ORACLE®

JD EDWARDS WORLD

JD Edwards World

US Payroll Guide

Volume I

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JD Edwards World
US Payroll Guide - Volume I

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1   Overview

Overview to U. S. Payroll

Processing your organization's payroll in-house saves money and gives you control over your payroll functions. The JD Edwards World Payroll system offers simple, yet complete solutions for all your payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of your organization, even as your business grows and your requirements change.

This section contains the following:

- **System Integration**
- **System Features**
- **Terms and Concepts**
- **Payroll System Flow (Payroll Cycle)**
- **Menu Overview**

System Integration

Your Payroll system integrates with other JD Edwards World systems to simplify your processes and facilitate communication within your organization. Integrating Payroll with other systems saves time and reduces keying errors by:

- Eliminating redundant data entry
- Maintaining current and accurate information across all your business operations

To prevent unauthorized access to confidential information, you can set up system security that allows users to access only the information they need for their jobs.

The Payroll system integrates with the following JD Edwards World systems:
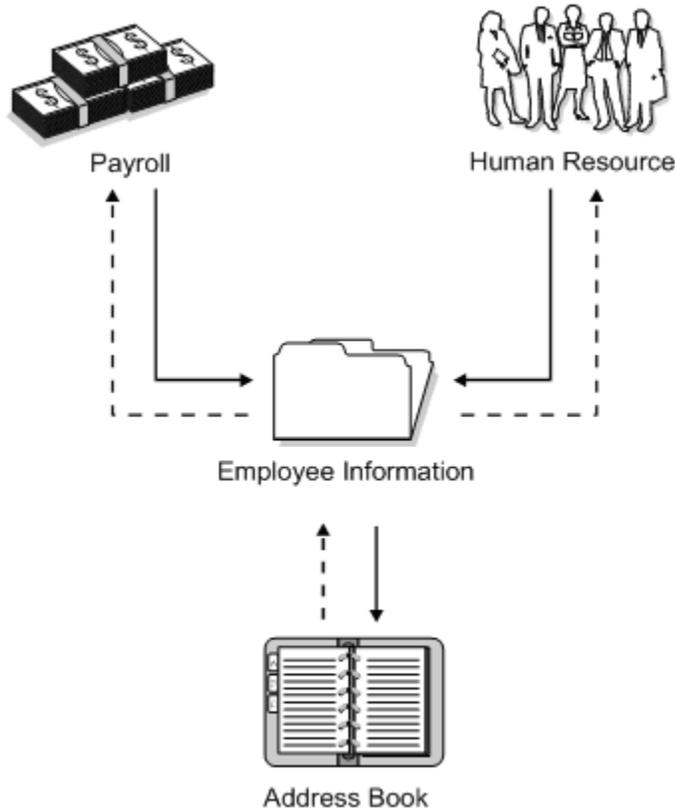
System	Description
Address Book	The Address Book system contains employee names and addresses.
Human Resources	The Human Resources and Payroll systems share a common database of employee information. You can use either system to enter employee information, which is then available to users of both systems. The Human Resources system also incorporates the Benefits Administration system.

Additionally, the Payroll system integrates with other JD Edwards World systems:

System	Description
General Accounting	You can set up your Payroll system to integrate with the General Accounting system so that Payroll automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the accounting instructions you define. You can use full detail on your labor accounts and summarize your liabilities and cash accounts.
Accounts Payable	You can set up your Payroll system to integrate with the Accounts Payable system, so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. The Payroll system creates vouchers for these payees for employee-paid and company-paid benefits and taxes and for employee obligations, such as wage attachments.
Job Cost	You can use the Payroll system to enter labor and equipment time by day. Then, you can use the Job Cost system to analyze the labor and equipment costs for a job.

System	Description
Service Billing	You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Service Billing system to bill customers for the labor and equipment expenses associated with that job. You can also use Service Billing to charge customers for payroll burden expenses.
Equipment/Plant Management	You can use the Payroll system to enter labor and equipment time. Then, you can use the Equipment/Plant Management system to: ▪ Charge a job for use of equipment ▪ Track labor for equipment maintenance ▪ Track labor for work orders
Contract Billing	You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Contract Billing system to bill customers for that time.
Work Orders	You can use the Payroll system to enter labor and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls.

System Features

The Payroll system includes many features that you can adapt to meet the unique payroll needs of your organization. The following table highlights some of the many ways you can use the system to meet your payroll processing needs.

Task	Description
Define your payroll environment	You can use your Payroll system to: ▪ Track information for an unlimited number of companies within your organization. ▪ Keep your payroll journal entries in balance when employees work in multiple companies. ▪ Set up default values for commonly used information. When necessary, you can override default values. ▪ Set up master pay cycles that define your organization's pay periods and corresponding check dates. ▪ Define an unlimited number of employee and employer payroll deductions, benefits, and accruals. ▪ Restrict access to confidential information. ▪ Process your payroll in a union environment.

Task	Description
Simplify tax calculations	You can use your Payroll system to: ▪ Identify an unlimited number of taxing entities. ▪ Take advantage of the payroll tax program that integrates with the Payroll system. This program, supplied by Vertex, calculates federal, state, and local taxes. ▪ Tax employees who work in more than one state during a single pay period.
Track complete employee information	Eliminate redundant data entry and improve communication between departments by using JD Edwards World integrated Payroll and Human Resource systems.
Give employees a variety of payment options	You can set up employees to receive their payments by check, automatic deposit, cash, or any combination of these forms of payment.
Choose from a variety of time entry methods	To record employees' time, you can: ▪ Choose from several methods of entering timecards, including by employee, by business unit, or by day. ▪ Simplify timecard entry by defining default job and pay information at the employee or group level. When necessary, you can override default values. ▪ Eliminate manual timecard entry for salaried employees and hourly employees who work standard hours. ▪ Automatically create overtime pay from regular hours.
Process payments outside the payroll cycle	When you need to process payments outside the payroll cycle, you can: ▪ Use the interim check feature for special circumstances, such as terminations, pay advances, and vacation pay. ▪ Quickly calculate an employee's gross-to-net pay for a manual or computer-printed check.

Task	Description
Process payrolls efficiently	When you process payrolls, you can:
	▪ Select the employees to include in a payroll. You can simultaneously process multiple payrolls for different groups of employees.
	▪ Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the cycle.
	▪ Control the sequencing of employees' checks to make it easier to distribute payments.
	▪ Print time entry, pay, summary, and tax reports during a payroll processing cycle.
	▪ Create journal entries automatically each time you process a payroll. When you integrate JD Edwards World Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.
Review payroll history	Review history for pay types, deductions, benefits, accruals, timecards, paychecks, taxes, and insurance. You can review historical information online, or print history reports.
Satisfy government reporting requirements	Print federal, state, and local tax reports, year-end forms for employees, and employee EEO reports.
Prepare required tax forms	Process pay period, monthly, quarterly, and year-end tax forms.

Terms and Concepts

The following terms and concepts are important to your understanding of the Payroll system:

▪ Information about the employee

   ▪ Job type versus job

   ▪ Pay frequency

   ▪ Autopay

▪ Paying the employee

   ▪ Pay types (transactions)

   ▪ Hourly rates

   ▪ Deductions, benefits, and accruals (transactions)

   ▪ Net pay instructions

▪ Transferring information to general accounting

   ▪ Automatic Accounting Instructions (AAIs)

- Payments outside the pay cycle
  - Interim checks

Information about the Employee

Job Type Versus Job

In the Payroll system, the term *job* is used in two contexts:

- Job type
- Job (business unit)

Job types are the classifications your organization uses to identify employees who perform identical (or similar) tasks and functions. For example, your organization might define job types such as administrative assistant, accountant, foreman, and vice president of finance. You can associate pay rates and benefit plans to job types.

Typically, when you see the word *job* alone, it denotes a business unit. A job (business unit) is an entity within your organization for which you track costs. For example, a business unit might be a warehouse, a project, or a construction site. Although you must assign a home business unit to each employee, the business unit in which the employee works can vary by pay period.

Pay Frequency

You must enter a pay frequency for each employee. The pay frequency indicates how often the employee receives payments and determines how the system calculates taxes. Typical pay frequencies include weekly, biweekly, semi-monthly, and monthly.

Autopay

During payroll cycle processing, the system uses timecards to create payments for employees. All employees must have timecards to receive payments.

For certain employees, you can automatically generate timecards during payroll cycle processing. Employees whose timecards are automatically generated are classified as autopay employees. Autopay employees include:

- Salaried employees
- Hourly employees for whom you entered standard hours

For autopay employees, you can enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also use time entry to override the default timecard information for an employee.

Paying the Employee

Pay Types (Transactions)

You use pay types to categorize employee earnings. You can set up pay types to meet the needs of your organization. Typical pay types include regular pay,

overtime, sick time, and vacation. When you enter timecards for employees, you charge their time to pay types.

Hourly Rates

Hourly rates are the pay rates that the system uses to calculate an hourly employee's pay. You can enter hourly rates in several places in the system. There are processing options in time entry that you can set to control the sequence the system uses to search for the hourly rate of pay for each employee included in a payroll cycle. The sequence includes the following rates:

1. An hourly rate override entered in time entry
2. A rate for a specific group, such as a union, in a pay rate table
3. A rate per employee by job type using occupational pay rates
4. A rate per pay grade in the Pay Grade Step Table
5. A rate per employee

For each employee, the system stops searching when it finds an hourly rate.

Deductions, Benefits, and Accruals (Transactions)

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.

Deductions represent dollar amounts, excluding taxes, withheld from an employee's earnings. Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up DBAs before you can assign them to employees at the group or individual level.

After you set up a DBA, you can assign it to an employee at several places in the system. During payroll cycle processing, the system uses a default sequence to search these places for the appropriate DBAs for each employee included in a payroll cycle. For each employee, the system stops searching when it finds a DBA assignment.
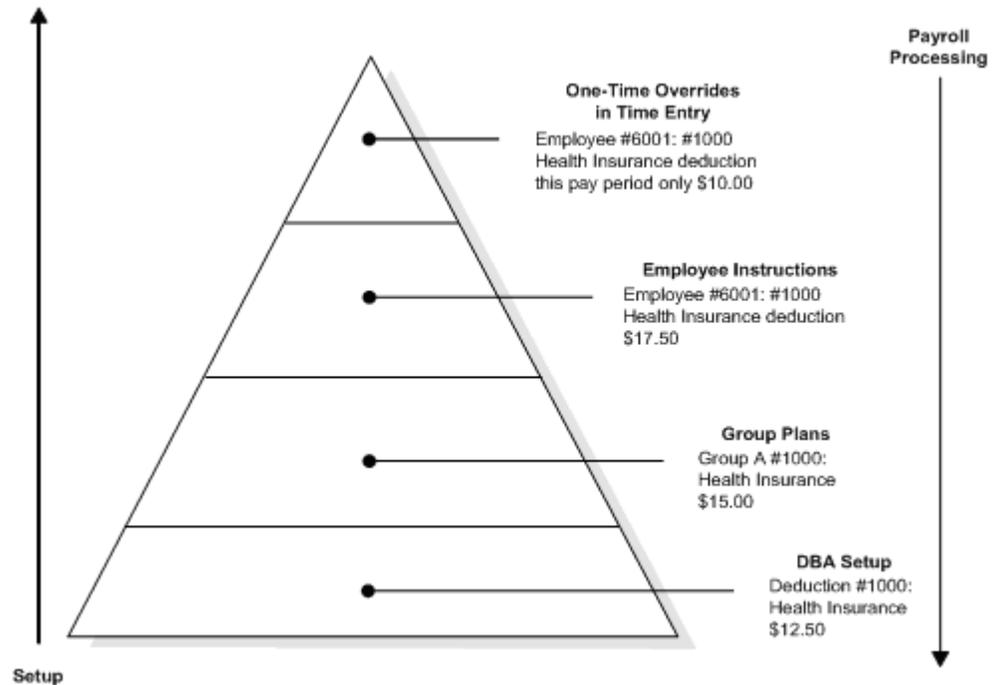
Net Pay Instructions

The payments you issue to employees can be any combination of the following forms:

- Check
- Automatic deposit
- Cash

When you print payments, the system prints a different form for each type of payment. Each of these forms contains a pay stub that lists the employee's earnings, deductions, and taxes.

Transferring Information to General Accounting

Automatic Accounting Instructions (AAIs)

You set up tables of AAIs that control the accounts to which the system posts payroll journals. During payroll cycle processing, the Payroll system creates a journal entry of every calculation for every employee included in the cycle. These calculations include salary and wage expenses, cash disbursements, liabilities, and accruals. After it creates and summarizes journal entries, the system passes them to the general ledger.

You can also set up rules for how the system summarizes journal entries.

Payments Outside the Payroll Cycle

Interim Checks

When you need to print a check between payroll cycles, you can print an interim check. You might print an interim check for an employee who is terminated, goes on vacation and misses payday, or receives a bonus.

The interim check feature gives you the flexibility to either print an interim check from the Payroll system or write a manual interim check and enter its information into the Payroll system. The system creates historical records of both computer and manual interim checks.

Payroll System Flow (Payroll Cycle)

The following graphic shows the system flow that you use to process payrolls for employees.
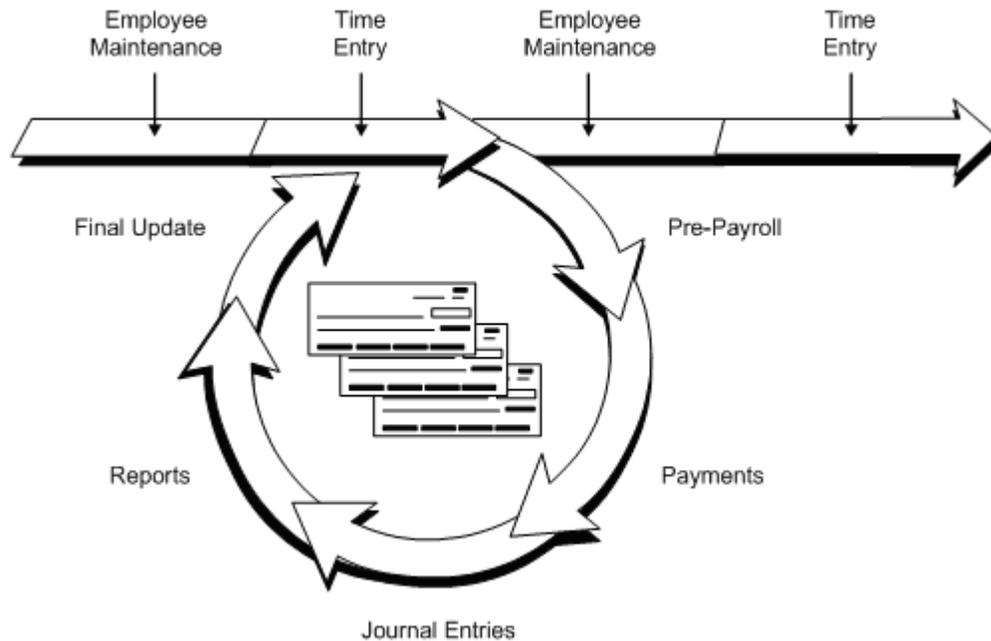
Menu Overview

The Payroll system contains the following menus. This illustration does not show navigation among the menus.

Menu Overview - Payroll Master

Payroll Master Menu G07

Daily Operations

* Employee Information G0711
* Additional Employeee Data G07111
* Change Control and Monitoring G07112
* Wage Attachment Information G07113
* Step Progression Information G07114
* Time Entry G0712
* Edit Uploaded Timecards G07121
* Pay Cycle Processing G0713
* Payroll History inquiries G0714
* Payroll History Reports G0715
* Job, Trust, and Union Reports G0716
* Tip Processing G0728
* Piecework Processing G0729

Periodic Operations

* Interim Checks and Special Post G0721
* Paycheck Reconciliation G0722
* Governmental Reports G0724
* Federal/State/Local Reports G07241
* SUI Continuation Lists G07245
* SUI Summary Reports
* Year-End Processing G07247
* Retroactive Payroll Processing G0725

Menu Overview - Payroll Master

Payroll Master Menu G07

Advanced and Technical Operations

* Payroll Advanced/Technical Operations G073
* Data Integrity and Global Updates G0731
* Time Data Interchange G0732
* History and Turnover Technical Operations G0733
* Edit Upload Timecards G07121

Setup Operations

* Payroll Setup G074
* Payroll General Constants G0741
* Pay Deductions, and Benefits G0742
* Auto Accounting Instructions G0743
* Taxes and Insurance G0744
* Group Constants G0745
* Pay Cycle Report Setup G0746
* Employee Profile Setup G0747
* Constants and History/Turnover Setup G0748
* Payroll Pay Grade/Calendar Setup G0749

2   Employee Information

Overview to Employee Information

Objectives

- To enter information about employees to ensure that they will get paid
- To enter job-related information to ensure appropriate compensation
- To enter home business unit information for accounting and reporting purposes
- To enter essential tax information for taxing and government reporting

About Employee Information

You can enter and maintain employee master and profile information.

Complete the following tasks:

- Enter employee information
- Enter employee instructions
- Enter additional employee information
- Enter information for multiple jobs
- Work with employee profile data
- Review employee information
- Revise employee information

Employee Master Information

You must create a master record for each employee you want to include in your payroll. After you have entered employee-related information, you must verify that you have entered it correctly. You review the accuracy of the information before you enter timecards to ensure that the timecards for the current payroll cycle have the most current data.

The system uses employee information, such as tax and job data, to produce employee payments. After you enter master information for an employee, you can enter additional pay information, such as labor distribution instructions or deductions and benefits assignments.

You can also enter optional information about your employees in addition to the standard data that the system requires to pay an employee. Optional employee information is commonly used for special taxing and reporting purposes or other requirements of your company.

You can change employee data at any time. Typical changes include:

- Promotions

- Raises

- Leaves of absence

- Transfers

- Name and address

Employee Profile Information

You enter profile data, also known as supplemental data, to create a user defined database of auxiliary information on employees, such as:

- Emergency contact

- Skills

- Licenses

- Training and educational background

Entering and using employee profile data makes it easy to search on this information to locate employees who meet specific criteria. You do not use the supplemental data in the employee's profile to process payroll.

Enter Employee Information

Entering Employee Information

Before you can enter timecard information for an employee, you must create a master record for each employee you want to include in your payroll. The system uses the master and timecard information to produce employee payments. Entering employee information consists of the following tasks:

- [Entering Employee Master Information](#)
- [Attaching a Contract Calendar](#)

Entering Employee Master Information

	From Payroll Master (G07), choose **Employee Information** From Employee Information (G0711), choose **Employee Entry**

Employee master information consists of three categories:

- Employee identification
- Job-related information
- Pay rate information

You can set the Employee Entry processing options and the payroll company constants to display additional forms when you enter employee information.

Complete the following tasks:

- Enter employee master information
- Enter employee information in the Address Book
- Enter history and turnover information
- Enter tax withholding and override information
- Enter tax information

Some examples of employee identification include name and social security number. By entering location identification, you can classify employees by common company factors, such as home business unit and home company.

Some examples of employee identification include name and social insurance number. By entering location identification, you can classify employees by common company factors, such as home business unit and home company.

System constants enable you to track history and turnover information when you enter a record for a new employee or change existing employee information. The

system updates the Employee History table (F08042) with any changes to the data items you choose to track. When you enter change reasons for turnover, the system updates the Employee Turnover table (F08045). For example, you can enter a code to denote that an employee has been promoted.

Job-related information identifies characteristics about an employee's work assignment. You can assign employees to a tax area, union, or benefit group. For example, you can assign the same union code to all employees who belong to the same union.

The system uses pay rate information to determine when and how much to pay an employee. Some examples of payroll-specific information include salary and pay frequency.

To enter employee master information

On Employee Entry

1. To assign a specific employee number, complete the following field:

    -   Employee number

2. To enter employee identification, complete the following fields:

    -   Social Security Number

    -   Home Company

    -   Home Business Unit

    -   Name

    -   Security Business Unit

    -   Date Started

    -   Original Hire Date

- Date Pay Starts
- Date of Birth
- Tax Area (Residence)
- Tax Area (Work)
- Marital Status
- Gender
- EEO Category
- Ethnic Category

3. To include additional identification, complete the following optional fields:

- Additional Employee Number
- Check Route Code
- Category Code 1
- Category Code 2

4. To identify job-related information, complete the following fields:

- Pay Frequency
- Pay Class
- FLSA Exempt Y/N
- FLSA Exempt
- Exempt

5. To include additional job-related information, complete the following optional fields:

- Standard Hours per Year
- Job Type
- Job Step
- Pay Grade
- Pay Step
- Workers Compensation
- Benefit Group
- Labor Load Method
- Union Code
- Flat Burden Factor

6. To enter pay rate information, complete one of the following fields:

- Salary
- Hourly Rate
- Billing Rate

7. To enter tax credit information, complete the following fields:

After you enter master information for an employee, you can enter information in the Address Book.

Field	Explanation
Home Company	The company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries.
	Form-specific information
	If you leave this field blank, the system enters the home company code associated with the home business unit.
Home Business Unit	The number of the business unit in which the employee generally resides.
Security Bus. Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	Form-specific information
	A business unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record.
Date Started	The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker.
	For the calculation tables in Payroll and the eligibility tables and date codes in Human Resources, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.
Orig. Hire Date	The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by data field Date Started (DST).

Field	Explanation
Date Pay Starts	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).
Tax Area (Res.)	A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. In Vertex payroll number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations. *Form-specific information* You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit state code if no state or city code is required.
Tax Area (Work)	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. *Form-specific information* You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit code if no state or city code is required.
EEO Job/Ethnic	A user defined code (07/J) that specifies classifications established by the U.S. Equal Employment Opportunity Commission (EEOC), or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by JD Edwards World and Company. You can add codes if needed.
Ethnic Code	A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity standards. The predefined codes provided by JD Edwards World are hard coded and are used by the system to generate EEO reports. Do not change these values. You can add codes if needed.
Add'l EE No	An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the JD Edwards World system. When you search using this number, preface the number with a slash (/).

Field	Explanation
Check Route Code	A user defined code (07/CR) that specifies the check routing or mail stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.
Category Cd 1 & 2	Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories:
	▪ Division
	▪ Supervisor
	▪ Branch Office
	▪ Health Insurance Plan
	▪ Stock Plan
	Category Code 1 is used for time entry.
	You can use this category code for reporting purposes on timecard and human resources job information.
	The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.
Pay Freq/Class	A user defined code (07/PF) that indicates how often an employee is paid. Codes are:
	B Bi-weekly
	W Weekly
	S Semi-monthly
	M Monthly
	A Annually
	C European Annualized
	The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.
Pay Class (H/S/P)	A code that indicates how an employee is paid. Valid codes are:
	" " Blank
	H Hourly
	S Salaried
	P Piecework

Field	Explanation
FLSA Exmpt Y/N	A code that indicates whether the employee fits the rules of the Fair Labor Standards Act and thus does not have to be paid for working overtime. Valid codes are:
	Y Yes, the employee fits the rules and does not have to be paid for working overtime.
	N No, the employee does not fit the rules and is to be paid for working overtime.
Exempt Y/N	A code that indicates whether the employee fits the rules of the Fair Labor Standards Act and thus does not have to be paid for working overtime. Valid codes are:
	Y Yes, the employee fits the rules and does not have to be paid for working overtime.
	N No, the employee does not fit the rules and is to be paid for working overtime.
Std Hrs/Year	The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).
	When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:
	▪ Employee entry forms (this field)
	▪ Pay Grade Step table (hours per day multiplied by days per year)
	▪ Payroll company constants for the employee's company
	▪ Payroll company constants for the default company (company 00000)
	▪ Data dictionary
	▪ System default value of 2080 standard hours per year
Job Type/Step	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.
Job Step	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates Table.

Field	Explanation
Pay Grade/Step	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.
	To set up pay grades, use Pay Grades by Class (P082001).
	Form-specific information
	In the Payroll system, this field is for information only. The Human Resources system performs all calculations on pay grade and step.
Pay Grade Step	A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate.
	If you have set your constants to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:
	▪ Salary
	▪ Hourly Rate
	▪ Hours per day
	▪ Hours per year
	▪ Days per year
Workers Comp	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.
Benefit Group	The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization. This feature is only applicable if your benefit plans are linked to benefit categories which, in turn, are linked to benefit groups.
	Form-specific information
	Note: If you are not using the JD Edwards World Human Resources system, this field is for information only.

Field	Explanation
Labor Load Method	A code indicating that flat burden is to be calculated. Valid codes are:
	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.
	1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.
	There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:
	Business Unit
	Pay Rates table
	Employee level
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.
Flat Bdn. Factor	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.

Field	Explanation
Salary	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).
	Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:
	▪ 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)
	▪ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)
	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.
	Form-specific information
	When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:
	▪ Hours in a year specified in Payroll Company Constants
	▪ Annual hours entered at the employee level
Hourly Rate	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.
	In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.
	Note: 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.

Field	Explanation
Billing Rate	A rate used for the billing of labor 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.
	A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:
	▪ Pay Rate Information
	▪ Employee Labor Distribution
	▪ Occupational Pay Rates
	▪ Time Entry by Employee
	▪ Time Entry by Job or Business Unit
	▪ Daily Timecard Entry
	▪ Time Entry by Employee with Equipment
	▪ Time Entry by Shop Floor Control

What You Should Know About

An alternative entry method	You can also use the Basic Employee Data form to enter employee information. You might use the alternative method if you are entering only non-confidential data.
	See *Entering Basic Employee Data*.
Deleting employee records	You cannot delete an employee record on Employee Entry if the employee has historical payroll information in the system. JD Edwards World recommends correcting erroneous employee master information using the following methods:
	▪ Correct the field value on the appropriate form
	▪ Correct the history information
Entering future data changes	You can use Employee Entry to enter a change for future update.
	See *Revising Employee Information*.
Duplicate social security numbers	Each time you enter a new employee, the system verifies that the social security number is unique. The system does not allow duplicate social security numbers.
Duplicate social security numbers	Each time you enter a new employee, the system automatically verifies that the social security number is unique. The system does not allow duplicate social security numbers.

| Salary and hourly rate | If you enter an annual salary for a salaried employee, the system calculates the hourly rate based on the hours in a year specified on Payroll Company Constants or annual hours entered at the employee level. |

Entering Employee Information in the Address Book

To enter employee information in the Address Book

After you enter the master information for an employee, you can enter the employee's address information.

The system updates the Search Type field with an E for employee. It also updates the Employee Y/N field with a Y on Address Book Information. If you have not assigned an employee (address) number on Employee Entry, the system assigns one using the next numbers feature.

The employee's address that displays on the employee's W-2 form comes from the last three non-blank Address lines plus the City, State, and Postal Code fields. For U.S. magnetic media, only the mailing name, the last non-blank line, and the City, State, and Postal Code fields are used.

You can enter a maximum of five lines that you can use to print such items as Employee Master Labels of W-2 forms. These are the name, as many as three address lines, and the city, state, and postal code line. There is a maximum of 30 characters per line.

On Address Window

Complete the following fields:

- Mailing Address
- Phone Number

After you enter the employee's address, you enter history and turnover information.

What You Should Know About

New employee address information
When you add a new employee address number on Employee Entry, the system verifies the number to determine if it exists in the Address Book system. If necessary, it adds the information to the Address Book table (F0101). The system also updates the Human Resources Participant table (F08901).

If you enter the employee information in error and want to delete the employee address number from the Address Book table, you must first delete it from the Participant table. You can only delete employee records if no transactions exist for that employee. Otherwise, to delete the employee information, the system requires that you purge the information.

Full functionality of the Participant table is dependent on the Human Resources system.

See Also

- The *Year End Processing Guide* for information on W-2 reporting

Entering History and Turnover Information

To enter history and turnover information

After you enter the employee's master and address information, you can enter history and turnover information.

