/				
	Labor Load Mth 0	Flat Burden . .	1.0000				
*****							
5J-6	Junior Engineer /	. Wages	10.000				
	Labor Object .	Workers Comp .	/				
	Labor Load Mth 0	Flat Burden . .	1.0000				
*****							

### Data Sequence for the Pay Rate Tables Report

Do not change the sequence for this report.

### Setting Up Group DBAs

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Group Constants</b> From Group Constants (G7745), choose <b>Group Rate DBA Setup</b>
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You set up group DBAs to specify that deductions, benefits, or accruals apply to groups of employees. You identify each group plan by a user defined code. The user defined code is referred to interchangeably as the group plan code or union code. In addition to the group plan code, you can further define group plans with additional qualifying criteria, such as:

Item	Description
Business unit	The plan applies only for work performed in a particular business unit or job location.
Job type	The plan applies only to employees working in a certain job type.
Job step	The plan applies only to employees in a certain job step within a job type.
Date range	The plan applies if the pay period dates fall within the date range you specify. For example, you could use this criteria to establish plans with built- in rate increases that you base on effective dates.

## To set up group deductions, benefits, and accruals

### On Group Plan DBA Setup

069101 Group Plan DBA Setup

Oracle JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Detail  
Pay Rate Tables  
Transaction Index  
Previous Record  
Next Record  
Clear Screen

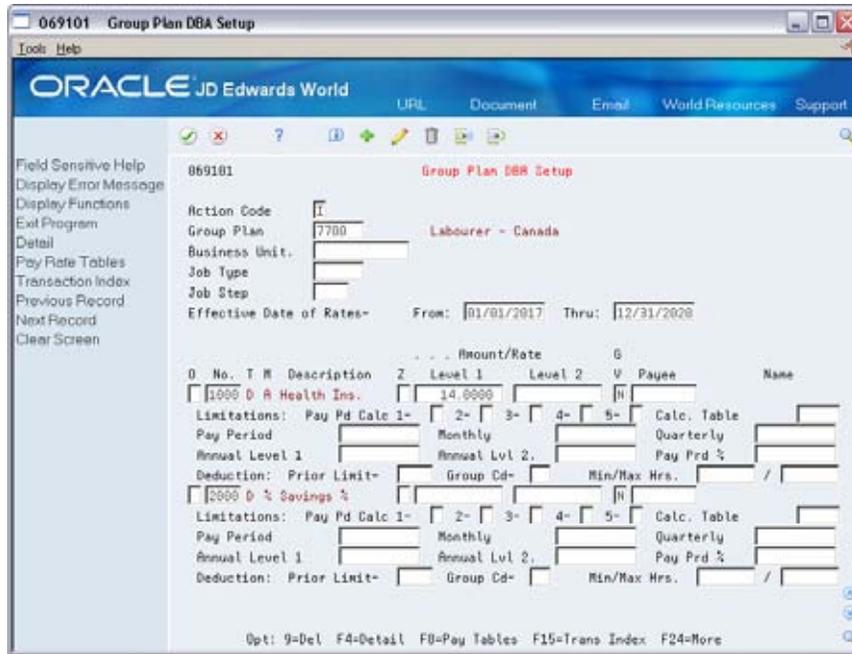
069101 Group Plan DBA Setup

Action Code: 1  
Group Plan: 7700 Labourer - Canada  
Business Unit:  
Job Type:  
Job Step:  
Effective Date of Rates- From: 01/01/2017 Thru: 12/31/2020

D	No.	T	M	Description	Z	Amount/Rate		V	Payee	Name
						Level 1	Level 2			
	1000	D	A	Health Ins.		14.0000				
	2000	D	%	Savings %						
	5000	D	A	Union Dues		25.0000			5645	Laborer's Intern
	8001	A	2	Vacation						

Opt: 9=Del F4=Detail F8=Pay Tables F15=Trans Index F24=More

1. Complete the following fields:
  - Group Plan
  - Effective Date of Rate From
  - Effective Date of Rate Thru
  - DBA Code
  - Generate A/P Voucher
2. Complete the following optional fields:
  - Zero Amount Override Flag (Z)
  - Amount or Rate
  - Payee
3. Access the detail area.



4. Complete the following fields as appropriate:

- Business Unit
- Job Type
- Job Step
- Pay Period to Calculate
- Calculation Table
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit
- Pay Period Percent Limit
- Prior Limit
- Group Limit Code
- Minimum/Maximum Hours

Field	Explanation
Z	A Yes/No field indicating whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.

Field	Explanation
Prior Limit-	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of \$2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.  The DBA number of the predecessor must be lower than the successor's number.
Group Cd-	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.
Min/Max Hrs	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the source of calculation or arrearage method is H or I.

## What You Should Know About

**Administering group plans for benefits** If your company administers benefits using JD Edwards World Human Resource system, you can also set up benefit plans in the Human Resources system to use in combination with DBAs at the employee level.

## Reviewing the Group Plans Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Group Constants</b> From Group Constants (G7745), choose <b>Plan Benefits</b>
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Review the Group Plans report to verify that the information you entered to set up group plan DBAs is correct.

06910P		JD Edwards World		Page - 8					
Union . . . 7700		Group Plan Instructions		Date - 7/17/17					
Bus. Unit .		Labourer - Canada							
Job Type . .									
Job Step . .									
Effective Dates: 01/01/17 Thru 12/31/18									
DBA	T	Amount	Pay Period	Monthly	Annual LV-1	Hours	Payee		Gr
Table	T	LV-1/LV-2	Amt-Hrs /%	Quarter	Annual LV-2	Min/Max	Pred	Description	Cd
7701	B	RRSP Co.							
7720	B	H&W - Canada							
7735	B	Ext Health							
7780	B	Vacation Pay							
07780									
7700	D	RRSP							
7706	D	Dental Pam							
7710	D	Union-Canada						5645 Laborer's Internatl	



- Business Unit
  - Union Code
  - Local Union Code
2. Complete the following optional field:
- Job Type

## Reviewing the Union and Job Cross-Reference Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Group Constants</b> From Group Constants (G7745), choose <b>Union/Local Job Cross-Reference</b>
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The Union/Job Cross-Reference report lists cross-reference information for the tables that you have defined.

06930P	JD Edwards World				Page	-	2
	Union/Job Cross-Reference				Date	-	7/17/17
Business Unit							
Union	Description	Job Type	Description	Local	Description		
-----	-----	-----	-----	-----	-----		
1000	Machinists			1100	Machinists	Local	1100
1000	Machinists			1100	Machinists	Local	1100

## Data Sequence for the Union and Job Cross-Reference Report

Do not change the sequence for this report.

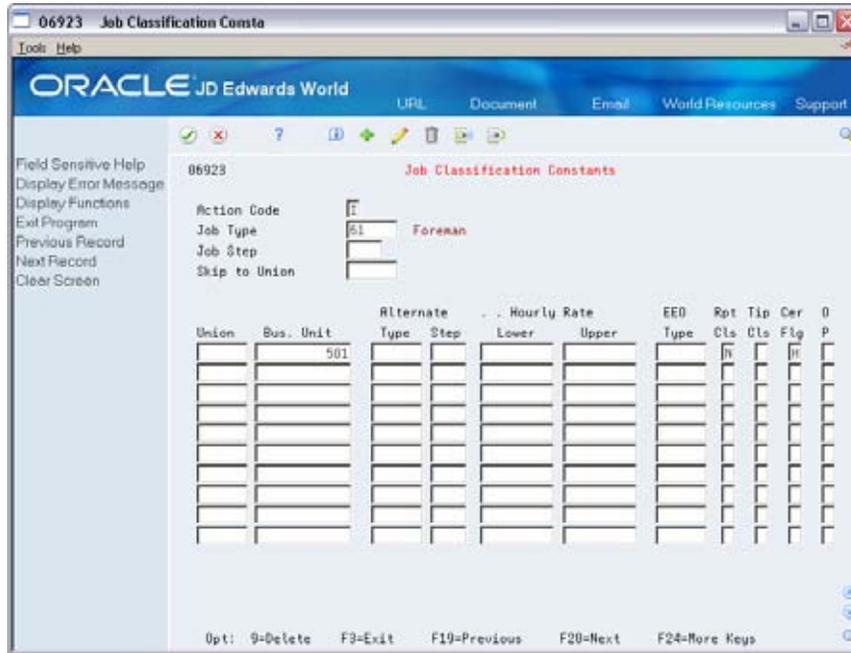
## Setting Up Job Classification Constants

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Group Constants</b> From Group Constants (G7745), choose <b>Job Classification Constants</b>
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You set up job classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit.

## To set up job classification constants

### On Job Classification Constants



Complete one or more of the following fields:

- Job Type
- Job Step
- Union
- Business Unit
- Alternate Type
- Alternate Step

Field	Explanation
Certified Edit Flag	<p>A code which specifies the type of information to be printed on the Certified Payroll Register for the Job Type and Job Step. The codes are:</p> <p>N Do not print any information related to this Job Type/Job Step on the Certified Payroll Register.</p> <p>Y Print all information related to this Job Type/Job Step on the Certified Payroll Register.</p> <p>H Print Hours Only for this Job Type/Job Step on the Certified Payroll Register.</p>

## What You Should Know About

### **Fields for future use**

The following fields are for future use and are inactive for this release:

- Hourly Rate - Lower Amount
- Hourly Rate - Upper Amount
- Reporting Class
- Tip Class
- EEO Type



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# Overview to Automatic Accounting Instructions Setup

## Objectives

- To understand how the system applies accounting instructions
- To learn how to set up accounting instructions for your company

## About AAI's

When journal entries are created, the system uses instructions from the Automatic Accounting Instructions (AAI's) to assign an account number to each journal entry created in the Payroll or Time Accounting systems.

During the payroll cycle, the system creates a journal entry of every calculation for every employee. Each journal entry is assigned a Document Type, Journal Type, and a G/L Date.

These calculations include salary and wage expenses, burden, cash disbursements, and liabilities. As an option, you can create journal entries for labour and equipment billings and accruals for payrolls that cross accounting periods.

The AAI's control the account to which each journal entry is assigned. After the journals are created and assigned account numbers, the system summarizes them and passes them to the general ledger.

You can establish AAI's separately for each company and general rules for the default Company 00000. The rules are flexible and, in addition, are changeable within the payroll cycle. For example, labour distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. If some employees do not follow general rules, you can specify instructions for labour distribution at the employee level.

You can set up rules to summarize journal entries. As full detail exists in payroll or time accounting history, you might not need full detail in the general ledger. You can set up rules to summarize account ranges and business units.

You can post the journals either automatically or manually for each payroll.

## About Journal Entries

Journal entries are created by the payroll system using the AAI instructions. Each timecard transaction creates several journal entries, and the AAI's are used to assign account numbers to those journal entries.

## Summarization Rules

When you run journal entries, you receive a report called the Journal Batch Proof. This report shows all of your journal entries, what accounts they are associated with, whether the entry is a debit or credit, and the amount of the journal entry.

Any errors that you receive in your journal entries will print on this report. For example, when an invalid account from the default line of an AAI table is used, you will see the error "Invalid Account" on the Journal Batch Proof. To find out exactly what is causing this error, it is helpful to print detail for those journal entries. Printing your journal entries in detail can give you information that may make finding the cause of your error easier. This, in turn, makes identifying which line of AAI instructions is missing easier. There are six different levels of detail in which you can print your journal entries. Level 6 will show the most detail, and level 1 will show the least amount of detail. You can change the detail level for all object accounts or for a specific object account and you can rerun your journal entries over as many times as you wish.

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**Caution:** If you change the detail level to print a lot of detail in order to identify a problem, change the level of detail back to a 1 once you have eliminated the problem, and rerun your journal entries before posting

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## Transition Period - Journal Entry Dates

It is not uncommon that in one pay period there are dates that fall within more than one month. This is called a transition period. An example of a transition period would be if a fiscal period for a company is a calendar month and the pay period dates begin on April 26<sup>th</sup> and end on May 9<sup>th</sup>. The time that employees work during this pay period crosses fiscal periods. How will labour and burden be expensed for this transition period?

## Override Accounting Date

When running your journal entries for this pay period, an override date can be used. Entering a date in the Override Accounting Date field allows you to specify a specific date for all of the journal entries generated during that pay period. Using the above example, if the company wanted all of the journal entries to be posted to the end of the fiscal period the pay cycle started in, they may enter April 30<sup>th</sup>.

## Accrual Factor

In a transition period situation, it may be beneficial to have expenses distributed between the two fiscal periods. This can be accomplished using the Accrual Factor field. This is particularly beneficial when all the timecards within a transition pay period are dated with the pay period end date, which, in this example, would be May 9<sup>th</sup>.

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**Note:** This field is only used during transition period payrolls.

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The Accrual Factor allows you to post a certain percentage of your expenses back to the first fiscal period of the payroll. The system creates all the journal entries is

normally would and posts them to the later fiscal period, in this example, May. It then credits that same period for the amount of the accrual, and debits the first fiscal period, April.

In our example, approximately 35% of the pay period exists in April. If there are not any timecards for April, the system would not know how much to expense to April, the first fiscal period. The accrual factor allows you to specify a percentage of the payroll expenses to be distributed to the first fiscal period. Entering "35" in the accrual factor field will create journal entries that reflect this.

## When Are Journal Entries Created?

The system can create journal entries at three stages in the processing:

- During a regular payroll cycle
- While processing interim cheques during a regular payroll cycle
- During a special timecard post

The system initially creates pro forma journal entries during the payroll journal entries step of the payroll cycle. The pro forma journal entries are created in the Payroll Journal table (F06395) and at that point they become part of the Payroll system.

During final update, the system creates actual journal entries in the Account Ledger table (F0911). At this point, the journal entries are part of the General Accounting system.

When you generate timecard journals during a special timecard post, you create pro forma journal entries. The system creates the actual journal entries when you post journals to the general ledger.

## See Also

- *Processing Pro Forma Journal Entries (P06220)*
- *Processing Journal Entries Prior to the Payroll Cycle (P062901)*

## What Is 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

A business unit is a 12 character, alphanumeric field that is the lowest level of organizational reporting. It identifies the "where" within an organization. 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. It identifies the “what” in a transaction and contains two parts:

- Object account, which is up to 6-characters, alphanumeric, and is required on all journal entries.
- Subsidiary is an 8-character, alphanumeric field that is optional on journal entries. For example, you can use this field to identify an employee number, equipment, number, or asset number.

## What Dates Are Associated with Payroll Journal Entries?

The following definitions are important in understanding payroll journal entries:

Item	Description
General ledger date	The date the system uses for posting to the proper general ledger fiscal period. The table that defines date ranges for each accounting period is in the Date Fiscal Patterns table (F0008) for the General Accounting system.
Pay period ending date	The last day of the pay period, as defined on Master Pay Cycles.
Payment date	The payment (cheque) date of the pay period, as defined on Master Pay Cycles.
Work date	The actual date entered on a timecard.
Transition period	Any pay period that has working days in two accounting periods.
Accounting period ending date	The last day of the general accounting period.
Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	When specified in the journal entries step of the payroll cycle, this date is used as the general ledger date for all payroll journals.

When journals are created in the payroll cycle, the system assigns a general ledger date using a date associated with the payroll, such as pay period end date or payment date. You specify the general ledger date to be used for labour 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 Pay Cycle Review tracks your choice of general ledger date for labour distribution to reference when you submit the next payroll.

You can specify an override date when you submit the journal entry creation job. The override date you specify becomes the general ledger date for all journal entries created for all document types.

When you use the special timecard post to create journals, you specify the general ledger date to use.

### **Example: Payroll Journal Entry**

The following example of a Payroll Cycle Journal is based on the following simple payroll:

- 1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000**
- 2. Time Card: 01/28/17 (Pay Code 001) \$1,000**
- 3. Payroll Taxes and Insurance (P.T.I.): UIC (Tax Type CC & CD) \$70**
- 4. Deductions: Savings Bond (Ded Code 2000) \$50**
- 5. Benefits: Union 1000 (Ben Code 6000) \$30**
- 6. Payment Date: 02/05/17**

Date	Account	Description	DR	CR
<b>Labour Distribution Journals</b>				
01 /28 /17	1.4205	Wages Payable		1000
01 /28 /17	25.8115	Labor Expenses	1000	
			1000	1000
<b>Actual Burden Journals</b>				
01 /28 /17	25.8146	Union Fringe	30	
01 /28 /17	25.8135	UIC Burden	70	
01 /28 /17	1.4333.FR	Burden Clearing - Fringe		30
01 /28 /17	1.4333.TX	Burden Clearing - Tax		70
			100	100
<b>Disbursement Journals</b>				
02 /05 /17	1.4205	Wages Payable	1000	
02 /05 /17	1.1110.PAY	Cash in Bank		880
02 /05 /17	1.4316	Savings Bonds		50
02 /05 /17	1.4332	Union Fringe		30
02 /05 /17	1.4212.EE	UIC Employee		70
02 /05 /17	1.4212.ER	UIC Employer		70
02 /05 /17	1.4333.FR	Burden Clearing - Fringe	30	
02 /05 /17	1.4333.TX	Burden Clearing - Tax	70	
			1100	1100

## Which Codes Are Used to Identify Journal Entries?

When the system creates a journal entry for the general ledger, it codes the journal entry with a document type and reference number. The document type is a two-character code that classifies payroll journal entries into one of seven document types:

Type	Description
Type T1	Payroll disbursement journal entries

Type	Description
Type T2	Labour distribution and flat burden journal entries
Type T3	Actual burden journal entries
Type T4	Labour billing distribution journal entries
Type T5	Equipment distribution journal entries
Type T6	Payroll accruals and deferrals
Type T7	Payroll voucher journal entries

The reference number, composed of journal type and general ledger date, further identifies the source of each journal entry within a document type.

The journal entry reference number becomes the Reference 2 value in the actual Account Ledger table (F0911).

## Document Type T1 - Payroll Disbursement Journal Entries

Document type T1 contains all journal entries associated with the writing of payments. The journal entries include cash-in-bank, relief of accrued wages, deduction, tax and benefit liabilities, and burden clearing entries.

The system creates T1 journals in the payroll cycle only.

All T1 journals 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:

Type	Description
AL	Accrued liabilities (Deductions, Benefits) - Credit entry
AT	Accrued liabilities (Taxes) - Credit entry
AW	Accrued wages - Debit entry
CF	Burden offset (Clearing) - Fringe - Debit entry
CT	Burden offset (Clearing) - Taxes - Debit entry
DP	Disbursed amount (Printed computer cheques) - Credit entry (In the payroll cycle)
DA	Disbursed amount (Auto deposit) - Credit entry
DC	Disbursed amount (Currency) - Credit entry
DM	Disbursed amount for interim manual cheques - Credit entry
DI	Disbursed amount for printed interim cheques - Credit entry
IC	Intercompany Settlements

## Document Type T2 - Labour Distribution Journal Entries

The system creates journal entries for document type T2 directly from timecards for labour 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 during a special timecard post.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Date	Description
Work date	The general ledger date is the work date on the timecard.
Period ending	The general ledger date is the pay period ending date.
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last day of the preceding accounting period for journal entries for those timecards with work dates falling into the preceding accounting period. The system assign a general ledger date equal to the pay period ending date in pre-payroll processing for journal entries for those timecards with work dates in the succeeding period.
Override date	You provide an override date when you submit the journal entry creation job. The date you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T2s in the payroll journal entry step of the payroll cycle. When you generate timecard journals during a special timecard post, enter the general ledger date in the processing options.

The specific journal types used for labour distribution journal entries are:

Type	Description
AW	Accrued wages - Credit entry
FB	Flat burden expense - Debit entry
FC	Flat burden offset (Clearing) - Credit entry
LD	Labour distribution straight time - Debit entry
PR	Labour 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 individual timecards entered for each employee.

The system generates journal entries for document type during the payroll cycle or a special timecard post.

Actual burden journal entries carry the same general ledger date as the associated labour expense.

The specific journal types used for actual burden distribution journal entries are:

Type	Description
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 - Labour Billing Distribution Journal Entries

Document type T4 journal entries are for labour billings, also known as recharge, and associated revenue offsets.

You use T4 labour billings for:

Billing internally	Billing externally
For example: <ul style="list-style-type: none"> <li>▪ Charging other departments for maintenance people</li> <li>▪ Charging a supervisor's billing rate to a job</li> </ul>	For example, service billing for consulting services

The system creates these journal entries from the billing rate value. To create T4s for an associated timecard, you must set the Record Type field (originally set up in Employee Master) on the timecard to one of the following settings:

- 2 (Payroll and recharge processing)
- 3 (Recharge processing only)

The system creates journal entries for labour billing distribution from timecards during the payroll cycle or a special timecard post.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

<b>Date</b>	<b>Description</b>
Work date	The general ledger date is the work date on the timecard.
Period ending	The general ledger date is the pay period ending date.
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last day of the preceding accounting period for journal entries for those timecards with work dates falling into the preceding accounting period. The system assigns a general ledger date equal to the pay period ending date in pre-payroll processing for journal entries for those timecards with work dates in the succeeding period.
Override date	You can provide an override date when you submit the journal entry creation job. The date you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T4s in the payroll journal entry step of the payroll cycle. During a special timecard post, enter the general ledger date in the processing options.

The specific journal types used for labour billing distribution journal entries are:

<b>Type</b>	<b>Description</b>
RD	Labour billing (recharge) distribution - Debit entry
RO	Labour 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. They can be generated during the payroll cycle or a special timecard post.

Four possible general ledger dates exist for journals created during the payroll cycle:

<b>Date</b>	<b>Description</b>
Work date	The general ledger date is the work date on the timecard.
Period ending	The general ledger date is the pay period ending date.

<b>Date</b>	<b>Description</b>
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last day of the preceding accounting period for journal entries for those timecards with work dates falling into the preceding accounting period. The system assign a general ledger date equal to the pay period ending date in pre-payroll processing for journal entries for those timecards with work dates in the succeeding period.
Override date	You can provide an override date when you submit the journal entry creation job. The date you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T5s in the payroll journal entry step of the payroll cycle. For a special timecard post, enter the general ledger date in the processing options.

The specific journal types used for equipment distribution journal entries are as follows:

<b>Type</b>	<b>Description</b>
ED	Equipment Billing Distribution - Debit Entry
EO	Equipment Billing (Revenue) Offset - Credit Entry Set up the credit entry in Equipment AAI's.

### Document Type T6 - Payroll Accruals and Deferrals

The Payroll system allows you to specify an accrual factor for transition pay periods instead of using the cost period option of creating payroll journal entries. Through the use of this feature, you can use the accrual factor to accrue a portion of payroll expenses in the previous month and defer the expense in the following month. Prior period entries are made to the last day of the prior accounting period.

The journal types for T6 are the same as T2, T3, T4, and T5.

The system creates journal entries for document type T6 during the payroll cycle. 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 end of the prior accounting period. The Reference Number is equal to the journal 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 Voucher Journal Entries

Document type T7 journal entries designate accounts payable vouchers.

Document type T7s are created during the payroll cycle. All T7 journal entries carry the same general ledger date. This date is the payment date.

The specific journal types used for payroll voucher journal entries are:

Type	Description
AL	Accrued Liabilities - Credit Entry
AT	Accrued Taxes - Credit Entry

There are no AAIs for T7s. The account numbers are assigned the same way T1 account numbers are assigned.