System constants enable you to track history and turnover information when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the Human Resources History table (F08042). When you enter change reasons for turnover, the system updates the Employee Turnover Analysis table (F08045). For example, you can enter a code to denote that an employee has been promoted.

On History and Turnover Information

Complete the following fields:

- Effective On
- Change Reason

After you enter history and turnover information, you can enter tax information.

Field	Explanation
Date - Effective On	The date that you want all the changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.
	Form-specific information
	The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes you make to the Employee Master table take effective immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.

Field	Explanation
Change Reason	To record a reason for the change in the Employee Turnover Analysis table (F08045) and the HR History table (F08042), enter a value in this field. Completing this field also updates the Employee Master table (F060116) and the Employee Multiple Job table (F060118) with the new change reason. The change reason code indicates the following:
	▪ Why an active employee's master table record was changed
	▪ Why an employee was terminated
	When the HR Monitor reads the information on this form, it creates a turnover record only if you enter a change reason in this field. If you do not want to create turnover records for a data change, leave this field blank.
	Form-specific information
	Whenever you make a change and you want to record the reason for the change in the HR History table (F08042), you must enter a value in this field.
	When you enter a new employee, a default value of 001, New Hire, appears in the field.

Transferring Employees to Another Company

When employees move from one company to another, the payroll system allows you to change their company designation while maintaining prior company information. For employees who have contributed to a 401k plan, the employee transfer program considers those balances. When an employee transfers from one company to another you can select to transfer the employee's 401k balance to the new company.

When you change the employee's home company through Employee Entry, the Balance Transfer window displays if the employee has 401 k history. This window gives transfer information such as "From" and "To" company numbers, 401k balance, and arrearage information, if any. You can continue with the 401k balance transfer or canceling to exit the window and return to the employee master record.

To transfer an employee's 401k balance to a different company

On Employee Entry

1. Enter employee number in the Employee No field

2. Complete the following fields:

   ▪ Home Company

   ▪ Home Business Unit

3. Change other information, as needed and press Enter.

   The Balance Transfer window displays if the Employee has contributed to a 401k plan, The window displays information such as From Company number, To Company number, 401k deduction number, 401k balance, and arrearage information, if any.

4. Click OK to complete the 401k balance transfer, or click Cancel to return to the Employee Entry screen without transferring the balance.

Entering Tax Withholding and Override Information

> ◈ From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Tax Withholding/ Overrides**

Set up a Federal Supplemental Tax Override

For Federal Supplemental Override records (*FS), the Withholding Exemption field is used to specify the method to calculate federal supplemental taxes. Depending on the type of tax calculation you want, complete the W/H Exm field on Tax Withholding Overrides with a value 1-4. The codes 1-4 are translated to Vertex as follows:

1. Flat Percentage Method (Default)

2. Concurrent Aggregation

3. Previous Aggregation

4. Cumulative Aggregation

To enter tax withholding and override information

After you enter history and turnover information, use the employee's W-4 form to enter an employee's tax withholding. The system provides the tax area and tax type for Federal income tax (tax type A) with no exemptions and no override withholding amount. If the employee's number of exemptions is any number other than zero, you must enter the number of exemptions. The system uses the number of federal exemptions to calculate all taxes, unless you enter separate records for state and local taxes.

> **Caution:** If you use a flat dollar override of zero for the Federal A tax, the system marks the employee's W-2 as statutory exempt. To prevent the calculation of federal income taxes without indicating that the employee is exempt from the tax, change the employee's exemption to 99.

On Tax Withholding/Overrides

1. Complete the following field:

   ▪ Withholding Exemptions

2. For state or local taxes, complete the following optional field:

   ▪ Tax Credit

3. Enter any additional withholding for federal and state income taxes as needed.

Field	Explanation
W/H Exm	The number of payroll tax withholding exemptions claimed on the employee's W4. If this field is left blank on Federal exemptions, zero exemptions will be used. The number of Federal exemptions will also be used for State and Local tax calculations unless separate entries are created for State and Local tax areas.
	SPECIAL CONDITIONS:
	For the state of Arizona, this field is used to specify the level of tax: (Percentages of Federal Income Tax)
	For the state of Connecticut, leave this field blank.
	For the state of Louisiana, enter the number of credits.
	For more information about requirements for the states of Arizona, Connecticut, and Louisiana, see the documentation for the Payroll Tax Calculation System.
	For Federal Supplemental Override records (*FS) this field is used to specify the method to calculate federal supplemental taxes:
	1) Flat Percentage Method (Default)
	2) Concurrent Aggregation
	3) Previous Aggregation
	4) Cumulative Aggregation
Tax Cr	U.S.A. Payroll:
	For the state of New Jersey, this field is used to specify which withholding table to use:
	0 table B
	1 table A
	2 table C
	3 table D
	4 table E
	For the state of Mississippi, this field represents the number of dependents claimed on form 62-420. You must enter 25 in the Tax Area field and F in the Tax Type field for this deduction to work.
	Note: If secondary credits are used in any other state, you may put a value here in combination with the state code and F tax type.

What You Should Know About

Supplemental pay

Vertex, the tax program that integrates with the Payroll system, currently supports percentages or additional dollar overrides (not flat dollar overrides) of federal tax calculations for supplemental pay. Flat dollar overrides add to the supplemental rate for federal taxes. All override methods are supported for state taxes. To override an employee's taxes on supplemental pay, leave the Tax Area and Tax Type fields blank. Tax overrides for supplemental pay functions only if the supplemental pay is a payment by itself.

Reciprocal agreements

Reciprocal agreements are agreements between the work and resident state concerning how to divide tax withholding. You must set up exemptions and additional withholding for the employee's work state even when the resident state taxes the employee. The situation also exists for localities with reciprocal agreements.

Federal supplemental tax overrides

Federal tax calculation on bonuses and other supplemental pay accommodates a variety of taxation methods. In addition to the flat percentage method, the payroll system accommodates concurrent aggregation, previous aggregation, and cumulative aggregation.

Cumulative Aggregation values can only be passed to Vertex in the pre-payroll process and cannot be performed via Interim Check Entry. All other methods, 1-3, can be used in a pre-payroll process as well as through Interim Check Entry.

Attaching a Contract Calendar

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Employee Entry**

For an employee whose work days are specified by contract, such as a public school teacher, you can use the contract calendar feature to track the specific days that the employee works during the course of the contract. You can set up a calendar so that some days count as more than one full day. For example, days on which teachers have parent-teacher conferences might count as 1.5 days.

You can set up separate contract calendars for each of your employees, or you can attach the same contract calendar to multiple employees. Employees who have multiple jobs can have a different contract calendar for each job.

You can also specify how an employee receives payments for each job. For example, for an employee who works only part of a year but wants to receive a payment each pay period throughout the entire year, you can set up the system to withhold part of the employee's salary each pay period and deposit it in an accumulated wages account. The system uses the money in the accumulated wages account to pay the employee during the pay periods when the employee is not working.

You can also account for an employee who begins working after the beginning date of the contract, or for an employee who receives a salary increase in the middle of a contract.

Before You Begin

▪ Ensure that the contract/calendar selection has been activated on Constants Information. See *Setting Up Position Control Information* in the *Human Resources Guide.*

▪ Set up a contract calendar. See *Setting Up a Contract Calendar.*

To attach a contract calendar

On Employee Entry

On HR Employee Entry or Employee Entry

1. Complete the steps to enter employee master information.

2. On Contract Calendar, complete the following fields and press Enter:
   ▪ Periods to Pay
   ▪ Contract Calendar
   ▪ Contract Salary
   ▪ Calendar Start
   ▪ Stop

3. Review the information in the following fields:
   ▪ Daily Rate of Pay
   ▪ Pay Period Gross

4. Choose the Update function

Field	Explanation
Pds To Pay	The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year. *Form-specific information* When you change contract calendar information for an employee, enter the number of pay periods remaining in the contract calendar for which the employee will be paid.
Contract Calendar	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.
Contract Salary	The annual salary an employee earns for a job attached to a Contract/Calendar.
Calendar Start	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year). *Form-specific information* When you assign an employee a contract calendar enter one of the following; ▪ The first date covered under the contract, if the employee will begin work by that date ▪ The actual date the employee begins work, if the employee's start date is later than the first date covered by the contract
Stop	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. It may also be the date that a deduction, benefit, or instruction stops. *Form-specific information* When you assign an employee a contract calendar enter one of the following; ▪ The last date covered under the contract, if the employee will work to that date ▪ The actual date the employee will stop work, if the employee's stop date is earlier than the last date covered by the contract

Field	Explanation
Daily Rate Of Pay	The daily rate of pay earned by an employee attached to a Contract/Calendar.
	The system calculates the daily rate of pay as follows:
	Contract Salary / Number of work days in the contract calendar that fall between the start and stop dates
Pay Pd Gross	The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.
	When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).
	Form-specific information
	To calculate the pay period gross amount, the system divides the annual salary by the pay frequency.
	For example, assume that:
	▪ An employee earns 3000.00 for a job that lasts three months
	▪ The employee's pay frequency is monthly
	▪ The employee is to receive payments for the job only during the three months that the job lasts
	The system calculates the following:
	(3000 divided by 3) x 12 = 12000 = annualized salary
	12000 divided by 12 = 1000 = pay period gross salary
	For employees whose records are attached to contract calendars, payments are not based on the pay period gross amount.

What You Should Know About

Removing a contract calendar	Choose the Detach function for either of the following reasons:
	▪ You attach a contract calendar to an employee in error
	▪ Before the contract calendar dates have expired, an employee transfers to a different position and no longer works under a contract calendar, for example, a teacher transfers to an administrative position
Copying employee records	If you copy an employee record to add a new employee record, you must clear and replace the standard hours per year, salary, and hourly rate information to ensure accurate calculations.

Changing periods to pay   To change the periods to pay information, make the corrections on Contract Calendar. Do not change this information on Employee Entry.

Processing Options

See [Employee Initial Entry (P060101)](#).

Enter Employee Instructions

Entering Employee Instructions

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

Entering employee instructions includes the following tasks:

- Entering Labor Distribution Instructions
- Working with Deduction, Benefit, and Accrual Instructions
- Entering Automatic Deposit Instructions

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

Entering Labor Distribution Instructions

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Labor Distribution**

You enter labor distribution instructions for individual employees to allocate time worked to multiple general ledger accounts. You can enter labor distribution instructions for hourly and salaried employees.

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

Use labor distribution instructions to:

- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Specify job type information when using multiple jobs
- Override position ID and AAI accounts for an employee

To enter labor distribution instructions

On Labor Distribution
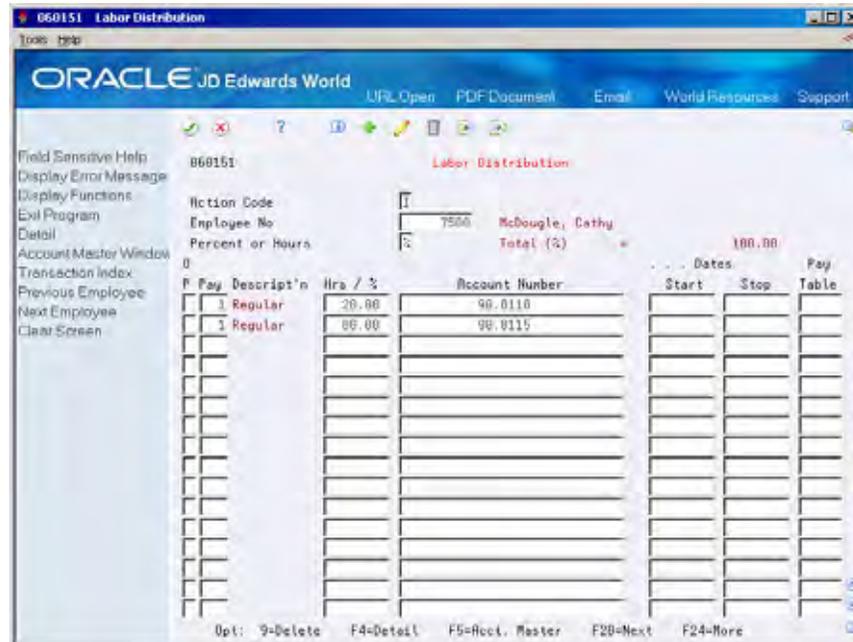
1. Complete the following fields:

    ▪   Employee Number

    ▪   Percent or Hours

    ▪   Pay Type

    ▪   Account Number

2. Complete the following optional field:

    ▪   Hours / %

3. Access the detail area to enter override values.

4. If an employee has multiple jobs, complete the following fields:

    ▪   Job Type

    ▪   Job Step

    ▪   Home Business Unit

Field	Explanation
Percent or Hours	This field represents the method of distribution used for employee labor (either percentage or hours). Valid codes are: % Percentage (must equal to 100%) H Hours *Form-specific information* If you enter H for hours in this field, you must enter a valid pay type in the Pay Type field and a general ledger account number in the Account Number field. You can, however, leave the number of hours blank, retrieve the distribution instruction during time entry, and enter the number of hours there.
Pay	A code to define the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Hours Worked	The number of hours associated with each transaction. When you enter labor distribution with the hours method, this field can be blank. You must make an entry when using the percent method. *Form-specific information* When used in conjunction with the employee labor distribution instructions for an individual employee, you can use this field to enter a percentage. To account for all hours that an employee worked during the pay period, the sum of the percentages defined on all labor instruction entries must equal 100% for each job type, job step and home business unit. The system converts the percentages to hours when it copies the labor instruction records into actual time entry (timecard) records.

What You Should Know About

Workers compensation code	The processing options indicate where to find the workers compensation code.
Multiple active jobs	Labor distribution is used to override position ID accounts or AAIs both in the multiple job and single job environment. The percentage of each job must total to 100% if the percent method is used. Home business unit, position ID, job type, and job step specify which job is being entered. If you are using multiple jobs, these fields must match an active job in the Employee Multiple Job table (F060118). See also *Entering Multiple Job Information*.
Functionality for the Time Accounting system	The following fields are not applicable to Time Accounting:

- Include Autopay
- Annual Limit
- Position ID

See Also

- *Copying Labor Distribution Instructions* (P060151)

Processing Options

See Labor Distribution (P060151).

Working with Deduction, Benefit, and Accrual Instructions

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. You set up accruals to calculate hours, such as vacation and sick time.

Working with deductions, benefits, and accruals (DBAs) includes:

- Assigning DBAs
- Reviewing DBAs

To simplify the handling of DBAs among employees, you can combine DBAs into groups of similar benefits that fit groups of employees with common characteristics. By using benefit groups, you can avoid keying identical lists of DBAs for each employee. The system refers to these groups of DBAs as Union or Group codes.

You can use DBA instructions to define exceptions to union and group codes. Although you can use this form to define all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, JD Edwards World recommends that you define the majority of an employee's DBAs in a union or group code, and that you use DBA Instructions only for exceptions. You can override a DBA in a

union or group code on the DBA instructions, as well as add DBAs to an employee record.

If you use the Human Resources Benefits Administration system, you also have Benefit Group codes. The system displays Benefit Group codes assigned to an employee on Employee DBA Instructions.

After you set up your DBA specifications, you can assign them. You can assign DBAs at four levels.

The following levels represent the DBA hierarchy:

- One-time overrides in Time Entry
- Employee instructions
- Group plans
- DBA setup

The following graphic represents the DBA hierarchy.
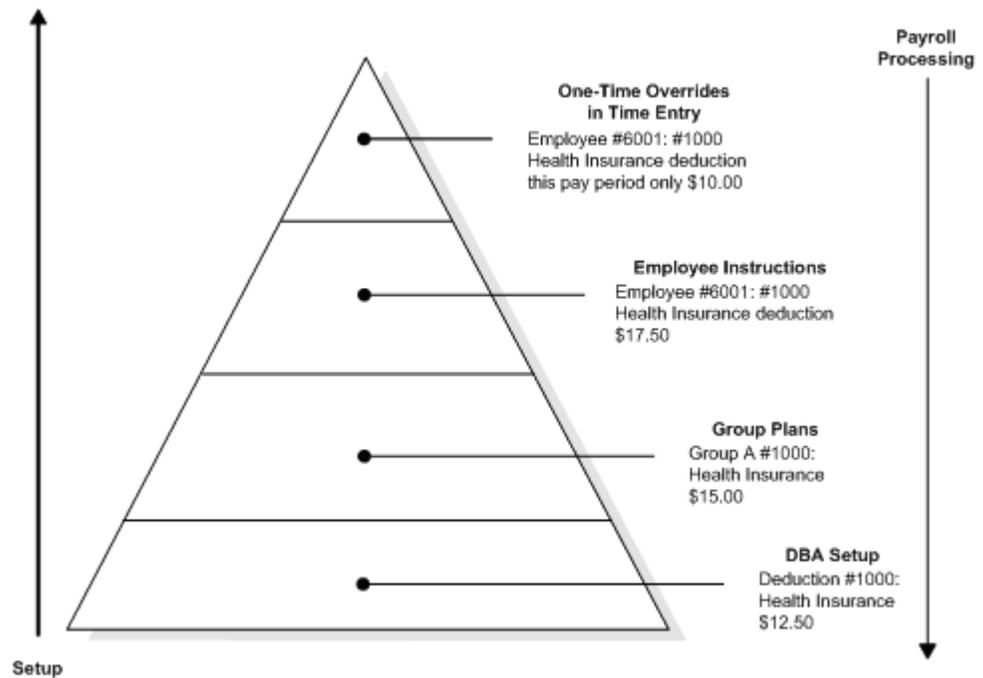
After you assign DBAs, the system calculates them during the payroll process according to the following search sequence:

1. One-time DBA override in Time Entry
2. Employee DBA instructions
3. Union or group plan
4. DBA setup

Assigning DBAs

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **DBA Instructions**

You assign DBA instructions at the employee level to define and maintain DBAs unique to an individual employee. DBAs assigned at the employee level override DBA amounts or rates defined at the group or DBA setup level, unless it is a table method DBA.

The information you enter in the DBA instructions represents the third level of DBA assignment, the employee level.

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

- Enter exceptions by employee for a group of DBAs
- Specify overrides for amounts, dates, and limitations
- Set up start and stop dates for a DBA
- View expired or cleared transactions

To assign DBAs

On DBA Instructions
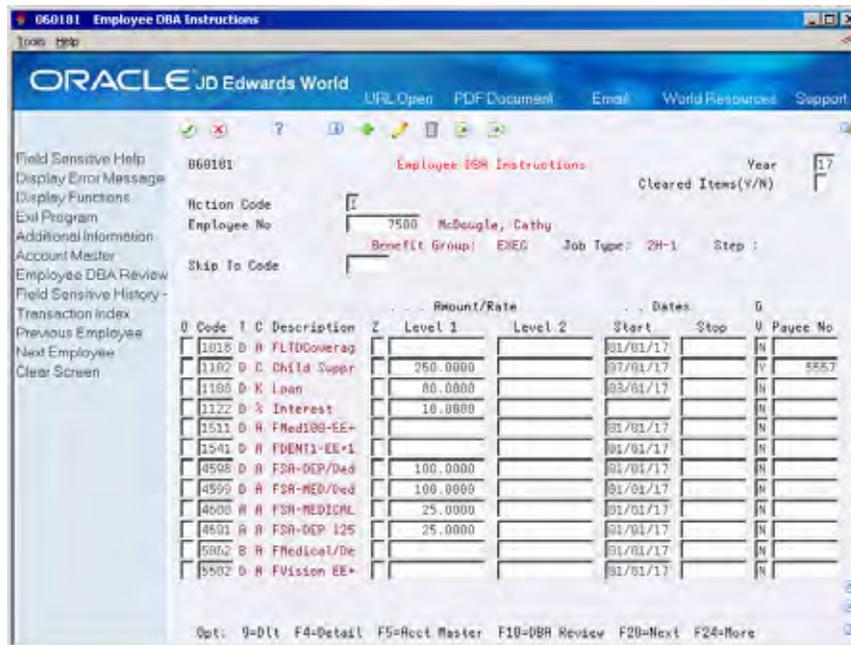
1. Complete the following fields:
   - Employee Number
   - DBA Code
2. Complete the following optional fields:
   - Amount or Rate Level 1
   - Date Pay Starts
   - Date Pay Stops
   - Generate A/P Voucher (GV)

- Payee Number

3. Access the detail area.

4. Review the default information and, if necessary, enter override information.

5. If you are assigning a DBA that applies only to the secondary job, complete the following fields:

- Business Unit (MCU)

- Position ID (Pos)

- Job Type

- Job Step

6. When you enter a deduction number set up for garnishment, levy, loan, or child support deduction, the system displays the Wage Attachment Window.

7. When you enter a deduction number set up for garnishment, levy, loan, or child support deduction, the system displays the Wage Attachment Window.

What You Should Know About

Overriding the group DBA   If an employee does not qualify for a DBA in a union or group, you can indicate that the employee does not receive the benefit by entering a Y (yes) in the Z (zero) field. The system overrides the amount in the Amount/Rate field with a zero amount.

Declining balance   In order to enter an amount due during DBA setup, you must set up deductions with the declining balance indicator set to Y (yes). Both the indicator and the amount are on the DBA Additional Information window.

Assigning DBAs

1. On the Wage Attachment Window, complete the following optional field:

    ▪ Case/Loan Number

2. Choose the Continue function.

Field	Explanation
Level 1	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:
	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 fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.

Field	Explanation
Start	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.
	You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).
	Form-specific information
	Enter the date an instruction starts, for example, the date the system should start a deduction.
	The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01.
	If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.
	For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.
	For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.

Field	Explanation
Stop	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.
	It may also be the date that a deduction, benefit, or instruction stops.
	Form-specific information
	The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30.
	If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA.
	For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.
	For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation.
G V	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:
	N No, do not generate a voucher
	Y Yes, generate a voucher
Payee No	The Address Book number for the supplier who receives the final payment.
	In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.
	For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.

What You Should Know About

Overriding the group DBA — If an employee does not qualify for a DBA in a union or group, you can indicate that the employee does not receive the benefit by entering a Y (yes) in the Z (zero) field. The system overrides the amount in the Amount/Rate field with a zero amount.

Declining balance   In order to enter an amount due during DBA setup, you must set up deductions with the declining balance indicator set to Y (yes). Both the indicator and the amount are on the DBA Additional Information window.

See Also

▪ *Entering Employee Wage Attachments* (**P060182**)

Processing Options

See <u>Employee DBA Instructions (P060181)</u>.

Reviewing DBAs

From Payroll Master (G07), choose **Employee Information**
From Employee Information (G0711), choose **DBA Instructions**

For any employee you can review:

▪ All the assigned DBAs

▪ All the required DBAs

▪ All parts of a group or union plan

▪ DBAs unique to an employee

To review DBAs

On DBA Instructions

1. Choose the DBA Review function.
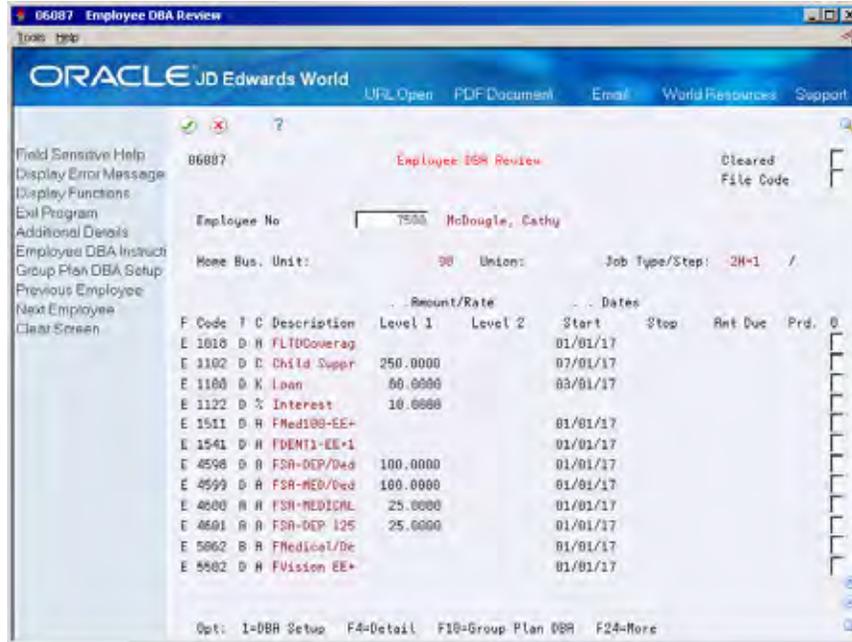
2. On Employee DBA Review, review the following field:

    ▪ File Code (F)

Field	Explanation
File Code	Code used to select a specific file that should be used for Employee DBA Overview Inquiry (P06087). If a value is specified, only information from that file will be displayed. Valid values are:
	E Employee Pay Instructions (F06106)
	U Union Benefits Master (F069106)
	D Deduction/Benefit Specs (F069116)

Entering Automatic Deposit Instructions

From Payroll Master (G07), choose **Employee Information**
From Employee Information (G0711), choose **Auto Deposit Instructions**

You can define any of three methods of payment for each employee:

▪ Check

▪ Automatic deposit

▪ Cash

You enter automatic deposit instructions for any employee who wants all or part of each payment deposited directly into a bank account.

You can perform the following additional functions:

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

- Set up multiple bank accounts for an employee

- Start and stop automatic deposits by period

- Start and stop automatic deposits by date

- Set up a remainder code to automatically process any money remaining when employees select different ways to distribute a payment

Before You Begin

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

To enter automatic deposit instructions

On Auto Deposit Instructions
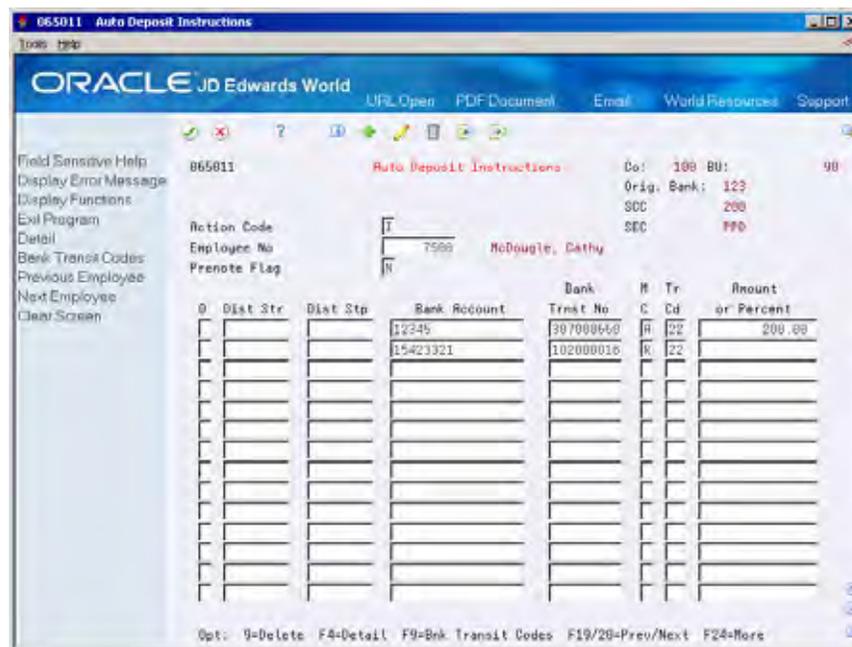
1. Complete the following fields:

    - Employee Number

    - Bank Account

    - Bank Transit Number

    - Method Code (MC)

    - Amount or Percent

    The system supplies values for the following fields:

    - Prenote Flag

    - Transaction Code

2. Access the detail area.
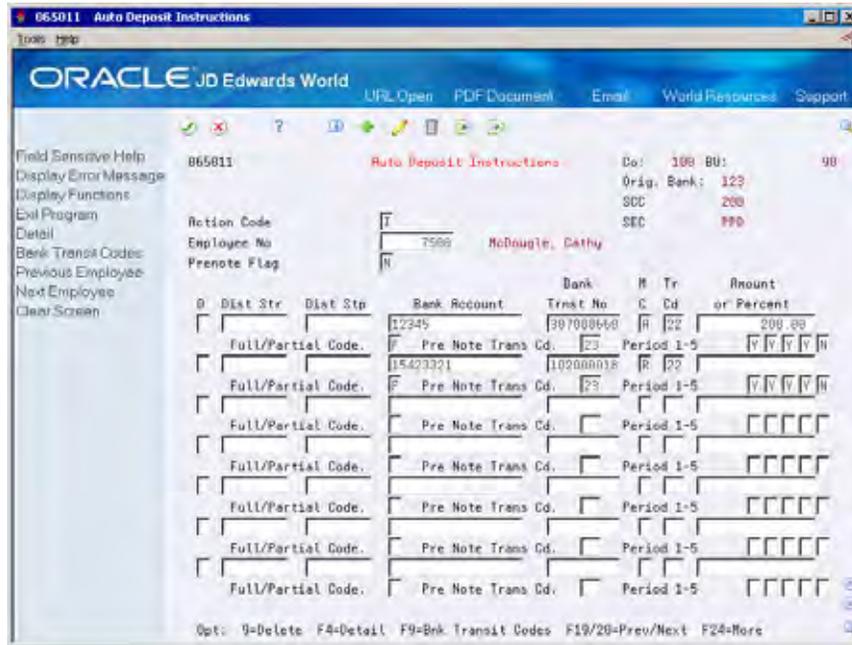
3. Review the values supplied by the system for the following fields:

- Full/Partial Code
- Pre Notification Code
- Deduction Period Codes 1-5

Field	Explanation
Bank Account	The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.
	If you change this number, the system automatically prenotes the employee's auto deposit record again.
	Note: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables:
	F06560 - Bank Reconciliation - Issue Table
	F06561 - Bank Reconciliation - Paid Table
Bank Trnst No	The transit routing number used to identify the financial organization in which the employee maintains an account. These numbers can be obtained from the employee's check or deposit slip. They are located between the MICR colons (:) at the bottom of the check. If nine digits are not present, the employee's financial organization must be contacted to obtain the correct nine-digit code.
	If you change this number for an employee, the system prenotes the employee's auto deposit record again.
	Form-specific information
	Bank might refer to this number as the ABA or routing number.

Field	Explanation
M C	An employee can in a variety of ways split up net pay. This code specifies the method(s) in which a segment is to be computed:
	A A specific amount is to be deposited.
	% A percentage of net pay is to be deposited. You must enter a whole number. Do not use decimals.
	C A specific amount is to be generated as a payroll check.
	P A specific amount is to be generated as cash.
	R The remainder of the net pay, after % and/or specific amount segments are processed, is to be deposited in the bank. This is the default.
	Q The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash.
	D The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll check.
	You can have only one R, Q, or D instruction per employee.
	Note: Even if you have only one line, you must designate a remainder record as the last instruction. This code identifies how to distribute any money left over from rounding. You can only use R, Q, or D as the remainder record. You cannot use the Distribution Start Date and Stop Date fields for remainder records.
Amount or Rate	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:
	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 fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.
	Form-specific information
	For auto deposit instructions using a percentage method, enter whole numbers. Do not use decimals.

Field	Explanation
Prenote Flag	A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account. In addition, the employee receives a check for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field.
	If you leave this field blank, the system uses the default value of P.
	You cannot use this field for Canadian employees.
Tr Cd	A code used to distinguish various types of bank accounts, for example, checking, savings, or credit union. Currently the following codes have been assigned:
	Demand Account Credits
	20 - Reserved
	21 - Credit entry to return automated deposit
	22 - Automated Deposit
	Savings Account Credits
	30 - Reserved
	31 - Credit entry to return automated deposit
	32 - Automated Deposit
	Demand Account Debits
	25 - Reserved
	26 - Debit entry to return automated payment
	27 - Automated Payment
	Savings Account Debits
	35 - Reserved
	36 - Debit entry to return automated payment
	37 - Automated Payment
	Note: If you leave this field blank, the system uses the default value of 22.

Field	Explanation
Full/Partial Code	This code only applies to method code A (see BDM). If there is not enough net pay remaining to process the amount specified in the amount/percentage field, a value of "P" in this field specifies that a partial amount can be generated for the bank and account specified for the segment. A value of "F" specifies that if the full amount cannot be generated, the segment is ignored.
	If you leave this field blank, the system uses F as the default value.
Pre Note Trans Cd	A code used to distinguish various types of debit and credit non-dollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee.
	Demand Account Credits
	23 Prenotification of Credit Authorization
	24 Prenotification of Credit/Mailed Authorization
	Savings Account Credits
	33 Prenotification of Credit Authorization
	34 Prenotification of Credit/Mailed Authorization
	Debits are not currently handled by this Payroll system.
	Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary.
Period 1-5	These period fields represent the five possible payroll periods in a month. They are used to control which period within the month a specific type of earnings may be paid or which deductions, benefits or accruals may be calculated.

What You Should Know About

Changing auto deposit instructions   If you change an employee's automatic deposit instructions, the system creates a prenote If you do not want a prenote, you must change the value in the Prenote Flag field to N.

See Also

- *Printing Checks and Autodeposits* (P06230P)

Processing Options

See <u>Auto Deposit Instructions (P065011)</u>.

Enter Additional Employee Information

Entering Additional Employee Information

After you enter employee information, you can enter additional employee information. Additional employee information is commonly used for special taxing, reporting purposes, or other requirements of your company.

Entering additional information includes the following tasks:

- Entering Basic Employee Data
- Entering Pay and Tax Information
- Entering Dates, Eligibility, and EEO Information
- Entering International Employee Information
- Assigning Category and Geographic Data Codes

Entering basic employee data is an alternative method you can use to create an employee master record. Use this method if the person who enters employee information does not have authority to enter anything other than non-confidential information. You can enter other employee data that can be found only on this form, such as the employee's supervisor and shift code.

You can enter additional pay and tax information to more completely define the pay and tax information you entered on the initial employee entry form.

You enter dates, eligibility, and EEO information for reporting purposes or for any other business requirement. You can enter dates and EEO data that can be found only on this form, such as the date of the last contact with a seasonal employee or a U.S. employee's I9 status.

International employee information includes information about individuals you employ from other countries.

You assign category codes to employees when you want reporting capabilities for classifications not already defined by the Payroll system. You assign geographic codes for reporting purposes. For example, in the United States some states use these codes to prepare unemployment reports.

Entering Basic Employee Data

Entering basic employee data is an alternative method to the Employee Entry program that you can use to create an employee master record. You might limit individuals who have authority to enter only non-confidential information to using this method. You can also enter other employee data, such as the employee's supervisor and shift code.

Use Basic Employee Data to complete one of the following tasks:

▪ Enter basic employee data for a new employee

▪ Enter additional data for an existing employee

Entering Basic Employee Data for a New Employee

<table>
<tr>
<td>◆</td>
<td>From Payroll Master (G07), choose Employee Information
From Employee Information (G0711), choose Additional Employee Data & Reports
Additional Employee Data & Reports (G07111), choose Basic Em0loyee Data</td>
</tr>
</table>

You can use the Basic Employee Data program to enter new employee information when the person who enters employee information does not have authority to enter anything other than non-confidential information.

To enter basic employee data for a new employee

On Basic Employee Data
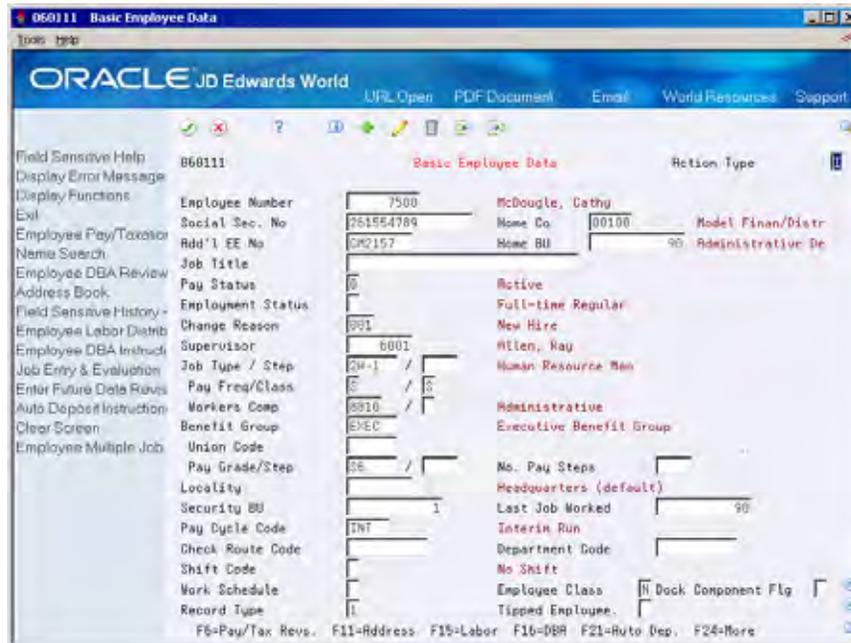
1. To assign a specific employee number, complete the following field:

   ▪ Employee Number

2. Complete the following fields:

   ▪ Social Security Number

   ▪ Home Company

   ▪ Home Business Unit

   ▪ Pay Status

   ▪ Pay Frequency

- Pay Classification
- Security Business Unit

3. Complete the following optional fields and press Enter:

- Employment Status
- Supervisor
- Workers Compensation
- Pay Grade
- Pay Step
- Number of Pay Steps
- Locality
- Shift Code
- Work Schedule Code
- Record Type
- Employee Classification Status
- Dock Component Flag
- Job Title
- Tipped Employee

4. On Address Window, complete the following fields and press Enter:

- Mailing Address
- Phone Number

5. On History and Turnover Information, review the information.

Field	Explanation
Pay Status	A code that indicates whether an employee's pay status is active or inactive.
	Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.
	To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.
Employment Status	A user defined code (07/ES) that identifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. For example:
	1 Full-time temporary
	2 Part-time temporary
	3 Part-time regular
	4 Seasonal
	5 Casual
Supervisor	The address book number of the supervisor.
	Note: A processing option for some forms allows you to enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers & Supervisor form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. You can either accept or override the default value.

Field	Explanation
No. Pay Steps	Indicates the number of optional pay increments, if any, available within each pay grade. *Form-specific information* This field is informational only.
Locality	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.
Shift Code	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. For payroll and time entry: If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.
Work Schedule	A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example: A Monday through Friday B Saturday through Wednesday C Monday through Thursday (4 x 10 hrs)
Record Type	A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are: 1 Payroll Processing Only 2 Payroll and Recharge Processing 3 Recharge Processing Only After a timecard has been added, you cannot change its record type.
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

Field	Explanation
Tipped Employee	A code that specifies whether this employee receives or claims tips and should be included in any necessary Tip Processing programs. (This applies to U.S. Payroll Only.)
	This field must contain Y (yes) for tip processing. If you assign the employee a job type that is set up as a job that earns tips, that information defaults to this field and you do not need to manually enter it.

What You Should Know About

Setting processing options

The processing options control both the basic employee data and the employee entry programs.

Functionality for the Time Accounting system

The following programs are informational only. The full functionality for these programs is dependent on the Payroll system:

- Pay and Tax Information

- Employee DBA Review

- Employee DBA Instructions

- Auto Deposit Instructions

The Tipped Employee field is not applicable. It is dependent on the Payroll system for full functionality.

To access the following function, you must have the Human Resources system:

- Job Entry and Evaluation

The Pay Grade and Pay Grade Step fields are not applicable. They are dependent on the Human Resources system for full functionality.

Entering Additional Data for an Existing Employee

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Basic Em0loyee Data**

After you create an employee record, you can enter other employee data that can be found only on this form for an existing employee, such as the employee's supervisor and shift code.

To enter additional data for an existing employee

On Basic Employee Data

1. To locate the existing employee, complete the following field:

- Employee Number

2. Review the values supplied by the system for the following fields:
   - Last Job Worked
   - Pay Cycle Code

3. Change the information in any of the fields, as applicable.

4. Complete the following optional fields and press Enter:
   - Job Title
   - Shift Code
   - Work Schedule
   - Supervisor
   - Dock Component Flag

   The system displays History and Turnover Information.

5. On History and Turnover Information, review the information.

Field	Explanation
Last Job Worked	The last Business Unit(job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries.
Pay Cycle Code	A code that identifies the values for a master pay cycle.
Job Title	A title associated with an employees job.
Dock Pay Flag	Use this field for employees assigned contract calendars if you want to dock, or deduct, standard pay when they take leave in excess of what has been earned. Valid values are:
	Y The system includes the daily rate of pay for this job to calculate the daily rate of pay to deduct when it docks the employee's pay. (default)
	N The system does not include the daily rate of pay for this job.
	If you dock pay for leave taken in excess of the earned amount, but the employee's record does not have a contract calendar attached, you should enter N.

What You Should Know About

Setting processing options   The processing options control both the basic employee data and the employee entry programs.

Entering Pay and Tax Information for Payroll

Entering Pay and Tax Information

> ◆ From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Pay & Tax Revisions**

You enter pay and tax information to more completely define the pay and tax information you entered during initial employee entry.

When you enter pay and tax information, you can:

- Define a tax method for an employee. For example, in the U.S. when you enter the code for a contract employee, the employee is taxed differently from a regular employee and receives a 1099 tax form, rather than a W-2, at year end.

- Define an hourly employee as autopay by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked.

To enter pay and tax information

On Pay and Tax Information
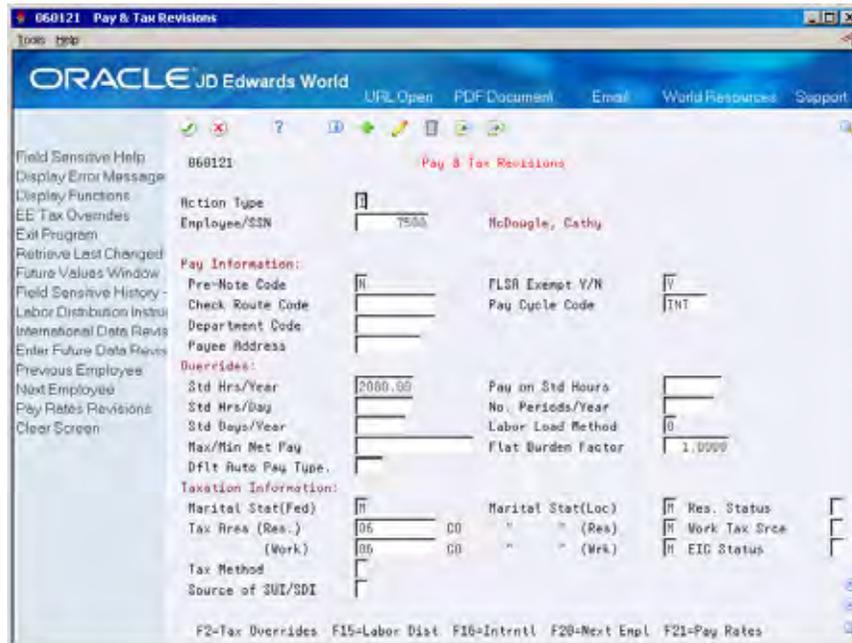
1. To locate the employee, complete the following field:

   - Employee Number

2. Complete any of the following optional fields:

   - Vacation Factor

   - Pay on Standard Hours

- Number of Pay Periods Per Year
- Maximum/Minimum Net Pay
- Default Auto Pay Type
- Tax Method
- Source of SUI Report (U.S. only)
- Residency Status (U.S. only)
- Work Tax Source (U.S. only)
- EIC (Earned Income Credit) Status (U.S. only)
- Source of SUI Report
- Residency Status
- Work Tax Source
- EIC (Earned Income Credit) Status

Field	Explanation
Vacation Factor	Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances.
Pay on Std Hours	The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, time entry is required. *Form-specific information* By entering a value in this field, you identify this employee as autopay.
No. Periods/Year	The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year.
Max/Min Net Pay	The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee.
Auto Pay Type	This code is used specifically to designate the default pay type to be used in the generation of autopay in those instances where the system does not use the employee labor distribution instructions. If nothing is entered in this field, then pay type 001 will be used.

Field	Explanation
Tax Method	This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 07/TM.

What You Should Know About

Employees with contract calendars attached

You cannot use Pay and Tax Information to enter standard hours or pay information for employees with contract calendars attached. You must make these changes on Contract Calendar window.

Processing Options

See [Employee Pay & Tax Information (P060121)](#).

Entering Dates, Eligibility, and EEO Information

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Dates Eligibility & EEO**

You enter dates, eligibility, and EEO information for reporting purposes or for any other business requirements. You can enter dates and EEO data that can be found only on this form, such as the date of the last contact with a seasonal employee or a U.S. employee's I9 status.

You can enter date information such as:

- The date of the employee's next review

- The date an employee's leave of absence expires

To enter eligibility information, you assign eligibility codes to employees. Eligibility codes are additional user defined codes that you define when you set up your Payroll system. Use these codes when you want reporting capabilities for classifications not already defined by the system.

To enter dates, eligibility, and EEO information

On Dates, Eligibility, and EEO

1. To locate the employee, complete the following field:

    ▪ Employee Number

2. To enter additional date information, complete any of the following optional fields:

    ▪ Date Pay Stops

    ▪ Participation Date

    ▪ Leave Begin Date

    ▪ Leave Expires Date

    ▪ Date in Position

    ▪ Date of Recall

    ▪ Last Contacted

    ▪ Date of Last Raise

    ▪ Date of Bonus

    ▪ Date of Next Review

    ▪ Type of Increase Next Review

    ▪ Salary Forecast Data

3. To enter eligibility information, complete the following optional fields:

    ▪ Eligibility Codes 01-10

    ▪ Pension (U.S. only)

- ▪ Oregon Insurance (U.S. only)

- ▪ Pension

- ▪ Oregon Insurance

- ▪ Employee Benefit Status

4. To enter EEO information, complete the following optional fields:

5. Complete the following optional fields:

- ▪ Applicant Pool Y/N

- ▪ I9 Status (U.S. only)

- ▪ I9 Status

- ▪ Veteran

- ▪ Disabled Veteran

- ▪ Disability

Field	Explanation
Date Pay Stops	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.
	It may also be the date that a deduction, benefit, or instruction stops.
Participate Date	The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date.
Leave Begin Date	The date on which an employee's paid or unpaid leave of absence begins. Use this date to indicate the leave for the Family and Medical Leave Act.
Leave Expires	The date on which an employee's paid or unpaid leave of absence expires.
Date of Recall	The date on which the employee can be recalled for employment.
Last Contacted	The date you last contacted a temporary, seasonal, or laid-off employee, or an employee on furlough or leave of absence.

Field	Explanation
Date Last Raise	The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using Pay Rate Information.
	Form-specific information
	The system retrieves the system date for this field any time you make changes to an employee's salary using Employee Entry. If the system date is not appropriate, you can change it, or make rate changes by specifying an effective date on Pay Rate Information.
Date of Bonus	The date an employee is to receive a bonus. This date is also part of the supplemental data for a bonus review.
Date Nxt Review	The date the next employee review is scheduled.
Type Review	A code to define the next type of salary or wage review due. You can define this code using user defined code table system 07, type RV.
Sal Forecast Dt	A date in the future when it is expected the employee will be given a salary change. The position budget module uses this date to determine if employee position assignments will result in effective budgeted salary amounts being exceeded. The system also uses this date to include future forecast salary changes in generating position budgets when the Create Next Year's Position Budget program (P081820) is used. In both cases, the system stores the future rate values in either the Union Rates table (F069126) or the pay grade step table (F081002).
Code 01	A code to specify an employee's eligibility for or participation in various user defined plans or programs. For example, these codes can be used to designate the following:
	Voluntary Accidental Death & Dismemberment Insurance
	Overtime Call Up
	Profit Sharing
	Political Action Committee
	Coffee Fund
	U.S. Citizen
Pension	A code that specifies whether an employee is participating in the company's pension or 401(k) plan. The W-2 program uses the code in this field to determine whether to place an X indicating employee participation into the pension box of the tax return form.

Field	Explanation
Oregon Ins	A code to specify whether an employee is participating in the Oregon Industrial Insurance program. The Oregon SUI continuation report uses the code in this field to determine what to enter in the appropriate box on the tax return.
Benefit St	A user defined code (07/EA) that allows the system to test an employee's eligibility for benefits and to determine for enrollment parameters (guidelines) for benefits administration.
	This code specifies the employee action for which the system searches as it tests for eligibility. An asterisk (*) indicates the guidelines refer to all employee actions not otherwise specified.
	Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.
Appl Pool (Y/N)	You can enter a value in this field only when you terminate an employee (enter a termination date).
	Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are:
	Y Yes, move the employee's information to the applicant database
	N No, do not move the employee to the applicant database
	When you enter Yes in this field, the system:
	▪ Generates an applicant record for the employee
	▪ Retains an employee record for the employee
	▪ Changes the employee's search type to Applicant (A)
	When you enter No in this field, the system changes the employee's search type to Terminated (X).
I9 Status	A code that indicates the method used to verify that this employee is eligible to work in the United States. Valid codes are:
	Y I9 form on file
	P Passport used for verification
	R Resident alien or alien registration card
	S Social Security card
	L Driver's license and Social Security card
	V Visa (worker's permit)
	B Birth certificate
	N Waiting for verification

Field	Explanation
Veteran	A code that indicates the veteran status of the employee. Valid codes are:
	N No, this employee is not a veteran.
	Y Yes, this employee is a veteran.
	V This employee is a Vietnam era veteran.
Disabled Vet	A code indicating whether this employee is a disabled veteran. Valid codes are:
	Y Yes, this employee is a disabled veteran.
	N No, this employee is not a disabled veteran.
	This field is used to generate the Veterans Employee (VETS-100) report.
Disability	A code indicating whether this employee has a mental or physical disability. Valid codes are:
	Y Yes, this employee has a mental or physical disability.
	N No, this employee does not have a mental or physical disability.
	U Unknown

What You Should Know About

User Dates Choose the User Dates function to define up to 10 dates according to your business needs. These dates do not print on reports and are not used by DBAs.

See Also

- *Setting Up User Defined Codes for Payroll* (P0051)
- *Technical Foundation Guide* for information about user defined codes

Entering International Employee Information

From Payroll Master (G07), choose **Employee Information**
From Employee Information (G0711), choose **Additional Employee Data & Reports**
Additional Employee Data & Reports (G07111), choose **International Data**

If your company has international employees, you can enter information, such as maiden name, alien registration number, and country code.

To enter international employee information, complete the following tasks:

- Enter personal information for international employees

Before You Begin

- Verify that the International Flag is set to Y (yes) for the default company, Company 00000, in the payroll company constants.

To enter personal information for international employees

On International Data

1. For Canadian employees, complete the following field:

   - Maiden Name

2. Complete any of the following optional fields:

   - Country Code

   - Currency Code

   - Alien Registration Number

   - Extended Alpha Name

   - Preferred Name

   - Additional Name

   - Salutation

   - Suffix

Field	Explanation
Name - Maiden	A female employee's maiden name. If this employee is a resident of Canada, this field is mandatory. This information is used for all government reports.

Field	Explanation
Alien Reg. No	The alien registration number for employees who have more than one ID. For instance, if you have a foreign employee who is working under a work permit, you would record that number in this field.
Extended Alpha Name	A 50-character alphabetical field for the extended name for an employee. You can use this field on certain designated reports in place of the normal 40-character name. *Form-specific information* The standard JD Edwards World name field is 30 characters long. This field allows you to enter the complete legal name of an employee whose name is between 30 and 50 characters long. You can run a World Writer report on the Extended Alpha Name field to obtain a listing of the complete name of all your employees with names longer than 30 characters.
Preferred Name	The preferred name of the employee. For instance, an employee might have the legal name of Catherine, but she might be known as Cathy.
Suffix	A code that identifies the credentials for a given employee. Some examples are PhD, MD, CPA, and so on.

Assigning Category and Geographic Data Codes

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Category Codes and Geographic Data**

Category codes are user defined codes that you define when you set up your Payroll system. You assign category codes to employees when you want reporting capabilities for classifications not defined by the Payroll system.

For example, you might assign employees to a category code that you have defined to determine stock option eligibility. After you define the category codes and assign your employees to them, you can run a report listing the employees who are eligible to own stock options.

You assign geographic data codes for reporting purposes. Geographic data codes are user defined codes. For example, in the United States some states use these codes to prepare unemployment reports.

To assign category codes and geographic data codes

On Category Codes and Geographic Data
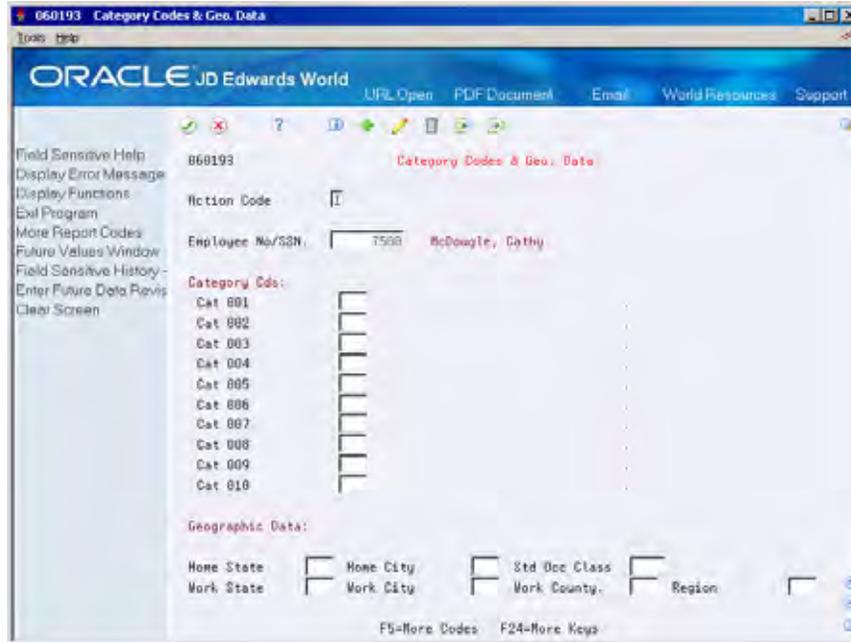
Complete the following fields as appropriate:

- Category Codes 1-20

- Home State

- Home City

- Standard Occupational Class

- Work State

- Work City

- Work County

- Region

Field	Explanation
Category Cds:	Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories: ■ Division ■ Supervisor ■ Branch Office ■ Health Insurance Plan ■ Stock Plan Category Code 1 is used for time entry. You can use this category code for reporting purposes on timecard and human resources job information. The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.
Std Occ Class	A series of codes that identify occupational titles and their definitions. These codes are used in one or more states in the preparation of unemployment reports.
Region	A region within a state. This field is intended for use in preparation of unemployment reports for Alaska.

See Also

- *Setting Up User Defined Codes for Payroll* (P0051)

- *Technical Foundation Guide* for information about user defined codes

Enter Information for Multiple Jobs

Entering Information for Multiple Jobs

You enter information about multiple jobs for an employee who holds more than one job or position. For example, you might employ an individual whose primary job is an English teacher and whose secondary job is a basketball coach.

You define occupational pay rates for employees who perform various jobs and have different hourly rates for each job.

When you enter multiple job information, you have the ability to link the information to position control. Entering multiple job information also offers more flexibility than defining occupational pay rates. When you enter multiple job information, you can enter start and stop dates for each job. When you define occupational pay rates, you can enter only one start and stop date that applies to all jobs.