#### Example: Journal Entry with Document and Journal Types

The following example of a payroll cycle journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Time Card: 01/28/17 (Pay Code 001) \$1,000
3. P.T.I.: UIC (Tax Types CC & CD) \$70
4. Deductions: Savings Bond (Ded Code 2000) \$50
5. Benefits: Union 1000 (Ben Code 6000) \$30
6. Payment Date: 02/05/17

Type	Journal Type	Date	Account	Description	DR	CR	Menu Sel.
<b>Type T2 - Labour Distribution Journal</b>							
T2	AW	01 /28 /17	1.4205	Wages Payable		1000	7
T2	LD	01 /28 /17	25.8115	Labour Expenses	1000		2
					1000	1000	
<b>Type T3 - Actual Burden Journal</b>							
T3	BF	01 /28 /17	25.8146	Union Fringe	30		3
T3	BT	01 /28 /17	25.8135	EI Burden	70		3
T3	CF	01 /28 /17	1.4333.FR	Burden Clearing - Fringe		30	7
T3	CT	01 /28 /17	1.4333.TX	Burden Clearing - Tax		70	7
					100	100	
<b>Type T1 - Disbursement Journals</b>							
T1	AW	02 /05 /17	1.4205	Wages Payable	1000		7
T1	DA	02 /05 /17	1.1110.PAY	Cash in Bank		880	4
T1	AL	02 /05 /17	1.4316	Savings Bonds		50	5
T1	AL	02 /05 /17	1.4332	Union Fringe		30	5
T1	AT	02 /05 /17	1.4212.EE	EI Employee		70	5
T1	AT	02 /05 /17	1.4212.ER	EI Employer		70	5
T1	CF	02 /05 /17	1.4333.FR	Burden Clearing - Fringe	30		7
T1	CT	02 /05 /17	1.4333.TX	Burden Clearing - Tax	70		7
					1100	1100	

## What Search Criteria Does the System Use?

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 enter other companies. Entries for other companies should only be exceptions to the generic rules established 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.

Each time 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 screen (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.

### AAI Default Line

Each table should have a default line. Default lines in the AAI tables are used to create journal entries. If a match is not found in the table, the default line is used to create the journal entry. Journal entries created for the default account indicate that instructions are missing from the table.

A default line can be set up at the Company 00000 level, or on company-specific tables. The system will first search the rules for a specific company. If it finds no applicable rules (matches) for that company, it will continue with the rules for Company 00000.

It is recommended that the account number associated with the default line in a table not be a valid account. If your journal entry is produced using the default line, an error, "Invalid Account," will display on the Journal Batch Proof report. This serves as notification that there are additional entries that need to be made to your AAI table.

### No Default Line

If the system cannot find a match against employee or timecard information to an AAI line, and there is not a default line set up, an "Invalid Account" error will still display on the Journal Batch Proof report.

The home business unit will print, but employee detail cannot be requested. This makes identifying the problem more difficult, since there is not an account to display detail.

### See Also

- *Setting Up Intercompany Settlements (P069041)*

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# Set Up AAls for Payroll

## Setting Up AAls for Payroll

You set up automatic accounting instructions (AAls) for payroll to automatically assign account numbers to the journal entries created in the payroll system. You can establish AAls separately for each company. Always set up generic instructions in Company 00000. The system searches for a specific company first. If it finds no instructions for the specific company, it searches for Company 00000.

In addition to defining rules in the separate AAI tables, you can also set up rules for how the system summarizes journal entries.

You can have a line in an accounting instruction table that has no search criteria other than the journal type. This is a default line that uses the default journal type.

Setting up automatic accounting instructions consists of the following tasks:

- [Setting Up AAls for Labour, Billings, and Equipment Distribution](#)
- [Setting Up AAls for Burden and Premium Labour Distribution](#)
- [Setting Up Company Burden Rules](#)
- [Setting Up Business Unit Burden Rules](#)
- [Setting Up AAls for Cash in Bank Account Distribution](#)
- [Setting Up AAls for Liabilities](#)
- [Setting Up AAls for Labour Billings](#)
- [Setting Up AAls for Accruals and Clearing](#)
- [Setting Up Journal Summarization Rules](#)
- [Reviewing the Accounting Distribution Rules Report](#)
- [Reviewing the Accounting Summarization Rules Report](#)
- [Entering Journal Type Defaults](#)

You can have a line in an accounting instruction table that has no search criteria other than the journal type. This is a default line.

## Setting Up AAls for Labour, Billings, and Equipment Distribution

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b> From Automatic Accounting Instructions (G7743), choose <b>Debit-Direct Labour/Billings/Equipment</b>
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You set up AAls for direct labour, billings, and equipment distribution to define accounts for transactions related to labour, labour billing (recharge), and the use of equipment. You do this by specifying search criteria for employee or timecard information and the account number information for the system to use in making the labour, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

When you set up direct labour, billings, and equipment distribution instructions, the minimum setup requirements for journal types are:

Type	Description
Equipment distribution (ED)	This is necessary only if you are creating equipment transactions.
Payroll labour distribution (LD)	This is always required.
Labour billing distribution (RD)	This is necessary only if you are using billing (recharge) 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 retrieves the values from the Employee Master table, other sources, or overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

### Search Criteria for Labour Distribution

The system uses the search criteria fields to determine the account distribution for the labour, billings, and equipment entries for your payroll. The system searches these accounting instructions in the following order, depending on the business unit and associated company used by time entry. The system uses the following search structure:

1. On the first pass 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 it to the appropriate journal type.
2. On each successive pass drops a value and uses a different combination of data fields for the search criteria.
3. Finally, if no matches exist in the rules for the specific company, it searches the rules for the default Company 00000.

The following list identifies the search criteria the system uses to match information from the timecard for a specific company:

<b>Business Unit</b>	<b>Union</b>	<b>Job Type</b>	<b>Job Step</b>	<b>Payment Type</b>	<b>Journal Type</b>
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

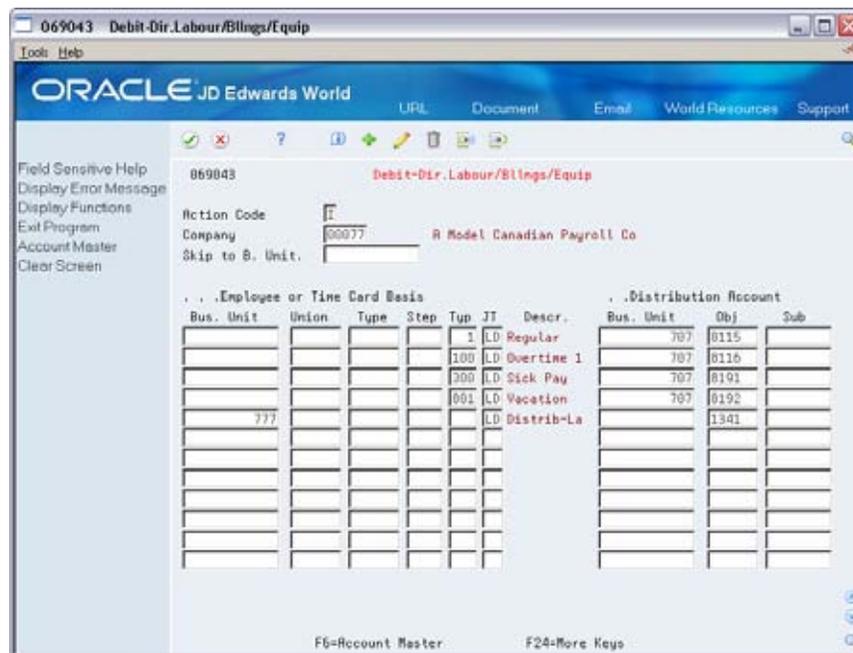
The following list identifies additional search criteria the system can use to match information from the timecard for the default Company 00000:

<b>Business Unit</b>	<b>Union</b>	<b>Job Type</b>	<b>Job Step</b>	<b>Payment Type</b>	<b>Journal Type</b>
	3000	CARP	APPR	1	LD

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

To set up AAls for labour, billings, and equipment distribution

On Debit - Direct Labour/Billings/Equipment



1. Complete the following fields:

- Company

- Journal Type (JT)
  - Distribution Account Object (Obj)
2. Complete the following optional fields:
- Employee or Time Card Basis Business Unit
  - Employee or Time Card Basis Union Code
  - Employee or Time Card Basis Job Type
  - Employee or Time Card Basis Job Step
  - Employee or Time Card Basis Pay Type
  - Distribution Account Business Unit
  - Distribution Account Subsidiary

Field	Explanation
JT	<p>This field represents the type of transaction for which an account is to be derived.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Equipment Billing:</p> <p>Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table.</p> <p>When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify in the Equipment Worked (EQPW) field on Equipment Time Entry forms in Payroll or Time Accounting.</p>
Employee or Time Card Basis Bus. Unit	<p>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.</p> <p>You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For autopay employees, the system uses the labor distribution instructions, the employee's home business unit, or the lowest level of default.</p>

## What You Should Know About

<b>Search criteria</b>	<p>Information coded on the timecard establishes the search argument. Codes in the Union, Type, and Step fields help to narrow the system's search. The system uses the following search criteria to determine which distribution account to debit:</p> <ul style="list-style-type: none"> <li>▪ In the first pass, the system searches for all fields in the Time Card Basis section of the form.</li> <li>▪ In the second pass, the system searches for business unit, plan, job type, job step, and journal type.</li> <li>▪ In each successive pass, it uses a different combination of data fields for the search criteria.</li> </ul>
<b>Distribution account fields</b>	<p>To determine the distribution account, the system treats each distribution account as follows:</p> <ul style="list-style-type: none"> <li>▪ Business Unit - Override or Timecard Basis Business Unit</li> <li>▪ Object - Table entry required</li> <li>▪ Subsidiary - Override or timecard subsidiary</li> </ul>
<b>Business unit search for Company 00000</b>	<p>You cannot specify a business unit search for Company 00000 because each business unit is attached to a unique company. To search by business unit, you must attach the business unit to a company specific table during setup.</p>

## See Also

- *Entering Default Journal Types (P069043)*

## Setting Up AAls for Burden and Premium Labour Distribution

	<p>From Canadian Payroll Master (G77), enter <b>29</b>          From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b>          From Automatic Accounting Instructions (G7743), choose <b>Debit-Burden/Premium Labour Distribution</b></p>
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You set up AAls to define accounts for actual burden, flat burden, and labour distribution premium time transactions. The hierarchy method in this table helps control account derivation.

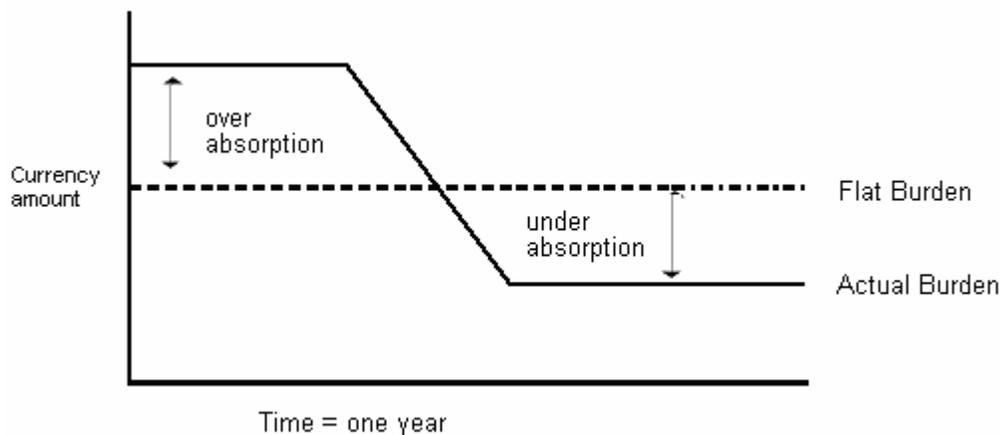
Burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include:

- 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 an RRSP plan

A company can choose to use flat burden, actual burden, or both.

Flat burden	Actual burden
<ul style="list-style-type: none"> <li>▪ Heavier at the beginning of the year until limits are reached, such as EI in Canada.</li> <li>▪ Can be turned on and off by company to complete the calculation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An estimate that is a percentage of an employee's gross wages.</li> <li>▪ Distributes the expense at the same amount throughout the entire year.</li> <li>▪ Can be calculated per employee, union, or business unit for each timecard during time entry.</li> <li>▪ Not calculated for lump sum amounts.</li> </ul>

The following graphic illustrates how expenses are distributed throughout an entire year according to flat burden and actual burden:



When you set up actual burden distribution debit instructions you must, at a minimum, include the following default journal type codes:

Code	Description
BF - Burden fringe benefits for actual burden	<p>Use this journal type for the burden fringe benefits you do not want to distribute separately. When the system does not find an entry for a specific fringe benefit, it uses the distribution account associated with journal type BF.</p> <p>The DBA type field works with the Journal Type field. You must enter a value in one of the fields, but not both, for each accounting rule.</p> <p>Follow these guidelines to set up this journal type:</p> <ul style="list-style-type: none"> <li>▪ To distribute different types of fringe benefits to their own unique accounts, set up the DBA number in the accounting instructions table.</li> <li>▪ To account for a tax separately, set up the tax code as the journal type in the accounting instructions table.</li> </ul>
BT - Burden taxes for actual burden	<p>Use this journal type for the burden taxes you do not want to distribute separately. When the system does not find an entry for a specific tax, it uses the distribution account associated with journal type BT.</p>

When you set up flat burden distribution debit instructions you must, at a minimum, include the following journal type codes:

- FB - Flat burden

When you set up premium labour debit instructions you must, at a minimum, include the following journal type codes:

- PR - Payroll premium labour distribution

You can have the system split the premium portion of overtime and create separate journal entries for straight time versus premium time.

When you set up recharge burden debit instructions you must, at a minimum, include the following journal type codes:

- RB - Recharge (labour billing) burden

## Search Criteria for Burden Fringe

The following list illustrates the ways the system can match information from a timecard for a specific company for burden fringe:

Business Unit	Object	Subsidiary	DBA Type	Journal Type
1	1340	02200	1000	
1	1340	02200		BF
1	1340		1000	
1	1340			BF
	1340		1000	
	1340			BF

The following list illustrates the ways the system can match information from a timecard for the default company.

Business Unit	Object	Subsidiary	DBA Type	Journal Type
	1340	02200	1000	
	1340	02200		BF
	1340		1000	
	1340			BF
	00000		1000	
	00000			BF

## To set up AAls for burden and premium labour distribution

### On Debit - Burden/Premium-Labour Distribution

Time Card Basis							Distribution Account			
Bus. Unit	Obj	Sub	Type	JT	Descr.	M	Bus. Unit	Obj	Sub	
	1341		BF		Burden-Frin	4		1343		
	1341		BT		Burden-Tax	4		1343		
	1341		FB		Flat Burden	4		1343		
	1342		BF		Burden-Frin	4		1343		
	1342		BT		Burden-Tax	4		1343		
	1342		FB		Flat Burden	4		1343		
	0115		BT		Burden-Tax	4	707	0125		
	0115		CE		EI Company	4	707	0129		
	0115		CE		CPP Company	4	707	0127		
	0115		CH		CPP Company	4	707	0126		
	0115		W		Workers Com	4	707	0131		
	0116		BT		Burden-Tax	4	707	0126		

F6=Rec Master F8=Bus Unit Burden Rules F9=Do Burden Dist Rules F24=More

1. Complete the following fields:
  - Company
  - Hierarchy Method (HM)
  - Object (Obj)
2. To set up Company 00000, enter 00000 or a valid object in the following field:
  - Time Card Basis Object
3. To set up a specific company, enter a valid object in the following field:
  - Time Card Basis Object
4. For tax types and journal types BT, FB, and PR, complete the following field:
  - Time Card Basis Journal Type
5. For DBAs, complete the following field:
  - Time Card Basis Type
6. For a specific company, complete the following optional field:
  - Time Card Basis Business Unit
7. Complete the following optional fields:
  - Time Card Basis Subsidiary
  - Distribution Account Business Unit
  - Distribution Account Subsidiary

Field	Explanation
Hierarchy Method	<p>This code is used in retrieving the business unit and subsidiary accounts for burden distribution. The four methods available are:</p> <ol style="list-style-type: none"> <li>1 Business unit: Employee Home Business Unit unless a table override exists Subsidiary: No Subsidiary. Subledger/Type: No Subledger or Subledger Type.</li> <li>2 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.</li> <li>3 Business unit: Labor Business Unit unless a table override exists. Subsidiary: No Subsidiary. Subledger/Type: Labor Distribution Subledger and Type.</li> <li>4 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.</li> </ol>

## What You Should Know About

### Search criteria

The system uses the following search criteria to determine which distribution account to debit:

- On the first pass the system searches for all fields in the Time Card Basis section of the form.
- On the second pass the system searches for business unit, object, subsidiary, and journal type.
- On each successive pass the system uses a different combination of data fields.

### Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override or controlled by hierarchy method
- Object - Table entry required
- Subsidiary - Override or controlled by hierarchy method
- Subledger - Controlled by the hierarchy

**Accounting for mandatory benefits when no gross pay** Set up the following accounting rule to create T3 entries for mandatory benefits, that is, benefits that are calculated even if the employee is not paid. For Company 00000:

- Labour Object Account - 000000
- Hierarchy Method - 2
- Distribution Business Unit - Table entry optional
- Distribution Object - Table entry required
- Subsidiary Account - Table entry optional

## See Also

- *Entering Default Journal Types (P069024)*

## Setting Up Company Burden Rules

	<p>From Canadian Payroll Master (G77), enter 29          From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b>          From Automatic Accounting Instructions (G7743), choose <b>Debit-Burden/Premium Labour Distribution</b></p>
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You can set up company burden rules to split the premium portion of overtime into a separate journal entry. You can choose to omit the creation of T3s.

You must set up company burden rules for a specific company. You cannot use Company 00000.

### To set up company burden rules

On Debit - Burden/Premium-Labour Distribution

1. Choose the Company Unit Burden Rules function.



2. On Company Burden Distribution Rules, complete the following fields.
  - Do you wish to split the premium portion of overtime on labor entries?

- Do you wish to omit Actual Burden Distribution Journal Entries (Type T3)?

Field	Explanation
1) Do you wish to split the premium portion of overtime on labor entries? .(Y/N)	<p>A code which specifies whether the premium portion of overtime earnings is to be separated from 'Regular' earnings for accounting purposes. The valid codes are:</p> <p>Y The premium portion of overtime earnings will be separated from regular earnings during the Journal Entry step of the Payroll Cycle.</p> <p>N The premium portion of overtime earnings will NOT be separated from regular earnings; Total earnings will be posted into the same account during the Journal Entry step of the Payroll Cycle.</p>
2) Do you wish to omit Actual Burden Distribution Journal Entries (Type T3)? .(Y/N)	<p>A code that specifies whether the Journal Entry program is to omit creation of Burden Distr. Detail(F0624) records and Distributed Actual Burden Amounts for all companies and business units. The valid values are:</p> <p>Y Omit the creation of F0624 records and any corresponding Actual Burden journal entries.</p> <p>N Default to the Business Unit (F069056) level to determine whether any F0624 records are to be created and whether the corresponding Actual Burden journal entries are to be generated.</p>

## Setting Up Business Unit Burden Rules

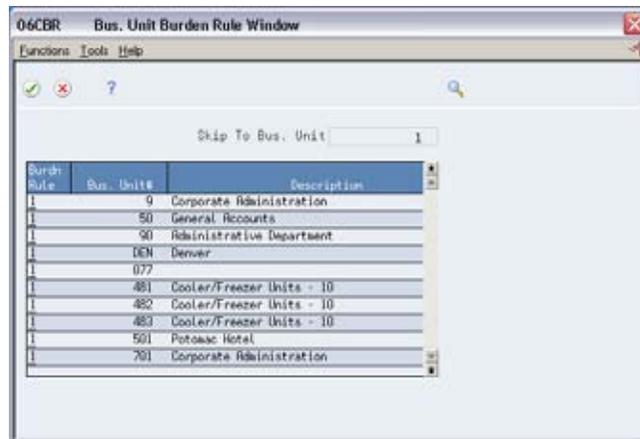
	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b></p> <p>From Automatic Accounting Instructions (G7743), choose <b>Debit-Burden/Premium Labour Distribution</b></p>
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You can create and store actual burden detail for every timecard. Typically, you need this information for government jobs or for auditing by an outside agency. When you set up business unit burden rules, you define a burden rule that applies to a single business unit. This AAI is useful for tracking detailed cost-plus burden expenses by job and business unit.

### To set up business unit burden rules

On Debit - Burden/Premium-Labour Distribution

- Choose the Business Unit Burden Rules function.



2. On Business Unit Burden Rule Window, complete the following field:
- Burden Rule

Field	Explanation
Burden Distribution Rule	<p>Actual Burden expenses are initially grouped into burden clearing accounts in the T1 section of the payroll journals. The user has the option of relieving these clearing entries and distributing burden expense based on where the direct labour was charged. This distribution of burden expense is done in the T3 section of the payroll 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 payroll system to produce Job Billing Registers. The rule codes listed below control the process:</p> <p>0 Do not create T3 Burden Expense entries for the Business Unit.</p> <p>1 Create T3 Burden Expense entries but not the F0624 audit records.</p> <p>2 Create T3 Burden Expense entries and associated F0624 audit records.</p> <p>3 Same as 1 but reverse out the Flat Burden posted thru the special timecard post.</p> <p>4 Same as 2 but reverse out the Flat Burden posted thru the special timecard post.</p>

## What You Should Know About

<b>Business units displayed</b>	You must set up a business unit in the payroll business unit constants if you want it to appear in Business Unit Burden Rule Window.
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**No burden rule set up**

If you do not access Business Unit Burden Rule Window, the system creates T3s, but does not write records to the Burden Distribution table (F0624).

## Setting Up AAls for Cash in Bank Account Distribution



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Automatic Accounting Instructions**  
 From Automatic Accounting Instructions (G7743), choose **Credit-Cash/Bank Account**

You set up AAls for cash in bank account distribution to define accounts for payroll disbursements. You can define different accounts for:

- Cash disbursements
- Computer cheques
- Automatic deposits
- Interim manual cheques
- Interim computer cheques

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 codes when other types of payments are drawn on different bank accounts.

Journal Type	Description
DA	Auto deposits
DC	Currency disbursement (cash)
DI	Interim computer cheques
DM	Interim manual cheques
DP	Printed computer cheques from payroll cycle

## Search Criteria for Cash in Bank Account Distribution

The employee's home business unit and the journal type determine the account. The journal type represents the type of payment.

The following list illustrates the ways the system can match the type of payment and the home business unit for a specific company:

Business Unit	Journal Type
1	DA
1	DP

Business Unit	Journal Type
	DA
	DP

The following list illustrates the ways the system can match the type of payment for default Company 00000:

Business Unit	Journal Type
	DA
	DP

## To set up AAls for cash in bank account distribution

On Credit - Cash/Bank Account

1. Complete the following fields:
  - Company
  - Employee Basis Journal Type
  - Distribution Account Object
2. Complete the following optional fields:
  - Distribution Account Business Unit
  - Distribution Account Subsidiary

## What You Should Know About

<b>Search criteria</b>	<p>The system searches on the following Employee Basis fields:</p> <ul style="list-style-type: none"> <li>▪ Business Unit</li> <li>▪ Journal Type</li> </ul> <p>The account is determined by the employee's home business unit and the journal type. The journal type represents the type of payments.</p>
<b>Distribution account fields</b>	<p>To determine the distribution account, the system treats each distribution account as follows:</p> <ul style="list-style-type: none"> <li>▪ Business Unit - Override or employee home business unit</li> <li>▪ Object - Table entry required</li> <li>▪ Subsidiary - None unless a table entry exists</li> <li>▪ Subledger - None</li> </ul>
<b>Incorrect account number</b>	<p>The system derives the account number from these rules during pre-payroll processing. If you discover that the cash account is incorrect, correct your AAIs and rerun your pre-payroll.</p>

## See Also

- *Entering Default Journal Types (P069040)*

## Setting Up AAIs for Liabilities

	<p>From Canadian Payroll Master (G77), enter <b>29</b>          From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b>          From Automatic Accounting Instructions (G7743), choose <b>Credit-Liabilities</b></p>
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You set up AAIs for liabilities to define accounts for the Payroll Disbursements Journal.