Entering information for multiple jobs includes the following tasks:

- [Entering Employee Multiple Job Information](#)
- [Defining Occupational Pay Rate Tables](#)

Entering Employee Multiple Job Information

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Employee Multiple Job Entry**

For employees who have more than one job or position within your organization, you can enter multiple job information. Entering multiple job information allows you to:

- Track separate job and pay information for each job.
- Define job start and stop dates for each position.
- Avoid entering timecards for an hourly employee by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked.
- Set an employee to autopay status for more than one job. Autopay status means that you do not need to enter timecards for the employee's regular hours. You enter a timecard only when the employee has exception time, such as vacation or sick time.

For example, if you have an employee who is an English teacher for nine months per year as well as a basketball coach for three months per year. You can track the

different rates of pay for each of these jobs. You can also assign different effective dates to each job so that the employee receives payments for teaching during the nine months that he teaches, and receives payments for coaching only during the three months in which he actually coaches.

When you inquire on a specific employee, the system displays the total current salary for all jobs the employee holds.

When you add information using Employee Multiple Job Entry, the primary job information also updates the Employee Master table (F060116).

To enter employee multiple job information

On Employee Multiple Job Entry

1. Complete the following fields:

   ▪ Address Number

   ▪ Home Business Unit

2. Complete the following optional fields:

   ▪ Position ID

   ▪ Job Type

   ▪ Job Step

   ▪ Union Code

3. Complete one of the following fields:

   ▪ Salary

   ▪ Hourly Rate

4. If you entered an effective salary, complete the following field:

> ▪ Salary Frequency

5. Access the detail area.

6. Complete the following fields:

> ▪ Change Reason
>
> ▪ Effective Date
>
> ▪ Pay Class
>
> ▪ FLSA Exempt
>
> ▪ EEO Job Category

7. For employees with contract calendars attached, complete the following field:

> ▪ Dock Component Flag

8. To enter pay information for the job, complete the following fields:

> ▪ Date Pay Starts
>
> ▪ Date Pay Stops
>
> ▪ Pay on Standard Hours
>
> ▪ Periods per Year
>
> ▪ Standard Hours per Day
>
> ▪ Standard Days per Year
>
> ▪ Standard Hours per Year

9. Complete the following optional fields:

> ▪ FTE
>
> ▪ Supervisor

- Next Review Date
- Next Review Type
- Default Auto Pay

10. Complete the information for each job the employee holds.

Field	Explanation
Date Pay Stops	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.
	It may also be the date that a deduction, benefit, or instruction stops.
	Form-specific information
	For secondary jobs, the system uses this date as the associated position's end date. This allows the position to account for a limited assignment in the calculation of projected year end values. For payroll, when the pay stop date is less than or equal to a pay period end date, the employee is paid for the period. In the next pay cycle, the Purge Employee Multiple Job File program (P0601182) deletes this record from the Employee Multiple Job table (F060118) as part of the final update.
Std Hrs/Day	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.
	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.
Std Days/Year	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.
FTE	The full-time equivalent amount (FTE). This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.

What You Should Know About

Working with contract calendars	If you set the contract calendar selection on Constants Information, Contract/Calendar Window automatically displays when you enter a new employee.
	If you need to change information on a job with a contract calendar attached, choose the Contract/Calendar Window option.
	You can attach a different calendar to different jobs, or you can use the same calendar for more than one job.
	See *Attaching a Contract Calendar.*
	Employees with contract calendars attached can accumulate wages for their primary job only. They cannot accumulate wages for secondary jobs.
	See *Setting Up A DBA to Accumulate Wages.*
Updates to Employee Master information	When you add information using Employee Multiple Job Entry, the primary job information also updates the Employee Master table (F060116).
Accessing pay rates	Set processing options in time entry to access rates defined in these tables.
Functionality for the Time Accounting system	The following programs are informational only. The full functionality for these programs is dependent on the Payroll system:

- Pay and Tax Information
- Employee DBA Instructions

You must have the Human Resources system in order to access the following functions and options:

- Position Information
- Job Information
- Human Resources Employee Entry
- Requisition Review

The full functionality of the Contract Calendar Window option is dependent on the Payroll or Human Resources system.

Processing Options

See [Employee Job Entry (P060118)](#).

Defining Occupational Pay Rate Tables

> ❖ From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Occupational Pay Rates**

You define occupational pay rates for employees who perform various job types and have different hourly rates for each job type. Pay rates are specific to an employee. They can be specific to a business unit and union for that employee.

To define occupational pay rate tables

On Occupational Pay Rates
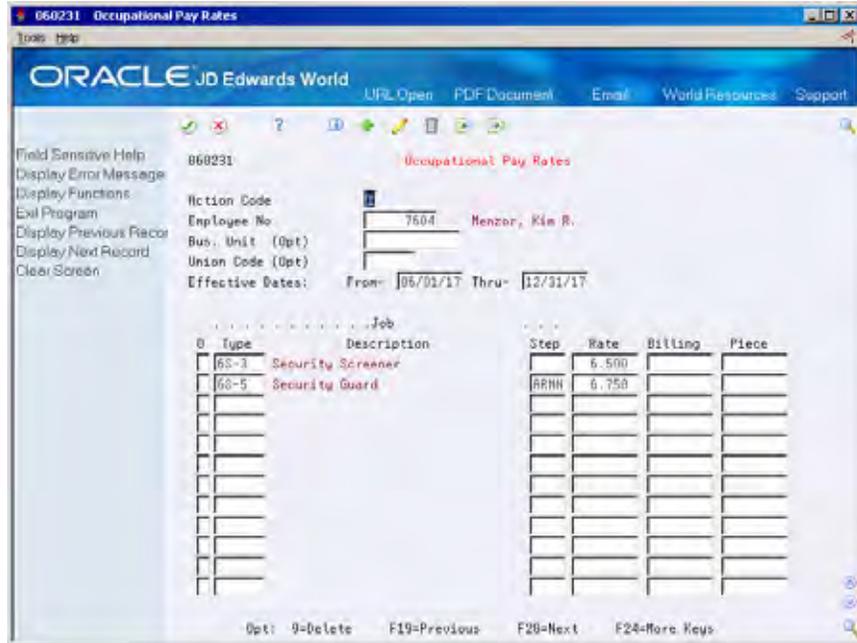
1. Complete the following fields:
    - Employee Number
    - Effective Dates
    - Job Type
2. Complete the following optional fields:
    - Job Step
    - Hourly Rate
    - Billing Rate
    - Piece Rate

Field	Explanation
Rates	A rate used for the billing of labor 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.
	A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:
	▪ Pay Rate Information
	▪ Employee Labor Distribution
	▪ Occupational Pay Rates
	▪ Time Entry by Employee
	▪ Time Entry by Job or Business Unit
	▪ Daily Timecard Entry
	▪ Time Entry by Employee with Equipment
	▪ Time Entry by Shop Floor Control
Piece	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.

What You Should Know About

Using occupational pay rates in time entry

To use the occupational pay rate in time entry, you must enter the associated job type from the occupational pay rates table on the timecard.

Accessing pay rates

Set the processing options in time entry to access the rates defined on the occupational pay rate tables. The system derives the hourly rate for an employee using information you enter in the following forms:

1. Time entry - hourly rate information
2. Pay Rates for Groups/Unions - union and job type
3. Occupational Pay Rates - job type and job step
4. Employee Multiple Job Entry - job type and job step
5. Employee Entry - hourly rate

See Also

▪ *Entering Employee Multiple Job Information* (P060118)

Work with Employee Profile Data

Working with Employee Profile Data

Profile data is any type of additional information that you want to track, such as the person to contact for an employee in an emergency situation, or certifications and job skills for employees.

When you set up your system, you specify the types of profile information you want to track for your employees.

Working with employee profile data consists of the following tasks:

- [Entering Profile Data](#)
- [Copying Profile Data](#)
- [Changing Profile Data](#)
- [Reviewing Profile Data](#)
- [Reviewing Profile Reports](#)

Before You Begin

- Define your types of profile data and associated user defined codes. See *Setting Up Profile Data*.

See Also

- *Purging Profile Data* (P98300)

Entering Profile Data

Profile data is any type of additional information that you want to track. Profile information is not required by the system.

For employees, typical types of profile data might include:

- Emergency contacts
- Job skills
- Foreign language competencies
- Work history

When you set up your system, you specify the types of profile information, or data types, that you want to track. For each data type, you specify the format in which you want to track information. Valid formats include:

- Narrative

- Code

For narrative format data types, you enter free-form text. For code format data types, you enter information in predefined columns. When you enter information in code format, you also can associate narrative information with it.

Entering profile data includes:

- Entering profile data in narrative format

- Entering profile data in code format

What You Should Know About

Entering multiple types of information	To save time during data entry, you can choose multiple types of profile data to update. The data types can be all narrative format, all code format, or a combination of these formats. The system displays the form in data type sequence for each type of data you chose. When you exit from one form, the system displays the form for the next type of data that you chose.

Entering Profile Data in Narrative Format

From Payroll Master (G07), choose **Employee Information**
From Employee Information (G0711), choose **Profile Data Entry**

When you enter profile data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee. For example, you might use narrative format for performance appraisal information.

To enter profile data in narrative format

On Profile Data Entry

1. Locate the employee for whom you want to enter profile data.

2. To determine which types of profile data are in narrative format, review the information in the following field:

    ▪ Mode

3. Choose the Select and Update option for one or more types of narrative format information and press Enter.

    The system displays the form for the first type of data.
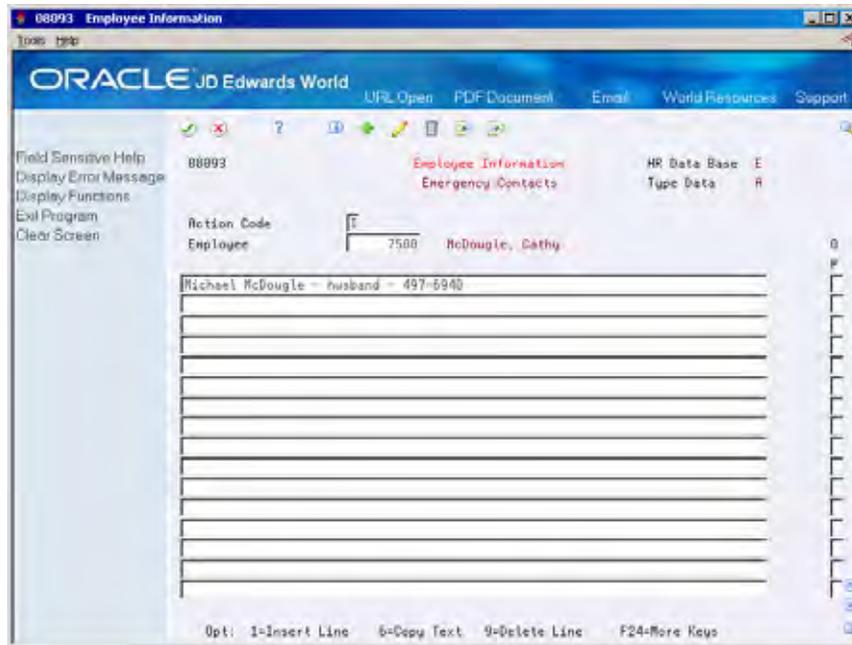
4. Enter the appropriate information and press Enter.

5. Choose the Field Exit function to advance to the next type of data you chose.

Field	Explanation
Display Mode - Code or Narrative	The format of a data type. This code determines the display mode for supplemental data. Valid codes are:
	C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).
	N Narrative format, which displays the form for entering narrative text.
	P Program exit, which allows you to exit to the program you specified in the Pgm ID field.
	M Message format, which displays the form 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.

What You Should Know About

Deleting narrative format information	To delete an entire form of narrative information, use the Delete action. To delete only some information from a form, use the change action. To delete information, you can either type over it or choose the Delete Line option.

Entering Profile Data in Code Format

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Profile Data Entry**

When you enter profile data in code format, you enter information in predefined columns. For example, the form for entering job skills information might have columns for skill code, number of years of experience, and proficiency level.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be included in the associated user defined code table. For fields that are associated with a user defined code table, the length of the field and the user defined code description display above the column.

When you enter information in code format, you also can associate narrative information with it.

To enter profile data in code format

On Profile Data Entry

1. Locate the employee for whom you want to enter profile data.

2. To determine which types of profile data are in code format, review the information in the following field:

   ▪ Mode

3. Choose the Select and Update option for one or more types of code format information.

   The system displays the form for the first type of data you choose.

4. Enter the appropriate information.

5. To add additional information in narrative format, use the Change action and choose the Narrative Text Option.

6. Enter the additional information and press Enter twice.

7. Choose the Field Exit function to advance to the next type of data you chose.

What You Should Know About

Revising code format information	Use the change action to revise or delete individual lines of code format information. Typing new information over existing information does not delete the existing information. The system retains the existing information and creates a new line of information for the change. To delete a line of information, use the Field Exit key to remove all information from the line.

Processing Options

See Employee Information (P08092).

Copying Profile Data

When you need to enter the same profile data for two or more employees, you can save time and reduce keying errors by copying information from one employee's record to another employee's record. You also can copy all of one employee's profile data to another employee's record.

You can also choose specific types of narrative information, including information that is associated with code format information, to copy from one employee's record to another employee's record. For example, if two employees share the same emergency contact information, but do not have any other profile data in common, you can copy only emergency contact information.

After you copy profile data, you can revise it, if necessary.

Copying profile data includes:

▪ Copying narrative text

▪ Copying all profile data for an employee

Copying Narrative Text

◈	From Payroll Master (G07), choose **Employee Information** From Employee Information (G0711), choose **Profile Data Entry**

When you need to enter the same profile data for two or more employees, you can save time and reduce keying errors by copying information from one employee's record to another employee's record.

You can copy narrative information by data type. For example, if two employees have the same emergency contact, you can enter this information for one of the employees and then copy it into the other employee's record.

You also can copy any narrative information that is associated with a code format data type. For example, assume that:

▪ A group of employees attended the same training class

▪ You track training information in code format

▪ You need to enter a description of the class as narrative text

In this case, you do not need to enter the class description for each employee. Instead, you can enter the class description for one employee and then copy it into the training profile records for all the other employees who attended the class.

To copy narrative text

On Profile Data Entry

1. Locate the employee for whom you want to copy information.

2. Choose the Select and Update option to access the data type into which you want to copy narrative format information.
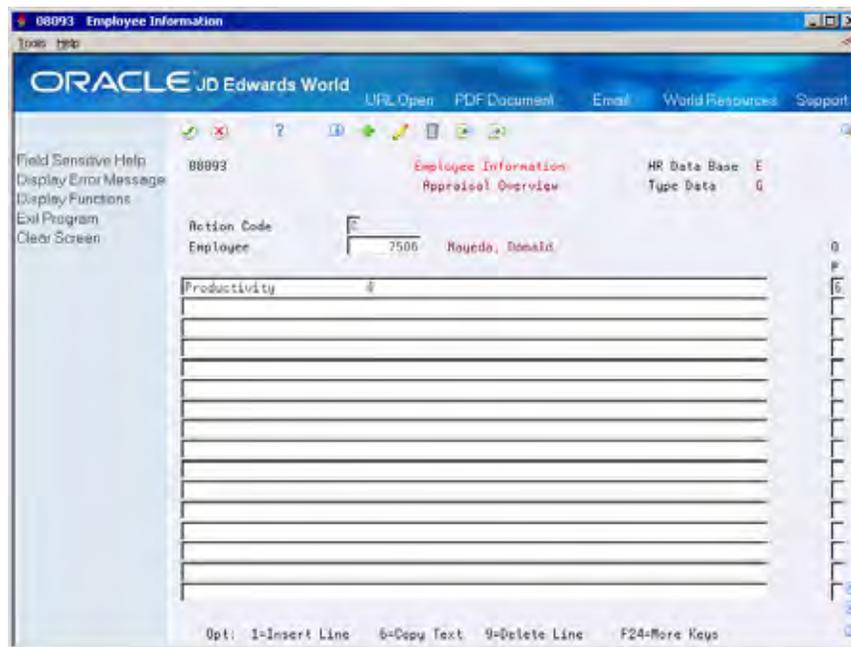
3. Using the Change action, choose the Copy Text option.
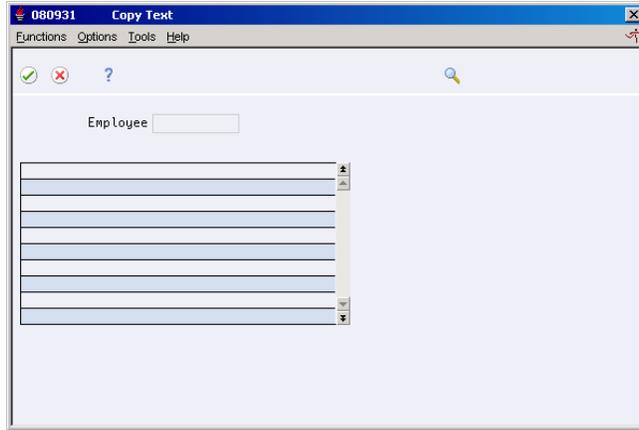
4. On Copy Text, complete the following field with the employee number of the employee from whom you want to copy information:

    ▪   Employee

    The system lists the types of profile data that contain narrative information for that employee.
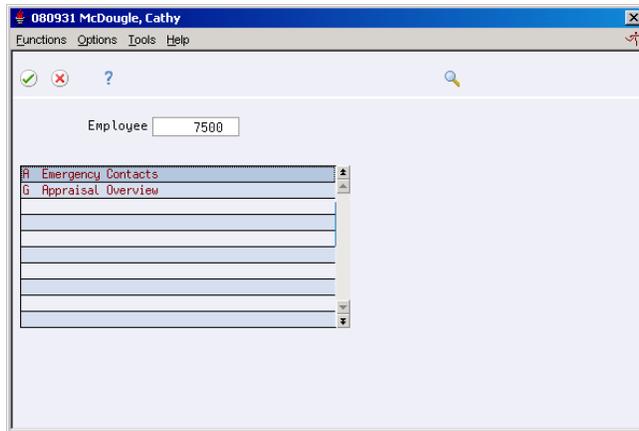
5. Choose the Select option to specify the data type from which you want to copy information.

    The system displays the narrative information for that employee and data type.
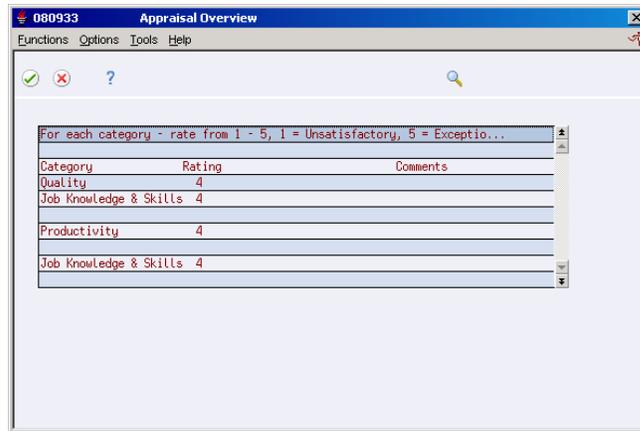
6. On the data type form, choose the Select option to specify the lines of text you want to copy.
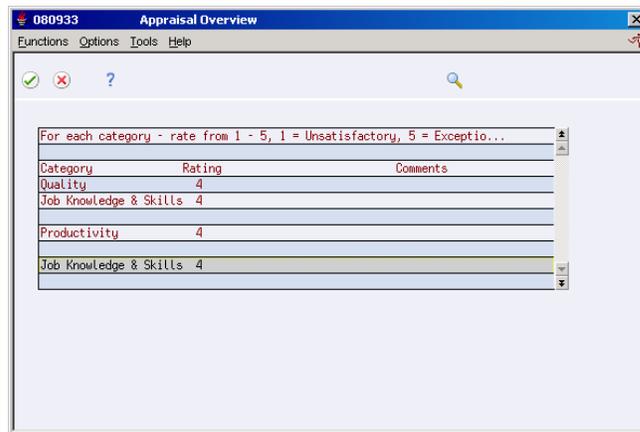
The system copies the text.
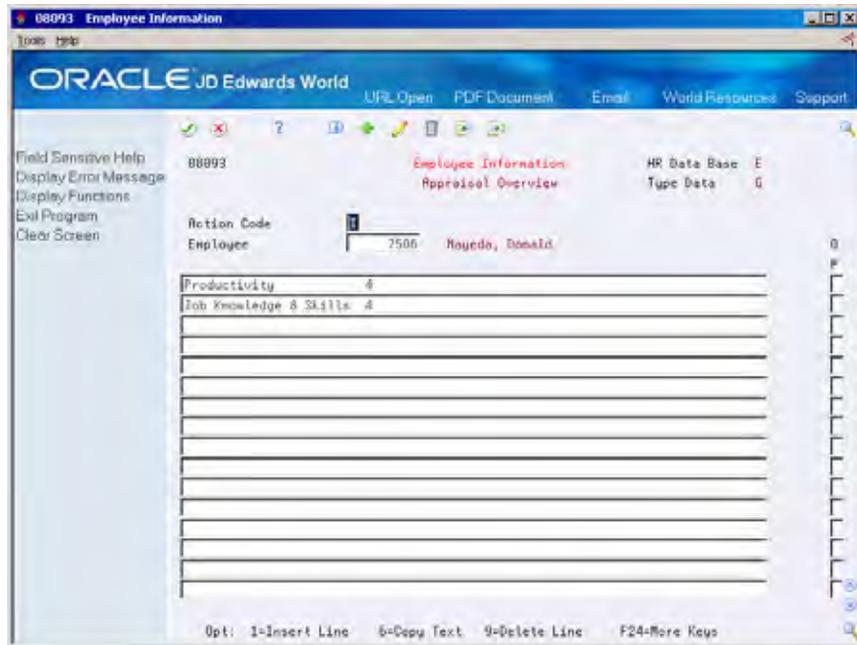
What You Should Know About

Using the roll keys	You can scroll through the lines of information to locate the lines you want to copy. However, you cannot select text in one form, scroll up, and then select text from another form. You can select to copy text from only one form at a time.

Copying All Profile Data for an Employee

◈	From Payroll Master (G07), choose **Employee Information** From Employee Information (G0711), choose **Profile Data Entry**

In some cases, you might want to copy all of the profile data for one employee into the record for another employee. You might do this when you need to enter very similar information for two employees. After you copy profile data, you can revise it as necessary.

To copy all profile data for an employee

On Profile Data Entry

1. Locate the employee whose profile data you want to copy.

2. Choose the Profile Copy function.
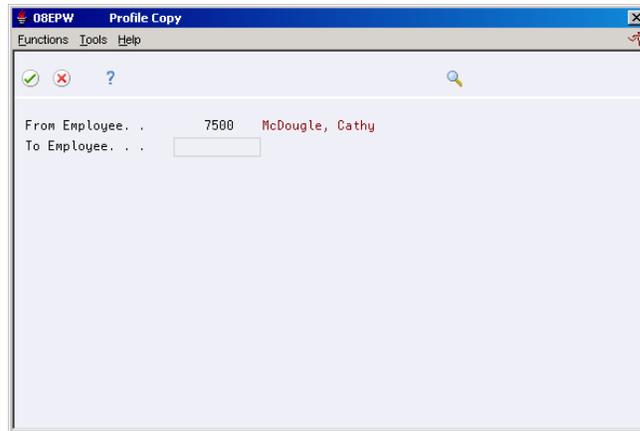
3. On Profile Copy, complete the following field to specify the employee to whom you are copying profile data:

   ▪ To Employee

4. Choose the Update function to copy all of the profile data.

Changing Profile Data

After you enter employee profile data, you can change the data. For example, if an employee's profile data indicates the highest level of education reached and the employee earns an advanced degree, you can then change that information in the profile data.

To change profile data, complete the following tasks:

▪ Change narrative employee profile data

▪ Change code employee profile data

To change narrative employee profile data

On Profile Data Entry

1. Locate the employee.

2. Choose the narrative type of information you want to change.

   The system displays the appropriate form.

3. Use the Delete option on the line you want to change

4. Add the new information on the first blank line below the text you deleted.

To change code employee profile data

On Profile Data Entry

1. Locate the employee on the appropriate code format form.

2. Choose the code type of information you want to change.

The system displays the appropriate form.

3. Use the Delete option on the line you want to change.

4. Complete the following fields;

   - Code Title
   - Updated

5. Enter information in any of the additional fields.

What You Should Know About

Deleting information   Using the Delete action deletes all information from the form. Typing new information over the information you want to change does not delete the original information. The system retains the original information and creates a new line of information for the change.

Reviewing Profile Data

After you enter profile data, you can review that information to determine whether one or more people meet certain criteria. For example, you might be looking for someone who speaks French, or you might need a list of the employees that have completed CPR training.

You can review complete profile information for a particular employee, or you can review all employees who have information in one or more data types.

Reviewing profile data includes:

- Reviewing profile data for a specific employee
- Reviewing profile data by data type
- Locating employees who meet multiple criteria

Reviewing Profile Data for a Specific Employee

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Profile by Employee**

You can review complete information for a specific employee in an easy-to-read, resume-style format. You can also print profile data for internal use.

To review profile data for a specific employee

On Profile by Employee

Complete the following field:

▪ Employee

Processing Options

See Profile by Employee (P080200).

Reviewing Profile Data by Data Type

◈	From Payroll Master (G07), choose **Employee Information** From Employee Information (G0711), choose **Profile by Data Type**

You can review all employees who have information for a specific data type. For example, you can review training profile information to identify employees who have had management training. Or, you can review professional licenses information to identify which employees need to renew their licenses within the next month.

To review profile data by data type

On Profile by Data Type
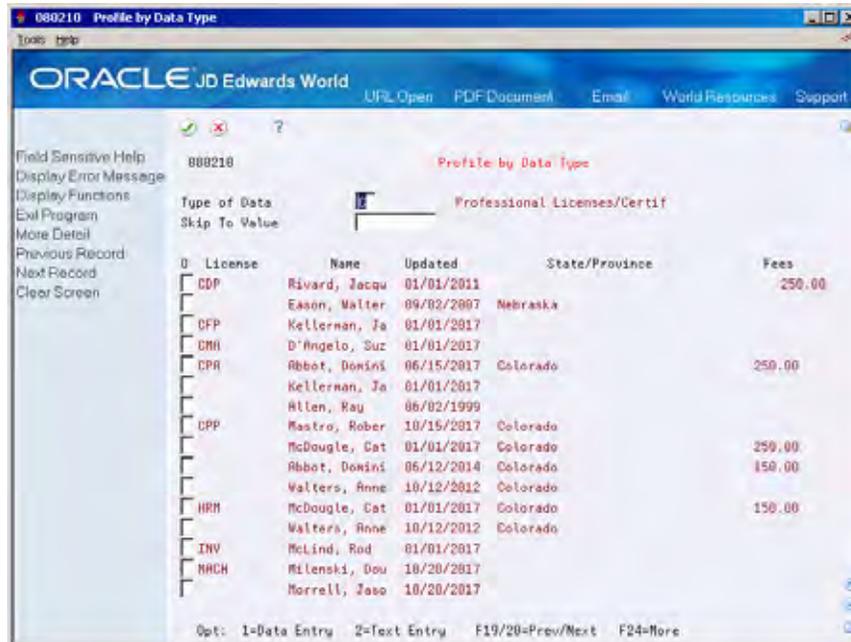
1. Complete the following field:

    ▪ Type of Data

2. To locate a specific value within a list of data types, complete the following field:

    ▪ Skip To Value

3. To review additional information, choose the More Detail function.

Processing Options

See Inquiry by Employee (P080210).

Locating Employees Who Meet Multiple Criteria

	From Payroll Master (G07), choose **Employee Information** From Employee Information (G0711), choose **Profile Multiskill Search**

You can search your database for employees who meet multiple criteria. You typically use this type of search when you are looking for a person to fill a vacancy within your organization.

For example, you can search for all employees who:

- Have an MBA degree
- Speak French
- Are certified public accountants
- Know the RPG computer programming language

When you perform the search, the system lists all the people who meet the multiple criteria. You can enter up to 20 search criteria.

The criteria you specify can be based on either an "and" condition or an "or" condition. This means that you can search for people who meet either some criteria or some other criteria. For example, you can search for people who:

- Have an MBA degree from any college or a BA in business from Harvard
- Know the C programming language and have a degree in either computer science or mathematics

The system processes search criteria in the order in which you list them. When any of the criteria you specify are based on an "or" condition, the order in which you enter the search criteria is important. To ensure that the results of the search are what you would expect, you typically order the search criteria so that all of the "or" conditions come before any "and" conditions that you want to apply to all records.

Example: Specifying Search Criteria

When you specify search criteria, the order in which you list the criteria determines the outcome of the search. Suppose that you are searching for people who know the C programming language and have a degree in either mathematics or computer science. To locate that group of people, specify the following search criteria in the order listed:

Degree in computer science

> or

Degree in mathematics

> and

C programming language

To locate the people who meet this search criteria, the system completes the following steps:

1. Locates the people who know C programming (For demonstration purposes, call this group of people group A.)

2. Searches group A for people who have degrees in computer science. (Call these people group B).

3. Searches group A for people who have degrees in mathematics. (Call these people group C).

The result of the search is the total of the people in groups B and C.

To locate people who meet multiple criteria

On Profile Multiskill Search

1. To choose the database to search, complete the following field:

    ▪   Employee/Applicant/Both

2. To limit the search, complete the following optional fields:

    ▪   Home Business Unit

    ▪   Job Type

3. To determine the search criteria, complete the following fields:

    ▪   And/Or

    ▪   Data Type

    ▪   Field

    ▪   Operator (OP)

    ▪   Search Value

4. To review additional information, choose the More Detail function.

Field	Explanation
Or And	A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.
	Form-specific information
	For example, to identify employees who are either CPAs or who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by entering Or in the And/Or field of the second line.
	As another example, to identify employees who are both CPAs and who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by typing And in the And/Or field of the second line.
	To search for applicants who speak Spanish and German, enter Spanish as the first search value, German as the second search value, then enter And in this field. To search for applicants who speak Spanish or German, enter Spanish as the first search value, German as the second search value, then enter Or in this field.
Type Data	The type of data from the profile database that the system uses in a multiple information search.

Field	Explanation
OP	A code the identifies the operands in Boolean logic. You can specify any of the following:

EQ   Equal to

LT   Less than

LE   Less than or equal to

GT   Greater than

GE   Greater than or equal to

NE   Not equal to

NL   Not less than

NG   Not greater than

Field	Explanation
Search Value	You must enter a search value based on the data you entered in the profile for the selected field.

This field is case sensitive. For example, assume that you want to search for the word Active. If the data was originally entered into the database as Active, then you must enter the value into the search field as Active. Do not enter ACTIVE or active.

You can also use the % wildcard character to search for data starting with, ending with, or containing one or more consecutive characters. For example:

- BA% displays all words that begin with the letters B and A, such as bamboo and bachelor.
- %ing displays all words that end with ing.
- %BA% displays any words that contain the letters B and A, such as abate, cabbage, or bachelor.

What You Should Know About

Searching both databases   If you are searching for both employees and applicants, you must enter the data type, field, and search values.

Processing Options

See Employee Profile Multiskills Search (P080250).

Reviewing Profile Reports

You can run reports to review employee profile information by:

- Individual employee summary
- A summary of all your employees and their related profile data

- Profile data type

Reviewing employee profile reports includes:

- Reviewing the Employee Profile report
- Reviewing the Employees by Data Type report
- Reviewing the Employee Profile Workfile

See Also

- *Reviewing Profile Data (P080200)* for information about reviewing profile data online

Reviewing the Employee Profile Report

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee Profile**

When you need to review complete profile information for one or more employees, print the Employee Profile Data report. This report compiles all of an employee's profile information into an easy-to-read, resume-style format.

The information that prints on this report is the same information that you can review online using Profile by Employee. However, the report allows you to print information for multiple employees at one time.

```
080410                                   JD Edwards World                            Page Number        8
                                          Employee Profile                           Date        3/13/17
                                        in Alphabetical Sequence


 Employee Number. .        6002 Abbot, Dominique                                     Pay Class/Freq . . H / B
 Home Company . . .       00200 Model Manuf/Distrib Company     Primary Job/Step.        /       Pay Grade. . . . .
 Home Bus. Unit . .         741 Accounting                      Date Of Birth . .                Pay Grade Step . .
 Benefit Group. . .                                             Date Started. . .  02/19/16      Pay Status . . . . 0
 Union Code . . . .                               .             Annual Salary . . 20,800.00      Change Reason. . . 001
                                                                                                 FLSA Exempt Y/N. . Y

 Emergency Contacts
 ==============================
            Parents:  (303) 671-6364




 Training
 ==============================
      Type    Trng Dte            Where Obtained        Certification Earned         Costs
 ----------  --------   ------------------------------  ----------------------------  -------------
   LDRSHP    02/15/16   Fred Pryor                                                       150.00
             She has shown impressive leadership qualities.

   PLTFRM    05/30/17   Local college                                                   150.00
                                                                               ------------- -------------
                                                                       Total           300.00



 Appraisal Details
 ==============================
   Appraisal  App.Date            Overall Results         Points Earned        Yrs Wrked
 ----------  --------   ------------------------------  ----------------------------  -------------
   MR        03/15/17   Standard performance
```

Processing Options

See [Employee Profile- Alphabetic Sequence (P080410)](#).

Reviewing the Employees by Data Type Report

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee by Data Type**

When you need to review a list of all employees who have information entered in a particular profile data type, you can print the Employees by Data Type report. For example, you can review employees whose profile data includes job skills information. The information that prints on this report is the same information that you can review online using Profile Data Entry. You can review information by either data type or by employee.

For each employee, the system lists data types in alphabetical order.

The following sample report displays employee information by data type.

```
080400                                    JD Edwards World                       Page Number        2
                                   Employee Information by Data Type             Date         6/21/17
                                        Alphabetical Sequence
Professional Licenses/Certif
==============================
Employee    Name                    Updated             State/Province           Status           Fees
----------- ----------------------- -------- -------- ------------------------ ---------------------- ------------
 License   . . . . . CDP            Certified Data Processing
      6010 Eason, Walter            09/01/08        Nebraska
      7704 Rivard, Jacques          01/01/02                                                          250.00
                                                                                            ------------
                                                        Total for: Certified Data Proce             250.00
 License   . . . . . CFP            Cert. Financial Planner
      2022 Kellerman, James         01/01/17
                                                                                            ------------
                                                        Total for: Cert. Financial Plan
 License   . . . . . CMA            Certified Management Acct
      2057 D'Angelo, Suzanne        01/01/17
                                                                                            ------------
                                                        Total for: Certified Management
 License   . . . . . CPA            Certified Public Accountant
      6002 Abbot, Dominique         06/15/17        Colorado                                          250.00
      6001 Allen, Ray               06/01/00
      2022 Kellerman, James         01/01/17
                                                                                            ------------
                                                        Total for: Certified Public Acc             250.00
 License   . . . . . CPP            Certified Payroll Professional
      6002 Abbot, Dominique         06/12/05        Colorado                                          150.00
      7505 Mastro, Robert           10/15/17        Colorado
      7500 McDougle, Cathy          01/01/17        Colorado                                          250.00
      2006 Walters, Annette         10/13/03        Colorado
                                                                                            ------------
                                                        Total for: Certified Payroll Pr             400.00
 License   . . . . . HRM            Certified HR Manager
      7500 McDougle, Cathy          01/01/17        Colorado                                          150.00
      2006 Walters, Annette         10/13/03        Colorado
                                                                                            ------------
                                                        Total for: Certified HR Manager             150.00
```

Processing Options

See <u>Employee Info by Data Type - Alpha Seq (P080400)</u>.

Reviewing the Employee Profile Workfile

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee Profile Workfile**

You can print a report that lists employees by one or more profile data types. For example, a report that lists employees by foreign language proficiency might show that one employee knows French, another knows German, and so on.

Typically, this report does not include records for the employees who do not know any foreign languages (and, therefore, have no information entered in the data type for foreign language proficiency). To include such employees on the report, you must build the Employee Profile Worktable (T08092WF) before you run the report. The build program:

- Searches the employee master records to locate employees with no profile data

- Creates a table with Xs in place of actual profile data values

After you build the Employee Profile Workfile, you can run the associated World Writer report that lists employees by profile data types. For employees who have values in the profile data types you specified, the profile data type codes appear in the User Defined Code field. For employees who have no profile data of that type, Xs appear in the User Defined Code field.

```
82000                                    Employee Profile                       Page -       1
                                    Using Work File T08092WF                     Date -  5/11/17


Address     User    Effective    User
 Number   Def Code    Date        ID
-------- ---------- --------- ----------
    6002 XXXXXXXXXX 02/26/06  SS788627
    6002 MR         03/15/17
    6002 XXXXXXXXXX 02/26/06  SS788627
    6002 XXXXXXXXXX 02/26/06  SS788627
    6002 XXXXXXXXXX 02/26/06  SS788627
    6002 XXXXXXXXXX 02/26/06  SS788627
    6010 PCUSE      01/01/17
    6010 XXXXXXXXXX 02/26/06  SS788627
    6010 CDP        09/01/08
    6010 KEYOFC     01/10/01
    6010 XXXXXXXXXX 02/26/06  SS788627
    6010 XXXXXXXXXX 02/26/06  SS788627
    6010 XXXXXXXXXX 02/26/06  SS788627
    6010 XXXXXXXXXX 02/26/06  SS788627
    6010 ALCOHOL    10/10/01
    6010 COCAINE    10/10/01
```

Review Employee Information

Reviewing Employee Information

After you have entered employee-related information, you must verify that you have entered it correctly. You review the accuracy of the information before you enter timecards to ensure that the timecards for the current payroll cycle have the most current data.

Complete the following tasks:

- Reviewing the Employee Roster
- Reviewing the Employee Roster with Rates
- Reviewing the Employee Labor Distribution Report
- Reviewing the Employee DBA Instructions Report

You can restrict access to these reports to only those individuals who have proper authorization.

Reviewing the Employee Roster

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee Roster**

The Employee Roster lists all or selected groups of employees entered in the Payroll system. You run this report to verify that the following employee information has been entered correctly:

- Home company
- Business unit
- Basic dates
- Group plan
- Workers compensation
- Federal and state tax exemption
- Net tax credit
- Job type and step
- Pay status
- EEO status

- EI Rate Code

```
064011                                    JD Edwards World                        Page     -      3
                                          Employee Roster                         Date     -  7/12/17
                                      . . . Home . . .        . . Job . . S M Fd St .EEO.. Wrkr . . . Dates . . . P
   Alpha Name      Address  Employee Tax ID  Addition  Co    Bus. Unit   Group  Typ  Step x S Ex Ex Job Mn Comp Birth    Hire   S
----------------  --------  ----------------  --------  -----  ------------  ------  ------ ---- - - -- -- --- -- ---- -------- -------- -

McDougle, Cathy      7500  261-55-4789   CM2157  00100           90         2H-2       F M 02 02 002 01 8810 06/18/72 03/03/16 0
Kraton, Ralph        7503  750-37-5037           00100           90         0A-10      M M 02 02 002 01 8810 07/07/67 07/27/16 0
Meade, Jane          7504  216-55-4789           00100           90         5J-8       F M 04 04 001 01 8810 04/13/65 08/03/06 0
Mastro, Robert       7505  215-55-4789           00100           90         3P-1       M S 03 04 001 02 8810 05/13/68 01/03/16 0
Mayeda, Donald       7506  516-55-4710           00100           90 7000     8M-3    2  M S 00 02 007 01 5651 08/11/80 03/03/16 0
Moralez, Jesus       7510  217-45-4719           00100           90         4A-1       M S 01 01 007 03 8810 03/01/78 12/01/16 0

      Administrative Department       6
Allen, Ray           6001  798-52-5841           00100          110         A1         M S 02 02 001 05 8810 01/01/60 08/15/00 0
      Headquarters                    1
Ebby, Chester A.     5127  577-12-3142           00100          419         2H-5       M M 00 00 002 01 8810 07/15/60 03/15/16 0
Easter, Melvyn       6000  058-43-2559           00100          419         4A-2       M M 04 04 005 02 8810 06/23/64 08/17/00 0
      Administration                  2
Kellerman, James     2022  202-22-0222           00100          451 7000     0A-1       M M 02 02 002 01 8810 07/27/64 07/01/16 0
      Accounting Department           1
Mai, Tien            7508  316-65-4710           00100          800         7H-1       F M 02 02 007 04 5651 08/15/85 06/03/16 0
      Rockies Bar & Grill             1
      Model Finan/Distrib Co (Mktg)  11

      Grand Total                    11
```

Processing Options

See .

# Reviewing the Employee Roster with Rates

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee Roster with Rate**

You run the Employee Roster with Rates to review all or a selected group of employees. In addition to the basic information included on the Employee Roster, the Employee Roster with Rate report lists:

- Salary amounts
- Person who last changed the payroll data and the date it occurred
- Work and residence tax areas
- Employment status
- Termination/change status
- Contract employee information
- Earned income credit status
- Residence status
- Tax method
- Pay frequency and class
- FLSA (Fair Labor Standards Act) exemption status

```
064021                              JD Edwards World                          Page    -      8
                                Employee Roster with Rate                     Date    -  7/12/17
                                        M Fed . . .Tax Areas. . . P Ch E C E R T Chck Pay E  . . . Home . . .
      Employee Name  o      Salary   Rate   S Ex  Residence Work Loc. S ng S E I S M Rte  F C x  Co    Bus. Unit
-------------------- ------ -------- ------ - --- --------- --------- - -- - - - - --- - - - --
                                                                                          ----- ------------
  McDougle, Cathy    500   50,000.00 24.038 M  2 06        06        0    1 N         S S Y 00100           90
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 03/03/17 04/30/17              1 Y RS908297  P060533   07/11/17
  Kraton, Ralph      503   56,000.00 26.923 M  2 06        06        0 01  N         S S Y 00100           90
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00                                1 Y DEMO      P0801     02/24/15
  Meade, Jane        504   35,000.00 16.826 M  4 06        06        0 00  N         S S Y 00100           90
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 08/15/17 07/31/17              1 Y AB709431T P0801     05/01/17
  Mastro, Robert     505   37,750.00 18.149 S  3 06        06        0    N          S S Y 00100           90
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00          04/17/17              1   DEMO      P08210    04/04/15
  Mayeda, Donald     506   15,600.00  7.500 S     06        06        0 00  S         S H N 00100           90
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00          08/31/17              1 Y DEMO      P063901   03/01/15
  Moralez, Jesus     510   13,520.00  6.500 S  1 06        06        0 00  N         S H N 00100           90
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 01/15/17 06/30/17              1 Y DEMO      P060131   06/26/15
                         0 1.0000 00 00 07/10/16                       1 Y RS908297  P0801     07/10/16
  Allen, Ray         001   75,000.00 36.057 S  2 47        47        0 DH  N         S S Y 00100          110
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 06/01/17 04/15/17              1 Y RS908297  P060161   7/12/16
  Ebby, Chester A.   127   25,000.00 12.019 M     05        05        0 09  N         S S Y 00100          419
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 01/01/17                       1 Y AB709431T P0801     05/01/96
  Easter, Melvyn     000   57,131.36 27.467 M  4 06        06        0 01 1 N         0    S H N 00100          419
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 05/08/16 04/17/17              1 Y DEMO      P060101   05/08/16
  Kellerman, James   022   30,000.00 14.423 M  2 06        06        0 01  N         M S Y 00100          451
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00          05/31/17              1 Y AB709431T P0801     05/01/16
  Mai, Tien          508    4,888.00  2.350 M  2 06        06        0 09  N         B H N 00100          800
                         Loading  Bypas . .Date of Last .            U . . . . .Last Change. . . . .
                         L Factor Ck Bn   Raise   Check      Security  F   User       Program   Date
                         - ------ -- -- -------- --------   ------------ - ---------- ---------- --------
                         0 1.0000 00 00 07/01/17 06/12/17              1   DEMO      P060131   06/26/15
```

Processing Options

See [Employee Roster with Rate (P064021)](#).

Reviewing the Employee Labor Distribution Report

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee Labor Distribution**

The Employee Labor Distribution report lists accounting distribution instructions. You can run this report to review that employee labor distribution information has been entered correctly.

```
06106P                                   JD Edwards World                        Page -        2
                                    Employee Labor Distribution                  Date -  7/12/17
    Number           Name          M                                      W/C                 S  Gross Amount
      Pay                          T  Hrs./%       Account Number   Dates Table Code  Tax Area H  Annual Limit
----------- ------------------------- - -------- --------------------------'-------- ----- ------ ---------- - --------------
            7500 McDougle, Cathy
              1 P Regular           %   20.00            90.8118
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
            7500 McDougle, Cathy
              1 P Regular           %   80.00            90.8115
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
                                       --------
                                        100.00
            7504 Meade, Jane
              1 P Regular           %   50.00           141.8115               8810
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
            7504 Meade, Jane
              1 P Regular           %   50.00            90.8115               8810
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
                                       --------
                                        100.00
            7505 Mastro, Robert
              1 P Regular           %   75.00            90.8115
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
            7505 Mastro, Robert
              1 P Regular           %   25.00            90.8118
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
                                       --------
                                        100.00
            7600 Malwitz, Terry M.
              1 P Regular           %  100.00          6001.8110               7720
                                             Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y       Annual Limit
                                       --------
                                        100.00
```

Processing Options

See [Employee Labor Distribution (P06106P)](#).

Reviewing the Employee DBA Instructions Report

> ◈ From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Employee DBA Instructions**

The Employee DBA Instructions report lists the deduction and benefit instructions as defined for each employee. The report prints only those DBAs set up at the employee level. It does not list required DBAs or DBAs set up at the group plan level that are associated with the employee.

```
06106D                                    JD Edwards World                          Page    -      11
                                     Employee DBA Instructions                      Date    -  7/12/17
 Number               Name          Amount    Start  Pay Period   Monthly    Annual-LV 1  Hours  W/H Periods
D/B/A T            Description      LV-1/LV-2   Stop  Amt-Hrs /%   Quarter    Annual-LV 2  Min/Max 1 2 3 4 5
----------- ---------------------- ----------- ------- ----------- ----------- ----------- ------- ----------
* * * * * * * * * * * * * * * * ** * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
         7500 McDougle, Cathy                 01/01/17
1018  D    FLTDCoverage
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee                                     Remaining Balance . .
                                    250.0000                                                        Y Y Y Y Y
1102  D    Child Supprt
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee          5557                       Remaining Balance . .
                                     80.0000                                                        Y Y Y Y Y
1108  D    Loan
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee                                     Remaining Balance . .
                                     10.0000                                                        Y Y Y Y Y
1122  D    Interest
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee                                     Remaining Balance . .
                                             01/01/17
1511  D    FMed100-EE+1
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee                                     Remaining Balance . .
                                             01/01/17
1541  D    FDENT1-EE+1
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee                                     Remaining Balance . .
                                    100.0000 01/01/17
4598  D    FSA-DEP/Ded
     Pred:                         Calc Table                                Number of Periods . .
     Group: Default Group Code     Payee                                     Remaining Balance . .
```

Processing Options

See Employee DBA Instructions (P06106D).

Revise Employee Information

Revising Employee Information

After you add an employee record, you can change, correct, or update the employee's information as necessary. For example, when an employee receives a promotion, you might need to update the employee's salary, job type, and pay grade.

Complete the following tasks to revise employee information:

- [Revising the Status of an Employee](#)
- [Entering Changes for Rates Only](#)
- [Processing Future Changes for Any Data Item](#)
- [Processing Mass Changes](#)

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

You can change employee information at any time. Typical changes include:

- Promotions
- Raises
- Leaves of absence
- Transfers

You can enter rate changes by setting up planned increases for an individual employee and specifying effective dates for those increases.

You enter future changes to specify that a change to a data item for an individual employee takes effect on a future date.

You process mass changes to specify new data for a selected data item for a group of employees.

See Also

- *About Employee History and Turnover* (P08042)

Revising the Status of an Employee

You revise the status of an employee if there is a change to the employee/employer relationship, such as the employee's pay or employment status. The Payroll system verifies this information before issuing a payment for an employee.

Revising the status of an employee allows you to indicate to the system that an employee's status has changed due to termination or rehire. Revising employee information changes the Employee Master table (F060116).

When you revise the status of an employee, you can:

- Define a reason for termination or reactivation
- Determine when an employee was last paid
- Store leave of absence dates
- Change pay status and employment status

If your system is integrated with the Human Resources system, the system might require requisition information when you terminate and rehire employees.

Complete the appropriate task:

- Terminate an employee
- Rehire an employee

See Also

- *Terminating an Employee* in the *Human Resources Guide*
- *Rehiring an Employee* in the *Human Resources Guide*

Terminating an Employee

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Termination/Rehire**

When you terminate an employee you are indicating to the system that employment has ended as a result of any of the following reasons:

- Retirement
- Resignation
- Layoff
- Termination
- Leave of absence

Depending on the combination of values you use when you enter an employee's pay status and termination date, the system responds in different ways. You can terminate an employee using the following methods:

Method	Description
Indicate a termination date and continue pay	Enter the termination date and a numeric pay status if an employee is to continue receiving payments from your company for entered time or autopay. You can set up numeric statuses that determine processing for the last check for a terminated employee.
	A numeric pay status allows you to process any final payments for as long as necessary. A numeric pay status allows you to enter time, process a payroll, and create interim checks regardless of the actual termination date.
	If you use a termination date without a pay status, the termination date must fall before the current pay period to prevent autopay. As long as the termination date falls within or after the current pay period, the employee continues to receive autopay.
Indicate a termination date and cease pay	An employee with an alpha pay status immediately stops receiving autopay if the pre-payroll version uses a data selection range for pay status greater than or equal to zero.
	Using an alpha pay status also prevents you from entering time, either in the time entry menu selections or in interim checks.

JD Edwards World recommends setting up a special numeric pay status to indicate that an employee has been terminated and that the final payment is to be processed in the future. After the last payment is processed for the employee, update the employee's pay status to an alpha code. You can automate this process by using the Employee Master Revisions program.

See Also

- *Entering Future Changes* (P06042)

To terminate an employee

On Termination/Rehire

1. To locate the employee you are terminating, complete the following field:

   ▪ Employee

2. Complete the following fields:

   ▪ Date Terminated

   ▪ Change Reason

   ▪ Move to Applicant Pool

   ▪ Pay Status

3. Complete the following optional field:

   ▪ Expected Recall Date

4. Review the value supplied by the system for the following field:

   ▪ Last Check Date

5. If you use the JD Edwards World Human Resources system and are creating requisitions, enter requisition information.

Field	Explanation
Date - Terminated	The date that the employee was terminated, if applicable.
	Form-specific information
	If you enter a date in this field, you must also enter an alphabetical termination code in the Change Reason field, change the pay status code, and enter Y (Yes) or N (No) in the Move to Applicant Pool field. If you are reactivating an employee, remove the date from this field.
Change Reason	A user defined code (07/T) that indicates:
	▪ The reason that an active employee's record was changed.
	▪ The reason that an employee was terminated.
	▪ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character.
	Note: The default reason code for new hires is the default value for the Change Reason data item.
Move to Appl Pool	You can enter a value in this field only when you terminate an employee (enter a termination date).
	Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are:
	Y Yes, move the employee's information to the applicant database
	N No, do not move the employee to the applicant database
	When you enter Yes in this field, the system:
	▪ Generates an applicant record for the employee
	▪ Retains an employee record for the employee
	▪ Changes the employee's search type to Applicant (A)
	When you enter No in this field, the system changes the employee's search type to Terminated (X).
Pay Status	A code that indicates whether an employee's pay status is active or inactive.
	Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.
	To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.

Field	Explanation
Last Check	The date of the last payroll check issued to the employee. The system automatically updates this field when you run a payroll. If you leave this field blank, the system uses the check date as the default.
Exp. Recall Date	The date on which the employee can be recalled for employment.

Rehiring an Employee

From Payroll Master (G07), choose **Employee Information**
From Employee Information (G0711), choose **Termination/Rehire**

You can rehire former employees that have a termination status attached to their records.

To rehire an employee

On Termination/Rehire

1. To locate the employee you are rehiring, complete the following field and press Enter:

   ▪ Employee

2. Remove the value from the following field:

   ▪ Date Terminated

3. Complete the following fields:

   ▪ Change Reason

   ▪ Pay Status

   ▪ Employment Status

   ▪ Date Started

   ▪ Benefit Status

4. Complete the following fields:

   ▪ Date Started

   ▪ Employment Status

5. Change the following fields from an alphabetic to a numeric code:

   ▪ Change Reason

   ▪ Pay Status

6. Clear the information in the following fields and press Enter:

   ▪ Date Terminated

   ▪ Move to Applicant Pool

Depending on how your constants are set for history and turnover information, the system might display History and Turnover Information Only.

7. On History and Turnover Information ONLY, complete the following fields:

   ▪ Effective On

   ▪ Change Reason

Field	Explanation
Date Started	The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker.
	For the calculation tables in Payroll and the eligibility tables and date codes in Human Resources, the system also uses this date as a start date when it calculates deductions, benefits, and accruals.

What You Should Know About

Updating DBA instructions   When you rehire an employee, you must also assign the current DBAs.

See Also

▪ *Assigning Deductions, Benefits, and Accruals* (P060181)

Processing Options

See Extended Employee - Termination/Rehire (P060161).

Entering Changes for Rates Only

> ◆ From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Additional Employee Data & Reports**
> Additional Employee Data & Reports (G07111), choose **Pay Rate Information**

When you know that an employee's pay rate is scheduled to change on a specific date, you can enter a pay rate change for the employee. You can enter a change that takes effect immediately, or you can enter a change that takes effect on a future date.

To enter a change that takes effect on a future date, you can enter an effective date for the change. When the future date occurs, the system automatically updates the employee's pay rate information. For example, Cathy is scheduled to receive a five percent pay increase on May 15, 2018. Because you will be on vacation for the entire

month of May, you enter Cathy's increase on April 30, 2018, before it actually takes effect. On May 15, the system increases Cathy's pay rate by five percent.

You can specify the change as a monetary amount or as a percentage of the employee's current pay rate. Alternatively, you can enter a new salary or hourly pay rate.

You can revise the following types of pay rates:

- Annual salary

- Hourly rate

- Billing rate

- Piecework rate

This program updates the Employee Master table (F060116). Time entry programs and pre-payroll processing use the information based on the effective dates. You can use this program to update only one employee record at a time.

To enter changes for rates only

On Pay Rate Information

1. To locate the employee, complete the following field:

    - Employee Number

2. To enter a new or current rate, complete the appropriate fields in the following column:

    - Current Rates

3. To define a future pay change as a percent or flat amount increase calculated by the system, complete the following fields:

- Planned Increase
- F/% (Method for Pay Increase)
- Date Effective

4. To define a future pay rate, complete the following fields

- New Rates
- Date Effective

5. Complete the following optional fields:

- Annual Salary 1
- Annual Salary 2
- Employee Age
- Change Reason

The Burden Billing Rate fields are for future use and are inactive for this release.