The minimum setup requirements for journal types when you set up liabilities instructions include the default journal type codes. They are:

Journal Type	Description
AL	Accrued liabilities for deductions and benefits
AT	Accrued liabilities for payroll taxes

## Search Criteria for Liabilities

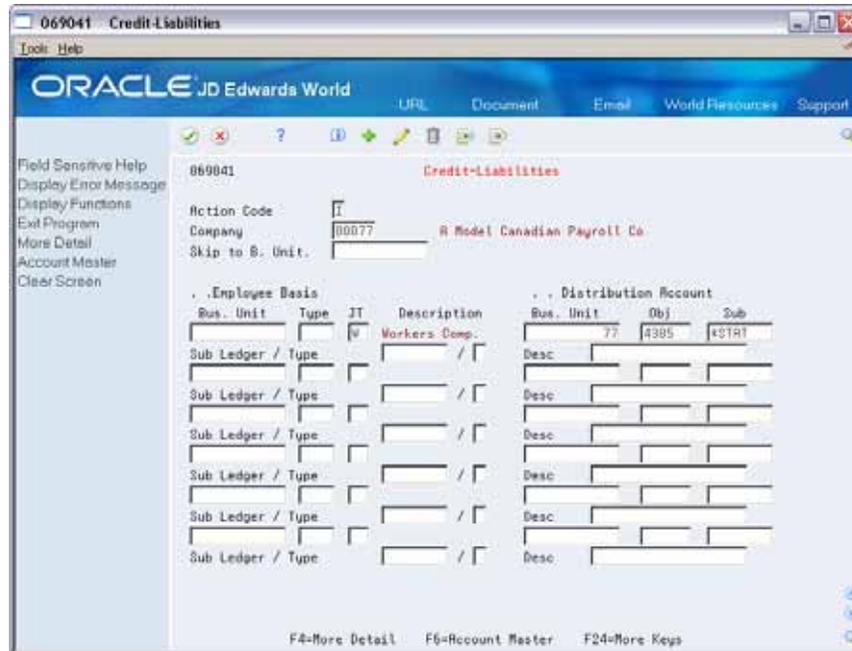
The following list illustrates the search criteria for a specific company. For tax liabilities, the system matches the tax type and, optionally, the employee's home business unit. For DBA liabilities, the system matches the DBA code and, optionally, the employee's home business unit.

Business Unit	Type	Journal Type
1		H
1		AT
		H
		AT
1	5000	
1		AL
	5000	
		AL

The following list illustrates the search criteria for default Company 00000. The system matches the tax type or the DBA code, or uses the default journal type if no match is found.

Business Unit	Type	Journal Type
		H
		AT
	5000	
		AL





**6. Complete the following optional fields:**

- Subledger
- Subledger Type

Field	Explanation
Subledger	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	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.

## What You Should Know About

**Search criteria**

On the first pass, the system searches on the following fields:

- Home Business Unit
- Specific tax type
- DBA Code

Each successive pass is based on the business unit or journal type.

**Distribution account fields** To designate distribution account information, you can use the following constants in the Subsidiary field if you have valid general ledger account numbers set up:

- \*STAT - To move the statutory code to the Subsidiary field for a tax. Use \*STAT to charge taxes to specific accounts without having to define each account in the table. For example, the system will use CA for California.
- \*EMP - To move the employee number to the Subsidiary field for a DBA.
- \*PAY - To move the pay or DBA code to the Subsidiary field.
- \*UNION - To move the union code to the Subsidiary field for a DBA.

You can use the following constants in the Subledger field in the detail area:

- \*SBLE - To move the employee number to the Subledger field
- \*SBLP - To move the DBA code to the Subledger field

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override entry or employee home business unit
- Object - Table entry required
- Subsidiary - Override entry or one of the constants shown above
- Subledger - Table entry or one of the constants shown above

## See Also

- *Entering Default Journal Types (P069041)*

## Setting Up AAls for Labour Billings



From Canadian Payroll Master (G77), enter **29**  
 From Payroll Setup (G774), choose **Automatic Accounting Instructions**  
 From Automatic Accounting Instructions (G7743), choose **Credit-Labour Billings**

You set up AAls for labour billings to establish accounts for labour billing offsets. These offsets are natural credit or revenue entries that offset labour billing charges or debits. Entries for labour billings are generally credit entries.

If your company does not use labour billings, you do not need to set up these instructions.

## Search Criteria for Labour Billings

The following table represents the credit side only. It identifies the search criteria the system uses to match information from the timecard for a specific company.

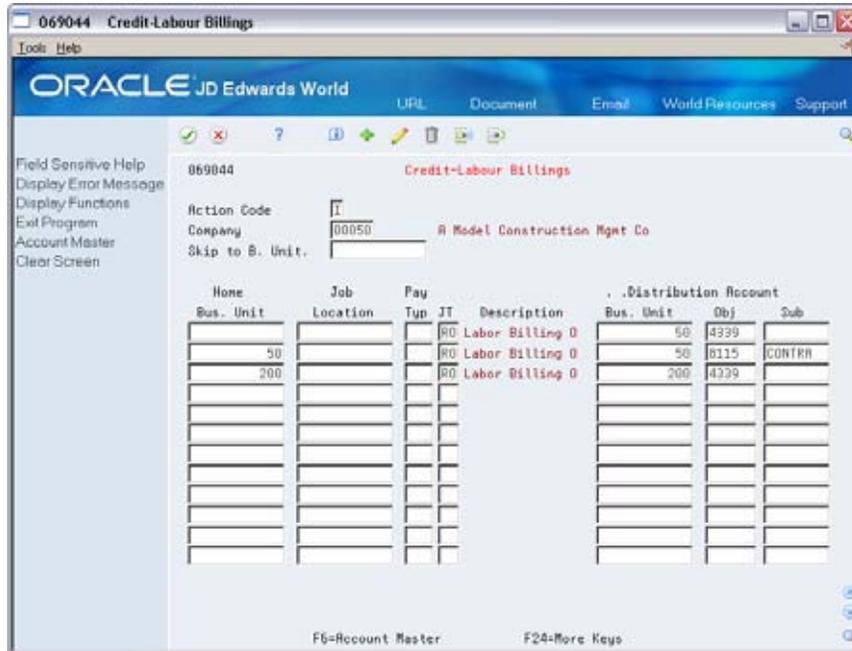
Home Business Unit	Job Location	Pay Type	Journal Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following table represents the search criteria the system uses to match information from the timecard to the default Company 00000:

Home Business Unit	Job Location	Pay Type	Journal Type
	501	1	RO
	501		RO
		1	RO
			RO

## To set up AAls for labour billings

### On Credit - Labour Billings



1. Complete the following fields:
  - Company
  - Journal Type
  - Distribution Account Object
2. Complete the following optional fields:
  - Home Business Unit
  - Job Location
  - Pay Type
  - Distribution Account Business Unit
  - Distribution Account Subsidiary

Field	Explanation
Job Location	This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.

## What You Should Know About

### Search criteria

On the first pass, the system searches on the following fields:

- Home Business Unit
- Job Location
- Pay Type
- Journal Type

On each successive pass the system searches on a different combination of data fields.

The system can also search on the job location from the employee's timecard. This field, along with the optional Home Business Unit field, allows you to account for billing revenue.

### Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override or employee home business unit
- Object - Table entry required
- Subsidiary - Table entry optional
- Subledger - None

## See Also

- Entering Default Journal Types (P069044)

## Setting Up AAls for Accruals and Clearing



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Automatic Accounting Instructions**  
 From Automatic Accounting Instructions (G7743), choose **Dr/Cr-Accruals / Clearing**

You set up AAls for accruals and clearing to establish accounts for the following:

- Accrued wages (T1, T2)
- Actual burden clearing (T1, T3)
- Flat burden clearing (T2)
- Recharge flat burden clearing
- Intercompany settlement (T1-T6)

When you set up the accrued wages account you must, at a minimum, include the following journal type code:

- AW - Accrued wages for the Labour Distribution and Payroll Disbursements Journals

When you set up actual burden clearing accounts you must, at a minimum, include the following journal type codes:

- CF - Burden clearing fringe for the Actual Burden Expense and Payroll Disbursements Journals
- CT - Burden clearing tax for the Actual Burden Expense and Payroll Disbursements Journals

When you set up the flat burden clearing account you must, at a minimum, include the following journal type code:

- FC - Flat burden clearing for the Labour Distribution Journal

When you set up intercompany settlement accounts you must, at a minimum, include the following journal type code:

- IC - Intercompany settlements for the Actual Burden Expense, Labour Distribution, and Payroll Disbursements Journals

When you set up the recharge flat burden clearing account you must, at a minimum, include the following journal type code:

- RC - Recharge burden relief for the Actual Burden Expense and Payroll Disbursements Journals

## Search Criteria for Accruals and Clearing

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing tax burden:

Business Unit	Type	Journal Type
1		H
		H
1		CT
		CT

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing tax burden:

Business Unit	Type	Journal Type
		H
		CT

The following list 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	Type	Journal Type
1	1000	

<b>Business Unit</b>	<b>Type</b>	<b>Journal Type</b>
	1000	
1		CF
		CF

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing fringe burden:

<b>Business Unit</b>	<b>Type</b>	<b>Journal Type</b>
	1000	
		CF

The following list 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:

<b>Business Unit</b>	<b>Type</b>	<b>Journal Type</b>
1		AW, FC, IC, or RC
		AW, FC, IC, or RC

The following list 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:

<b>Business Unit</b>	<b>Type</b>	<b>Journal Type</b>
		AW, FC, IC, or RC

## To set up AAls for accruals and clearing

On Debit/Credit - Accruals/Clearing

069041 Dr/Cr -Accruals / Clearing

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Detail  
Account Master  
Clear Screen

069041 Dr/Cr -Accruals / Clearing

Action Code: I  
Company: 00077 A Model Canadian Payroll Co  
Skip to B. Unit.:

. . Employee Basis				. . Distribution Account		
Bus. Unit	Type	JT	Description	Bus. Unit	Obj	Sub
		PW	Accrued Wages	77	4205	
		CF	Burden Clearing	77	4333	
		CT	Burden Clearing	77	4333	
		FC	Flat Brdn Clear	77	4334	

F4=More Detail F6=Account Master F24=More Keys

1. Complete the following fields:
  - Company
  - Distribution Account Object
2. Complete one of the following fields, as appropriate:
  - Employee Basis Type
  - Employee Basis Journal Type
3. Complete the following optional fields:
  - Employee Basis Business Unit
  - Distribution Account Business Unit
  - Distribution Account Subsidiary
4. Access the detail area.

5. Complete the following optional fields:

- Subledger
- Type
- Description

## What You Should Know About

### Search criteria

On the first pass, the system searches on the Employee Basis fields.

On each successive pass the system searches on a different combination of data fields.

### Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override entry or employee home business unit
- Business Unit - \*LABOR for FC (Flat burden offset) provides the same business unit as labour, not Home Business Unit
- Object - Table entry required
- Subsidiary - Override entry or \*PAY for DBAs and \*CO for intercompany settlements
- Subledger - Table entry

## See Also

- Entering Default Journal Types (P069041)

## Setting Up Journal Summarization Rules

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b> From Automatic Accounting Instructions (G7743), choose <b>Journal Summarization Rules</b>
---	--

You set up journal summarization rules to establish how the system summarizes pro forma journal entries before creating actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

Defining journal summarization allows you to:

- Summarize journal entries for specific companies and for the default 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 established for the default company (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 lengthens processing time. Therefore, JD Edwards World recommends that you:

- Set up summarization rules at the Company 00000 level when possible
- Avoid setting up summarization rules at the business unit level
- Specify the same summarization code for each object account range when possible

## Summarization Rules on the Pay Period Journal Batch Proof

In the report illustrated below, five employees were processed, each of them having one timecard. An LD, BF, and BT journal type has been created for each employee for each type of expense. This Pay Period Journal Batch Proof reports lists pro forma journals with no summarization for the expense account.

06229 JD Edwards World										Page -	2	
Payroll ID: 692 Batch 6068215										Date -	7.23.17	
Pay Period Journal Batch Proof												
Co	FY	PN	DT	Refn2	Account Description	Asset	G/L Account	Subldg-Ty-Phase	Debit	Amounts	Units	LT
										Credit		
00100	17	08	T2		Payroll Labor Distribution							
					AW083198 Accrued Payroll		100.4205			6,614.18-		AA
					LD083198 Regular Pay		90.8115		2,333.33		88.00	AA
					7503 0A-10	Regular						
					LD083198 Regular Pay		90.8115		1,572.92		88.00	AA
					7505 3P-1	Regular						
					LD083198 Regular Pay		90.8115		572.00		88.00	AA
					7510 4A-1	Regular						
					LD083198 Regular Pay		90.8115		1,458.33		88.00	AA
					7504 5J-8	Regular						
					LD083198 Regular Pay		90.8115		677.60		88.00	AA
					7506 8M-3	2 Regular						
Document/Period Total									6,614.18	6,614.18-	440.00	
00100	17	08	T3		Actual Burden Journal Entries							
					BF083198 401K Contribution		90.8136		36.46			AA
					7504 5J-8							
					BF083198 Insurance-Health & Disab		90.8140		45.00			AA
					7503 0A-10							
					BF083198 Insurance-Health & Disab		90.8140		8.64			AA
					7503 0A-10							
					BF083198 Insurance-Health & Disab		90.8140		45.00			AA
					7505 3P-1							
					BF083198 Insurance-Health & Disab		90.8140		8.64			AA
					7505 3P-1							
					BF083198 Insurance-Health & Disab		90.8140		19.66			AA
					7505 3P-1							
					BF083198 Insurance-Health & Disab		90.8140		8.64			AA
					7510 4A-1							
					BF083198 Insurance-Health & Disab		90.8140		45.00			AA
					7504 5J-8							
					BF083198 Insurance-Health & Disab		90.8140		8.64			AA
					7504 5J-8							
					BT083198 FICA/Medicare		90.8135		144.06			AA
					7503 0A-10							
					BT083198 FICA/Medicare		90.8135		33.69			AA
					7503 0A-10							
					BT083198 FICA/Medicare		90.8135		96.92			AA
					7505 3P-1							

The following Pay Period Journal Batch Proof report lists pro forma journals with full summarization for the same payroll. All the LD and various BF and BT journals are summarized into single entries.

06229 JD Edwards World										Page -	2	
Payroll ID: 692 Batch 6068217										Date -	7.23.17	
Pay Period Journal Batch Proof												
Co	FY	PN	DT	Refn2	Account Description	Asset	G/L Account	Subldg-Ty-Phase	Debit	Amounts	Units	LT
										Credit		
00100	17	08	T2		Payroll Labor Distribution							
					AW083198 Accrued Payroll		100.4205			6,614.18-		AA
					LD083198 Regular Pay		90.8115		6,614.18		440.00	AA
Document/Period Total									6,614.18	6,614.18-	440.00	
00100	17	08	T3		Actual Burden Journal Entries							
					BF083198 401K Contribution		90.8136		36.46			AA
					BF083198 Insurance-Health & Disab		90.8140		189.22			AA
					BT083198 FICA/Medicare		90.8135		503.58			AA
					BT083198 Insurance-Workman's Comp		90.8145		2.92			AA
					BT083198 Unemployment Taxes		90.8170		51.76			AA
					CF083198 Actual Burden Clearing A		100.4333			225.68-		AA
					CT083198 Actual Burden Clearing A		100.4333			558.26-		AA
Document/Period Total									783.94	783.94-		
Company Total									14,796.24	14,796.24-	440.00	
Grand Total									14,796.24	14,796.24-	440.00	



Field	Explanation
S C	<p>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.</p> <p>Valid codes for rules and journal entry descriptions are:</p> <ol style="list-style-type: none"> <li data-bbox="776 436 1425 730">1 Full summary : The system looks for the same values for the following: business unit, object, subsidiary, subledger, subledger type, fiscal year, general accounting period number, equipment or asset number, document type and journal reference (See data dictionary item PRJE.) First description in the journal entry - Document description Second description in the journal entry - Blank</li> <li data-bbox="776 743 1425 890">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</li> <li data-bbox="776 903 1425 1050">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</li> <li data-bbox="776 1062 1425 1209">4 Same as Rule 1 and include pay type, job type, job step, and employee First description in the journal entry - Employee Second description in the journal entry - Pay type</li> <li data-bbox="776 1222 1425 1369">5 Do not summarize First description in the journal entry - Document description Second description in the journal entry - Time entry comment and pay type</li> <li data-bbox="776 1381 1425 1528">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</li> </ol>

## What You Should Know About

- Equipment Transactions** You must set up the system so that the equipment transactions are not summarized. For those ranges of accounts, choose either:
- No summarization
  - No summarization with Employee Name

## Reviewing the Accounting Distribution Rules Report

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b> From Automatic Accounting Instructions (G7743), choose <b>Accounting Instructions</b>
---	--

The Accounting Distribution Rules report provides a detailed listing of the information within the Accounting Distribution Rules table. You can review the report to verify that the information that you entered on any of the AAI tables is correct.

The report prints a separate page for each journal code or set of accounting rules. For example, all of the accounting rules for accruals print, then the rules for burden expenses print, and so on.

06904P		JD Edwards World										Page	-	24
		Accounting Distribution Rules										Date	-	7/17/17
Journal Code	. L Liabilities	Search		Description	Obj.	Sub.	Tran	Description	H	Bus. Unit	Obj.	Sub.		
No.	Company	Bus. Unit					Type JT		M					
								CA		77	4211			
								CB		77	4212			
								CC		77	4214			
								CD		77	4214			
								CE		77	4212			
								CF		77	4221			
								CG		77	4212			
								CH		77	4212			
							7700	RRSP		77	4317			
							7701	RRSP Co.		77	4317			
							7705	Dental/Co.		77	4310			
							7706	Dental Fam		77	4310			
							7710	Union-Canada		77	4330			*UNION
							7720	H&W - Canada		77	4332			*UNION
							7725	Life l x sal		77	4310			
							7730	CSB Canada		77	4316			
							7735	Ext Health		77	4310			
							7740	CarAllowCAN		77	4322			
							7750	EHT - Canada		77	4315			ON

## Reviewing the Accounting Summarization Rules Report

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b> From Automatic Accounting Instructions (G7743), choose <b>Summarization Rules</b>
---	--

The Accounting Summarization Rules report provides a detailed listing of the journal summarization rules that you set up. You review the report to verify that the journal summarization rules that you entered are correct.

06914P	JD Edwards World	Page	-	2
	Accounting Summarization Rules	Date	-	7/17/17
Company No . 00000	JD Edwards World			
Bus. Unit	Description	. . . Object . . .	S	Description
		Beg. End.	C	
		1 1110	1	Summarize by Account
		1111 1111	6	No Summarization/Employee Name
		1112 4314	1	Summarize by Account
		4315 4315	6	No Summarization/Employee Name
		4316 8109	1	Summarize by Account
		8110 8118	5	No Summarization
		8119 8124	1	Summarize by Account
		8125 8140	6	No Summarization/Employee Name
		8141 9999	1	Summarize by Account
		8110 8117	1	Summarize by Account
		8482 8483	5	No Summarization
5002 Automated Transit System			1	Summarize by Account
		1000 1110	1	Summarize by Account
		1111 1111	6	No Summarization/Employee Name
		1112 9999	1	Summarize by Account

## Entering Journal Type Defaults

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose <b>Automatic Accounting Instructions</b></p> <p>From Automatic Accounting Instructions (G7743), choose an option</p>
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Each AAI table can have a default line with 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 any of the other lines, the system uses the default line, if one exists. You can use a default line for a specific company and for Company 00000.

The following lists the default journal types for default lines:

Journal Type	Tables
LD, ED, RD	Use in labour, billings, and equipment distribution tables
BF and BT	Use in actual burden tables
PR	Use in premium labour tables
DP	Use in cash in bank account tables
AL and AT	Use in liabilities tables
RO	Use in labour billings tables
AW	Use in accrued wages in accruals and clearings tables
IC	Use in intercompany settlements in accruals and clearings tables

You can also use a default line to indicate that you are missing instructions from a table.

For example, in your chart of accounts you have a separate and unique account for each tax calculated in payroll. In your credit liabilities AAIs you assign these accounts by tax type.

The following table illustrates how might set up a separate account for each tax calculated in payroll.

<b>Business Unit</b>	<b>Type</b>	<b>Journal Type</b>	<b>Tax</b>	<b>Business Unit</b>	<b>Object</b>
		A	Federal Income	100	4211
		C	Federal - Employment	100	4214
		D	FICA withheld	100	4212
		E	FICA paid	100	4212
		P	Medicare withheld	100	4213
		Q	Medicare paid	100	4213
		CF	Provincial Income Tax	77	4221

A default line with an invalid account informs you that a line is missing from your table. If you use a valid account, the system does not print a warning on the journal proof report.

### To enter journal type defaults

On any accounting instructions form

1. Complete the following fields for the default journal type:
  - Journal Type
  - Distribution Account Object
2. Complete the following optional fields:
  - Distribution Account Business Unit
  - Distribution Account Subsidiary

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# Overview to Tax Information Setup

## Objectives

- To define the information the system needs to correctly withhold and apply taxes

## About Tax Information

The system needs specific information about your company and your taxing authorities to correctly process payroll information. You set up tax information to:

- Define tax areas
- Define workers compensation information
- Define employment insurance rates

To set up tax information, complete the following tasks:

- Set up tax information
- Review tax setup reports



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# Set Up Tax Information

## Setting Up Tax Information

Tax amounts and some federal and state insurance amounts are calculated by Vertex, a third party software package which integrates with JD Edwards World payroll software. The Payroll system passes information such as the taxing authority taxable wages, exemptions, and supplemental wages to the Vertex software to calculate each employee's tax.

Setting up tax records consists of the following tasks:

- [Setting Up Tax Area Information](#)
- [Locating Tax Areas Using the Tax Area Index](#)
- [Setting Up Tax IDs for Canadian Employment Insurance](#)
- [Setting Up Canadian Employment Insurance Rates](#)
- [Setting Up Workers Compensation Insurance Basis Tables](#)
- [Setting Up Workers Compensation Insurance Rates](#)
- [Setting Up Tax Area/Payee Cross-Reference](#)

In Canada, taxes are calculated only for the tax area on the employee's Employee Master record.

Before you can use the Payroll system, you must establish tax information. This includes:

Item	Description
Tax areas	You set up tax areas in which your employees live and work for which taxes apply.
Corporate tax IDs for Canadian employment insurance (EI)	You set up corporate tax IDs for storing employee EI tax history and for reporting purposes.
EI rates	You set up EI rates to define rates for company-paid employment insurance.
Workers compensation information	You set up workers compensation information to calculate and report workers compensation amounts.
Tax area and payee cross-reference	You set up cross-references between tax areas and payees for all accounts payable vouchers.

## Setting Up Tax Area Information



From Canadian Payroll Master (G77), enter **29**  
 From Payroll Setup (G774), choose **Taxes and Insurance**  
 From Taxes and Insurance (G7744), choose **Tax Area Information**

You set up tax areas in which your employees live and work for which taxes apply. The Vertex software performs the calculations based on the information you set up. Vertex calculates the employee-paid amounts even if you do not set up the tax area information.

In the Payroll system, a tax area is made up of two parts:

- **Tax area code** - The tax area code is an identifying number assigned to all taxing authorities in the United States and Canada by Vertex, Inc. The system contains all federal, provincial, and state income tax area codes. You only add local and any new taxes. The tax area code, called the GeoCode, can consist of up to nine characters (XXYYZZZZ) and is comprised of three distinct parts. The first two numbers identify the state (XX), the next three numbers identify the county (YYY), and the last four numbers identify the locality (ZZZZ).
  - XX = State (country 70 for Canada)
  - YYY = County (province in Canada)
  - ZZZZ = City or locality (does not apply to Canada)
- **Tax type code** - The tax type code represents the kind of tax that you are defining. These codes are predefined by JD Edwards World, such as CA for federal income and CC for employee-paid Canadian employment insurance.

### Example: Tax Area Codes

The GeoCode and the JD Edwards World tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYZZZZ) to structure U.S. and Canadian payroll.

The following examples illustrate the tax area structure:

GeoCode	Description
700030000	British Columbia provincial tax
700190000	Quebec provincial tax
CFEDU01	Canadian federal unemployment insurance taxes
Federal	All federal taxes

### Before You Begin

- Install Vertex software.
- Set up statutory codes in user defined code list 07/SC. See *Setting Up User Defined Codes for Payroll*.

## To set up tax area information

### On Tax Area Information

069012 Tax Area Information

Oracle JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Tax Area Index  
Exit to Name Search  
Address Book-Speed S  
Statutory Code Revisor  
Clear Screen

069012 Tax Area Information

Action Code: [ ]  
Tax Area: 700030000  
Tax Type: CF [BC]

Required:  
Statutory Code: BC British Columbia  
Company/Employee Paid: E Employee Paid  
Print On N.P. Instrctn: N

Optional:  
A/P Voucher / Payee: [ ] / [ ]  
Occ Tax W/H Frequency: [ ]  
Tax Arrearage Rule: N  
Tax Priority: [ ]  
Tax Adjust. Limitation: [ ]

F5=Tax Area Index F16=R/S Setup F18=Statutory Codes F24=More Keys

1. Complete the following fields:
  - Tax Area
  - Tax Type
  - Description
  - Company/Employee Paid
  - Print on Net Pay Instruction
2. If the tax area is a province, state, county, city, or local, complete the following field:
  - Statutory Code
3. Complete the following optional fields:
  - A/P Voucher
  - Payee
  - Occupational Tax Withholding Frequency
  - Tax Arrearage Rule
  - Tax Priority
  - Tax Adjustment Limitation

Field	Explanation
Tax Area	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.</p>
Tax Type	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by JD Edwards World. You should not alter the values and meanings.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Canadian provincial tax types:</p> <p style="padding-left: 40px;">Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.</p>
Description-Alpha	<p>Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions:</p> <p style="padding-left: 40px;">Dates - Begin all Date fields with Date</p> <p style="padding-left: 40px;">Amounts - Begin all Amount fields with Amount</p> <p style="padding-left: 40px;">Units - Begin all Unit, Quantity, and Volume fields with Units</p> <p style="padding-left: 40px;">Name - Begin all 30-byte description fields with Name</p> <p style="padding-left: 40px;">Prompt - Begin any Y/N prompting field with Prompt</p> <p style="padding-left: 40px;">Address Number - Begin all address numbers (employee, customer, owner) with Address Number</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Tax Area Information, the first 12 characters of the description print on the pay stub.</p> <p>Because the tax area index sorts on this description:</p> <ul style="list-style-type: none"> <li>▪ Begin each state tax with the statutory code or state abbreviation so similar state taxes display together on the index.</li> <li>▪ Begin federal tax descriptions with the same letters, for example FED.</li> </ul>

Field	Explanation
Print On N.P. Instrctn	<p>Identifies whether the item is to be printed on the pay stub and whether the item is to be printed on a separate cheque from other payroll items. Valid codes are:</p> <p>Pay Types/Payroll Taxes:</p> <p>Y Print on pay stub (default)</p> <p>S Print separate check (one item per check)</p> <p>C Print separate check (C types combined)</p> <p>N Do not print on pay stub</p> <p>Deduction/Benefit/Accrual Types:</p> <p>Y Print as total deductions (default)</p> <p>S Print separate check (one item per check)</p> <p>C Print separate check (include detail)</p> <p>N Do not print on pay stub</p> <p>I Print individual transactions</p> <p>T Print by DBA Print Group</p> <p>The separate cheque feature is not available for any payroll taxes being withheld from the employee's paycheque.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter a Y for taxes paid by the employee.</p>
Statutory Code	<p>This code is used to specify the two-character or three-character state or province code that is printed on statutory reports such as W-2 and T4s.</p> <p>For example, on W-2s and T4s, instead of printing 06 which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you leave this field blank, the system uses the default value Federal.</p> <p>The statutory code field is left blank for all federal taxes. The second description is not a GeoCode. JD Edwards World recommends not changing this description because it is used for T4 reporting.</p>
Co/ Emp	<p>A code that specifies whether the payroll tax associated with the tax authority is paid by the company (expense) or a employee deduction (withholding). Codes are:</p> <p>C Company Paid</p> <p>E Employee withheld</p> <p>If a code of E is used for employee withheld, then an associated DBA must be set up in order for this table to calculate correctly. DBA No. 9050 can be used as an example when setting up employee paid workers compensation.</p>

Field	Explanation
A/P Voucher (Y/N)	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt forms.</p> <p><i>Form-specific information</i></p> <p>Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.</p>
A/P Voucher / Payee	<p>The Address Book number for the supplier who receives the final payment.</p> <p>In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.</p> <p>For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the cheque.</p>
Occ Tax W/H Frequency	This code is used to designate if the occupational head tax is to be withheld monthly (M), quarterly (Q), or annually (A).
Tax Arrearage Rule	<p>A code indicating the method the system uses to back off payroll taxes when the employee is in a negative pay situation. Valid codes are:</p> <p>P The tax can be reduced as much as needed, either partially (to the stated limit) or in full.</p> <p>N The tax can not be reduced.</p> <p>Q The tax can be reduced as much as needed, and the amount is placed in arrears.</p> <p>When left blank the system enters the default value N.</p>
Tax Priority	The prioritized sequence used by the system to back off payroll taxes when the employee is in a negative pay situation. Use a range of numbers from 01 to 99 to indicate the sequence.
Tax Adjust. Limitation	The maximum amount of payroll tax backed off net pay in order to meet the 'Minimum Check' requirements.

## See Also

- *Setting Up Voucher Information for Tax Transactions (P069261 or P069102) for information about activating vouchering for tax types*
- *Reviewing the Tax Areas Report (P069016)*

## Locating Tax Areas Using the Tax Area Index

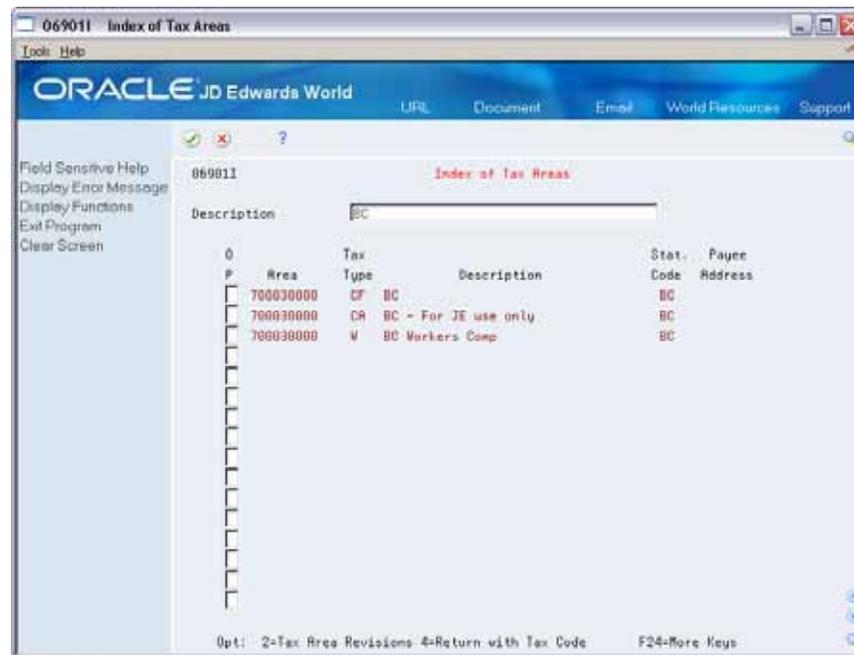
	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Taxes and Insurance</b></p> <p>From Taxes and Insurance (G7744), choose <b>Index of Tax Areas</b></p>
---	--

Locating tax areas using the tax area index allows you to rapidly search for a specific taxing authority by the tax area's description.

The system sorts the tax areas alphabetically by description. To make searching for tax areas easier, JD Edwards World recommends that you enter a description beginning with the state name or postal code.

## To locate tax areas using the tax area index

### On Index of Tax Areas



Complete the following field:

- Description

## Setting Up Tax IDs for Canadian Employment Insurance



From Canadian Payroll Master (G77), enter 29  
 From Payroll Setup (G774), choose **Taxes and Insurance**  
 From Taxes and Insurance (G7744), choose **Corporate Tax IDs**

You set up tax IDs for employment insurance (EI) to store employee EI tax history and for reporting purposes.

You must set up tax area CFEDU01 for the employer-paid portion of EI. If your company is eligible for any reduced rates for EI, you can set up additional tax areas in the form of CFEDUxx.

**Note:** If your company obtains a new tax ID, you must update affected records in the Tax Ledger (F0716) and Taxation Summary by Province (F0713) files. See *Reposting the Tax ID to the Tax Ledger* for details.

## Before You Begin

- Set up a statutory code (U01, U02, and so forth) in user defined code list 07/SC for each tax area you enter

## To set up tax IDs for Canadian employment insurance

### On Corporate Tax Ids

Tax Area	Tp	C	PM	Stat. Code	Tax Id	Description
DFEDU01	CD	II		U01	BIN162734154571	EI Reduced Co Rate
DFEDU02	CD	II		U02	BIN245566786755	EI Employer secondary rate
700190000	CF	II		00	9778997788012125	Quebec Provincial

Complete the following fields:

- Company
- Tax Area
- Tax Type
- Tax Identification Number

Field	Explanation
Tax Area	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Canadian Payroll</p> <p style="padding-left: 40px;">Tax Area CFEDU01 for tax type CD is required. You can enter up to ten different tax rates for EI.</p> <p style="padding-left: 40px;">Tax Area 700190000 for tax type CF is required for Quebec taxes.</p>
Tx Tp	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by JD Edwards World. You should not alter the values and meanings.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Canadian payroll:</p> <p style="padding-left: 40px;">Do not enter a line for federal tax type CA.</p> <p style="padding-left: 40px;">Tax type CD is required. You can enter up to ten different rates for EI.</p>
Tax Id	<p>A number that identifies your company to the tax authority. Such numbers include social security number, federal or state corporate tax IDs, sales tax number, etc.</p> <p>This number has specifically been established for the Payroll system to handle the current requirement of states such as Idaho and Louisiana which use more than 9 positions.</p> <p>Do not enter hyphens (dashes) embedded in the code.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You must make an entry in this field. If you do not currently have the number, type applied for followed by the tax area and tax type. When you receive the number, replace this temporary entry.</p> <p>For Canadian employment insurance:</p> <p style="padding-left: 40px;">Enter the Revenue Canada business identification number (BIN) as the corporate tax ID.</p>

## See Also

- *Reviewing the Corporate Tax IDs Report (P06908P)*



- Effective Date of Rate From
- Effective Date of Rate Thru
- Tax Authority
- Rate
- Annual Earnings Limit
- Exclude Premium Pay
- Annual Earnings Limit

Field	Explanation
Tax Type	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by JD Edwards World. You should not alter the values and meanings.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For Canadian employment insurance (EI) rates, these are the Tax Types:</p> <p>CC Canadian EI - Employee paid</p> <p>CD Canadian EI - Company paid</p> <p>CI Only the hours are exempt from EI</p>
Rate	<p>The rate used to compute Canadian employment insurance premiums. This is represented as a decimal fraction.</p>
Annual Earn Limit	<p>The annual limit for the unemployment insurance premium.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you enter an amount in this field, you override the amount defined by Vertex. For Canadian payroll, you should enter the annual limit. The system uses this entry for ROE processing.</p>
Exc Prm	<p>A code that indicates whether premium pay should be excluded from the calculation.</p> <p>When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the insurance basis tables.</p> <p>When dealing with Canadian employment insurance rates, this field relates to all pay types that are defined as Taxable.</p>

## What You Should Know About

### Overriding Vertex tables for Canadian payroll

To establish your company rates, set up tables for tax type CD. The rates on the tax type CD table override the Vertex tables for employee taxes. You must enter the tax authority and rate. Enter tax areas CFEDUxx. If you do not enter a rate, Vertex uses the default rate.

### Federal supplemental pay tax overrides

For Federal Supplemental Override records (\*FS), the Withholding Exemption field is used to specify the tax calculation method. Depending on the type of tax calculation you want, complete the W/H Exm field on the Tax Withholding Overrides (P060120) screen with one of the following values:

- 1 Flat Percentage Method (default)
- 2 Concurrent Aggregation
- 3 Previous Aggregation
- 4 Cumulative Aggregation

**Note:** Method 4, Cumulative Aggregation, values can only be passed to Vertex in the pre-payroll process. They cannot be performed via Interim Cheque Entry. The other three methods (1-3), can be used in both the pre-payroll and Interim Cheque Entry processes.

## See Also

- *Reviewing the Employment Insurance Rates Report (P06922P)*

## Setting Up Workers Compensation Insurance Basis Tables

	<p>From Canadian Payroll Master (G77), enter 29</p> <p>From Payroll Setup (G774), choose Taxes and Insurance</p> <p>From Taxes and Insurance (G7744), choose Workers Comp Insurance Basis Tables</p>
---	--

You set up workers compensation insurance basis tables to maintain groups of pay types or benefits for which insurance premiums for workers compensation and general liability insurance are calculated. Typically, each table represents a state or province and includes the types of earnings that are insurable in that state or province for workers compensation. The state or province usually supplies the information you need to set up the tables.

## Before You Begin

- Define the names of the insured pay tables in user defined code list 07/IP.
- Define the valid values for workers compensation codes in user defined code list 00/W. See *Setting Up User Defined Codes for Payroll*.

## To set up workers compensation insurance basis tables

### On Workers Compensation Insurance Basis Tables

Complete the following fields:

- Insured Pay Table Number
- From PDBA Code
- Thru PDBA Code
- Exclude Premiums

Field	Explanation
Insured Pay Table No	<p>A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.</p> <p>Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.</p>

Field	Explanation
Exclude Premiums (Y/N)	<p>A code that indicates whether premium pay should be excluded from the calculation.</p> <p>When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the insurance basis tables.</p> <p>When dealing with Canadian employment insurance rates, this field relates to all pay types that are defined as Taxable.</p>

## What You Should Know About

### Workers compensation exempt deduction

To set up workers compensation as an exempt deduction:

- Enter W in Tax Exempt Window when you set up the DBA. See *Setting Up Simple DBAs*.
- Enter the DBA code on Workers Compensation Insurance Basis Tables.

## See Also

- *Reviewing the Insured Basis Tables Report (P06907P)*

## Setting Up Workers Compensation Insurance Rates

	<p>From Canadian Payroll Master (G77), enter <b>29</b></p> <p>From Payroll Setup (G774), choose <b>Taxes and Insurance</b></p> <p>From Taxes and Insurance (G7744), choose <b>Workers Comp Insurance Rates</b></p>
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Set up workers compensation insurance rates to calculate workers compensation insurance premiums. You define these rates by the province, company number, and a range of dates.

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

The system calculates workers compensation in the payroll journal entries step of the payroll cycle. It calculates workers compensation for each timecard and updates each timecard with the workers compensation amount in the Time Entry table (F06116). This calculation is performed by JD Edwards World software while all other tax calculations are performed by Vertex.

## Before You Begin

- Define a tax authority code (tax area code) for each applicable state or province that has the tax type code of W specified on Tax Area Information. See *Setting Up Tax Area Information*.

## To set up workers compensation insurance rates

### On Workers Compensation Insurance Rates

1. Complete the following fields:
  - Company/Employee Paid
  - Tax Authority
  - Company
  - Effective Dates - Starting
  - Effective Dates - Ending
  - Workers Compensation Insurance Code
  - Percentage/Hourly (%/H)
  - Experience Rating
  - Workers Compensation Insurance Rate
  - Workers Compensation Insurance Limit
  - Insured Pay Table Number
2. Complete the following optional field:
  - Subclass (SC)

Field	Explanation
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.

Field	Explanation
S C	<p>The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are:</p> <p>Blank There are no special circumstances associated with this code.</p> <p>F There are special circumstances associated with this code.</p>
Deduction/Benefit Method(%/H)	<p>A user defined code 07/BM that indicates what method the system uses to calculate Workers Compensation, for example, rate times percent or rate times hours. The default is %.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The following list outlines the limits for each method:</p> <p>% (percent of gross)</p> <p>Pay period limit</p> <p style="padding-left: 40px;">Enter an annual limit that the system divides by the pay frequency during the payroll cycle. The system compares the result to the employee's pay period earnings.</p> <p>H (rate times hours)</p> <p>No limit</p> <p>1 (percent of gross)</p> <p>Monthly limit</p> <p style="padding-left: 40px;">Enter a monthly limit. The system compares this amount to the employee's monthly earnings which are based on the cheque month.</p> <p>6 (percent of gross)</p> <p>Annual limit</p> <p style="padding-left: 40px;">This includes all workers compensation codes for an employee.</p>
Expr Rt	<p>The multiplier assigned by the insurance carrier which is used to modify the standard premium rate for workers compensation insurance from the table. This rate is based upon the insurance company's experience with the particular job type and the hazards associated with it. For example, if the insurance company trends indicate that construction workers in New Jersey have more work-related accidents than workers in New York, the company will rate the work done in New Jersey more hazardous.</p>
Rate	<p>This rate is used to calculate the insurance premiums for General Liability. The Rate is represented as a decimal fraction.</p>

Field	Explanation
Earn Limit	This is the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.
Pay Tbl	<p>A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.</p> <p>Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.</p>

#### See Also

- *Reviewing the Workers Compensation and General Liability Insurance Rates Report (P06921P)*

## Setting Up Tax Area/Payee Cross-Reference

You set up cross-references between tax areas and payees for all accounts payable vouchers. You use this when the Payroll system is integrated with the Accounts Payable system and the payee specified for the tax type in the Tax Area Information program is not applicable for all your companies.

## To set up tax area/payee cross-reference

### On Tax Area/Payee Cross-Reference

069261 Tax Area/Payee X-Reference

Tools Help

ORACLE JD Edwards World

URL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Previous Record  
Next Record  
Clear Screen

069261 Tax Area/Payee X-Reference

Action Code T  
Tax Area FEDERAL FED Income Tax  
Tax Type R Federal Income Tax

Company			Payee	
P	No.	Name	Number	Name
<input type="checkbox"/>	000200	Model Manuf/Distrib Compa	5550	Internal Revenue Service
<input type="checkbox"/>				

Opt: 5-Add/Change Payee 9-Delete F19-Previous F20-Next F24-None

Complete the following fields:

- Tax Area
- Tax Type
- Company Number
- Payee Number

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# Review Tax Setup Reports

## Reviewing Tax Setup Reports

Reviewing tax setup reports allows you to verify that the setup information that you have entered is correct.

Reviewing the tax setup reports includes the following tasks:

- [Reviewing the Tax Areas Report](#)
- [Reviewing the Corporate Tax IDs Report](#)
- [Reviewing the Insured Basis Tables Report](#)
- [Reviewing the Workers Compensation and Liability Rates Report](#)
- [Reviewing the Canadian Employment Insurance Rates Report](#)

## Reviewing the Tax Areas Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose <b>Taxes and Insurance</b> From Taxes and Insurance (G7744), choose <b>Tax Areas</b>
---	---

The Payroll Tax Areas report lists detailed tax area information that you entered on Tax Area Information. Use this report to verify the accuracy of your information and for reference.

069016P		JD Edwards World Payroll Tax Areas						Page	-	7		
								Date	-	7/17/17		
Tax Area	Description	TT	CD	E	P	F	L	Number	Payee Names/Address	A R	Tx Pt	Limit
700010000	AB	CF	AB	E	N					N		.00
700010000	AB Workers Comp	W	AB	C	N					N		.00
700010000	AB - For JE use only	CA	AB	E	N					N		.00
700030000	BC	CF	BC	E	N					N		.00
700030000	BC Workers Comp	W	BC	C	N					N		.00
700030000	BC - For JE use only	CA	BC	E	N					N		.00
700050000	MB	CF	MB	E	N					N		.00
700050000	MB Workmens Comp	W	MB	C	N					N		.00
700050000	MB - For JE use only	CA	MB	E	N					N		.00
700070000	NB	CF	NB	E	N					N		.00
700070000	NB Workers Comp	W	NB	C	N					N		.00
700070000	NB - For JE use only	CA	NB	E	N					N		.00
700090000	NF	CF	NF	E	N					N		.00
700090000	NF Workers Comp	W	NF	C	N					N		.00
700090000	NF - For JE use only	CA	NF	E	N					N		.00
700110000	NT	CF	NT	E	N					N		.00
700110000	NT Workers Comp	W	NT	C	N					N		.00
700110000	NT - For JE use only	CA	NT	E	N					N		.00
700130000	NS	CF	NS	E	N					N		.00
700130000	NS Workers Comp	W	NS	C	N					N		.00
700130000	NS - For JE use only	CA	NS	E	N					N		.00
700150000	ON	CF	ON	E	N					N		.00
700150000	ON Workers Comp	W	ON	C	N					N		.00
700150000	ON - For JE use only	CA	ON	E	N					N		.00
700170000	PE	CF	PE	E	N					N		.00
700170000	PE Workers Comp	W	PE	C	N					N		.00
700170000	PE - For JE use only	CA	PE	E	N					N		.00
700190000	Quebec Provincial	CF	PQ	E	Y					N		.00
700190000	QPP - Employee	CG	PQ	E	Y					N		.00
700190000	QPP Company	CH	PQ	C	N					N		.00
700190000	Quebec Workers Comp	W	PQ	C	N					N		.00
700210000	SK	CF	SK	C	N					N		.00
700210000	SK Workers Comp	W	SK	C	N					N		.00
700210000	SK - For JE use only	CA	SK	C	N					N		.00
700230000	YT	CF	YT	C	N					N		.00
700230000	YT Workers Comp	W	YT	C	N					N		.00
700230000	YT - For JE use only	CA	YT	C	N					N		.00
700250000	ZZ Other Areas	CF	ZZ	C	N					N		.00
700250000	ZZ Other Areas Workers Comp.	W	ZZ	C	N					N		.00
700250000	ZZ - For JE use only	CA	ZZ	C	N					N		.00

## Processing Options

See [Tax Area Print \(P069016P\)](#).

## Data Selection for Payroll Tax Areas Report

Specify a code or range of codes for work tax areas to limit the length of the report.

## Reviewing the Corporate Tax IDs Report

	From Canadian Payroll Master (G77), enter <b>29</b> From Payroll Setup (G774), choose <b>Taxes and Insurance</b> From Taxes and Insurance (G7744), choose <b>Corporate Tax IDs Report</b>
---	---

The Corporate Tax IDs report lists corporate tax IDs by company. Review the report to verify that the information you entered when you set up your corporate tax IDs is correct.

06908P		JD Edwards World Corporate Tax Ids						Page	-	5
Company. . . 00077 A Model Canadian Payroll Co								Date	-	7/17/17
Tax Area	TT Sc.Cd	Description	Tax Id. No.	C P GR	Group Code Description	Parent Address	Description			
CFEDU01	CD U01	EI Reduced Co Rate	WCX162734	N	Default Code					
CFEDU02	CD U02	EI Employer secondary rate	WCX746566	N	Default Code					
700190000	CF PQ	Quebec Provincial	97789977880	N	Default Code					

## Data Selection for Corporate Tax IDs Report

Specify one company or a range of companies to limit the report.

## Data Sequence for Corporate Tax IDs Report

Do not change the report sequence.

## Reviewing the Insured Basis Tables Report



From Canadian Payroll Master (G77), enter 29  
From Payroll Setup (G774), choose Taxes and Insurance  
From Taxes and Insurance (G7744), choose Insured Basis Tables

The Insured Basis Tables report lists pay types for each workers compensation insurance table. Review the report to verify the information you entered when you set up workers compensation insurance basis tables.