Field	Explanation
Planned Incr	The amount of increase that you specify either as a monetary amount or as a percentage. The system adds this amount to the current annual salary to obtain the new annual salary.
	Form-specific information
	When you enter F as the method and a flat dollar amount in the New Rate field, the sytem calculates and displays the planned increase.
	When you enter a % as the method and a percentage amount in the New Rate field, the system calculates the planned increase as a flat dollar amount and displays the planned increase.
	To decrease the pay rate, enter a minus sign (-) either before or after the flat dollar amount or percentage amount in the Planned Increase field.
F/%	The method by which the pay increase amount is to be calculated. The increase can either be a percentage of the current amount or a monetary amount.
	Form-specific information
	Although you defined the method on the Annual Salary row, the system uses that method for all other rows.
New Rates	The employee's new annual salary for all payroll entries that are either manually entered or automatically generated for the payroll period after the Date of Next Raise from the employee's record.

Field	Explanation
Effective	The date on which the hourly or annual pay rate for the employee increases. The new rates go into effect after the payroll processing run that has a payroll date on or after the date of next raise.
	Form-specific information
	Changes become effective as indicated below:
	All changes
	The final update step of the payroll cycle updates the new annual salary, hourly rate, and salary per pay period in the Employee Master table.
	DBAs
	DBAs based on annual salary become effective at the next payroll after the effective date
	Hourly employees
	Time entry uses the changed information when the effective date is less than or equal to the time entry work date.
	Autopay employees
	The new rate applies when the effective date is less than or equal to the pay period end date of the payroll being processed.
Annual Salary 1 / 2 (Life Insur)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.
Annual Salary 1 / 2 (Life Insur)	A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F uses this field.
Employee Age (as of Jan 1)	The age of the employee as of a certain date (for example, August 1st) for a given year. You can manually update this field or update it each year using the future data facility.

What You Should Know About

Employees with contract calendars attached   You cannot use Pay Rate Information to make pay rate changes for employees with contract calendars attached. You must change the pay information on Contract Calendar Window.

See Also

- *Changing the Rate by Entering Future Rate Changes* (P060131)

Processing Future Changes for Any Data Item

You enter future changes to specify that a change for an individual employee takes effect on a future date. For example, if an employee changes home business units on a certain date, you enter the new information prior to the employee actually changing business units. You process the changes by requesting a batch job that updates employee records. However, if the system is currently processing records in final update for payroll, you cannot update those records.

You can choose when to have the system process the changes:

- During the final update steps of the payroll cycle
- When you request a batch job to update the changes

Processing future changes for any data item includes the following tasks:

- Entering future changes
- Updating employee master records (optional)

Before You Begin

- Choose the data items (fields) that you will allow this program to change

See Also

- *Choosing Fields for Future Data Revisions* (**P06041**)

Entering Future Changes

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Employee Entry**

Entering future changes allows you to:

- Enter changes to the employee master prior to the effective date of the change
- Enter multiple changes to the same data item with different effective dates
- Enter changes in employee records that are locked in a payroll cycle

The system updates the Employee Master during the final update step of the appropriate payroll cycle or you can submit the program manually.

To enter future changes

On Employee Entry

1. To locate the employee whose data item you want to change, complete the following field:
   - Employee Number
2. Place your cursor on the field containing the value you want to change.
3. Choose the Enter Future Data Revisions function.

4. Choose the Automatic Employee Update Revisions function.
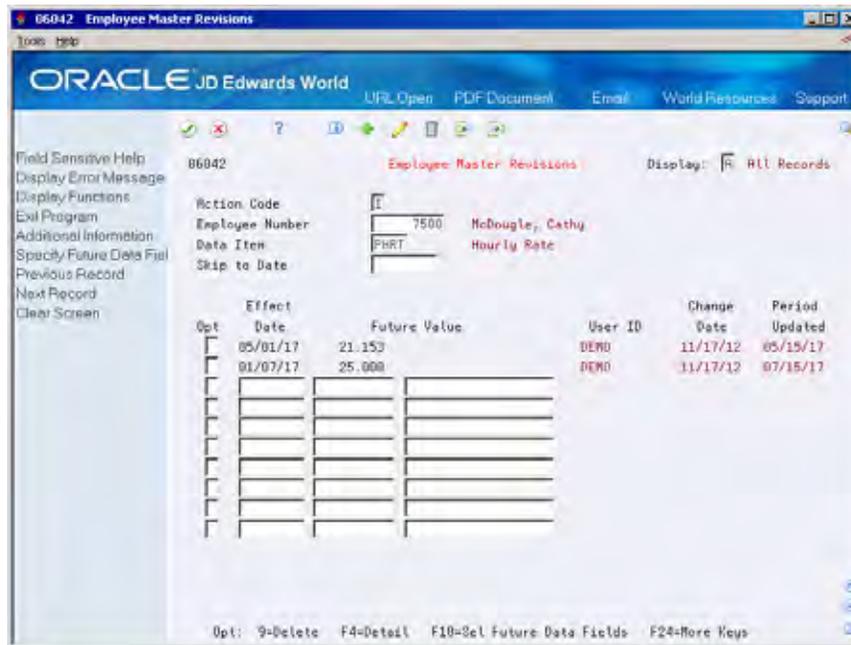
5. On Employee Master Revisions, review the following fields:

- Employee Number
- Data Item
- Display

6. Complete the following fields:

- Effective Date
- Future Value

7. Access the detail area.
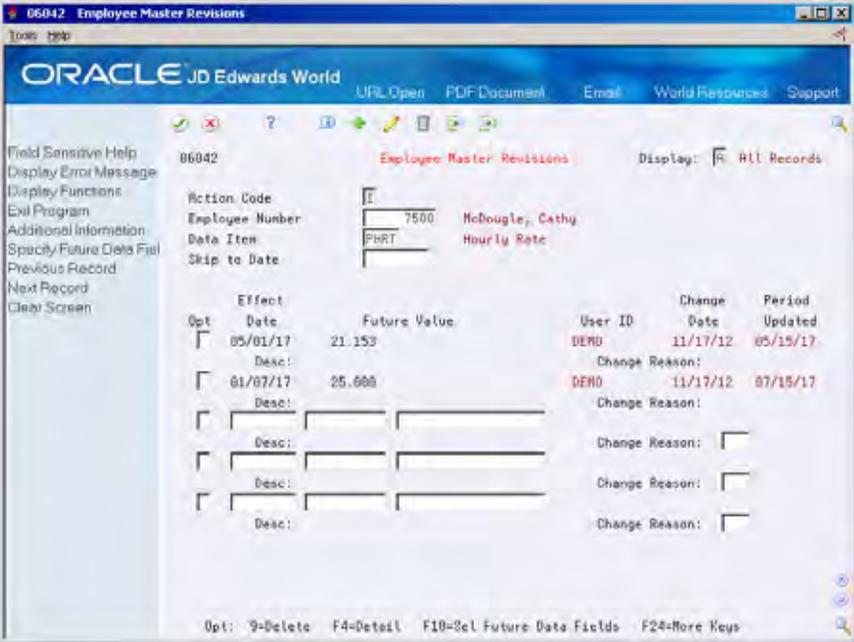
8. Complete the following optional field:

- Change Reason

Field	Explanation
Data Item	The technical name of the field to which the change will apply. You must first specify the fields allowed to have changes by using the Specify Future Data Fields form.
Display Cleared Records	This field controls which records in the Future Employee Master Data file (F06042) will be displayed. The possible values are: A All records will be displayed Y Only Processed (Cleared) records will be displayed blank Only Unprocessed records will be displayed

Field	Explanation
Effect	The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update.
	Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area.
	Form-specific information
	The date that the system updates the HR History table (F08042) with the revised information. The update program identifies the pay period ending date of the payroll ID being processed to determine whether the future value qualifies for the update.
	You can think of the effective date as the date to update. When updating the Employee Master using Final Update, the system updates any changes with an effective date less than or equal to the pay period end date of the payroll. The system automatically submits the update program as part of the final update step. Only those employees included in the payroll are processed for future changes.

What You Should Know About

Alternative revision methods	You can also enter future changes on Employee Master Revisions from the Change Control and Monitoring menu (G07112 or G05112).
Hourly and salary rates	If you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. If you enter a future value for hourly rate, the system recalculates the annual salary.
Terminating an employee	When you are terminating an employee and the last payment is processed for the employee, you must update the employee's pay status to an alpha code. You can automate this process by using this program.
Future Values	Choose the Select Future Data Fields function to review previously entered changes for the field where your cursor is located.
	You cannot access Future Values if the value in the field is not specified as valid for future changes.
	Access to this window is also available on several other employee forms.
	See *Choosing Fields for Future Data Revisions*.

Future Data table (F06042)	The Future Data table is a permanent table. Note the following information about this table and future data changes:

- The update does not delete any of the records in this table.

- The system does not display future data changes on the Pay Rate Information form.

- If you use the Employee History table to monitor changes made to the Employee Master, the system updates the Employee History (F08042) table with turnover and history records for all future data changes.

Employees with contract calendars attached	If an employee has a contract calendar attached, you cannot make changes to any of the data items for the employee's salary. You must make changes to salary information on Contract Calendar Window.

Updating Employee Master Records

> From Payroll Master (G07), choose **Employee Information**
> From Employee Information (G0711), choose **Change Control & Monitoring**
> From Change Control & Monitoring (G07112), choose **Employee Master Update**

After you enter future changes for one or more employees, you can do one of the following:

- Allow the system to update the Employee Master table during the final update step of the appropriate payroll cycle.

- Manually submit the Employee Master Update program to apply future changes to the information in the Employee Master table.

When you run the update, you can control when the update occurs and which records the system updates. You can set the processing options for a specific date. The system updates any records with an effective date on or before that date. You can identify all employees or a specific employee in the data selection values.

When you allow the system to make the changes during the payroll cycle, the system processes future changes only for the employees who are included in the current payroll cycle. When you choose to run the master update, you can select employees who are included in different payroll cycles. For example, you can select some employees who are included in the payroll cycle for hourly employees and some employees who are included in the payroll cycle for salaried employees.

See Also

- *Entering Future Changes for Rates Only* (P060131) for an alternative rate change method

What You Should Know About

Employees who are locked in the payroll cycle	If an employee's record is not available because it is locked in the payroll cycle, the system displays a message at the bottom of the form. In addition, the word Update flashes beside any data item that will be updated during the processing of the current payroll cycle. During a payroll cycle, you can enter data changes before, but not during, the final update step. This applies only to values that will be updated within the active dates of the payroll.

Processing Options

See .

Processing Mass Changes

> From Payroll Master (G07), enter **27**
> From Payroll Advanced/Technical Operations (G073), choose **Data Integrity/Global Updates**
> From Data Integrity/Global Updates (G0731), choose **Employee Master Mass Change**

You process mass changes to specify and process new data for a selected data item for groups of employees. For example:

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

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

When you process mass changes, you can also:

- Specify employees in the data selection values

- Omit individual employees after selection occurs

- Specify the effective date and reason for the change

- Use percentages or flat amounts when changing the salary or hourly rate

- Review both old and new data

- Override the mass change data and effective date for specific employees

- Apply changes immediately or at a later date

Before You Begin

- Create a program version for Employee Master Mass Change that specifies the employees for whom you need to process the change.

To process mass changes

On Employee Master Mass Change

1. Complete the following field:

   ▪ Version of EE Master Mass Change

2. On Mass Change - Data Selection, complete the following fields and press Enter:

   ▪ Data Item

- New Value
- Effective On Date
- Change Reason

3. If you are revising a rate field, complete the following field:

- Method
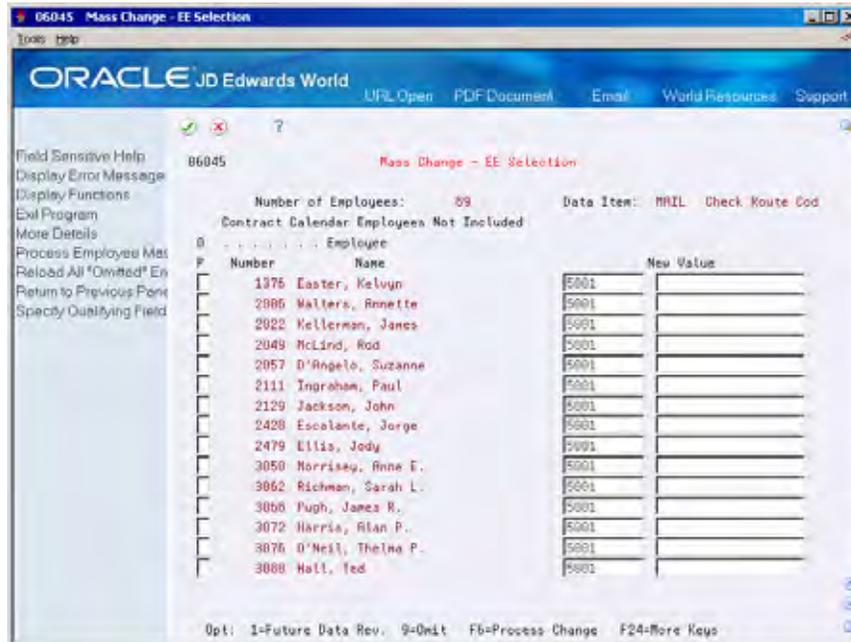
4. On Mass Change - Employee Selection, review the list of employees that will be affected by the mass change.

If the field to the left of the employee's name contains an L, the employee is locked in payroll processing.

5. Change the following field if necessary:

- New Value

6. Choose one of the following options if necessary:

- Add the employee to a future data revision
- Omit the employee from the mass change

7. Access the detail area to review additional information about locked employees and the current step in the payroll cycle.
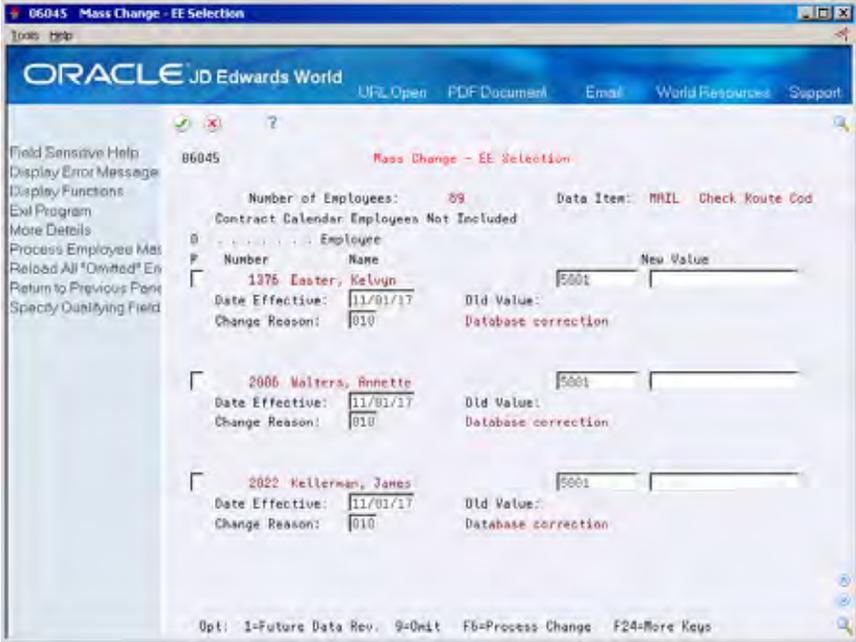
8. Change the following fields if applicable:

   ▪ Effective Date

   ▪ Change Reason

9. Choose the Process Change function.
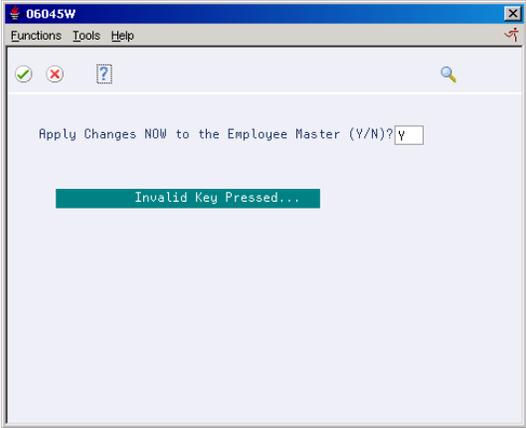
10. Complete the following field:

    ▪ Apply Changes Now to the Employee Master

Field	Explanation
New Value	A code that indicates a selection or a future set of information. When the effective date of the revision arrives, the value you enter in this field replaces an existing value in the Employee Master table.

Field	Explanation
Date Effective:	The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update.

Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area. |

What You Should Know About

Applying changes

If you answer yes to the prompt question:

- If you answer yes and the effective date is on or before today's date, the system updates the changes immediately.

- If you answer yes and the effective date is later than today's date, the system creates future data records for the changes. The system then applies the changes automatically during final update for the first payroll with a pay period ending date that is greater than or equal to the effective date of the changes.

If you answer no to the prompt question:

- The system creates future data records for all the changes. The system applies future data records during final update processing for the first payroll with a pay period ending date greater than or equal to the effective date of the changes.

For locked employees:

- Whether you answer yes or no, if the effective date is within the pay period dates for a current payroll, the system creates future data records and flags them as Update Pending. The system applies the changes in the final update.

- When you request a mass change, the system does not create a separate payroll of changes for locked employees.

- Any changes that affect gross to net pay will not reflect on the current payroll for locked employees.

Omitting and reloading employees

You can choose an option to omit an employee from the mass change.

You can choose a function to reload all employees that you previously omitted from the mass change.

Processing changes for contract calendar employees

If your company assigns contract calendars to employees, you cannot use this method to process salary-related changes for employees with contract calendars attached to their records. You must either change the individual's record on Contract Calendar Window or use Recalculate Contract Calendar Salary.

See *Moving Employee Records to a New Contract Calendar*.

3 Time Entry

Overview to Time Entry

Objectives

- To enter timecards for employees so they can receive their payments
- To understand the different time entry methods and when to use them

About Time Entry

During payroll cycle processing, the system uses timecards to create payments for employees. All employees must have timecards to receive payments.

Time entry includes:

- Entering timecards by employee
- Entering timecards by job or business unit
- Entering timecards by day
- Entering timecards with equipment information
- Entering time and sales for tip processing
- Working with timecard information
- Generating overtime timecards automatically
- Generating timecards for accumulated wages
- Working with uploaded timecard information

You can manually enter timecards, or you can generate them automatically during payroll cycle processing. Employees whose timecards are automatically generated are classified as *autopay* employees. Autopay employees include:

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

For autopay employees, you must enter exception timecards for time other than regular work hours, such as holiday and vacation time. You can also use time entry to override the default timecard information for an employee.

You can use several methods to enter timecards manually, including:

- By employee
- By job or business unit
- By day

- By employee with equipment

- By employee or business unit for tip processing

The way in which your organization gathers timecard information determines your most efficient method for time entry. You can also use different methods for different groups of employees. For example, in a manufacturing environment, you can use autopay for office personnel and enter time by business unit for factory workers.

In addition to entering timecards manually and using autopay, you can:

- Create timecards for overtime hours automatically

- Enter timecard information in a third-party system and upload it to the Payroll system

Both of these methods can save you time by reducing the number of timecards you must enter manually.

When you enter timecards, the system updates the Employee Transactions Detail table (F06116).

Enter Timecards by Employee

Entering Timecards by Employee

You can use several methods to manually enter timecards. When you need to enter timecards for individual employees, entering time by employee is usually the most convenient method. You also use this method when you need to temporarily override DBA amounts or copy an employee's labor distribution instructions.

Entering timecards by employee includes:

- Entering Essential Timecard Information by Employee
- Calculating an Employee's Hourly Rate
- Entering a Bonus for an Employee
- Entering Work Order Information
- Overriding System-Supplied Information Temporarily
- Overriding DBA Amounts Temporarily
- Copying Labor Distribution Instructions

Essential timecard information is the minimum information required to enter a timecard. When you enter essential timecard information for an employee, the system supplies a pay rate and some additional information, such as business unit, account number, tax area, and so on. In some cases, you might need to temporarily override an employee's system-derived information. For example, when an employee who normally works the day shift temporarily works the night shift, you might need to enter a shift differential.

When an employee receives a bonus or lump sum payment, you must enter a timecard for that employee. For employees who charge their time to work orders, you can use time entry to associate hours worked with specific work order numbers. For employees whose timecard information does not often vary, you can use labor distribution instructions to save time during time entry.

Negative time processing lets you correct pay processing errors and provides a solid audit trail that eliminates the need for manual journal entries. You can processes negative time through the payroll cycle for employees of any record type. When you enter a negative value in the Hours field on the by Employee screen, the system calculates associated DBAs and creates all reversing journal entries.

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Entering Essential Timecard Information by Employee

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **by Employee**

Essential timecard information is the minimum information required to enter a timecard. You must enter timecard information for all employees who are not set up for autopay. (Autopay employees include salaried employees and hourly employees who are set up for standard hours.) Entering timecards by employee is usually the most convenient method when you need to enter information for individual employees. When you enter essential timecard information by employee, the system supplies additional information, depending on how your system is set up.

To enter essential timecard information by employee

On by Employee

1. Complete the following fields:

   - Employee
   - Date
   - Pay

2. To assign a specific batch number, complete the following field:

- Batch

3. Complete one of the following fields:

- Hours
- Lump Sum Amount

Field	Explanation
WrkDt	The date used as the actual work date or pay period ending date.
	Form-specific information
	If you enter time on a weekly or bi-weekly basis, you can use any date within the pay period. If you enter time daily, use the specific date for that day's transactions.
Pay	A code to define the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	Form-specific information
	If you are using pay rate tables and have set the processing option to use union rates, you can:
	▪ Leave the Pay field blank when you need to enter regular hours. The system automatically supplies the regular pay type and the corresponding union rate from the table.
	▪ Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours.
Batch Added:	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
	Form-specific information
	All timecards must be associated with a batch number.

What You Should Know About

Adding a timecard entry	Each line on by Employee represents a timecard entry. To add a new entry, use the Change action. Do not use the Add action.
Copying timecard fields	With JD Edwards World only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Changing an employee's pay rate	If you enter a timecard for an employee and then change the pay rate for that employee, you must remove the value in the Override/Rate field on the time entry form. The system retrieves the new rate and recalculates the gross pay for that timecard.
Entering piecework information	When you need to enter timecard information about piecework, such as number of pieces and rate per piece, you can use the regular time entry programs. If you are using the piecework processing feature, you might prefer to use the Piecework Time Entry program to enter timecard information for piecework.

Calculating an Employee's Hourly Rate

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **by Employee**

Typically, when you enter a timecard for an employee, you do not need to enter an hourly pay rate. The system derives the hourly rate for an employee using information you enter elsewhere in the system. Unless you set the processing options differently, the system uses the following sequence to derive an employee's hourly rate:

1. Time Entry forms

2. Union and job type information from the Union Rates table (F069126) as entered on Pay Rate Tables (P069121)

3. Job type and job step from the Employee Pay Rates table (F060146) as entered on Occupational Pay Rates (P060231)

4. Job type and job step from the Employee Multiple Job table (F060118) as entered on Employee Multiple Job Entry (P060118)

5. Hourly rate from the Employee Master table (F060116) as entered on Employee Entry (P060101)

For each employee, the system stops searching when it finds an hourly rate.

In some cases, you might need to temporarily override an employee's system-derived hourly rate. For example, an employee might receive a higher rate for working in a job other than the employee's regular job. You can use time entry to override an employee's hourly rate for the current timecard.

To calculate an employee's hourly rate

On by Employee

1. Complete the steps for entering essential timecard information.

2. Complete the following field if necessary:

   - Override/Rate

3. Access the detail area.

4. Complete any of the following optional fields:

- Uprate

- Shift Code (Sh)

- Shift Differential (D)

- Percent or Amount (M)

Field	Explanation
Rate - Hourly	This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate.
	If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.
	Form-specific information
	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:
	▪ 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.
	▪ 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.
Uprate	An amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds this amount directly to the base rate to calculate gross wages.
	The system adds the uprate amount to the base pay rate before it performs any other rate calculations, such as applying a shift differential or pay type multiplier.

Field	Explanation
Sh/D/M	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.
	For payroll and time entry:
	If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.
	If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.
Amount - Shift Differential	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).

See Also

- *Entering Essential Timecard Information by Employee* (P061121)
- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Entering a Bonus for an Employee

From Payroll Master (G07), choose **Time Entry**
From Time Entry (G0712), choose **by Employee**

When an employee receives a bonus or lump sum payment, you must enter a timecard for that employee.

To enter a bonus for an employee

On by Employee

Complete the following fields:

- Employee
- Date
- Batch
- Pay Type
- Lump Sum Amount

Entering Work Order Information

From Payroll Master (G07), choose **Time Entry**
From Time Entry (G0712), choose **by Employee**

For employees who charge their time to work orders, you can use time entry to associate hours worked with specific work order numbers.

To enter work order information

On by Employee

1. Complete the steps for entering essential timecard information.

2. Complete the following fields:

   ▪ Account Number

   ▪ Subledger

   ▪ Subledger Type (T)

3. Access the detail area.

4. Complete the following optional field:

   ▪ Subledger Phase (Sb.P)

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:
	▪ Standard account number (business unit.object.subsidiary or flexible format)
	▪ Third G/L number (maximum of 25 digits)
	▪ 8-digit short account ID number
	▪ Speed code
	The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
	Form-specific information
	If you leave this field blank, the system uses the employee's home company and home business unit to retrieve the object account and subsidiary from the accounting rules table.
	If you enter a business unit followed by a period (.), the system uses this business unit and retrieves the rest of the account number from the accounting rules. To specify a business unit and a subsidiary account, but have the system retrieve the object account from the accounting rules, enter business unit..subsidiary.
	For Work Orders speed code entry:
	You can use speed codes to reduce data entry when you enter work order information. When you enter a speed code, the system automatically enters account information that is stored elsewhere in the system. To enter a speed code, enter a back slash (\), the work order number, and a period (.) For example, work order 145648 is entered as \145648. in the Account Number field.
	When you add the timecard information, the system:
	▪ Replaces the speed coding information with account number information
	▪ Uses the Charge to Business Unit number from the work order
	▪ Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labor/Billing/Equipment for Journal Type LD
	▪ Enters the work order number in the Subledger field in the detail area
	▪ Enters W as the subledger type
Subldgr	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.

Field	Explanation
T	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.
Sb.P	A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.
	Note: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.

See Also

- *Entering Essential Timecard Information by Employee* (P061121)

Overriding System-Supplied Information Temporarily

From Payroll Master (G07), choose **Time Entry**
From Time Entry (G0712), choose **by Employee**

When you enter essential timecard information for an employee, the system supplies additional information, depending on how your system is set up. For example, the employee's pay rate might come from the Pay Rate table, and the account number might come from automatic accounting instructions (AAIs).

In some cases, you might need to temporarily override an employee's system-supplied information. For example, you might need to override the account number and job location when an employee works a job other than the employee's regular job.

To override system-supplied information temporarily

On by Employee

1. Complete the steps for entering essential timecard information.

2. Access the detail area.

3. To override system-supplied information, enter values in any of the following fields:

   - Account Number

   - Over/Rate

   - Job Type/Step

- Job Location (Jobl)

- Shift Code

- Shift Differential

- Shift Method

- Billing Rate

- Date Worked

- Home Company

- Home Business Unit

- Tax Area

- Explanation

- Record Type

- Worker's Compensation Insurance Code

Field	Explanation
Jobl	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.

See Also

- *Entering Essential Timecard Information by Employee* (P061121)

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Overriding DBA Amounts Temporarily

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **by Employee**

You can temporarily override the DBA amount the system normally calculates. For example, you might need to override DBA amounts for employees who began employment in the middle of a pay period. You can override the DBA amount when you enter time for an employee, but you do not need to actually enter time to override a DBA amount. For example, you can override the DBA amount for an autopay employee or enter the actual time for an hourly employee later.

To override DBA amounts, change the dollar amount (or the hour amount for an hourly accrual) that the system calculates for that DBA during payroll cycle processing. You can enter zero or any adjusted amount.