06907P		JD Edwards World				Page	2
		Print Insured Basis Tables				Date	7/17/17
Ins		Transaction Range				E	
Pay	Description	From	Description	Thru	Description	P	
BC	British Columbia	1	Regular	999	Net Pay Adj.	Y	
CA	California	1	Regular	299	*Range	Y	
CA	California	301	STD Pay	999	Net Pay Adj.	Y	
CO	Colorado	1	Regular	999	Net Pay Adj.	Y	
MIN	Tipped Employee Minimum W	1	Regular	99	*Range	N	
MIN	Tipped Employee Minimum W	300	Sick Pay	999	Net Pay Adj.	N	
NM	Next Method for Progressi	1	Regular	999	Net Pay Adj.	Y	
ON	Ontario	1	Regular	999	Net Pay Adj.	Y	
PQ		1	Regular	999	Net Pay Adj.	Y	
STP	Step Progression Pay Type	1	Regular	5	Regular, -SDI	Y	
STP	Step Progression Pay Type	100	Overtime 1.5	115	Second Shift	N	
VA	Virginia	1	Regular	999	Net Pay Adj.	Y	
WA	Washington State	1	Regular	999	Net Pay Adj.	Y	
13B	Amounts reported in Box 1	2021	MvgReimb-ntx	2021	MvgReimb-ntx		
13B	Amounts reported in Box 1	3001	Life Ins(XS)	3001	Life Ins(XS)		
13B	Amounts reported in Box 1	7000	401(k)	7000	401(k)		

## Data Selection Insured Basis Tables Report

Specify a code or a range of codes to limit the report.

## Data Sequence Insured Basis Tables Report

Do not change the report sequence.

## Reviewing the Workers Compensation and Liability Rates Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose Taxes and Insurance From Taxes and Insurance (G7744), choose Workers Comp Rates Tables
---	---

The Workers Compensation/General Liability Insurance Rates report lists the workers compensation and general liability insurance rate information that you entered. (General liability applies only in the U.S.) Review the report to verify that the information is correct.

06921P	JD Edwards World						Page	-	10
	Workers Comp/Gen. Liab. Ins. Rates						Date	-	7/17/17
Co/Empl. Paid. . . C	Company Paid								
Tax Area . . . . . 700030000	BC Workers Comp								
Company No . . . . . 00077	A Model Canadian Payroll Co								
Business Unit. . .									
Policy No. . . . .									
Effective Dates. 01/01/17 Thru 12/31/99									
WCI	S	M	Expr	Workers Compensation.	General Liability. .	Ins			
Code	Description	C	T	Rate	Annual Limit	Rate	Annual Limit	Pay	Description
BC	British Columbia	1	1.0000	.00895	54200.00	.00000	9999999.00	BC	British Columbia

### Data Selection Workers Compensation and Liability Rates Report

Specify an individual company or a range of companies to limit the report.

### Data Sequence Workers Compensation and Liability Rates Report

Do not change the report sequence.

## Reviewing the Canadian Employment Insurance Rates Report

	From Canadian Payroll Master (G77), enter 29 From Payroll Setup (G774), choose Taxes and Insurance From Taxes and Insurance (G7744), choose Employment Rates
---	--

The Employment Insurance Rates report lists the employment insurance (EI) rate information that you entered when you set up EI rates. The report lists information for companies within the tax areas.

06922P	JD Edwards World						Page	-	2
	Print Employment Ins. Rates						Date	-	8/06/17
							From	01/01/11	
							Thru	12/31/18	
Company - 00077	A Model Canadian Payroll Co								
Tax Area	TT	Description	Sta	Effective	Ins.	Annual	Minimum	Exc	
			Cd.	From	Rate	Limit	Hours	Amount	Prm
CFEDU01	CD	EI Reduced Co Rate	U01	01/01/16	12/31/18	1.2440			Y
CFEDU02	CD	EI Employer secondary rate	U02	01/01/16	12/31/18	1.4000			Y

### Processing Options

See [Print Unemployment Ins. Rates \(P06922P\)](#).

## **Data Selection for Canadian Employment Insurance Rates**

Specify a code or a range of codes to limit the report.



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## 8 Processing Options



# Payment Adjustments Processing Options

## Retro Record Selection (P06280)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to run Rate Extension program. (Default = ' ')	
2. Enter DREAM Writer Version for Retro Rate Extension program (P06282) (Default = XJDE0001)	
3. Enter the DREAM Writer Version for Retro Timecard History Extraction (P06280A). (Default = XJDE0001)	

## Retro Rate Extension (P06282)

Processing Option	Processing Options Requiring Further Description
1. Specify the hierarchy method to be used when processing rate revisions: '1' - Employee, Union, Pay Types '2' - Employee, Pay Types, Union '3' - Pay Types, Employee, Union	
2. Enter '1' to create an Employee table for employees in the workfile if no adjusting rates are found.	

If an employee is part of the data selection but had timecard history that did not match the rate revision tables, the system includes the employee. You can then specify a rate on Rate Revision by Employee. If you leave the processing options blank, the system ignores these employee records.

If you enter information in processing option 2, you must enter a date in processing option 3. This date range should equal the range of work dates specified in the associated history extraction version.

Processing Option	Processing Options Requiring Further Description
3. Enter the Work Date range to be used when creating the Employee table. FROM: THRU:	

## Retro Time and Pay Register (P06284)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to be printed. 1 = Address Book Number (default) 2 = Social Security Number 3 = Additional Employee Number  2. Enter a '1' to only print summary information. '' is the default, and will print detail and summary information.	

## Retro Workfile Maintenance (P06272)

Processing Option	Processing Options Requiring Further Description
1. Enter '0' to sequence by Union. Enter '1' to sequence by Worked Date.	

## Retro Workfile Approval/Reset (P06281)

Processing Option	Processing Options Requiring Further Description
<p>1. To approve, reset or delete records in the Retro Workfile, enter one of the following values:</p> <p style="padding-left: 40px;">'' - Approve Retro Transactions</p> <p style="padding-left: 40px;">'1' - Reset Retro Transactions</p> <p style="padding-left: 40px;">'2' - Delete Retro Transactions</p> <p><b>Note:</b> Reset will remove the approval flag from records in the Retro Workfile without actually deleting the records.</p>	

## Create Retro Timecards (P06283)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Retro Pay Type to be used when creating time cards.</p> <p>(Default = blank; search all Retro Pay Type tables)</p> <p>2. Enter the Benefit Number to be used for 'Negative' retro timecards.</p> <p>3. Enter the Work Date to be used for the new retro timecards.</p> <p>(If this field is left blank, the system date will be assigned to the new timecards.)</p> <p>4. Enter a '1' to create a timecard posting report or '0' to create a timecard exception report.</p> <p>5. Type of Employee number on report:</p> <p style="padding-left: 40px;">'A' - Employee Address Book Number</p> <p style="padding-left: 40px;">'S' - Social Security Number</p> <p style="padding-left: 40px;">'O' - Additional Employee Number</p> <p>6. Enter an 'S' to create standard timecards or an 'T' to create interim checks.</p>	

Processing Option	Processing Options Requiring Further Description
<p>7. When populating the 'Fold' information in the newly created time card enter a 'C' to use Current information in the employee master, or enter an 'H' for the Historical information in the transaction history file.</p> <p>Default = 'C':</p> <p>* The following options are for ** Interim Check processing. All ** interims will be created as ** Computer/ Batch interims. *</p>	
<p>8. Enter the Pay Period Ending Date to be assigned to each interim.</p> <p>This date will serve as both From and Thru date for the Pay Period.</p> <p>9. Enter the version of the Payroll Register to be executed.</p> <p>(Default = XJDE0001)</p> <p>10. Enter the Pay Period of the month for DBA calculations. Leave this field blank if you do not want DBAs to calculate (1 char.).</p> <p>11. Enter the Country Code to use for taxing purposes.</p> <p>CA for Canada</p> <p>US for United States</p>	

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# Employee History and Turnover Processing Options

## Employee History Inquiry (P08042)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees.</p> <p>Default of Blank will show active employees only (Employee Pay Status numeric).</p> <p>DATA ITEM SECURITY:</p> <p>2. Enter data items not to be displayed for security reasons.</p> <p style="padding-left: 20px;">1 - Data Item</p> <p style="padding-left: 20px;">2 - Data Item</p> <p style="padding-left: 20px;">3 - Data Item</p> <p style="padding-left: 20px;">4 - Data Item</p> <p style="padding-left: 20px;">5 - Data Item</p>	
<p>SELECT DATA:</p> <p>3. Enter a '1' to display selected data for tracking with values in history.</p> <p>Default of blank will display all selected data items.</p>	

## All Employees by Home Business Unit (P080423)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>1. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees.  Default of blank will show active employees only (Employee Pay Status numeric).</li> <li>2. Enter the Reporting Period to restrict inclusion of history data by date:  From Date  Thru Date</li> <li>3. Enter the data item you wish to see history on (i.e. SAL for Salary).  Default of blank will include history on all tracking items.</li> </ol>	

## All Employees by Home Business Unit (P080424)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>1. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees.  Default of blank will show active employees only (Employee Pay Status numeric).</li> <li>2. Enter the Reporting Period to restrict inclusion of history data by date:  From Date  Thru Date</li> <li>3. Enter a '1' to include all employees even if they fall outside the reporting period range of dates.</li> </ol>	

## Most Recent Change Work File Build (P0804500)

Processing Option	Processing Options Requiring Further Description
<p>REPORT OPTIONS:</p> <ol style="list-style-type: none"><li>1. Enter data item used to create work file.</li><li>2. Enter a '1' to clear the work file and then write new records.  Enter a '2' to add records to the work file and not clear the file.  ( Default = '2' )</li><li>3. Enter the name of the Production library to be used where workfile T08042W will reside.  ( Default is JDFOBJ )</li></ol>	



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# Rollovers Processing Options

## Fiscal/Anniversary Rollover (P063902)

Processing Option	Processing Options Requiring Further Description
<p>The following processing options are used when fiscal or anniversary year rollover is included in the pay cycle.</p> <ol style="list-style-type: none"> <li>1. Enter a '1' next to the history which should be rolled over.               <ol style="list-style-type: none"> <li>a. Fiscal history (Fiscal/Anniv. Begin Dt = FISC)</li> <li>b. Anniversary history</li> </ol> </li> <li>2. Select the employee number to print:               <ul style="list-style-type: none"> <li>A = Address Book</li> <li>B = Social Security</li> <li>C = Third Employee Number</li> </ul> </li> <li>3. Enter a '1' to roll over vacation and sick accruals ONLY.</li> <li>4. Enter a '1' to have vacation and sick dollar amounts printed on the report and added to the file.</li> </ol> <p>NOTE: Dollars will not be rolled over for accruals that use certain Table Methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods.</p>	

## Fiscal or Anniversary Rollover (P063903)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>1. Enter the YEAR being closed.</li> </ol>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter a '1' to print the report without update.</p> <p>3. Enter a '1' next to the history which should be rolled over.</p> <p style="padding-left: 20px;">a. Fiscal history (Fiscal/Anniv. Begin Dt = FISC)</p> <p style="padding-left: 20px;">b. Anniversary history</p> <p>4. Enter a '1' to rollover balances for terminated employees. (Terminated Employees are determined by a pay status of 'T').</p> <p>5. Select the employee number to print:</p> <p style="padding-left: 20px;">A = Address Book</p> <p style="padding-left: 20px;">B = Social Security</p> <p style="padding-left: 20px;">C = Third Employee Number</p> <p>6. Enter a '1' to roll over vacation and sick accruals ONLY. (Not applicable for Calendar Month rollover).</p> <p>7. Enter a '1' to have vacation and sick dollar amounts printed on the report and added to the file. (Not applicable to Calendar Month Rollover)</p> <p><b>Note:</b> Dollars will not be rolled over for accruals that use certain Table Methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods.</p> <p>8. Enter the PDBA codes to roll over or leave blank for all.</p> <p style="padding-left: 20px;">1.</p> <p style="padding-left: 20px;">2.</p> <p style="padding-left: 20px;">3.</p> <p style="padding-left: 20px;">4.</p> <p style="padding-left: 20px;">5.</p> <p style="padding-left: 20px;">6.</p> <p style="padding-left: 20px;">7.</p> <p style="padding-left: 20px;">8.</p> <p style="padding-left: 20px;">9.</p> <p style="padding-left: 20px;">10.</p>	

Processing Option	Processing Options Requiring Further Description
<p>11.</p> <p>12.</p> <p>9. Enter a '1' to roll only the accrued balance. <b>Note:</b> This option should only be used on paired DBAs.</p> <p>10. Enter the Pay Cycle code.</p> <p>11. Enter the PPED for the last completed pay cycle. This will force the system to verify that the PDBA should be rolled over.</p>	



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# Payroll History Integrity Processing Options

## Taxation History Integrity (F0713) (P077011)

Processing Option	Processing Options Requiring Further Description
1. Select report processing mode. N = Print errors on report only. Y = Print errors on report and correct by UPDATING the Tax History File.	

## Payroll Month PDBAs Integrity (F06146) (P077021)

Processing Option	Processing Options Requiring Further Description
Select a 'Y' if you wish to update the history file as errors are detected. Y/N	

## Calendar Month DBA Integrity (F06145) (P067031)

Processing Option	Processing Options Requiring Further Description
<p>1. Select the report processing mode.</p> <p style="padding-left: 20px;">N = Print errors on the report only.</p> <p style="padding-left: 20px;">Y = Print errors on the report and correct by UPDATING the file.</p> <p>2. Enter Error Codes you DO NOT wish to print or leave these fields blank to print ALL errors. Error codes must be entered as 0101, 0102, 0103, etc.</p> <p style="padding-left: 20px;">DO NOT print the following errors:</p> <p style="padding-left: 40px;">"</p> <p style="padding-left: 40px;">"</p> <p style="padding-left: 40px;">"</p> <p style="padding-left: 40px;">"</p>	

## Payroll History Audit Report (P07703)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter Year &amp; Month for Audit Report.</p> <p style="padding-left: 20px;">Year (Example: 98)</p> <p style="padding-left: 20px;">Month (Example: 01)</p> <p>2. Perform Basic History Audit. (Y/N)</p> <p style="padding-left: 20px;">F0713 to F0716</p> <p style="padding-left: 20px;">F06145 to F0619</p> <p style="padding-left: 20px;">F06146 to F0618 &amp; F0619</p> <p style="padding-left: 20px;">F06176 to F0716</p> <p>3. Perform Paycheque History Audit.(Y/N)</p> <p style="padding-left: 20px;">F06156 to F0716</p> <p style="padding-left: 20px;">F06156 to F0618</p> <p style="padding-left: 20px;">F06156 to F0619</p> <p>4. To process all companies leave the processing option blank. If you wish to process certain companies enter the five (5) character company number.</p>	

## Stock Leave Banks (P063904)

Processing Option	Processing Options Requiring Further Description
1. Enter the accrual number of the first Leave bank.	
2. Enter the amount to stock for the first Leave bank.	
3. Enter the accrual number of the second Leave bank.	
4. Enter the amount to stock for the second Leave bank.	
5. Enter the accrual number of the third Leave bank.	
6. Enter the amount to stock for the third Leave bank.	
7. Enter the accrual number of the fourth Leave bank.	
8. Enter the amount to stock for the fourth leave bank.	
9. Enter the accrual number of the fifth Leave bank.	
10. Enter the amount to stock for the fifth Leave bank.	
11. Enter the accrual number of the sixth Leave bank.	
12. Enter the amount to stock for the sixth Leave bank.	
13. Enter the accrual number of the seventh Leave bank.	
14. Enter the amount to stock for the seventh Leave bank.	
15. Enter the accrual number of the eighth Leave bank.	
16. Enter the amount to stock for the eighth leave bank.	
17. Enter the accrual number of the ninth Leave bank.	
18. Enter the amount to stock for the ninth Leave bank.	
19. Enter the accrual number of the tenth Leave bank.	

Processing Option	Processing Options Requiring Further Description
<p>20. Enter the amount to stock for the tenth Leave bank.</p> <p>21. Enter the Fiscal Year Ending Date of the year you wish to stock.</p> <p><b>Note:</b> This date will be used to update the fiscal/Anniversary file (F06147) and the month will be used to update the Payroll month file (F06146).</p> <p>All of the DBAs must be set as FISC date DBAs and the date must be the last date of the fiscal year you wish to stock.</p> <p>22. Enter the year end date. If no date is entered in P.O. #21, then it will be assumed you are not using Fiscal date for processing and just the Payroll Month file (F06146) will be updated using the date you enter here or the system date if left blank.</p> <p>23. Enter '1' if you want this report to be produced by SS# or leave this field *BLANK if you want this report to be produced by Address book #.</p>	

## Repost Pay Types to Payroll Month F06146 (P071461)

Processing Option	Processing Options Requiring Further Description
<p>Enter the YEAR to be reposted (YY) . . .</p> <p>NOTE: If you are reporting everything, leave this BLANK. If you do not have all the detail for all your history in this file, records in F06146 could be cleared and not reposted.</p>	

## Repost DBAs to Payroll Month F06146 (P07146)

Processing Option	Processing Options Requiring Further Description
Enter the YEAR to be reposted (YY) . . . NOTE: If you are reporting everything, leave this BLANK. If you do not have all the detail for all your history in this file, records in F06146 could be cleared and not reposted.	

## Repost DBAs to Calendar Month F06145 (P07145)

Processing Option	Processing Options Requiring Further Description
Enter the YEAR to be reposted (YY) . . . IMPORTANT NOTES 1. History records for the year selected will be initialized for all employees processed. THEREFORE, if you select a year make sure that you also select records in F0619 for the same year when setting up your Dream-Writer specification. 2. If you wish to process all years for which data exists in the F0619 file, leave the "YEAR" field blank.	

## Tax ID to Tax Ledger (P07990)

Processing Option	Processing Options Requiring Further Description
1. Enter the NEW Tax ID number you want to update the selected F0716 records with. PLEASE BE CAREFUL! Only select, via data selection on the Dream Writer, records you want the Tax Id field updated on.	

## Repost DBAs to Tax Area Summary F06148 (P07148)

Processing Option	Processing Options Requiring Further Description
Enter the Year to be reposted . . . (Year is a 2 digit field, Example 2000 will be entered 00)	

## Repost DBAs to Fiscal and Anniversary (P06147A)

Processing Option	Processing Options Requiring Further Description
1. Enter the YEAR to be reposted.	

## Purge Profile Data (P080800)

Processing Option	Processing Options Requiring Further Description
Enter a 'Y' to delete narrative only from the profile data. Default of blank will delete all profile data.	

## Purge Employee Multiple Job File (P0601182)

Processing Option	Processing Options Requiring Further Description
Enter a date. Records with a pay stop date prior to this date will be deleted.	

## Purge EE History - Selected Data Item (P080860)

Processing Option	Processing Options Requiring Further Description
<p>You have chosen to purge Employee History Information. Enter the desired values for the following options.</p> <ol style="list-style-type: none"> <li>1) Enter a '1' if you wish to run this report in update mode. A default of blank will run in proof mode. No records will be deleted.</li> <li>2) Enter a date to be used to purge History information. All records that are effective on or before this date will be purged.</li> <li>3) If you wish to copy the purged data to tape or other storage medium, enter the storage device name.  Leave this blank if you are purging without saving data to device.</li> <li>4) Enter a '1' if you wish to delete all history records for the selected employees.  A default of Blank will leave the most recent history record for each data item.</li> </ol>	

## Purge Employee History - All Data Items (P080860)

Processing Option	Processing Options Requiring Further Description
<p>You have chosen to purge Employee History Information. Enter the desired values for the following options.</p> <ol style="list-style-type: none"> <li>Enter a '1' if you wish to run this report in update mode. A default of blank will run in proof mode. No records will be deleted.</li> <li>Enter a date to be used to purge History information. All records that are effective on or before this date will be purged.</li> <li>If you wish to copy the purged data to tape or other storage medium, enter the storage device name. Leave this blank if you are purging without saving data to device.</li> <li>Enter a '1' if you wish to delete all history records for the selected employees. A default of Blank will leave the most recent history record for each data item.</li> </ol>	

## Check Reconciliation - Create Work File (P065602)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>Do you wish to update F06156 file at this time and create F06560. (Y/N)</li> </ol>	

## Business Unit Constants (P069051)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>Enter '1' to display Tip Information. '0' is the default and will not display Tip Information.</li> </ol>	

## Business Unit Constants Print (P06905P)

Processing Option	Processing Options Requiring Further Description
1. Enter 'Y' if you wish to print the full address of the business units. (Default value is 'N')	
2. Enter 'Y' if you wish to print the 'Tip Information' for the business units. (Default value is 'N')	

## Print Master Pay Cycle (P06906P)

Processing Option	Processing Options Requiring Further Description
1. Enter the Pay Cycle Code desired for report. Default of blanks is all codes.	
2. Enter the year desired for the report. Default of blanks is all years. i.e. 90, 91, 92, or 93.	

## Payroll Register (P063012)

Processing Option	Processing Options Requiring Further Description
PAYROLL REGISTER PRINT OPTIONS:	
1. Enter 'Y' to print Employee Address. Default of blank will not print Addr.	
2. Enter Employee Identification option. blank = Address book & SSN 2 = Social Security Number Only 3 = Additional EE Number & SSN 4 = Address book Only	

## Summary Payroll Register (P063013)

Processing Option	Processing Options Requiring Further Description
Enter Employee Number you wish to print: A = Address Book Number S = Social Security Number O = Third Employee Number	
Enter the Maximum Net Pay: Default is (10,000)	

## Time and Pay Entry Journal (P06305)

Processing Option	Processing Options Requiring Further Description
For weekly employees enter minimum hours: maximum hours: For biweekly employees enter minimum hours: maximum hours: For semimonthly employees enter minimum hours: maximum hours: For monthly employees enter minimum hours: maximum hours: Enter the maximum allowable pay rate:	
Enter the minimum allowable pay rate: Enter the minimum allowable Vacation hours available: Enter the minimum allowable Sick hours available: Enter 'Y' to print additional Time Card data:	

## Workers Compensation Register (P073601)

Processing Option	Processing Options Requiring Further Description
Which Employee No. do you wish to appear on the report: A - Address Book S - Social Security No. O - Third Employee No.	

## DBA Register (P063062)

Processing Option	Processing Options Requiring Further Description
Select the Employee Number to print. A - Address Book Number S - Social Security Number O - Third Employee Number Print the payee's address. (Y/N)	

## Time & Pay Entry Register with Employee Total (P063001)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of Time Cards that you wish to print. L = Labor Time Cards (Default) R = Recharge Time Cards E = Equipment Time Cards 2. If 'L', enter the type of employee number you want to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number 3. Enter '1' to print the General Ledger Account Number, and Tax Area. '0' is the default and will not print these items.	

Processing Option	Processing Options Requiring Further Description
<p>4. Enter '1' to print Subledger, Subledger Type, and Pay Type Multiplier.</p> <p>'0' is the default and will not print these items.</p>	

## Time & Pay Entry Register without Employee Total (P063001)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the type of Time Cards that you wish to print.</p> <p>L = Labor Time Cards (Default)</p> <p>R = Recharge Time Cards</p> <p>E = Equipment Time Cards</p> <p>2. If 'L', enter the type of employee number you want to print.</p> <p>A = Address Book Number (Default)</p> <p>S = Social Security Number</p> <p>O = Additional Employee Number</p> <p>3. Enter '1' to print the General Ledger Account Number, and Tax Area.</p> <p>'0' is the default and will not print these items.</p> <p>4. Enter '1' to print Subledger, Subledger Type, and Pay Type Multiplier.</p> <p>'0' is the default and will not print these items.</p>	

## Canadian Payroll Cheques (P07231)

Processing Option	Processing Options Requiring Further Description
<p>CHECK PRINTING OPTIONS:</p> <p>1. Enter the program name that translates check amounts from numbers to words.</p> <p>(See User Defined Codes, system code 98, record type "CT" for program numbers.)</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter 'N' to OMIT printing of company name and address on payroll checks. Enter 'Y' to print company name only. Enter 'A' to print company name and address.  (Default of blank will OMIT printing of company name or address.)</p> <p>3. Enter company number to use for printing a single company's name and (optionally) address.  (Default of blank will use the employee's Home Company to fulfill processing option 2 above's print instructions.)</p> <p>4. Enter Employee Number Identification option:  blank = Address book number 2 = Social Insurance number 3 = Third Employee number  More</p> <p>5. Enter the value 'Y' to only print the last (4) position of the Employee SSN number on the Check. The remaining positions will be loaded with the value 'X'.  Example: 123456789 will display as XXXXX6789.  Default value will be "N" .</p>	

## Auto Deposit (P06233)

Processing Option	Processing Options Requiring Further Description
<p>AUTO DEPOSIT ADVICE PRINTING OPTIONS:</p> <p>1. Enter 'N' to OMIT printing of company name and address on payroll checks. Enter 'Y' to print company name only. Enter 'A' to print company name and address.  (Default of blank will OMIT printing of company name or address.)</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter company number to use for printing a single company's name and (optionally) address.  (Default of blank will use the employee's Home Company.)</p> <p>3. Enter Employee Number Identification option:  blank = Address book No. 2 = Social Security No. 3 = Third Employee No.</p> <p>4. Select option #4 to only print the last four digits of employee bank account number on Auto Deposit Check Stub.  Example: 12345678 will print ****5678  Enter value Y = Yes blanks = No Default will be blanks = No.</p> <p>5. Enter the value "Y" to only print the last (4) Positions of the Employee SSN number on the check. The remaining positions will be loaded with the value "X".  Example '123456789' will display as XXXXX6789  Default option value will be 'N'</p>	

## Cash Pay Slips (P06235)

Processing Option	Processing Options Requiring Further Description
<p>CASH VOUCHER PRINTING OPTIONS:</p> <p>1. Enter 'N' to OMIT printing of company name and address on payroll checks.  Enter 'Y' to print company name only.  Enter 'A' to print company name and address.  (Default of blank will OMIT printing of company name or address.)</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter company number to use for printing a single company's name and (optionally) address.  (Default of blank will use the employee's Home Company.)</p> <p>3. Enter Employee Number Identification option:  blank = Address book No. 2 = Social Security No. 3 = Third Employee No.</p>	

## PR Check Register (P06238)

Processing Option	Processing Options Requiring Further Description
<p>PRINT CONTROL OPTIONS:</p> <p>1. Enter '1' to print employee name on the Net Pay Instr. Register.  Default of blank will NOT print name.</p> <p>2. Enter Employee Number to print option A = Address Book S = Social Security Number O = Third Employee Number Default of blank will use Address Book number.</p> <p>3. Enter 'Y' to print full address.  Default of blank will NOT print address.</p> <p>4. Enter 'Y' to print individual account deposits for auto deposits.  Default of blank will NOT print individual deposits.</p>	

## Employee Profile Data - Copy/Move (P080840)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Type of Data the information will be copied FROM.</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter the Type of Data the information will be copied TO.</p> <p>3. Enter '1' if you want to delete the Original FROM data after copying. (Default of blank will copy without deleting the Original FROM Data).</p> <p>4. Enter '1' if you want to overwrite the existing TO rcds with the FROM information. (Default of Blank will not overwrite existing TO rcds).</p>	

## Initialize History - Include all Active EE (P080810)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a date to be used as the Effective Date for all history records. Default of blank will use the date when each employee record was last changed.</p> <p>2. Choose what files to initialize given the choices below: H = Initialize History only T = Initialize Turnover only B = Initialize History and Turnover</p> <p>3. To clear records from the indicated file(s) before initialization, enter one of the following values: 1 = Clear the entire selected file(s) 2 = Clear History/Turnover records for the selected employees only Default of blank will not clear any records.</p> <p>4. Enter a change reason for initial turnover and history records. A blank will default a change reason of '001' New Hire for turnover records and the window value for the history records. (F1 will display allowed values.)</p>	<p>When you run the initialize program, JD Edwards World recommends that you enter an effective date in this processing option. The effective date should be a day prior to the date of your first date for reporting turnover. The system considers employees active as of the initialize effective date.</p> <p>Enter a numeric change reason code in this processing option.</p>

## Contract/Calendar Master (P08930)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>1. Enter a '1' if you would like Saturday and Sunday to be included as a work day with a Day Value of 1.0.</li> <li>2. If JD Edwards payroll is installed enter the last payroll period end date.  This is used to prevent calendar changes on days that have already been paid which would cause a loss of data integrity.  If left blank the system date will be used.</li> <li>3. Enter the version of form P08936 to use when Recalculate Contract/Calendar Salary (P08936) is executed.</li> </ol>	

## Recalculate Contract/Calendar Salary (P08936)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>1. Enter the Contract/Calendar to process.</li> <li>2. If switching the employees attached to the Calendar entered in 1, enter the name of the new Calendar.</li> <li>3. Enter the number of periods left to pay.</li> <li>4. Enter a '2' to perform the file updates.  Leave mode as '1' to print a proof report.</li> <li>5. Enter a '1' to change retrieve salary paid before change. This must be blank if switching calendars.</li> <li>6. If a To Calendar (PO number 2) is not entered an effective date may be entered. Enter an effective date if you want the effective date to be greater than the calendar start date.  See the help text for more info.</li> </ol>	<p>You can enter an effective date only if you are not transferring employee records to a new contract calendar. The effective date that you enter must be greater than the start date for the contract calendar. If you enter an effective date that is less than the start date for the calendar, the system uses the calendar start date as the effective date. If you leave this processing option blank, the system uses either the system date or the start date for the calendar. whichever is greater.</p>

Processing Option	Processing Options Requiring Further Description
7. Enter the change reason.	
8. Enter a '1' to change all attached calendars to have a record type of 'O' for omitted.	

## Pay Grade/Salary Range Information (P082001)

Processing Option	Processing Options Requiring Further Description
1. Enter a "Skip to" query name to be used when the World Writer versions list function key is pressed to call the World Writer versions list.  Blank will display the entire list for Wages and Salary World Writers, (Grp Q082).	
2. Enter a '1' to allow the effective dates in the subfile to change by changing the effective date in the header of the video.	

## Pay Grade/Step WW (P082003)

Processing Option	Processing Options Requiring Further Description
1. Enter a "Skip to" query name to be used when the World Writer versions list function key is pressed to call the World Writer versions list.  Blank will display the entire list for Wages and Salary World Writers, (Grp Q082).	
2. Enter a '1' to allow the effective dates in the subfile to change by changing the effective date in the header of the video.	

## Payroll Pay/Earnings Types (P06911P)

Processing Option	Processing Options Requiring Further Description
1. To print general Pay/Earnings Types information, enter '1'.	

Processing Option	Processing Options Requiring Further Description
2. To print Tax Exempt Info, enter '1'.	

## Deduction/Benefit/Accrual (P06911D)

Processing Option	Processing Options Requiring Further Description
Enter '1' to print General DBA Info. Enter '1' to print Additional DBA Info. Enter '1' to print DBA Limit Info. Enter '1' to print Tax Exempt Info. Enter '1' to print Year End Info. Enter '1' to print Rollover Info Enter '1' to print Category Codes Info	

## Tax Area Print (P069016P)

Processing Option	Processing Options Requiring Further Description
1. Enter a 'Y' to print the Payee full mailing address.	

## Print Unemployment Ins. Rates (P06922P)

Processing Option	Processing Options Requiring Further Description
Enter the Date range for this report: From Date: Thru Date:	



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## 9 Appendices



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# Appendix A – Technical Overview of Payroll Cycle

## Technical Overview of Pre-Payroll Processing

The following table presents a technical overview of the pre-payroll processing step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Payroll Processing Control (P062001)	Selects timecards based on pay cycle, group, and home company Assigns lockout code Creates autopay transactions	F060116 F06210 F06106 F06116	F060116 F06116 F06210xxx F0609
DBA Calculation (P072011)	Calculates all user defined deductions and all benefits/accruals requested (based on gross pay)*  (See * on the following page.)	F0609 F06116 F06210 F06146 F06145 F069116	F0609 F0605
Vertex Workfile Build (P072031)	Calculates current and YTD wages for all tax authorities.	F060116 F06116 F0609 F0713 F06017	F0712 F07126
Payroll Tax Calculation (VCP021A)	Vertex program calculates all applicable payroll taxes.	F0712 F07126	F0712 F07126
Net Deduction Calculation (P07202)	Calculates all user defined deductions that are based on net pay to compile the following reports: <ul style="list-style-type: none"> <li>▪ Deductions Not Taken - R062021</li> <li>▪ Deductions Arrearage - R062023</li> </ul>	F069116 F0712 F07126 F06116 F0609 F06107	F0609 F0712 F07126
Merge Interim Checks (P07204)	Merges qualifying employee interim checks into pay cycle workfiles to compile the following reports: <ul style="list-style-type: none"> <li>▪ Unprocessed Interims - R062042</li> <li>▪ Terminated Employees - R062041</li> </ul>	F06350I F0712I F07126I	F0712I F07126I F06350I F0609 F06116

Step	Explanation	Tables Read	Tables Updated
Step	Explanation	Tables Read	Tables Updated
Paycheck Workfile Build (P07350)	Calculates detailed transactions used to generate various reports and files, including: <ul style="list-style-type: none"> <li>Net Pay Instruction Register</li> <li>Paychecks in the Print Paychecks step</li> <li>Payroll registers</li> </ul>	F065016 F06116 F0609 F06146 F0712 F07126 F0713	F063501
Time and Pay Register (P063001)	Reports on time entered and included in the payroll cycle.	F06116 F060116	
Payroll Register (P063012 and P063013)	Reports that detail employee gross-to-net, available in detail or summary format.  This report lists pay types, deductions, benefits, and accruals, which simplifies the process of reconciling total accrual liability.	F060116 F063501 F06146 F065106 F0712 F07126 F0713	
Federal Tax Distribution Summary (P073170)	Optional report of current, MTD, QTD, and YTD taxes.	F063501 F0713	
Update Status Flag (P062101)	Moves 1 to data field PPST on Pay Cycle Review/Reset.	F06210 F060116	F06210 F060116

\* Pre-Payroll Processing calculates benefits defined with a Y (Yes) in the Calculate in Pre-Payroll field on the DBA Setup screen. The system calculates benefits with N (No) in the Calculate in Pre-Payroll field during the Journal Entries Payroll Cycle step.

## Technical Overview of Print Payments

The following chart presents a technical overview of the print payments step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Auto Deposit Selection (P072301)	If auto deposits are included in the version, Auto Deposit Selection displays.	Data area: Net Pay Instructions in version library	

Step	Explanation	Tables Read	Tables Updated
Auto Deposit DREAM Writer Version Processing (P98300)	If auto deposits are included, the DREAM Writer versions available for the Auto Deposit External File Build job display.		
Auto Deposit Batch Job (J075501)	If auto deposits are included, this job is submitted.		
	1. Create Bank deposit Tape Workfile (P065501)	F063501	F075506
	2. Print Auto Deposit Register (P065051)	F065506	F065516
Print Net Pay Instructions (P07230)	Controls the printing of Net Pay Instructions as necessary.	F063501	F063501

## Technical Overview of Payroll Journal Entries

The following chart presents a technical overview of the payroll journal entries step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Benefit/Accrual Calculation (P062012)	Calculates remaining benefits and accruals associated with the employee.	F060116 F0609 F06146 F06145	F0609
Paycheck Workfile Supplemental (P063503)	Calculates remaining detailed transactions to be used to generate various reports and files.	F0609	F063501
Establish Batch for Payroll Journals (P062902)	Creates a batch of payroll journal entries.	F06210	F06210 F0011
Workers Compensation Journal Entries (P07290)	Calculates workers compensation premiums and generates all payroll journal entries for those employees being processed. Creates a member equal to the batch number within your production physical file.	F06116 F0609 F063501 F0712	F06290 F0624 (Optional)

Step	Explanation	Tables Read	Tables Updated
Summarize Detail Journal Entries (P06228)	Summarizes all detailed journal entry transactions to the level requested. Creates a member equal to the batch number within the production physical file.	F06290 F06901	F06395
Journal Batch Proof/Edit (P06229)	Creates the Journal Batch Proof report and edits for error conditions.	F06395 F0901	F0011
A/P Integration (J06498JQ)	Determines whether accounts payable integration is in effect, based on the A/P flag in company constants.		
A/P Batch Setup (P064901)	Creates batch header for the current payroll cycle, deletes the previous batch header, and clears the workfiles if you reran an existing payroll ID.	F06210 F06491 F06492 F06490	F06210 F06491 F06492 F06490
A/P Detail Workfile Build (P06490)	Builds the A/P voucher detail workfile.	F069096 F06210 F06926 F06927 F069086 F069016 F06904 F063501 F0609 F060116	F06490
A/P Summary Workfile Build (P064902)	Builds the A/P voucher summary file.	F06927 F069086 F0626 F06490	F06492 F06491
A/P Journal Voucher Creation (P064904)	Creates the batch proof journal entries for A/P vouchers.	F06490	F06290
A/P Journal Compression (P064228)	Summarizes journal entries and prints the Journal Batch Proof report (P06229). Updates the A/P status flag (P062101).	F06914 F069116 F06290 F06395	F06395 F06210
Update Status Flag (P062101)	Moves 1 to the Status Code field for Journal Entries on the Pay Cycle Review/Reset screen.	F06210	F06210

## Technical Overview of the Final Update

The following chart presents a technical overview of the Final Update step of the Payroll Cycle.

Step	Explanation	Tables Read	Tables Updated
Update Employee History tables (P073901)	Updates the various history tables.	F060116 F0609 F063501 F06116 F0712 F07126	F06145 F06146 F06156 F06176 F0618 F0619 F06216 F06226 F0713 F0716
Update General Ledger (P06395)	Generates General Ledger transactions.	F06395	F0911
Post General Ledger batch (P09800)	Updates balance records in General Ledger.	F0911	F0902
Update Integrity table (P063911)	Updates Payroll Integrity table.	F063501	F0620 F06502
Update Employee Master (P06394)	Updates future changes to Employee Master data.	F06042	F060116



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## Appendix B – Timecard Derivation Sequence

This appendix lists the sequence the system uses to derive values for fields on the timecard entry forms.

Item	1	2	3	4	5
Time card Record Type 1. Payroll 2. Combined 3. Billing	Keyed on Timecard Entry	Employee Master (F060116)	Default - 1		
Pay Type	Keyed on Timecard Entry	Option - U Union Rate table (F069126)	Option - E Occupational Rate table for Regular Pay Only (F060146)	Labor Distribution table	
Date Worked	Keyed on Timecard Entry	Defaults to Pay Period Ending for autopay			
Home Company	Keyed on Timecard Entry	Employee Master (F060116)			
Home Business Unit	Local Union Override (F0693006)	Keyed on Timecard Entry	Employee Master (F060116)		
Union Code for Wages and Reporting	Keyed in Timecard Entry	Local Union Override (F0693006)	Employee Master (F060116)		
Job Type	Keyed on Timecard Entry	Employee Master (F060116)			
Job Step	Keyed on Timecard Entry	Employee Master (F060116)			

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Item	1	2	3	4	5
Labor Distribution Account	Keyed on Timecard Entry	Employee Labor Distribution Instructions (for autopay employees)	Position Account Instructions (F081012)	AAIs (F06904)	
Billing Distribution (Recharges)	Keyed on Timecard Entry	AAIs for Any Missing Element RD (F06904)			
Equipment Distribution	Keyed on Timecard Entry	AAIs for Object Account ED (F06904)			
Job Location	Keyed on Timecard Entry	Business Unit associated with Primary Distribution			
Shift Code	Keyed on Timecard Entry	Employee Master (F060116)			
Shift Differential and Method	Keyed on Timecard Entry	Shift Differential table \$/HR or % (F069246)	If Shift Code is blank, retrieve from Pay Type table \$/HR (F0690116)		
Hours Worked	Keyed on Timecard Entry	Autopay Instructions	Labor Distribution table		
Rate	Keyed on Timecard Entry	Option - U Union Rate table (F0609126)	Option - U Occupational Rate table (F060146)	Option - E Occupational Rate table (F060146)	Employee Master (F060116 or F060118)
Gross Pay	Entered Lump Sum Amount	Calculated			
Flat Burden %	Employee Master (F060116)	Option - U Use Union Rate table (F069126)	Labor Distribution Business Unit (F0006)		

Item	1	2	3	4	5
W/C Insurance	Keyed on Timecard Entry	Labor Distribution Account, update in Cost Code Master (F0901)	Employee Labor Distribution Instructions (F06106)	Option - U Union Rate table (F069126)	Employee Master (F060116)
Work Tax Area	Keyed on Timecard Entry	Labor Distribution Payroll Business Unit (F0006)	Employee Master (F060116)		
Check Route Code	Keyed on Timecard Entry	Employee Master (F060116)			
Equipment Rate Code	Keyed on Timecard Entry (F1301)	Distribution Account, update in Cost Code Master (F0901)	Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)	Rental Rules table (F1302)	
Equipment Rate	Keyed on Timecard Entry	Equipment Rate table			
Bank Account	Defined in Pre-Payroll processing option	Interim check entry	AAIs		

The derivation of the Base Rate depends on the derivation of the hourly rate as follows:

- If the Union Rates table is used, then the Base Rate is found by dividing the rate derived from the Union Rates table by the Pay Type Multiplier.
- If the Occupation Rates table is used, then the rate from the Occupation table is assumed to be the Base Rate.
- If the Hourly Rate is manually entered, then the Base Rate is found by dividing the entered rate by the Pay Type Multiplier.
- If the Employee Master rate is used, the Base Rate is the rate from the Employee Master.



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## Appendix C – DBA Table Methods

There are five general, arbitrary categories that are distinguishable by what the DBA method is based on.

Category	Available Calculations
Salary Amounts: Pay Period Monthly Annual Life Insurance 2nd Life Insurance	For each of the salary figures, you can perform one of the following calculations: <ul style="list-style-type: none"> <li>▪ Table amount x Employee rate</li> <li>▪ Salary x Employee rate x Table amount</li> <li>▪ Use the table amount as the actual DBA amount</li> <li>▪ Hours worked x Table amount</li> <li>▪ Gross earnings x Table amount</li> <li>▪ Salary x Employee rate Result rounded down x Table amount</li> <li>▪ Salary x Employee rate Result rounded up x Table amount</li> <li>▪ Salary x Table amount x Excess rate</li> </ul>
Employee's Age:	Based on the employee's age, you can perform one of the following calculations: <ul style="list-style-type: none"> <li>▪ Salary x Employee rate x Table amount</li> <li>▪ Salary x Employee rate Result rounded down x Table amount</li> <li>▪ Salary x Employee rate Result rounded up x Table amount</li> <li>▪ Salary x Employee rate Result rounded down / 1000</li> <li>▪ Salary x Employee rate Result rounded up / 1000</li> <li>▪ Salary x Table amount x Excess rate</li> </ul>

Category	Available Calculations
Dates: Leave of Absence Original Hire Participation Start	For each of the dates, you can perform one of the following calculations: <ul style="list-style-type: none"> <li>Table amount x Employee rate</li> <li>Table amount x Employee rate, (calculates hours only)</li> <li>Table amount x Hours worked (can optionally calculate Rate x Hours)</li> <li>Table amount x Hours worked (calculates hours only)</li> <li>Table amount x Hours worked</li> <li>Use the table amount as the actual DBA amount</li> <li>Table amount x Gross earnings</li> <li>Annual salary x Table amount x Excess rate</li> <li>Pay period salary x Table amount x Excess rate</li> <li>Monthly salary x Table amount x Excess rate</li> <li>Life insurance salary x Table amount x Excess rate</li> <li>2nd life insurance salary x Table amount x Excess rate</li> </ul>
Amounts: Hours Gross Amounts Flat Dollar	You can perform various calculations against an employee's rate, hours, and gross wages. These include: <ul style="list-style-type: none"> <li>Average hourly rate</li> <li>Rate from the detail area of the table</li> </ul>
Miscellaneous: Pay Period Number Variable Months Excess Life Insurance	You can use various tables depending on the following: <ul style="list-style-type: none"> <li>Pay period number for the month</li> <li>Number of months of history to use as a basis</li> <li>Group term life insurance premiums</li> </ul>

## Based or Calculated on Pay Period Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
EA	Pay Period Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
EB	Employee's Age in Years	Employee's pay period salary x the amount or rate associated with the employee x Table amount.	3
ED	Pay Period Salary	Table amount equals the actual amount of the DBA.	1

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
EH	Pay Period Salary	The number of hours worked by the employee x Table amount or rate.	1
EP	Pay Period Salary	Employee's gross earnings for the current period x Table amount or rate.	1
EQ	Pay Period Salary	Employee's pay period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
ER	Pay Period Salary	Employee's pay period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
ES	Employee's Age in Years	Employee's pay period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
ET	Employee's Age in Years	Employee's pay period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
EY	Employee's Age in Years	Employee's pay period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate. The system does not calculate a DBA amount.	3 or 9
EZ	Employee's Age in Years	Employee's pay period salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
E%	Employee's Age or Pay Period Salary	Employee's pay period salary x Table amount or rate x Excess rate in the table.	3,9, or 1

## Based or Calculated on Monthly Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
NA	Monthly Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
NB	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee x Table amount.	3
ND	Monthly Salary	Table amount equals the actual amount of the DBA.	1
NH	Monthly Salary	Number of hours worked by the employee x Table amount or rate.	1
NP	Monthly Salary	Employee's gross earnings for the current period x Table amount or rate.	1
NQ	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	1
NR	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	1
NS	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	3 or 9
NT	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	3 or 9
NY	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
NZ	Employee's Age in Years	Employee's monthly salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
N%	Employee's Age or Monthly Salary	Employee's monthly salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

## Based or Calculated on Annual Salary

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
AA	Annual Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
AB	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee x Table amount.	3
AD	Employee's Age in Years	Table amount equals the actual amount of the DBA.	1
AH	Employee's Age in Years	Number of hours worked by the employee x Table amount or rate.	1
AP	Employee's Age in Years	Employee's gross earnings for the current period x Table amount or rate.	1
AQ	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	1
AR	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	1
AS	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	3 or 9
AT	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	3 or 9

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
AY	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
AZ	Employee's Age in Years	Employee's annual salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
A%	Employee's Age or Annual Salary	Employee's annual salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

## Based or Calculated on Life Insurance Salary

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
IA	Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
IB	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee x Table amount.	3
ID	Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
IH	Life Insurance Salary	Number of hours worked by the employee x Table amount or rate	1
IP	Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1
IQ	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	1
IR	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	1

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
IS	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	3 or 9
IT	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	3 or 9
IY	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
IZ	Employee's Age in Years	Employee's life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
I%	Employee's Age or Life Insurance Salary	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

## Based or Calculated on Second Life Insurance Salary

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
FA	2nd Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
FB	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee x Table amount.	3
FD	2nd Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
FH	2nd Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
FP	2nd Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
FQ	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	1
FR	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	1
FS	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x by the Table amount or rate.	3 or 9
FT	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x by the Table amount or rate.	3 or 9
FY	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
FZ	Employee's Age in Years	Employee's 2nd life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
F%	Employee's Age or 2nd Life Insurance Salary	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

## Based or Calculated on Spousal Life Insurance Coverage

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
UB	Spouse's Age in Years	Spouse's life insurance coverage x amount or rate associated with the employee x amount field on the table.	3, 9, or Z

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
UL	Spouse's Age in Years	Amount in the table = actual amount of the DBA (flat dollar amount).	3, 9, or Z
US	Spouse's Age in Years	Employee's life insurance coverage x amount or rate associated with the employee. Round the result up to the next 1000 / 1000 x amount or rate in the table.	3, 9, or Z
UT	Spouse's Age in Years	Spouse's life insurance coverage x amount or rate associated with the employee. Round the result down to the next 1000 / 1000 x amount/rate in the table.	3, 9, or Z
UY	Spouse's Age in Years	Spouse's life insurance coverage is rounded down to the next 1000 / 1000. The results are stored in Hours Worked. The amount is zero. The system does not calculate a DBA amount.	3, 9, or Z
UZ	Spouse's Age in Years	Spouse's life insurance coverage is rounded up to the next 1000 / 1000. The results are stored in Hours Worked. The amount is zero. The system does not calculate a DBA amount.	3, 9, or Z
U%	Spouse's Age in Years, or the Spouse's Life Insurance Coverage	Spouse's life insurance coverage x amount or rate in the table x Excess rate in the same table.	3, 9, or Z