When you override DBA amounts temporarily, the system updates the DBA Transaction Detail table (F0609).

To override DBA amounts temporarily

On by Employee

1. Complete the following fields:

    ▪ Employee

    ▪ Date

    ▪ Batch

2. Choose the One-Time Override option.

3. On DBA One-Time Overrides, complete the following field:

    ▪ Date Worked

4. Choose the function to copy DBAs or complete the following field:

    ▪ DBA

5. Complete the following field:

    ▪ Amount

6. Complete any of the following optional fields:

    ▪ Basis

    ▪ Union

    ▪ Job Type

    ▪ Step

    ▪ Business Unit

    ▪ Company

    ▪ Work Tax

7. Access the detail area.
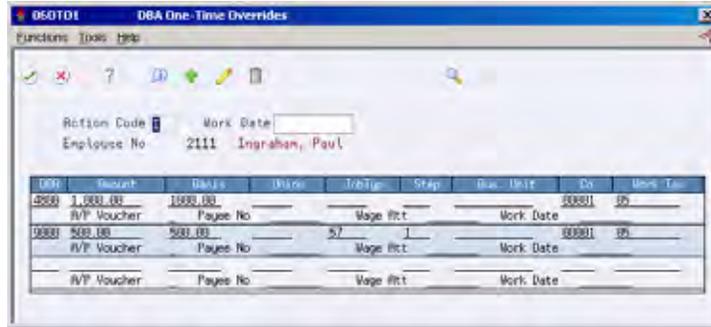
8. To override voucher information, complete the following fields:

   - A/P Voucher

   - Payee Number

9. For US payroll only, if you are overriding a wage attachment deduction, complete the following field:

10. If you are overriding a wage attachment deduction, complete the following field:

    - Wage Attachment

What You Should Know About

Reviewing timecards	When you review timecards, the system does not indicate that a DBA one-time override exists.
Reviewing DBA information	During a payroll cycle, you can use the DBA One-Time Override window to review the DBAs that the system calculated for an employee.

Copying Labor Distribution Instructions

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **by Employee**

When you enter timecards by employee, you can enter labor distribution instructions for an employee who typically charges time to the same pay types and accounts each pay period. You enter the labor distribution instructions for an employee only once, and then copy them into the employee's timecard each pay period. Copying labor distribution instructions saves time and reduces keying errors.

To copy labor distribution instructions, complete one of the following tasks:

- Copy labor distribution instructions by hour

- Copy labor distribution instructions by percentage

Before You Begin

- Enter labor distribution instructions for the employee. See *Entering Labor Distribution Instructions.*

To copy labor distribution instructions

On by Employee

1. Complete the following fields:
   - Employee
   - Date
   - Batch
2. Choose the Copy Labor Distribution Instructions function.

3. On Labor Distribution Pay Period, complete the following field:
   - Pay Period Hours
4. Choose the Continue function.
5. On by Employee, accept the information as displayed or make changes to any of the fields as needed for this entry.
6. Complete the steps to enter the timecard.

What You Should Know About

Multiple jobs

When copying labor distribution instructions for an employee with multiple jobs, you must choose the Copy Labor Distribution Instructions for each job.

Processing Options

See Time Entry by Individual (P061121).

Enter Timecards by Job or Business Unit

Entering Timecards by Job or Business Unit

Enter time by job or business unit to streamline time entry for a group of employees who work in the same business unit.

When you use this method of time entry, you only enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group. You also can track detailed information about a job site, such as the superintendent, foreman, and check route code for the job.

This section contains the following:

- Entering Essential Timecard Information by Job or Business Unit
- Entering Site Information

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

Entering Essential Timecard Information by Job or Business Unit

◆ From Canadian Payroll Master (G77), choose **Time Entry**
From Time Entry (G7712), choose by **Job or Business Unit**

Essential timecard information is the minimum information required to pay an employee. You must enter essential timecard information for all employees who are not set up for autopay. (Autopay employees include salaried employees and hourly employees who are set up for standard hours.) Enter time by job or business unit to streamline time entry for a group of employees who work in the same job or business unit. When you use this method of time entry, you enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group.

When you enter essential timecard information by job or business unit, the system supplies additional information, depending on how your system is set up.

To enter essential timecard information by job or business unit

On by Job or Business Unit

1. Complete the following fields:

   ▪ Batch

   ▪ Date Worked

   ▪ Job Worked

2. For each employee working on the job, complete the following fields:

   ▪ Employee

   ▪ Hours

   ▪ Pay Type

   ▪ Cost Code (Account Number)

Field	Explanation
Jobw	A code for the job worked or business unit worked in. In Timecard Entry by Job or Business Unit, the system uses the code entered in this field as the default into each timecard unless you override the code at the individual timecard level.
Cost Code	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

Field	Explanation
Cost Code	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:

- Standard account number (business unit.object.subsidiary or flexible format)
- Third G/L number (maximum of 25 digits)
- 8-digit short account ID number
- Speed code (not currently available in OneWorld)

The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Form-specific information

To apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period. For example enter \1919. for work order number 1919.

What You Should Know About

Features not available

When you enter timecards by job or business unit, you cannot:

- Copy labour distribution instructions
- Override DBA amounts

You must use by Employee to access these features.

See also:

- *Copying Labour Distribution Instructions*
- *Overriding DBA Amounts Temporarily*

Locating timecards

To locate a timecard for an employee using Time Entry by Job or Business Unit, you must know the job and batch number that includes the timecard.

Adding a timecard entry

Each line on by Job or Business Unit represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action.

Copying timecard fields

With JD Edwards World, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Entering Site Information

> From Canadian Payroll Master (G77), choose **Time Entry**
> From Time Entry (G7712), choose by **Job or Business Unit**

When you enter timecards by business unit, you can track detailed information about a job site, such as the superintendent, foreman, and cheque route code for the job. You can also customize category code fields to meet the specific needs of your organization.

The site information you enter applies to all timecards in the batch.

To enter site information

On by Job or Business Unit

1. Complete the steps for entering essential timecard information by job or business unit.

2. Complete the following optional fields:

   - Superintendent

   - General Foreman

   - Foreman

   - Work Area

   - Shift

   - Cheque Route

Field	Explanation
Cheque Route	A user defined code (07/CR) that specifies the cheque routing or mail stop code. Use this code to sequence the printing of payroll cheques to facilitate their handling and delivery.

What You Should Know About

Category codes   Time Entry by Job uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively.

See the *Technical Foundation Guide* for information about defining category codes.

See Also

- *Entering Essential Timecard Information By Job or Business Unit (P061161)*

Processing Options

See <u>Time Entry by Job (Business Unit) (P061161)</u>.

Enter Timecards by Day

Entering Timecards by Day

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Daily Timecard Entry**

You can use several methods to manually enter timecards. For employees who must maintain a daily record of their time, you can enter timecards by day of the week. Using this method of time entry, you can divide by day of the week those hours that use the same pay type, business unit, and rate for each employee.

Entering timecards by day is particularly useful for the following examples:

- When processing U.S. payroll for employees in certified payroll jobs who are required to report time on a daily basis.

- When pay rates under a previous contract expire in the middle of a pay period and the new pay rates are under negotiation, you might find it efficient to enter timecards by day for that pay period, or until the contract is approved. When the contract is approved, you can easily apply retroactive pay to the re-negotiated days.

When you enter timecards by day, the system supplies default pay and job information, which you can override if necessary.

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

To enter timecards by day

On Daily Timecard Entry

1. Complete the following fields:

   - Batch
   - Job Location
   - Week Start Date
   - Employee
   - Cost Code
   - Pay Type
   - Hours

2. Complete the following optional fields:

   - Superintendent
   - General Foreman
   - Foreman
   - Work Area
   - Shift
   - Check Route

Field	Explanation
Week Start Date	The date used as the actual work date or pay period ending date.
	Form-specific information
	The date you enter in this field must be a valid date for the day specified in the processing options as the beginning day of the week. For example, if the week is set to begin on Mondays, you can enter 02/06/17 because it is an actual Monday date. You cannot enter 02/11/17 because that date is a Saturday.

What You Should Know About

Features not available

When you enter timecards by day, you cannot:

- Copy labor distribution instructions
- Override DBA amounts

You must use by Employee to access these features.

See also:

- *Copying Labor Distribution Instructions*
- *Overriding DBA Amounts Temporarily*

Adding a timecard entry

Each line on Daily Timecard Entry represents a timecard entry. To add a new entry, use the Change action. Do not use the Add action.

Copying timecard fields

With JD Edwards World you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Category codes

Time Entry by Day uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively.

See the *Technical Foundation Guide* for information about defining category codes.

Reviewing timecards

You can use Daily Timecard Entry to review only those timecards that have been entered using this program. You cannot use this program to review timecards entered in other time entry programs.

Processing Options

See Daily Labor (P061191).

Enter Timecards with Equipment Information

Entering Timecards with Equipment Information

> ◈ From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Employee with Equipment**

For employees who work with equipment, you can track a variety of equipment information on their timecards, including:

- Equipment ID number

- Number of hours that the employee used the equipment

- Equipment billing rates

- Equipment costs and expenses

You can choose from several methods of time entry to include equipment information on an employee's timecard. The method you choose depends on the amount of equipment information you need to track, as well as the way in which you organize your timecards. Enter time by employee with equipment when you need to:

- Track complete equipment information

- Track equipment hours separate from employee payroll hours

The following table shows the types of equipment information you can track using other time entry methods.

Information	Description
Time Entry by Employee	Tracks equipment repaired or maintained only. Use this method when you do not need to enter equipment time used.
Time Entry by Job or Business Unit	Tracks complete equipment information. Allows you to enter equipment information as well as job site information.
Daily Timecard Entry	Tracks complete equipment information. Allows you to enter equipment information by day.

Before You Begin

- Set up equipment numbers on Equipment Master. See *Creating an Equipment Master Record in the Equipment Billing Guide*.

- Set up rate tables and rate groups in the Job Cost system. See *Setting Up Equipment Billing in the Equipment Billing Guide*.

- Set up an AAI table for the equipment distribution journal type (ED). See *Setting Up Labor, Billings, and Equipment Distribution Instructions*.

See Also

- *Appendix B – Timecard Derivation Sequence* for information about how the system derives timecard information

- *Entering Essential Timecard Information by Employee* (P061121)

To enter timecards with equipment information

On by Employee with Equipment

1. Complete the steps for entering essential timecard information.

2. To identify the equipment that the employee used, complete the following fields:

   - Equipment ID

   - Equipment Hours

3. Access the detail area.

4. To identify equipment that the employee maintained or repaired, complete the following field:

   - Equipment Worked On (EQWO)

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

- Equipment Rate Code (RC)
- Equipment Billing Rate (RT)

Field	Explanation
Equip. Id	The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
Equip/Hr	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Field	Explanation
Billing Rate - Equipment	The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example:
	Billing Rate = $100
	$20 Rate 1 (Ownership Component)
	$50 Rate 2 (Operating Component)
	$25 Rate 3 (Maintenance Component)
	$5 Rate 4 (Other Costs Component)
	You can enter debits or charges to specific cost accounts using the total billing rate (for example, $100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business.

What You Should Know About

Adding a timecard entry

Each line on by Employee with Equipment represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action.

Copying timecard fields

With JD Edwards World you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Processing Options

See Time Entry by Individual (P061171).

Enter Time and Sales for Tip Processing

Entering Time and Sales for Tip Processing

Many companies hire employees who earn tips as part of their income. The Internal Revenue Service (IRS) requires special reporting of wages for employees who earn tips. You should obtain the current IRS publications for tip processing. The following definitions apply to tip earnings and processing:

Item	Description
Reported or cash tips	A tip is a voluntary payment from a customer, the amount of which is determined by the customer. The amount of the tip must not be dictated by company policy or subject to negotiation with the employer. IRS regulations contain specific information that an employer must report for employees who receive tips. For example: ▪ A minimum amount that an employee must receive per month in tips ▪ When to handle tips as wages instead of cash tips
Directly tipped employee	An employee who receives the tip directly from the customer, for example, a waitperson or bartender.
Indirectly tipped employee	An employee who receives tips from a co-worker for helping provide the services to the customers, for example, a busperson or maitre d'.
Types of establishments	The government requires 8027 reports and adherence to tip regulations from the following types of establishments: ▪ Those that serve evening meals only with or without alcohol ▪ Those that serve evening and other meals with or without alcohol ▪ Those that do not serve evening meals with or without alcohol ▪ Those that are in the business of serving alcohol and serve food incidentally

To enter time and sales for employees who earn tips, complete the following tasks:

▪ Entering Timecards for Employees Who Earn Tips

▪ Entering Timecards by Job for Employees Who Earn Tips

▪ Entering Sales

- [Posting Sales for Tips](#)
- [Allocating Tips](#)
- [Generating Credit for Tips](#)

Before You Begin

- Ensure that the appropriate pay types for tip processing have been set up. See *Setting Up Earnings Information.*

Entering Timecards for Employees Who Earn Tips

	From Payroll Master (G07), choose **Tip Processing** From Tip Processing (G0728), choose **by Employee**

You can enter separate timecards for each employee. You can enter the specific sales the employee made and the actual tips the employee earned. You can enter reported tips and hours with the same entry. The system creates a separate line for the reported tips based on the pay type for tips that you entered in the processing options.

You must use a time entry programs for employees who receive tips to correctly account for sales and tip income. If your company has both employees who receive tips and employees who do not receive tips, you should not enter time for employees who do not receive tips on this time entry program.

To enter timecards for employees who earn tips

On by Employee
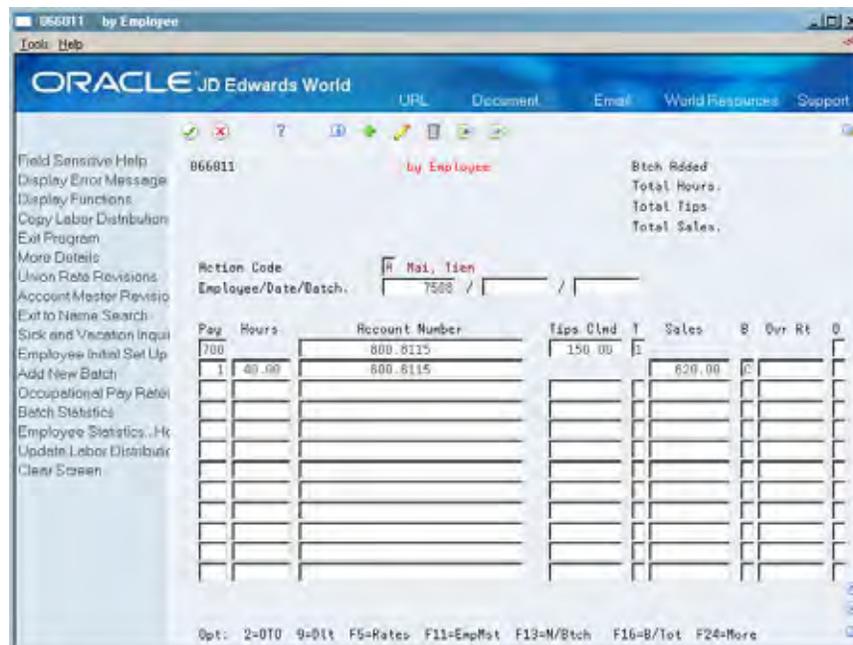
1. Complete the following fields:

   ▪ Employee

   ▪ Date

   ▪ Pay

   ▪ Hours

   ▪ Tips Claimed

   ▪ T (Pay type for tips)

2. Complete the following optional field:

   ▪ Sales

   ▪ Sales Type (B)

3. To assign a specific batch number, complete the following field:

   ▪ Batch Number

4. Access the detail area to temporarily override system-supplied information.
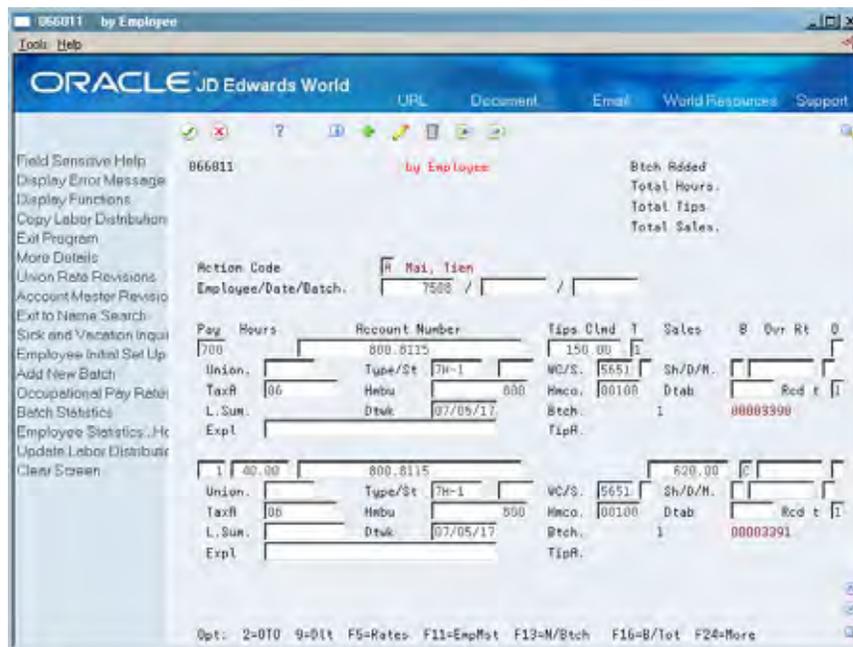
5. Complete the following optional fields:

   ▪ Union

   ▪ Job Type

   ▪ Job Step

   ▪ Workers Compensation

   ▪ Workers Compensation Subclass

   ▪ Shift Differential

   ▪ Shift Differential Amount

- Shift Method
- Tax Area
- Home Business Unit
- Home Company
- Table Code (Dtab)
- Date Worked
- Record Type
- Tip Account

Field	Explanation
Tips Clmd	The amount of tips, whether direct or indirect, being claimed by the employee for the pay period.
T	A code which identifies the Pay Type to be used in generating the Tips Claimed time & pay record. The five(5) possible Tax Status Code, and their corresponding Pay Types are defined in the Processing Option for this program.
Sales	The amount of sales generated by the employee for the pay period. Sales amounts should be identified for a specific business unit (establishment), location and shift.
B	The following are the valid sale types: C Cash G Charge S Sales O Others

What You Should Know About

Adding a timecard entry
Each line on by Employee represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action.

Copying timecard fields
With World software only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Changing an employee's pay rate
If you enter a timecard for an employee and then change the pay rate for that employee, you must remove the value in the Override/Rate field on the time entry form. The system retrieves the new rate and recalculates the gross pay for that timecard.

See Also

- *Overriding DBA Amounts Temporarily (P061121)* for information about entering DBA amounts for an employee when you enter a timecard
- *Copying Labor Distribution Instructions (P061121)* for information about copying labor distribution instructions during timecard entry

Processing Options

See Time Entry by Individual with Tips (P066011).

Entering Timecards by Job for Employees Who Earn Tips

From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **by Job**

You can streamline time entry for a group of employees who work in the same business unit by entering time by job. When you use this method of time entry, you only enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group. You can also track detailed information about a job site, such as the superintendent, work area, and check route. You can enter reported tips and hours with the same entry, the system creates a separate line for the reported tips based on the pay type for tips that you entered in the processing options.

You must use one of the time entry programs for employees who receive tips to correctly account for sales and tip income. If your company has both employees who receive tips and employees who do not receive tips, you should not enter time for employees who do not receive tips on this time entry program.

To enter timecards by job for employees who earn tips

On by Job

1. To enter information about the work site, complete the following fields:

   - Superintendent
   - Foreman
   - Work Area
   - Shift
   - Check Route

2. Complete the following fields:

   - Batch
   - Date Worked
   - Job Worked

3. For each employee working on the job, complete the following fields:

   - Employee
   - Hours
   - Pay
   - Job Type
   - Tips Claimed

4. For each employee working on the job, complete the following optional field:

   - Sales

What You Should Know About

Features not available

When you enter timecards by job, you cannot:

- Copy labor distribution instructions
- Override DBA amounts

You must use by Employee to access these features.

See also:

- Copying Labor Distribution Instructions
- Overriding DBA Amounts Temporarily

Locating timecards

To locate a timecard for an employee using Time Entry by Job, you must know the job and batch number that includes the timecard.

Adding a timecard entry

Each line on by Job represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action.

Copying timecard fields

With World software you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard.

Category codes

Time Entry by Job uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively. You can change these codes to meet the needs of your business.

See the *Technical Foundation Guide* for information about defining category codes.

Processing Options

See Time Entry by Job with Tips (P066021).

Entering Sales

From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **Sales Entry**

Instead of entering sales during time entry, you can enter sales separately. If you enter all sales during time entry, do not enter the sales separately. The system does not update the tables with the sales you enter separately until you post the tip sales.

You can track sales by tipped employee through the actual cash register sales or allocate sales in proportion to the hours an employee worked divided by the total hours worked when tips were received. Choose the format to use based on the way you set up your company constants.

Before You Begin

▪ Set up your business unit constants to identify the allocation method used by your company. See also *Setting Up Business Unit Constants.*

To enter sales

On Sales Entry

1. Complete the following field:

▪ Pay Cycle Code

2. Complete the following optional fields:

▪ Location

▪ Shift

3. For each employee working, complete the following fields;

▪ Employee Number

▪ Pay Period

▪ Amount

4. Complete the following optional fields:

▪ Sales Type

▪ Job Type

See Also

- *Reviewing the Sales Entry Register (P063071)* for information about verifying the accuracy of the sales information you entered
- Posting Sales for Tips (P066901)
- Allocating Tips (P066201)

Processing Options

See Sales Entry/Allocation (P06603).

Posting Sales for Tips

> ⬥ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **Post Tip Scales**

After you enter sales, you must run the program to post sales. If you entered all sales during time entry, you do not need to post the sales separately. Use this program to post sales only if you entered sales separately from the timecards.

When you post sales, the system updates the following tables:

- Employee Tip History (F06216)
- Business Unit Tip History (F06226)

See Also

- Entering Sales (P06603)

Processing Options

See Tip Processing/Sales Posting (P066901).

Allocating Tips

> ⬥ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **Allocate Employee Tips**

You must update the files that hold the information for employees' hours, wages, sales, and tips. Companies can choose to allocate tips on a schedule convenient to their business purposes. Some companies might want to allocate tips every pay period. Other companies allocate tips quarterly or annually only. When you allocate employee tips, the system updates the following tables:

- Employee Transaction History (F06146)
- Employee Tip History (F06216)
- Business Unit Tip History (F06226)

The government requires that all tips reported by employees must equal an established percentage (currently 8%) of total sales. If the employees report less than the required percent, you must allocate, or apportion, the difference among all employees. The allocation must apply to all directly-tipped employees. Depending on the agreement between your company and the employees, the allocation may also apply to indirectly-tipped employees also. When you allocate tips, the system calculates the difference, or shortfall, and allocates each employee additional tip income for the employee's income tax reporting purposes. The system maintains the annual allocated tip amount to include in the Allocated Tips box on the W-2 form.

You can calculate tips either by hours worked or by sales. Currently, most companies allocate by the number of hours worked. When you allocate by hours, the system uses the following calculation:

Total sales x federally-set % = establishment's tips

Establishment's tips - reported tips = shortfall

You can use either a flat percent or the IRS method to calculate the amount allocated to each employee. After your company establishes a method, you should use the same method consistently with all employees.

Assume that your company has:

One employee who worked 40 hours and reported 100.00 in tips. A second employee who worked 40 hours and reported 120.00 in tips.

5500.00 in total sales

Your establishment's tips should equal 5500.00 x 8% = 440.00

Based on the government's current requirement that tips must be equal to or greater than 8%, you must allocate the shortfall equally between the two employees.

Example: Allocation by Flat Percent

To allocate by the flat percent method, the system uses the following calculations:

Employee's hours / total hours of all employees x establishment's tips = shortfall

Shortfall - reported tips = employee's allocation

The system calculates the allocation for each employee as follows:

Employee 1

40/80 x 440 = 220 shortfall

220 - 100 = 120 employee's allocation

The system will report an additional 120.00 on the W-2 for Employee 1.

Employee 2

40/80 x 440 = 220 shortfall

220 - 120 = 100 employee's allocation

The system will report an additional 100.00 on the W-2 for Employee 2.

Example: Allocation by IRS Method

To allocate by the IRS method, the system uses the following calculation:

Establishment's shortfall - (employee's shortfall / total shortfall) = employee's allocation

The system calculates the allocation for each employee as follows:

Employee 1

220 x (120/220) = 120.01

The system will report an additional 120.01 on the W-2 for Employee 1.

Employee 2

220 x (100/220) = 99.99

The system will report an additional 99.99 on the W-2 for Employee 2.

Before You Begin

▪ Verify that the business unit constants include the method, hours (H) or sales (S), that your company uses to allocate tips. See also *Setting Up Business Unit Constants*.

▪ Verify that the DBA used to accrue allocated tips is set up.

Processing Options

See Tip Allocation Process (P066201).

Generating Credit for Tips

From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **Tip Credit Generation**

You generate credit for tips in order to do the following:

▪ Determine if any employees are earning less than the minimum wage

▪ Generate a transaction to adjust earnings for employees who are earning less than the minimum wage

▪ Print a report of the earnings and adjusting transactions the system made during processing

You should generate the tip credit after you have entered all timecards, but before you process payroll. The system updates the employees' timecards with the tip credit and includes it in the employees' checks with the correct pay type.

The federal and state governments establish a minimum wage that companies must pay their employees. Employers are allowed to apply some or all of the tips their employees receive toward meeting the minimum wage. The system uses the minimum wage to calculate tip credit.

If an employee's wages and tips do not result in the employee receiving the minimum wage, the system adds a tip credit, or additional wages to the employee's timecard. The tip credit is any additional amount a company owes an employee in order to bring the employee up to the minimum wage.

For example, if the minimum wage for a state is 5.25 and the company pays the employee 2.25 an hour, the employee must receive at least 3.00 in tips for each hour worked. If the tips reported do not calculate to at least minimum wage, the company owes the employee additional wages.

You must run this program at the business unit level. If an employee works in more than one business unit in a pay period, you must process each business unit, or business unit, separately.

Example: Tip Credit Processing

Many states have unique requirements for minimum wage and the allowed percentage of tips that you can apply to meet the minimum wage. You must be familiar with the requirements for each jurisdiction in which you do business.

If a state minimum wage is 5.00 and allows you to apply only 25% of employee tips, you could apply no more than 1.25 of tips per hour worked to meet minimum wage.

The system uses the following calculation to determine tip credit:

Base rate + tips - any regulated maximums = employee wage

If you pay employees 3.00 an hour and an employee reports 2.00 an hour in tips, the system generates .75 tip credit based on the following calculation:

3.00 + 2.00 - .75 = 4.25 - 5.00 = <.75> tip credit

Before You Begin

- If you use job types, verify that user defined code list 07/G is correctly set up. You must have a D (Direct Tip) or I (Indirect Tip) in the second description of user defined code 07/G. See also *Setting Up User Defined Codes*.

- Verify that the pay type to credit tips is set up. See also *Setting Up Pay Types.*

Processing Options

See Tip Credit Generation (P066101).

Data Sequence for Tip Credit Generation

Do not change the data sequence and setup. The data sequence should be as follows:

1. Chargeout Business Unit: Total = 02, Page = Y

2. Employee Number: Total = 01, Page = N

3. Job Type: Total = 00, Page = N

Work with Timecard Information

Working with Timecard Information

After you enter timecards, but before you begin pre-payroll processing, review the current timecard information to verify that it is correct. If you discover any errors, use the time entry programs to revise the incorrect timecards.