## Based or Calculated on Leave of Absence Date

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
LA	Months of Service from Leave of Absence	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
LB	Months of Service from Leave of Absence	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
LH	Months of Service from Leave of Absence	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
LI	Months of Service from Leave of Absence	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
LR	Months of Service from Leave of Absence	Table amount x Number of hours worked equaling the DBA amount.	2
L\$	Months of Service from Leave of Absence	Table amount equals the actual amount of the DBA.	2
L%	Months of Service from Leave of Absence	Employee's gross earnings x Table rate percentage.	2
L1	Months of Service from Leave of Absence	Employee's annual salary x Table amount or rate x the Excess rate.	2
L2	Months of Service from Leave of Absence	Employee's pay period salary x Table amount or rate x Excess rate in the table.	2
L3	Months of Service from Leave of Absence	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
L4	Months of Service from Leave of Absence	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
L5	Months of Service from Leave of Absence	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

## Based or Calculated on Original Hire Date

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
OA	Months of Service from Original Hire Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
OB	Months of Service from Original Hire Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
OH	Months of Service from Original Hire Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
OI	Months of Service from Original Hire Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
OR	Months of Service from Original Hire Date	Table amount x Number of hours worked equaling the DBA amount.	2
O\$	Months of Service from Original Hire Date	Table amount equals the actual amount of the DBA.	2
O%	Months of Service from Original Hire Date	Employee's gross earnings x Table rate percentage.	2
O1	Months of Service from Original Hire Date	Employee's annual salary x Table amount or rate x the Excess rate.	2
O2	Months of Service from Original Hire Date	Employee's pay period salary x Table amount or rate x Excess rate in the table.	2
O3	Months of Service from Original Hire Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
O4	Months of Service from Original Hire Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
O5	Months of Service from Original Hire Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

## Based or Calculated on Participation Date

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
PA	Months of Service from Participation Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
PB	Months of Service from Participation Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
PH	Months of Service from Participation Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
PI	Months of Service from Participation Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
PR	Months of Service from Participation Date	Table amount x Number of hours worked equaling the DBA amount.	2
PS	Months of Service from Participation Date	Table amount equals the actual amount of the DBA.	2
P%	Months of Service from Participation Date	Employee's gross earnings x Table rate percentage.	2
P1	Months of Service from Participation Date	Employee's annual salary x Table amount or rate x the Excess rate.	2
P2	Months of Service from Participation Date	Employee's pay period salary x Table amount or rate x Excess rate in the table.	2
P3	Months of Service from Participation Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
P4	Months of Service from Participation Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
P5	Months of Service from Participation Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

## Based or Calculated on Start Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
SA	Months of Service from Start Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
SB	Months of Service from Start Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
SH	Months of Service from Start Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
SI	Months of Service from Start Date	Table amount x Number of hours worked equaling hours to accrue x Employee's hourly rate for the DBA amount.	2
SR	Months of Service from Start Date	Table amount x Number of hours worked equaling the DBA amount.	2
SS	Months of Service from Start Date	Table amount equals the actual amount of the DBA.	2
S%	Months of Service from Start Date	Employee's gross earnings x Table rate percentage.	2
S1	Months of Service from Start Date	Employee's annual salary x Table amount or rate x the Excess rate.	2
S2	Months of Service from Start Date	Employee's pay period salary x Table amount or rate x Excess rate in the table.	2
S3	Months of Service from Start Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
S4	Months of Service from Start Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
S5	Months of Service from Start Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

## Based or Calculated on Hours Worked

Table Method	Lower/Upper Ranges Represent	Calculation	Method
HA	Hours Worked	Employee's total wages / Employee's total hours x Table amount or rate.	4
HD	Inception to Date Hours Worked	Table amount equals the actual amount of the DBA.	4
HP	Inception to Date Hours Worked	Employee's hours worked during the current period x Table rate.	4
H1	Hours Worked	Table amount equals the number of hours that the DBA is based on.	4

## Based or Calculated on Gross Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
GA	Gross Amount	Amount or rate associated with the employee x Table amount.	8
GD	Gross Amount	Table amount equals the actual amount of the DBA.	8
GH	Gross Amount	Hours worked x Table amount.	8
GP	Gross Amount	Amount of employee's gross earnings x Table rate.	8
G%	Gross Amount	Amount of employee's gross earnings x Table rate.	3
G@	Gross Amount	Amount of employee's gross earnings x Table rate.	8

## Based or Calculated on Flat Dollar

Table Method	Lower/Upper Ranges Represent	Calculation	Method
DD	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours: <ul style="list-style-type: none"> <li>▪ Calculate days worked</li> <li>▪ Days worked x Rate in the detail area</li> </ul>	4

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
DH	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, Actual hours worked x Rate in the detail area.	4
DL	Employee's Age in Years	Table amount equals the actual amount of the DBA.	3 or 9
DP	Pieces Produced	If possible, use amount in table. If employee produced fewer pieces, Actual pieces produced x Rate in the detail area.	5

### Based or Calculated on Pay Period Number

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
WD	Pay Period Number (1 - 5)	Days worked (based on number of time card records) x Table amount or rate.	0
WH	Pay Period Number (1 - 5)	Hours worked x Table amount or rate.	0
WP	Pay Period Number (1 - 5)	Pieces produced x Table amount or rate.	
WS	Pay Period Number (1 - 5)	Table amount equals the actual amount of the DBA.	
W%	Pay Period Number (1 - 5)	Gross earnings x Table amount or rate.	

### Based or Calculated on Variable Months

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
MH	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table x Table rate.	6

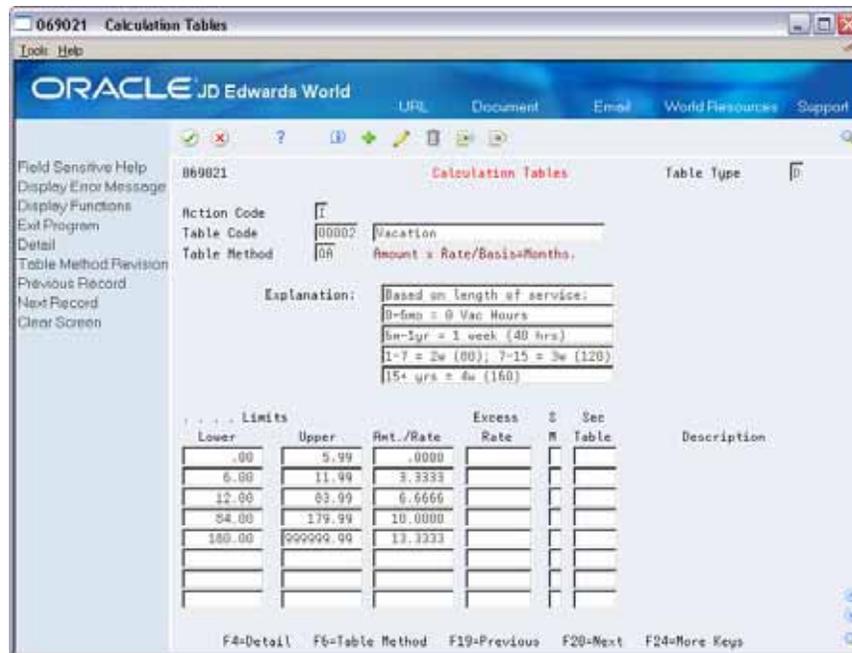
<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
MI	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded up to the next whole hour x Table rate.	6
MJ	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded down to the next whole hour x Table rate.	6
MP	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated gross earnings for the number of months specified x Table rate.	6
MR	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated pieces produced for the number of months specified x Table rate.	6

## Based or Calculated on Excess Life Insurance

<b>Table Method</b>	<b>Lower/Upper Ranges Represent</b>	<b>Calculation</b>	<b>Method</b>
XL	Employee's Age in Years	The "maximum amount" for data dictionary item #XL1 - Hours basis. Remainder x Table amount.	3 or 9
XC	Employee's Age in Years	The "maximum amount" for data dictionary item #XLC - Hours basis. Remainder x Table amount.	3 or 9

## Example: Calculation Table Based on Months of Service

When you set up a table based on months of service, the system uses only whole numbers for the lower and upper limits.



For example, the system reads the above limits as:

- 0 to 5
- 6 to 11
- 12 to 83
- 84 to 179
- 180 to 9,999,999

The system considers the months between the specified date and the payroll date, not the number of days. The system does not convert number of days to months. For example, the system would calculate months of service as follows:

- Start Date = 1/15 and Pay Date = 1/31  
The system calculates one month of service. The employee started in January and was paid in January.
- Start Date = 1/15 and Pay Date = 2/15  
The system calculates two months of service. The employee started in January and was paid in February.

## Example: Calculation Table Based on Periods Worked

You might want to set up a calculation table based on different amounts based on pay periods worked. For example, you might want to split a 75.00 a month health insurance premium between two pay periods.

The following list shows the information to enter on each line of the calculation table:

<b>Line</b>	<b>Description</b>
Line one for the first pay period	Lower Limit = 1 Upper Limit = 1 Amount/Rate = 40
Line two for the second pay period	Lower Limit = 2 Upper Limit = 2 Amount/Rate = 35

Based on this calculation, the system deducts 40.00 the first pay period and 35.00 the second pay period.

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# Appendix D – Intercompany Settlement Examples

The following examples show how setting up intercompany settlements in payroll affects document and company totals.

## See Also

- *Setting Up Intercompany Settlements in Payroll (P069041)*

## Example 1: No Intercompany Settlements

In this example, labor is distributed to two companies, and the system does not generate intercompany settlements. All liabilities are posted to the home company.

The employee's home company is 100. He worked in two companies:

- Business unit 90, company 100
- Business unit 501, company 50

Review the Pay Period Journal Batch Proof report, and notice that the document and company totals are out of balance. The grand totals are in balance.

06229 JD Edwards World Page - 2														
Pay Period Journal Batch Proof Date - 7/23/17														
Payroll ID: 693 Batch 6068229														
Account Description														
Co	FY	PN	DT	Refn2	Employee	JBCD	JBST	Asset	G/L Account	Subldg-Ty-Phase	Debit	Credit	Units	LT
00050	17	08	T2		Payroll Labor Distribution									
					FB083198 Burden				501.1343.02200		98.56			AA
					LD083198 Regular Time				501.1341.02200		308.00		40.00	AA
									Document/Period Total		406.56		40.00	
00050	17	08	T3		Actual Burden Journal Entries									
					BT083198 Burden				501.1343.02200		421.68			AA
									Document/Period Total		421.68			
									Company Total . . . . .		828.24		40.00	
00100	17	08	T1		Payroll Disbursement Entries									
					AL083198 Health Insurance				100.4315			39.60-		AA
					AL083198 Savings Bond				100.4316			33.88-		AA
									00007506 A					
					AL083198 Garnishee Wages				100.4325			204.10-		AA
					AT083198 Federal Payroll Tax W/H				100.4211			69.30-		AA
					AT083198 FICA Payroll Tax Payable				100.4212			84.02-		AA
					AT083198 Medicare Tax Pay				100.4213			19.64-		AA
					AT083198 Federal Unemp Tax Payabl				100.4214			378.00-		AA
					AT083198 SIT-Colorado				100.4221.CO			13.60-		AA
					AT083198 SIT-Virginia				100.4221.VA			4.87-		AA
					AT083198 SUI-Colorado				100.4222.CO			2.96-		AA
					AT083198 SUI-Virginia				100.4222.VA			19.19-		AA
					AT083198 Workers Comp.-Colorado				100.4305.CO			0.41-		AA
					AT083198 Workers Comp.-Virginia				100.4305.VA			0.34-		AA
					AT083198 General Liab.-Colorado				100.4306.CO			0.70-		AA
					AT083198 General Liab.-Virginia				100.4306.VA			0.59-		AA
					AW083198 Accrued Payroll				100.4205		677.60			AA
					CT083198 Actual Burden Clearing A				100.4333		454.02			AA
					DP083198 First Interstate - Payro				100.1110.PAYROLL			260.42-		AA
									Document/Period Total		1,131.62		1,131.62-	
00100	17	08	T2		Payroll Labor Distribution									
					AW083198 Accrued Payroll				100.4205			677.60-		AA
					FC083198 Flat Burden Clearing Acc				100.4334			98.56-		AA
					LD083198 Regular Pay				90.8115		369.60		48.00	AA
									Document/Period Total		369.60		776.16-	48.00
00100	17	08	T3		Actual Burden Journal Entries									
					BT083198 Insurance-Workman's Comp				90.8145		1.11			AA
					BT083198 Unemployment Taxes				90.8170		2.96			AA
					CT083198 Actual Burden Clearing A				100.4333			454.02-		AA
									Document/Period Total		32.34		454.02-	
									Company Total . . . . .		1,533.56		2,361.80-	48.00
									Grand Total . . . . .		2,361.80		2,361.80-	88.00

## Example 2: Inter-company Settlements Between Two Companies

In this example, labor is distributed to two companies, and the system generates intercompany settlements.

The employee's home company is 100. He worked in two companies:

- Business unit 90 in company 100
- Business unit 501 in company 50

Review the Pay Period Journal Batch Proof report, and notice the intercompany transactions with journal type IC. The document and company totals are in balance.

06229		JD Edwards World							Page -	2			
		Pay Period Journal Batch Proof							Date -	7/23/17			
Payroll ID:	693 Batch 6068231												
Co	FY	PN	DT	Refn2	Account Description	Asset	G/L	Account	Subldg-Ty-Phase	Debit	Credit	Units	LT
00050	17	08	T2		Payroll Labor Distribution								
					FB083198 Burden			501.1343.02200		98.56			AA
					IC083198 Interco Accts-Co 00100			50.1291.00100			406.56-		AA
					LD083198 Regular Time			501.1341.02200		308.00		40.00	AA
								Document/Period Total		406.56	406.56-	40.00	
00050	17	08	T3		Actual Burden Journal Entries								
					BT083198 Burden			501.1343.02200		421.68			AA
					IC083198 Interco Accts-Co 00100			50.1291.00100			421.68-		AA
								Document/Period Total		421.68	421.68-		
								Company Total . . . .		828.24	828.24-	40.00	
00100	17	08	T1		Payroll Disbursement Entries								
					AL083198 Health Insurance			100.4315			39.60-		AA
					AL083198 Savings Bond			100.4316			33.88-		AA
								00007506 A					
					AL083198 Garnishee Wages			100.4325			204.10-		AA
					AT083198 Federal Payroll Tax W/H			100.4211			69.30-		AA
					AT083198 FICA Payroll Tax Payable			100.4212			84.02-		AA
					AT083198 Medicare Tax Pay			100.4213			19.64-		AA
					AT083198 Federal Unemp Tax Payabl			100.4214			378.00-		AA
					AT083198 SIT-Colorado			100.4221.CO			13.60-		AA
					AT083198 SIT-Virginia			100.4221.VA			4.87-		AA
					AT083198 SUI-Colorado			100.4222.CO			2.96-		AA
					AT083198 SUI-Virginia			100.4222.VA			19.19-		AA
					AT083198 Workers Comp.-Colorado			100.4305.CO			0.41-		AA
					AT083198 Workers Comp.-Virginia			100.4305.VA			0.34-		AA
					AT083198 General Liab.-Colorado			100.4306.CO			0.70-		AA
					AT083198 General Liab.-Virginia			100.4306.VA			0.59-		AA
					AW083198 Accrued Payroll			100.4205		677.60			AA
					CT083198 Actual Burden Clearing A			100.4333		454.02			AA
					DP083198 First Interstate - Payro			100.1110.PAYROLL			260.42-		AA
								Document/Period Total		1,131.62	1,131.62-		
00100	17	08	T2		Payroll Labor Distribution								
					AW083198 Accrued Payroll			100.4205			677.60-		AA
					FC083198 Flat Burden Clearing Acc			100.4334			98.56-		AA
					IC083198 Interco Accts-Co 00050			100.1291.00050		406.56			AA
					LD083198 Regular Pay			90.8115		369.60		48.00	AA
								Document/Period Total		776.16	776.16-	48.00	
00100	17	08	T3		Actual Burden Journal Entries								
					BT083198 FICA/Medicare			90.8135		28.27			AA
					BT083198 Insurance-Workman's Comp			90.8145		1.11			AA
					BT083198 Unemployment Taxes			90.8170		2.96			AA
					CT083198 Actual Burden Clearing A			100.4333			454.02-		AA
					IC083198 Interco Accts-Co 00050			100.1291.00050		421.68			AA
								Document/Period Total		454.02	454.02-		
								Company Total . . . .		2,361.80	2,361.80-	48.00	
								Grand Total . . . .		3,190.04	3,190.04-	88.00	

### Example 3: Intercompany Settlements Between Three Companies

In this example, labor is distributed to three companies, and the system generates intercompany settlements.

The employee's home company is 100. He worked in three different companies:

- Business unit 90, company 100
- Business unit 501, company 50
- Business unit 701, company 7

All liabilities are posted to the home company, company 100.

Review the Pay Period Journal Batch Proof report, and notice the intercompany transactions with journal type IC. The document and company totals are in balance.

## Example 4: Cash Distributed to Non-Home Company

In this example, labor is distributed to three companies, and the system generates intercompany settlements. All liabilities, except cash, are posted to the home company. The credit to cash is posted to company 7.

The employee's home company is 100. He worked in three different companies:

- Business unit 90, company 100
- Business unit 501, company 50
- Business unit 701, company 7

Review the Pay Period Journal Batch Proof report, and notice the intercompany transactions with journal type IC. The document and company totals are in balance.

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# Appendix E – Tables Used by Payroll

The Payroll system contains the following types of tables:

- [Master Tables](#)
- [Constants Tables](#)
- [Parameter Tables](#)
- [History Tables](#)
- [Transaction Detail and Ledger Tables](#)
- [Temporary Workfiles \(T-Tables\)](#)
- [Workfiles](#)

The following lists contain the table numbers, names and prefixes of all tables used by the payroll system. (A table's prefix is the first two characters of all the data names in that table.) An asterisk (\*) identifies a table that includes data when JD Edwards World ships the software to the customer.

## Master Tables

Number	Name	Prefix
F060116	Employee Master	YA
F060117	Employee International Data	YA
F060146	Occupational Pay Rates	JI
F06017	Employee Tax Exemptions/Overrides	YA
F06018	Data Parameter Extension	YF
F06022	Employee Piecerate	JA
F06042	Employee Future Data Changes	JO
F06106	Employee DBA Instructions and Labor Distribution Instructions	YM
F06107	Employee Wage Attachment Rules	JS
F061071	Employee Wage Attachment Fees	JS
F065016	Auto Deposit Instructions	YG
F068606	COBRA Policy	JP

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F068616	COBRA Participants	JQ

## Constants Tables

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F06022	Employee Piece Rate	JA
F06024	Beneficiary/Co-owner	YJ
F06041	Employee Master Future Data Select	JK
F0605	DBA Period Control	J@
F0626	Wage Attachment Control	JG
F06270	Retro Pay Parameter	JP
F06271	Retro Pay Selection Parameters	JQ
F06209	Execution Control Parameters	Y@
F06900	Non-U.S. Fiscal Date Patterns	Y\$
F069016*	Tax Area Information	YP
F069026	DBA Calculation Tables	Y2
F069027*	Calculation Table Methods	Y2
F069036	DBA Basis of Calculation	Y@
F06904	Automatic Accounting Instructions	Y#
F069056	Cost Center Constants	YO
F069066	Master Pay Cycles	JD
F069076	Workers Compensation Insured Pay Types	YF
F069086	Corporate Tax IDs	YI
F069096	Payroll Company Constants	YK
F069106	Union Benefit Plan Master	Y1
F069116	PDBA Transaction Constants	YC
F069117	DBA State/Local Tax Exemptions	YB
F069126	Union Pay Rates	YL
F06914	Journal Entry Summarization Rules	JG

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F06915	Holiday Tables	JH
F069151	Holiday Table Codes	JG
F06916	Piecework Item Master	JJ
F069161	Piecework Item Cross Reference	JE
F069162	Piecework Item/Job Type Cross Reference	JH
F06917	Tax Payment Schedule	YK
F069171	Payment/Reporting Terms	YK
F06918	Piecerate Constants	JN
F06919	Denomination Table	YB
F069216	Workers Compensation Rates Tables	YB
F069226	Unemployment Insurance Rates	YH
F06923	Job Classification Constants	YH
F069246	Shift Differential Tables	Y3
F06925	Employee/Payee Cross Reference	YG
F06926	Tax Area/Payee Cross Reference	Y#
F06927	Payee Voucher Rules	J5
F069306	Union/Job Type Cross Reference	Y@
F06931	Wage Attachments	J3
F069311	Wage Attachments - Additional Exemptions	J3
F069312	Wage Attachments - Annual Exemptions	J3
F06932	Job Type/Pay Type Cross Reference	J4
F06933	Step Progression Parameters	J@
F06936	Retro Pay types Rate	JA
F06972	Retro Pay Type Table	YR

## Parameter Tables

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F06005	Payroll Reporting Parameters	JE

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F06053	Interim Check Parameters	YW
F060531	Interim Check Tax Overrides	YW
F06210	Pre-Payroll Processing Parameters	YD
F06211*	Reports Only - DREAM Writer IDs	YD
F062101	Pre-Payroll Country Parameters	YD
F062102	Pre-Payroll Additional Parameters	YE
F063920*	Archive Versions	Y1
F063921*	Archive Members	Y2

## History Tables

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F0607	Wage Attachment Ledger	JI
F06145	Calendar Month DBA Summary	YH
F06146	Payroll Month DBA Summary	YN
F06147	Fiscal/Anniversary Year to Date	YD
F06148	Tax Area/Transaction Repost Summary	Y@
F06156	Paycheck History	YU
F06176	EI History	YS
F0618	Timecard Detail	YT
F0619	DBA Transaction Detail	YS
F0620	Pay Period Integrity	YJ
F06216	Employee Tip History	JA
F06226	Business Unit Tip History	JB
F0623	Piecework History	JL
F0624	Burden Distribution Detail	J#
F0625	Step Progression History	JB
F06251	Step Progression Pay Rate History	JB
F0627	Workers Compensation Summary History	JH

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F0628	Accrual Distribution History	J8
F06502	Auto Deposit History	YE
F068500	Tax Reporting History	YZ
F0713	Taxation Summary by Province	YZ
F0716	Tax Ledger Detail	YV

## Transaction Detail and Ledger Tables

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F0609	DBA Transaction Detail (current)	YS
F06116	Timecard Detail (current)	YT
F06116Z1	Employee Transactions - Batch	VL
F0611Z2	Employee Transactions - Multi-Member PC Support Batch	VR

## Temporary Workfiles (T-Tables)

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
T06176	Unemployment Insurance History	YS
T06216	Employee Tip Allocation	
T062161	Employee Tip Allocation	JA
T06226	Cost Center Tip Allocation	JB
T06226A	Federal Tip Reporting Form 8027 JB	JB
T062261	Cost Center Tip Allocation Summary	JB
T063100	Health and Welfare Reports	YS
T063106	DBA Workfile	Y7
T063170	Tax Distribution Summary	Y4
T063200	Job Billing Reports	YT
T067011	Tax Integrity Report Errors	YS

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
T067021	Transaction Integrity Report Errors	Y\$
T06703	Payroll History Audit Report Errors	
T068900	EEO Utilization	YT
T068901	EEO Utilization	YT
T068902	EEO Utilization	YT
T077330	T4 Processing	T4 Processing
T077331	Rélevé Processing	Rélevé Processing
T077340	T4 Processing	T4 Processing
T077341	Rélevé Processing	Rélevé Processing

## Workfiles

<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F06290	Detail Journal Entry	YR
F06149	Fiscal/Anniversary Year to Date Rollover	Y7
F06278	Retro Timecard	YT
F063106	Deduction/Benefit	Y7
F06345	Historical Payroll Payroll Register	JL
F063451	Historical Payroll Payroll Register	JK
F063501	Paycheck Workfile	Y4
F06350I	Interim Paycheck	Y4
F063505	Piecework Paycheck	Y6
F06395	Summarized Journal Entry	YR
F063922	Archive Members, Workfile for Count	Y3
F06490	A/P Detail	JR
F06491	A/P Summary	J6
F06492	A/P Control	JC
F065516	Auto Deposit	Y6

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<b>Number</b>	<b>Name</b>	<b>Prefix</b>
F06560	Bank Reconciliation - Issue	Y8
F06561	Bank Reconciliation - Paid	Y9
F06603	Sales Allocation/Entry	JU
F066031	Sales Allocation Amount	JT
F069136	Tip Disbursement	JE
F0712	Payroll Tax	J\$
F0712I	Interim Check Tax	J\$
F07126	Payroll Tax for UI Top-Up	J\$
F07126I	Interim Check Tax for UI Top-Up	J\$

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# Appendix F – Reviewing Complex DBA Setup

The following examples show how to set up certain specific types of DBAs. These DBAs do not exist in the DEMO data.

## Example 1: Deduction Using Minimum Hours and Monthly Limits

This deduction is for a flat dollar amount, \$41.72, with \$ in the Method of Calculation. The deduction is based on a minimum of 40 hours worked per month using the Minimum Hours field. You will calculate deductions once a month, so set a monthly limit using a month-to-date Source of Calculation. This is flagged to calculate each pay period.

Field	Value
Action Code	1
DBR Code	7145 Union Dues
DBR Type	D
Source of Calculation	Month-to-Date
Method of Calculation	Flat Amount
Table Cd (Methods 1-9)	41.7200
Effect on Disposable Wage	Y
Calc if No Gross (Y,N)	N
Calc in Pre-Payroll (Y,N)	Y
Effect on Check	N
Pay Period to Calculate	M / Y / Y / Y / Y
Calc Once Per Period (Y,N)	N
Eff Dates - From & Thru	
Arrearage Method	F
When to Adjust Ded	D
Order to Adjust Ded	1

If an employee did not work the required 40 hours in a pay period, no deduction exists. If the deduction was withheld the first pay period of the month, the system would not calculate the deduction in subsequent pay periods because of the monthly limit.

**06LTW DBA Limit Window**

Functions Tools Help

DBA for Prior Limit

Group Limit Code

Limit Method

Calendar Mnth Method

Fiscal/Annv Bgn Date

**Limits**

Pay Period

Monthly

Quarterly

Annual (Level 1)

Annual (Level 2)

**Minimum/Maximum**

Pay Period % Min

Pay Period % Max

Minimum Hours/Pcs

Maximum Hours/Pcs

**06ADW DBA Additional Information**

Functions Tools Help

Flex Spend Acct Type

415 Testing Code

401k/125/RPP/Union

Investment Group

Incl in Union Pln(Y,N)

Declining Balance (Y,N)

Number of Periods (Y,N)

COBRA Plan

Amount Due

No. Periods

Calc for All Emp. (Y,N)

Select by Pay Class

Select by Tax Area

Select by Home Company

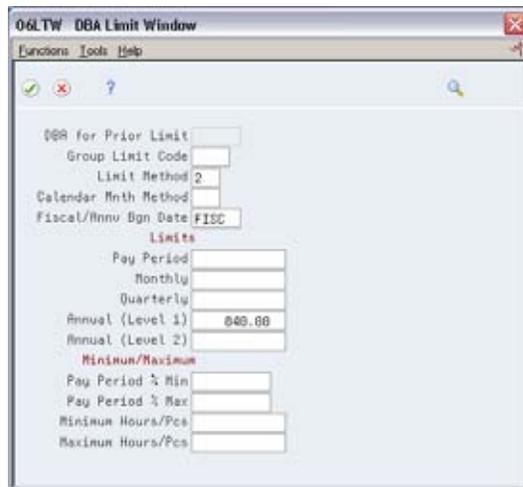
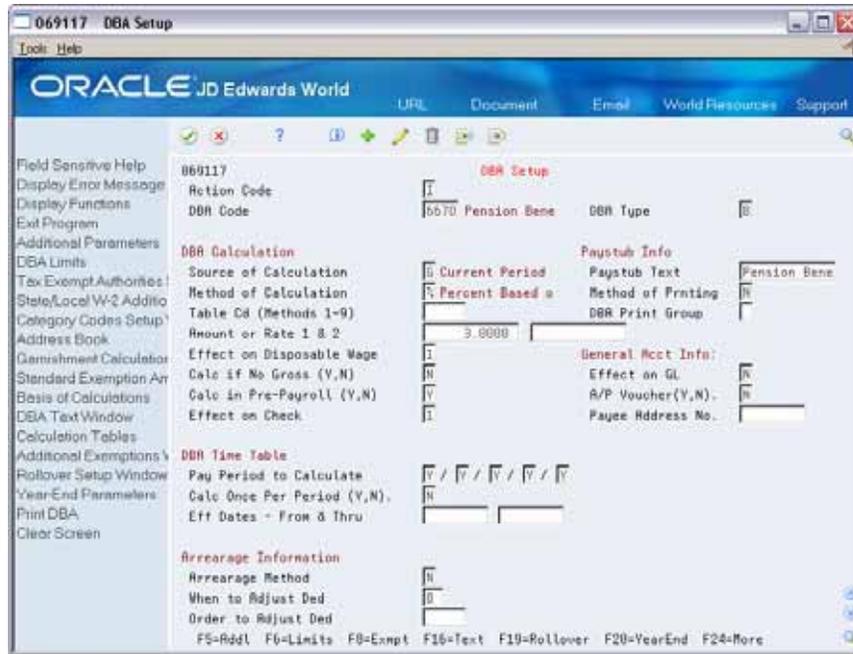
The DBA is flagged as included in a union plan for reporting purposes.

## Example 2: DBAs With Prior Limits

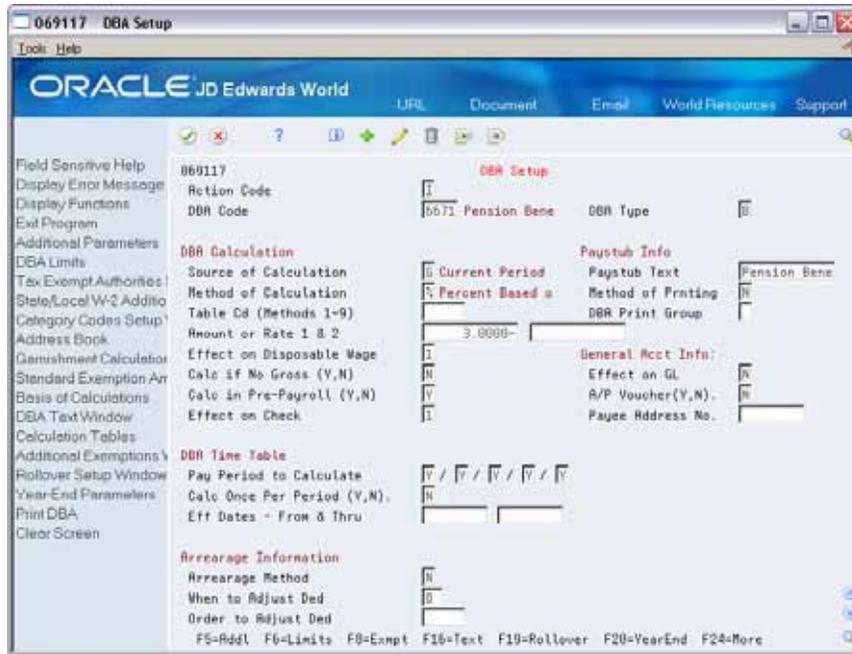
When you use DBA for Prior Limit, the system calculates the DBA with the higher number in the pay period after the first DBA reaches its limit.

The following sample shows a DBA with a higher number calculated in the same pay period that the first DBA reaches its limit. It requires setting up an intermediate DBA.

1. DBA 6670 calculates 3% of the gross salary up to an annual limit of 840.

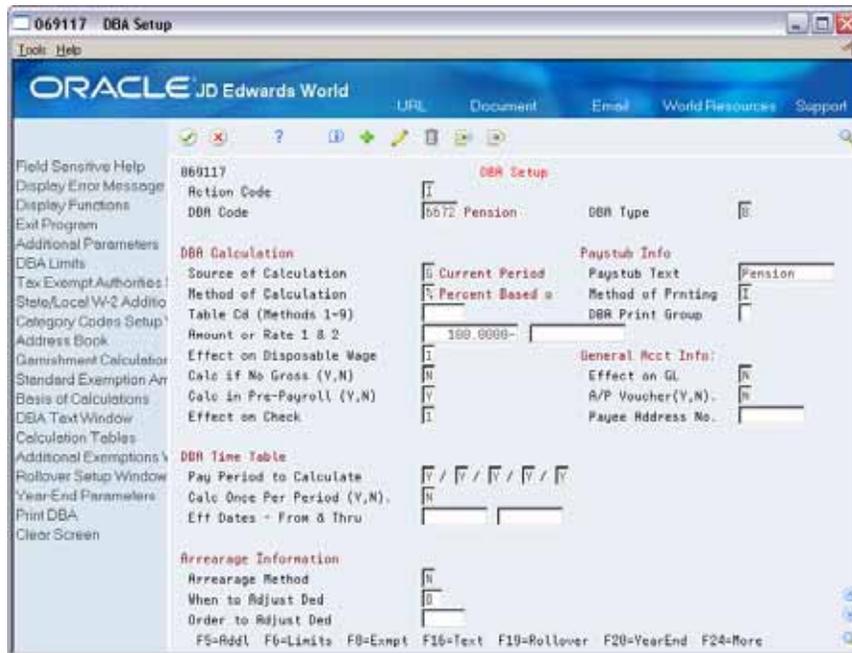


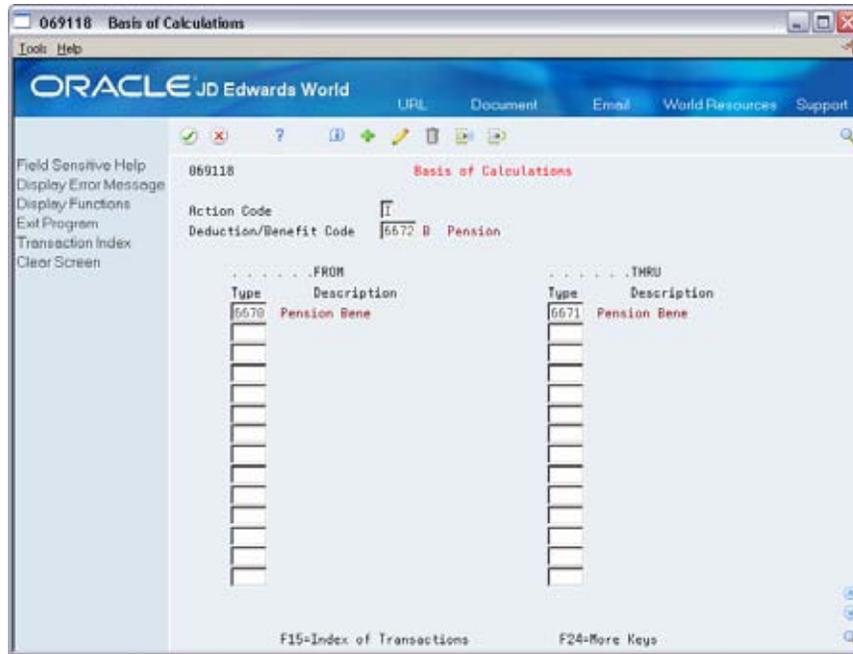
2. DBA 6671 also calculates 3% of gross salary and stores it as a negative amount.



There is no annual limit. When the system stops calculating DBA 6670, calculations continue for DBA 6671.

3. DBAs 6670 and 6671 combine to calculate DBA 6672.





While DBA 6670 continues to calculate,  $DBA\ 6670 + DBA\ 6671 = 0$ . When DBA 6670 reaches the annual limit and the system stops calculating it,  $DBA\ 6670 + DBA\ 6671 =$  positive 3% of gross.

You can change DBA Type, tax exempt status, method of calculation, and other values.



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## Appendix G – Set Up Bank Account Information

You can set up bank account information for credit-cash bank accounts in Canadian Payroll. You can define different accounts for:

- Printed computer cheques (required)
- Automatic deposit cheques
- Currency disbursement (cash payments)
- Interim automatic deposit
- Interim cheques
- Manual cheques

You must specify a Short Account ID for the appropriate business unit in the Accounts by Business Unit field. You must also set up UDC table 06/BK to establish the relationship between the short account ID and your bank account number.

## To Set Up Accounts by Business Unit



From General Accounting (G09), choose **General Accounting System Setup**  
From Organization & Account Setup (G09411), choose **Accounts by Business Unit**

### On Accounts by Business Unit

Acct	Sub	Description	L	Account No.	Budg P. Patt
1110		Cash in Banks	E		N
1110	BEHR	Bear Creek National Bank	F	001543	
1110	BERLIN	Bank of Berlin	F		
1110	FIB	First Interstate Bank	F		
1110	FRANCE	First Bank of Paris	F		
1110	PAYROLL	First Interstate - Payro	F		
1130		Short-Term Investments	E		N
1131		Certificates of Deposit	F		
1133		Treasury Bills	F		
1136		Investment Funds	F		
1137		Savings Accounts	F		
1200		Accounts Receivable	E		N
1210		Trade Accounts Receivable	E		N
1215		Allow for Doubtful Accts	E		
1218		Finance Charges Receivable	E		

- Complete the following fields:
  - Business Unit
  - Account
- Open the detail area.
- Set up the Short Account ID in the fold of the appropriate business unit.

Field	Explanation
Business Unit	The business unit segment of the payroll G/L account.
Acct	The object account segment.
Sub	The subaccount segment.
Account ID	A number that identifies an account in the general ledger. This number is created by Next Numbers when you add accounts. It is commonly referred to as the “short account number” and can never be changed.

## To Set Up Credit-Cash/Bank Account



From Payroll Setup (G774), choose **Auto Accounting Instructions**  
From Auto Accounting Instructions (G7743), choose **Credit-Cash/Bank Account**

Set up cash in bank account distribution instructions to define instructions for payroll disbursements. You must, at a minimum, set up the default journal type DP. You can use other codes when other types of payments are drawn on different bank accounts.

### On Credit-Cash/Bank Account

Complete the following fields for each account:

- Company
- JT (Journal Type)
- Bus. Unit
- Obj (Object account)
- Sub (Subaccount or subsidiary)

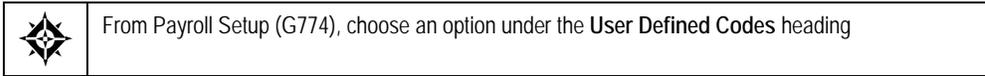
Field	Explanation
Company	The company segment for which you are setting up the cash account.

<b>Field</b>	<b>Explanation</b>
JT	The Journal Type for the payroll disbursement. Valid codes are: DP Printed computer cheque (Required) DA Automatic deposit cheque DC Currency disbursement DD Interim automatic deposit DI Interim cheques DM Manual cheques
Description	The description of the journal type. The system populates this information.
Bus. Unit	The business unit segment of the account.
Obj	The object segment of the account.
Sub	The subaccount or subsidiary segment of the account.

You can define any of the following types of accounts for payroll. You must, at a minimum, set up type DP (printed computer cheques).

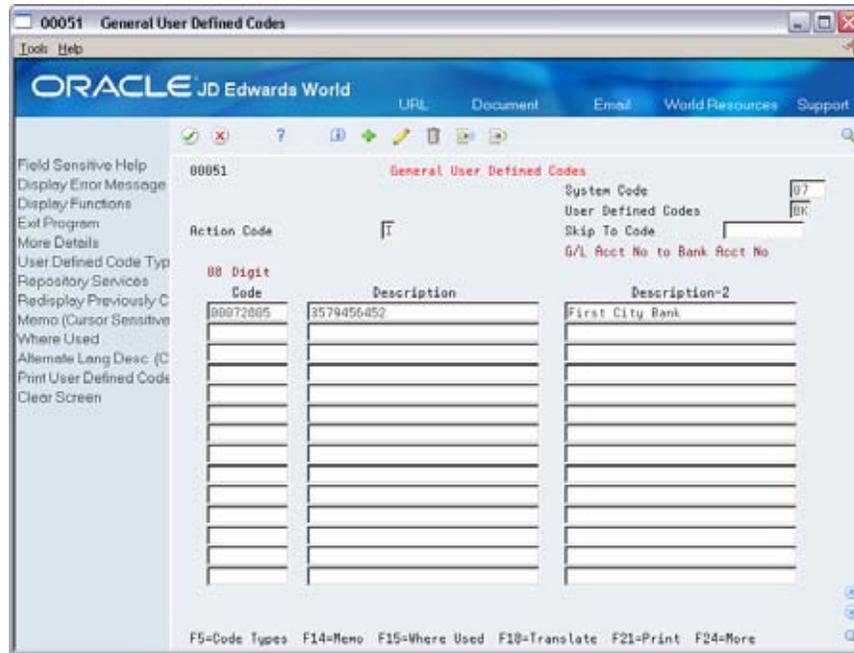
<b>JT</b>	<b>Description</b>
DP	Printed computer cheque (Required)
DA	Automatic deposit cheque
DC	Currency disbursement
DD	Interim automatic deposit
DI	Interim cheques
DM	Manual cheques

## To Set Up Bank Account User Defined Code



You must set up UDC table 07/BK to associate your short account ID to your bank account number.

On General User Defined Codes



Complete the following fields:

- Code
- Description
- Description - 2

Field	Explanation
Code	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark.
Description-2	Additional text that further describes or clarifies a field in JD Edwards World systems.



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# Appendix H – Working with DBA Start and Stop Dates

## Working with DBA Start and Stop Dates

To start a DBA:

- The Start Date must *be less than or equal to* the timecard date.
- Pay Period Dates: 10/01/17 – 10/15/17

Start Date	Stop Date	Timecard Date	The DBA
10/30/2017		10/01/2017	Calculates
10/01/2017	10/15/2017	10/01/2017	Calculates
10/15/2017		10/15/2017	Calculates
09/30/2017	10/01/2017	10/01/2017	Calculates
10/07/2017		10/01/2017	Does not calculate

To stop a DBA:

- The stop date must be *less than* the timecard date.
- Pay Period Dates: 10/01/17 – 10/15/17

Start Date	Stop Date	Timecard Date	The DBA
09/30/2017	10/01/2017	10/01/2017	Calculates
09/30/2017	10/01/2017	10/02/2017	Does not calculate
09/30/2017	10/14/2017	10/07/2017	Calculates

## Recommendations

### Start Date

Make the Start Date equal to the first day of the pay cycle to start a DBA at the beginning of the pay cycle.

For example:

- Pay Cycle Dates 10/01/17 to 10/15/17
- DBA Start Date 10/01/17

## Stop Date

Make the stop date one day prior to the first day of the next pay cycle to stop a DBA before the next pay cycle.

For example:

- Pay Cycle Dates 10/01/17 to 10/15/17
- DBA Stop Date 09/30/17

## Exception to the Rule

In most every case, the DBA Stop Date must be *less than* the timecard date for the DBA stop.

However, if both the Start and Stop dates are within the Pat Period From and Through Dates, the DBA will not calculate. This is true even if the Stop Date *is not less than* the timecard date.

For example:

- Pay Period Dates 10/01/17 - 10/15/17

Start Date	Stop Date	Timecard Date	The DBA
10/01/2017	10/14/2017	10/07/2017	Stops
10/01/2017	10/08/2017	10/07/2017	Stops
10/01/2017	10/07/2017	10/07/2017	Stops
09/30/2017	10/02/2017	10/07/2017	Stops
10/01/2017	10/15/2017	10/07/2017	Calculates
09/30/2017	10/14/2017	10/07/2017	Calculates

## What You Should Know About

<b>Flat dollar (Flat \$) amount DBA</b>	For a flat dollar (Flat \$) amount DBA, any timecard that falls within the start and stop date rules would cause the full DBA to calculate.
<b>DBA's that calculate from a 'basis' amount</b>	For DBA's that calculate from a 'basis' amount, such as a % DBA, only those timecards that fall within the start and stop date rules would be included in the basis of calculation.
<b>Mandatory DBAs</b>	Mandatory DBAs follow the same rules even if an employee has no timecards.

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# Appendix I – AAI Setup Reference Guide

The tables in this section show the relationships for journal entry types and Automatic Accounting Instruction (AAI) used tables for payroll processing.

This section contains the following tables:

- [T-1 Payroll Disbursement Journal Entries](#)
- [T-2 Payroll Distribution Journal Entries](#)
- [T-3 Actual Burden Journal Entries](#)
- [T-4 Labor Billing Distribution Journal Entries](#)
- [T-5 Equipment Distribution Journal Entries](#)
- [T-6 Payroll Accruals/ Deferrals](#)
- [T-7 Payroll Voucher Journal Entries](#)

## T-1 Payroll Disbursement Journal Entries

Detail of Credits involving Cash and Liabilities resulting from payroll Expenses:

Journal Type	AAI Table	Description	Entry
AL	5	Actual Liabilities (Deductions, Benefits)	Credit
AT	5	Actual Taxes	Credit
AW	7	Accrued Wages	Debit
CF	7	Burden Offset (Clearing)- Fringe	Debit
CT	7	Burden Offset (Clearing )- Taxes	Debit
DP	4	Disbursed Amount (Computer Checks)	Credit

## T-2 Payroll Distribution Journal Entries

Detail of Wages Expenses:

Journal Type	AAI Table	Description	Entry
AW	7	Accrued wages	Credit
FB	3	Flat Burden Expense	Debit

Journal Type	AAI Table	Description	Entry
FC	7	Flat Burden Offset (Clearing)	Credit
LD	2	Labor Distribution Straight Time	Debit
PR	3	Labor Distribution Premium Time	Debit

### T-3 Actual Burden Journal Entries

Detail of Burden Expenses (such as Benefits and Employer paid Taxes):

Journal Type	AAI Table	Description	Entry
CF	7	Burden Offset (Clearing)- Fringe	Credit
CT	7	Burden Offset (Clearing)- Taxes	Credit
BF	3	Fringe Burden (Benefits & Accruals)	Debit
BT	3	Tax and Insurance Burden	Debit

### T-4 Labor Billing Distribution Journal Entries

Labor Billings and Associated Revenue Offsets:

Journal Type	AAI Table	Description	Entry
RD	2	Labor Billing (Recharge) Distribution	Debit
RO	6	Labor Billing (Revenue) Offset	Credit

### T-5 Equipment Distribution Journal Entries

Expenses Associated with the use of Equipment & the Offsets for Equipment Revenue:

Journal Type	AAI Table	Description	Entry
ED	2	Equipment Billing Distribution	Debit
EO	See Note	Equipment Billing (Revenue) Offset	Credit

**Note:** EO can be setup as the Revenue Credit on the Depreciation & Accounting Values in the Equipment Master OR in the General Ledger AAI's

## T-6 Payroll Accruals/ Deferrals

Transition Period Expense Adjustment:

<b>Journal Type</b>	<b>AAI Table</b>	<b>Description</b>	<b>Entry</b>
AW	7	Accrued Wages	Credit
CF	7	Burden Clearing- Fringe	Debit
CT	7	Burden Clearing- Taxes	Debit
FC	7	Flat Burden Clearing	Credit
IC	7	Inter-Company Settlements	Both

## T-7 Payroll Voucher Journal Entries

Entries for Tax and DBA Vouchers:

<b>Journal Type</b>	<b>AAI Table</b>	<b>Description</b>	<b>Entry</b>
AL	5	Actual Liabilities (Deductions, Benefits, etc.)	Debit
AT	5	Actual Taxes	Debit



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