Working with timecard information includes:

- [Working with Timecard Information](#)
- [Reviewing Timecard Status](#)
- [Reviewing Timecard Information by Batch](#)
- [Reviewing Tip Summary](#)
- [Reviewing Time Entry Reports](#)
- [Printing Employee Time Sheets](#)
- [Revising Timecards with the Payroll System](#)

You can use any of the time entry programs to review timecards. The specific information you can review varies by program. To verify batch totals, you can review timecard information by batch.

In addition to reviewing timecard information online, you can use time entry reports to review detailed information for each timecard.

You can revise timecards any time before you begin payroll cycle processing. After you begin processing a payroll, your ability to revise a timecard depends on which steps of the payroll cycle you have completed.

Reviewing Timecard Status

	From Payroll Master (G07), choose **Time Entry** From Time Entry (G0712), choose a time entry option

When an employee's timecard is included in current payroll processing, the timecard displays a status code to the left of the pay type. If this area is blank, the timecard is not currently in payroll processing and the system does not display a status code.

To review timecard status

On any timecard entry form

1. Locate the timecard you want to review.

2. Review the code in the following field:

   ▪ Status Code (unlabeled)

Field	Explanation
Employee Terminated:	A code indicating the status of timecards related to other payroll functions. Values are:
	A A step of the payroll cycle is active. This timecard is protected.
	C Checks have been printed for this payroll. This timecard is protected unless checks are reset.
	F The final update for payroll is active. The timecard is protected.
	H This timecard is created by the Human Resources System. This timecard is protected.
	I This timecard belongs to an interim check. This timecard is protected. You can change it, but only through Interim Check Processing.
	L This timecard is locked because Pre-Payroll has been run. You can change locked out information if you are authorized to do so, but you must run a Changes Only payroll when you do.
	P Journal entries have already been created (posted). This timecard is protected.
	! You have attempted to enter a timecard into an active payroll. An entry is not allowed.
	R Reversing timecard created by the Automatic Timecard Generator for a timecard posted by Special Timecard Post.

Reviewing Timecard Information by Batch

Typically, you review timecard information by batch when you need to verify batch totals. You can review batch information online. You can choose from several methods to review totals by:

- Work Date
- Business unit or job
- Pay type

Reviewing timecard information by batch includes:

- Reviewing timecards by date
- Reviewing batch totals by batch
- Reviewing timecards by pay type
- Reviewing detail batch information

Reviewing Timecards by Date

◈	From Payroll Master (G07), choose **Time Entry**
	From Time Entry (G0712), choose **Review by Date**

To verify that timecard information is correct, you can review batches of current timecards that were entered within a certain time period or for a specific business unit or job. You can also review totals for a batch of timecards. The processing options control how the system determines the number of hours and the gross pay.

To review timecards by date

On Review by Date

1. To limit your review to specific dates, complete one or both of the following fields:

   ▪ From Date

   ▪ Through Date

2. To review information by job or business unit, complete the following optional field:

   ▪ Job

What You Should Know About

Column headings	You can use vocabulary overrides to change the column headings on this form.

See the *Technical Foundation Guide* for information about vocabulary overrides. |

Processing Options

See Batch Summary by Date (P061201).

Reviewing Batch Totals by Batch

From Payroll Master (G07), choose **Time Entry**
From Time Entry (G0712), choose **Batch Summary by Batch**

To verify that timecard information is correct, you can review batches of current timecards by work date, business unit, or job.

The display includes batch totals for ranges of pay types and gross pay. Additionally, it includes grand totals for all current batches within the work date. The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

To review batch totals by batch

On Batch Summary by Batch
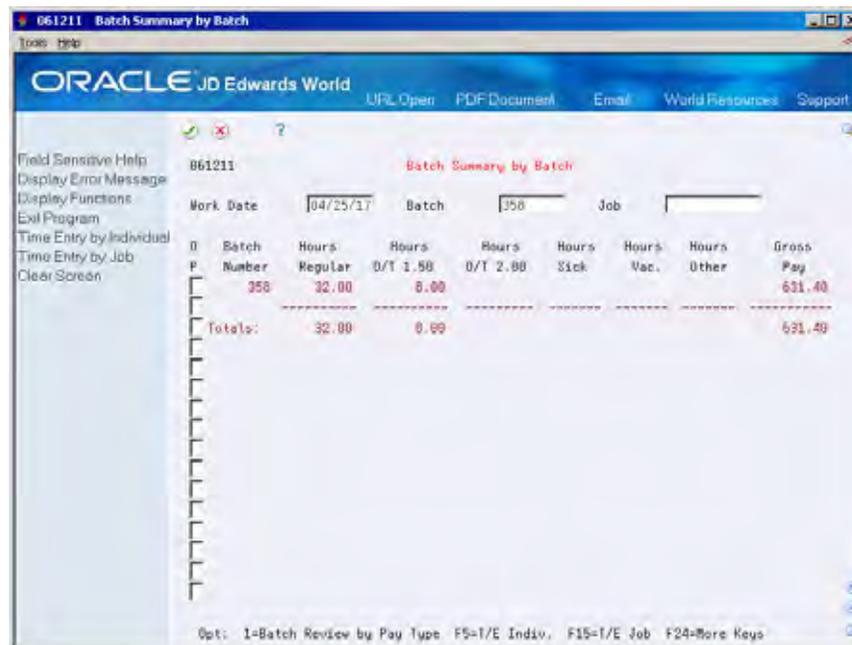
1. Complete the following field:

- Work Date

2. Complete the following optional fields:

   - Batch

   - Job

What You Should Know About

Column headings	You can use vocabulary overrides to change the column headings on this form.
	See the *Technical Foundation Guide* for information about vocabulary overrides.
Work date	If you enter timecard information by day, when you enter the work date on Batch Summary by Batch, the system only displays batch information for that work day. Use the Review by Date form to display the hours and totals for batches for the entire work week through the pay period ending date.

Processing Options

See Batch Summary by Batch (P061211).

Reviewing Timecards by Pay Type

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Batch Review by Pay Type**

To verify that timecard information is correct, you can review the pay types included in batches of current timecards. You can also review the total hours and gross pay for each pay type. The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

You can set up business unit security that restricts unauthorized users from this method of review.

To review timecards by pay type

On Batch Review by Pay Type

1. Complete the following fields:
   - Work Date
   - Batch

2. Complete the following optional field:
   - Job

What You Should Know About

Work date	If you enter timecard information by day, when you enter the work date on Batch Review by Pay Type, the system only displays batch information for that work day. Use the Review by Date form to display the hours and totals for batches for the entire work week through the pay period ending date.

Reviewing Detail Batch Information

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Detail Batch Review**

To verify that current timecard information is correct, you can review detailed timecard information for a specific employee. You can review employees by business unit or job, work date, batch number, and pay type.

The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

To review detail batch information

On Detail Batch Review
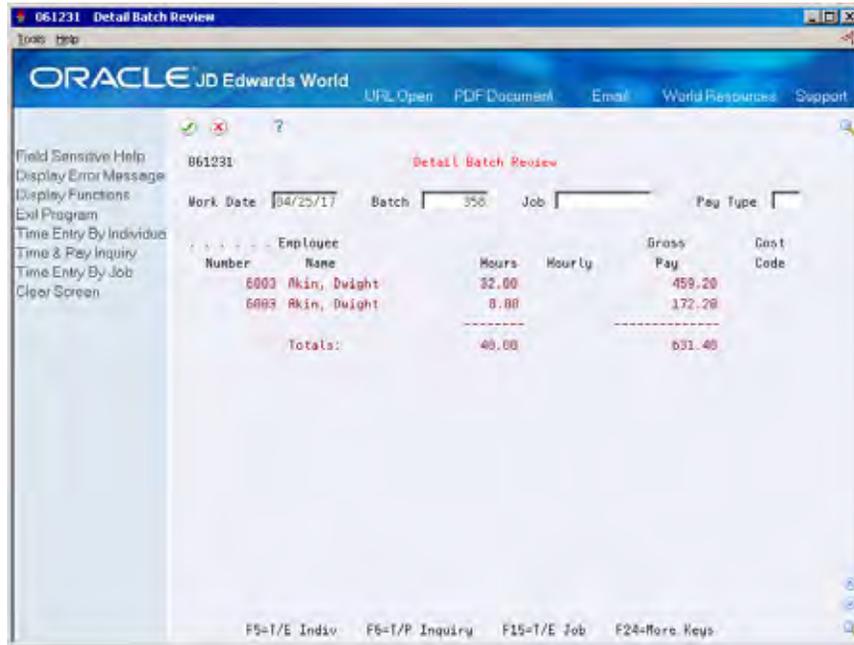
1. Complete the following fields:
   - Work Date
   - Batch

2. Complete the following optional fields:
   - Job
   - Pay Type

What You Should Know About

Work date	If you enter timecard information by day, when you enter the work date on Detail Batch Review, the system only displays batch information for that work day. Use the Review by Date form to display the hours and totals for batches for the entire work week through the pay period ending date.

Reviewing Tip Summary

◈	From Payroll Master (G07), choose **Tip Processing** From Payroll Master Menu (G0728), choose **Tip Summary Review**

You can verify the hours, reported tips, and sales entered by reviewing a summary of tips. Depending on how you set the processing options, you can review specific pay types and interim check information.

To review tip summary

On Tip Summary Review

1. Complete the following field:

    ▪ Business Unit

2. To limit your search, complete one or more of the following fields:

    ▪ Location

    ▪ Job Type

    ▪ From

    ▪ Thru

Processing Options

See Tip Summary Review (P066061).

Reviewing Time Entry Reports

After you enter timecards for a pay period, but before you begin payroll cycle processing, you should print time entry reports. Use these reports to verify detailed information about each timecard.

Working with time entry reports include:

- Reviewing the Time and Pay Register
- Reviewing the Payroll Exception Report
- Reviewing the Sales Entry Register for employees who earn tips
- Reviewing the DBA Register

Reviewing the Time and Pay Register

Reviewing the Time and Pay or Timecard Register

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Time & Pay Register**

Alternatively, you can choose Time & Pay Entry Journal from the Tip Processing menu.

Review this register to verify that you have entered all required timecards. When you run this report after entering timecards but before processing pre-payroll, it includes information from manually entered timecards only. When you run this report during payroll cycle processing, it prints information from both manually entered and automatically generated timecards.

You can use this report to compare the Time and Pay Entry Journal that lists totals by employee.

```
063001                                      JD Edwards World                                    Page     11
                                   Time & Pay Entry Register w/o Emp. Total                    Date    7/03/17
Company Number . . . . . . . . 00100        Model Finan/Distrib Co (Mktg)
Company - Home . . . . . . . . 00100        Model Finan/Distrib Co (Mktg)
                                                Labor Records
Batch      Payroll    Work    . . . . Employee/Equipment . . . . Pay Rt S            Hours    Hourly              Flat
Number     Trans.     Date    Number         Description         Typ Cd H Shift Uprate Worked   Rate    Gross   Burden P
--------  --------  --------  -----------  -------------------- --- -- - ------ ------ ---------- -------- --------- -------
   2022     21484 06/26/17       2022 Kellerman, James          811                  32.00   14.423   461.54
           Tax Area: 06        Colorado      Acct No :          90.8115
           Sub/T:              PayM:     1.00
    568      3456 07/20/17       7500 McDougle, Cathy           998                   8.00   16.826   134.61
           Tax Area: 06        Colorado      Acct No :          90.8115
           Sub/T:              PayM:     1.00
   5578     19191 08/15/17       7500 McDougle, Cathy           903                                    75.00
           Tax Area: 06        Colorado      Acct No :          90.8141
           Sub/T:              PayM:     1.00
   5774     19768 08/15/17       7500 McDougle, Cathy           801                   8.00   24.038   192.30
           Tax Area: 06        Colorado      Acct No :          90.8192
           Sub/T:              PayM:     1.00
    572     26582 06/20/17       7500 McDougle, Cathy           904                                    75.00-       Y
           Tax Area: 06        Colorado      Acct No :           .8142
           Sub/T:              PayM:     1.00
      1      3507 07/20/17       7510 Moralez, Jesus            500                                   200.00
           Tax Area: 06        Colorado      Acct No :          90.8115
           Sub/T:              PayM:     1.00
                                                                              ----------          --------- -------
                                            90  Administrative Department      48.00               988.45
```

Reviewing the Payroll Exception Report

Reviewing the Exception Report

<table>
<tr><td>◈</td><td>From Payroll Master (G07), choose **Time Entry**
From Time Entry (G0712), choose **Payroll Exception Report**</td></tr>
</table>

The Payroll Exception Report lists employees that either exceed the maximum or fall below specified minimum rates and hours. The report also prints warning messages about possible time entry errors.

```
063191                                      JD Edwards World                      Page    -       2
                                         Payroll Exception Report                 Date    -  7/03/17
                                                                                  From Date -
                                                                                  To Date   - 00/00/00
Employee No        Employee       Hours Worked   Gross Pay            Message             Amt Over/Under
----------- ----------------------- ------------- ------------- ------------------------------------- --------------
      2006 Walters, Annette                         175.00  Hours less than minimum              88.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      2022 Kellerman, James          32.00          461.54  Hours greater than maximum           32.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      2111 Ingraham, Paul           211.00        3,967.16  Pay rate different than Employee Master   8.174-
                                                            Hours greater than maximum          101.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      2129 Jackson, John                             75.00  Hours less than minimum              88.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      6000 Easter, Melvyn            91.00-       2,364.25-  Pay rate different than Employee Master   2.967-
                                                            Overtime hours paid for this Employee
                                                            Excessive Pay Rate                   11.750
                                                            Hours less than minimum             179.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      6001 Allen, Ray                40.00        1,632.28  Excessive Pay Rate                   11.057
                                                            Hours less than minimum              48.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      6003 Akin, Dwight              80.00        1,280.40  Overtime hours paid for this Employee
                                                            Hours less than minimum               8.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      7500 McDougle, Cathy           16.00          326.91  Pay rate different than Employee Master   7.212-
                                                            Hours less than minimum              72.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      7508 Mai, Tien                 40.00          150.00  Below minimum rate                    3.000
                                                            Hours less than minimum              40.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      7510 Moralez, Jesus                           200.00  Hours less than minimum              88.00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      7544 Mubarak, Asaad            10.50          132.48  Below minimum rate                    3.000
                                                            Hours less than minimum              29.50
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      7550 Morrell, Jason            95.00        2,589.25  Overtime hours paid for this Employee
                                                            Excessive Pay Rate                   12.500
```

See Also

▪ *Reviewing Time and Pay Entry Reports* (P063051) for a list of exceptions

Processing Options

See [Payroll Exception Report (P063191)](#).

Reviewing the Sales Entry Register for Employees Who Earn Tips

<table>
<tr><td>◈</td><td>From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **Sales Entry Register**</td></tr>
</table>

Review the Sales Entry Register to verify the sales you have entered for employees who earn tips. It shows all sales entries such as cash, charge, and service associated

with each employee. The register includes both the sales you entered on timecards and any sales you entered separately.

Before You Begin

▪ If you entered sales separate from the timecards, you must run the Post Tip Sales program to ensure an accurate reporting of all sales. See also *Posting Tip Sales*.

```
 063071                                    JD Edwards World                        Page    -      3
                                           Sales Entry Register                    Date    - 12/04/17

Business Unit . .        800 Rockies Bar & Grill
  07/05/17       7508 Mai, Tien                          7H-1       No Shift    C Cash Sales           620.00
                                                                                              ---------------
                                                                           Mai, Tien                  620.00
                                                                                              ---------------
                                                                           Rockies Bar & Grill        620.00
                                                                                              ---------------
                                                                           Report Total. . . . . .     620.00
```

Processing Options

See Sales Entry Register (P063071).

Reviewing the DBA Register

◈	From Payroll Master (G07), choose **Time Entry** From Time Entry (G0712), choose **DBA Register**

The DBA Register lists the one-time override DBAs and assigned DBAs calculated for employees during payroll cycle processing. This report lists different information depending on when you print it. The following table shows the times when you would print this report and the type of information that the report prints at each of these times.

Order	Description
After time entry, but before pre-payroll	The register includes the following information: ▪ One-time DBA overrides ▪ DBAs for outstanding interim checks
After pre-payroll, but before journal entries	The register includes the following information: ▪ One-time DBA overrides ▪ DBAs for outstanding interim checks ▪ DBAs generated during pre-payroll that were defined to calculate in pre-payroll processing
After journal entries	The register lists all DBAs, including non-cash benefits

```
 06306                                       JD Edwards World                              Page     -      1
                                             DBA Register                                  Date     -  7/03/17
  Employee #            Name        T   Work    Pay Per    . . . . . . Transaction. . . . . . . .           Arrear
          Code       Description    T   Date     Date    Table   Basis     M    Rate      Amount   Union Craft Step Amount
 ----------- ------------------------ - ------- -------- ----- ------------- - ---------- ---------- ------ ------ ----
        6000 Easter, Melvyn
        1000 Health Ins.            D 01/24/17 01/17/17           25.00- $   25.0000      25.00-
        1010 Dental Ins.            D 01/24/17 01/17/17            5.50- $    5.5000       5.50-
        1016 LTD Coverage           D 01/24/17 01/17/17            4.90- $    4.9000       4.90-
        1017 STD Coverage           D 01/24/17 01/17/17            3.64- $    3.6400       3.64-
        4001 Med-$100 ded           D 01/24/17 01/17/17            9.75- $    9.7500       9.75-
                                                                                       --------------
                                                             Total Employee -           48.79-
 ****************************************************************************************************************
        6001 Allen, Ray
        1015 FAD&D - Flex           D 01/15/17 02/28/17            1.50  $    1.5000       1.50        A1
        1018 FLTDCoverage           D 01/15/17 02/28/17            4.64  $    4.6400       4.64        A1
        1521 FMed100-EE+2           D 01/15/17 02/28/17          191.57  $  191.5700     191.57        A1
        1551 FDENT1-EE-2+           D 01/15/17 02/28/17           25.09  $   25.0900      25.09        A1
        4598 FSA-DEP/Ded            D 01/15/17 02/28/17          100.00  $  100.0000     100.00        A1
        4599 FSA-MED/Ded            D 01/15/17 02/28/17          100.00  $  100.0000     100.00        A1
                                                                                       --------------
                                                          Total Deduction Type - D     422.80
        4600 FSA-MEDICAL            A 01/15/17 02/28/17           25.00  $   25.0000      25.00        A1
        4601 FSA-DEP 125            A 01/15/17 02/28/17           25.00  $   25.0000      25.00        A1
        4800 Earnings               A 01/15/17 02/28/17         1442.28  %    1.0000   1,442.28
                                                                                       --------------
                                                          Total Deduction Type - A   1,492.28
        5050 FMedical/Den           B 01/15/17 02/28/17          253.38  $  253.3800     253.38        A1
                                                                                       --------------
                                                          Total Deduction Type - B     253.38
        5105 FLife 10k              D 01/15/17 02/28/17 05401             3                1.35        A1
        5503 FVision EE2+           D 01/15/17 02/28/17            4.61  $    4.6100       4.61        A1
                                                                                       --------------
                                                          Total Deduction Type - D       5.96
        6002 FAddl Flex $           B 01/15/17 02/28/17            9.25  $    9.2500       9.25        A1
                                                                                       --------------
                                                          Total Deduction Type - B       9.25
                                                                                       --------------
                                                             Total Employee -        2,183.67
 ****************************************************************************************************************
        6003 Akin, Dwight
        5000 Union Dues             D 04/18/17                      .01  $               75.00  4000
                                                                                       --------------
                                                             Total Employee -           75.00
 ****************************************************************************************************************
```

Printing Employee Time Sheets

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Employee Time Sheets**

The employee time sheet lists employees, their job categories, job steps, union codes, and hourly rate. A printed time sheet also provides spaces for recording regular and overtime hours worked in a given week. Job foremen can use this report to enter the hours worked on their assigned jobs. Workers can use this report to enter time. A processing option controls whether the report displays information for each employee's hourly rate. You can use this report to enter timecard information for both recharge and regular time.

You can set up business unit security that restricts unauthorized users from accessing this report.

```
   06338                                      JD Edwards World               Page   -           12
                                             Employee Time Sheets            Date   -       4/03/17
                                                                          Pay Period Ending -  4/09/17
  Check Route     :              - Default value
  Job/Bus. Unit   :        701 - Corporate Administration
  Contract Number :              -
                                                     04/03  04/04  04/05  04/06  04/07  04/08  04/09
  Employee                   ----Job----          --Mon-- --Tue-- --Wed-- --Thu-- --Fri-- --Sat-- --Sun-- --Tot Hrs--
   Number      Employee Name    Type  Step Union Code  Reg OT  Reg OT  Reg OT  Reg OT  Reg OT  Reg OT  Reg OT  Reg OT
  ---------- ----------
        6002 Abbot, Dominique    0A-3              |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   18.269                           |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        6010 Eason, Walter       67    1           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   15.000                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        2006 Walters, Annette    2H-1              |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   21.635                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        2129 Jackson, John       0A-3              |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   24.038                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        2111 Ingraham, Paul      67    1           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   25.000                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        6003 Akin, Dwight        5J-5              |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   14.350                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        6005 Ellis, Fred         63         4000    |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   18.770                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
        5651 Rothchild, Abigal   1M-2              |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          ----- ----  -----------------------------------------------------------------
  Hourly Rate   21.634                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  ||
  ---------- ----------          -----------------------------------------------------------------------------
```

Processing Options

See Employee Time Sheets - Active Employees (P06338).

Revising Timecards with the Payroll System

You might need to revise a timecard if you discover an error when you review timecards or time entry reports. You can revise timecards any time before you begin payroll cycle processing. After you begin payroll cycle processing, your ability to revise a timecard depends on which steps of the payroll cycle you have completed.

Revising timecards includes:

- Revising unprocessed timecards
- Revising locked timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. You can use any of the time entry programs to revise unprocessed timecards.

Locked timecards are timecards that have been processed in pre-payroll but for which payments have not yet been printed. Typically, only the person who processed pre-payroll can revise locked timecards. The Time Entry by Employee program includes a processing option that you can use to allow other users to change locked timecards.

After you print payments, and before you create journal entries, you can revise timecards only if you reset the payment workfile. Then, you can revise the timecard and begin payroll cycle processing again.

You cannot revise timecards after you have created pro forma journal entries, unless you rerun pro forma journal entries without regenerating the batch. You cannot revise timecards when a step in the payroll cycle is active.

Each time entry form displays timecard status codes in an untitled field on the left side of the form. Review these status codes to determine whether you can revise a specific timecard.

See Also

▪ *Creating the Pro Forma Journal Entry Workfile (P06220)* for information about rerunning journal entries without regenerating the batch

Revising Unprocessed Timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. When you revise unprocessed timecards, you perform the same steps as you use to change information on most entry forms. You can use any of the time entry programs to revise unprocessed timecards. However, when you review daily timecards, you must use Daily Timecards. You cannot use Daily Timecards to review other types of timecards.

You should revise an unprocessed timecard when one of the following occurs:

▪ You discover an error on the timecard when you review timecards or time entry reports

▪ You enter a rate change for an employee on an employee entry form

When you enter a rate change for an employee after you have entered the employee's timecard, you must revise the timecard to remove the pay rate entered on it. Removing the existing rate causes the system to recalculate the employee's gross pay using the new rate you entered on the employee entry form.

When you change the pay type for a timecard, the system displays a warning message because this change might affect the gross pay calculation. If you change any field that affects the rate, you should remove the pay rate so that the system will recalculate gross pay. If you do not remove the existing rate, that rate overrides the rate that the system normally calculates for the pay type.

When you need to change a timecard attached to an interim check, you must use the Interim Check program.

See Also

▪ *Entering Timecards by Day* (P061191)

Revising Locked Timecards

Locked timecards are timecards that have been processed in pre-payroll but for which payments have not yet been printed. Typically, only the person who processed pre-payroll can revise locked timecards. The Time Entry by Employee program includes a processing option that you can use to allow other users to change locked timecards.

You can use the following time entry programs to revise locked timecards:

Program	Description
by Employee	Use this method for
	▪ One employee
	▪ Several employees who work in different business units
by Job or Business Unit	Use this method for
	▪ Several employees who work in the same business unit

When you revise locked timecards, you perform the same steps as you use to change information on most time entry forms.

No one can rerun pre-payroll while you are revising locked timecards. When you finish revising timecards, you must run a pre-payroll to process only the changes.

Before You Begin

▪ Before you can revise locked timecards using the by Job or Business Unit program, you must use the Attach Version function to specify the payroll ID associated with the timecards you need to revise. You do this because the timecards in a batch might be locked by different users.

See Also

▪ *Entering Timecards by Employee* (P061121)

▪ *Entering Timecards by Job or Business Unit* (P061161)

▪ *Processing Pre-Payroll for Changes Only* (P06210)

Generate Overtime Timecards Automatically

Generating Overtime Timecards Automatically

> ❖ From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Automatic Timecard Generator**

You can save time and keystrokes during time entry by automatically generating timecards for employees' overtime hours. Rather than entering timecards for overtime hours, you can enter all of an employee's hours on one timecard (using the pay type for regular pay), and then automatically generate the overtime timecards.

When you automatically generate overtime timecards, the system uses the timecards you enter to determine the number of overtime hours that an employee worked. The program then creates a timecard for those overtime hours. You can calculate overtime hours on a daily or weekly basis.

For example, you can enter 45 hours of regular pay for an employee. When you generate overtime automatically, the system creates a time card for 5 hours of overtime and revises the original timecard to 40 hours of regular pay.

You can print a report when you submit the automatic timecard generator for processing. You should review this report to verify that the overtime timecards are correct. The report lists both the revised standard-rate timecards and the overtime timecards the system automatically generated.

You should generate overtime timecards before you begin the timecard post cycle or the payroll cycle processing. You can generate overtime timecards automatically for employees who are paid on a weekly or bi-weekly basis. However, you can generate overtime timecards for only one week at a time. For example, for employees who are paid bi-weekly, you must run the Automatic Overtime Generator program twice per pay period (once per week).

The system also can calculate 8/80 overtime for bi-weekly employees. When the system uses 8/80 overtime processing, it determines whether the overtime is greater when calculated on a daily basis or for the full pay period.

If necessary, you can use the time entry programs to manually revise automatically generated timecards.

To generate overtime timecards automatically, you must enter certain pay, calculation, and accounting information that the system needs to create these timecards. You must also use a program version that specifies the employees for whom you want to generate the overtime timecards.

When you enter a version number for the Automatic Overtime Calculation report, the system prints this report when you submit the automatic timecard generator for processing. This report lists the revised timecards and the overtime timecards the system automatically generated. You should review this report to verify that the overtime timecards are correct.

> **Caution:** The automatic timecard generator alters existing timecards and creates new ones. Before you use this program for the first time, JD Edwards World recommends that you back up your Employee Transactions Detail table (F06116). This allows you to recover your original information if you are not satisfied with the timecard information that this program creates.

Before You Begin

- Enter timecards for employees. See *Entering Timecards by Employee*, *Entering Timecards by Job or Business Unit*, *Entering Timecards with Equipment Information*, or *Entering Timecards by Day*.

- Create versions of the timecard generation program (P061501) and the Automatic Overtime Calculation report (P061511).

What You Should Know About

FLSA Exempt employees	The system does not generate overtime timecards for employees who are exempt according to the Fair Labor Standards Act (FLSA). You use the Employee Entry form to indicate that an employee is FLSA exempt.
Printing a report of previous timecards	You can print a report of previously generated timecards without automatically generating timecards. Choose the Versions List function and submit the report to print from the Version Selection List program.
Functionality for the Time Accounting System	When you choose the Pay Cycle Constant function, the system displays the Master Pay Cycle form. This form is not applicable to the Time Accounting system. It applies to the Payroll system only.

To enter overtime information

On Automatic Timecard Generator

1. Complete the following field:

   - Version Number for Timecard Generation

2. To print a report of the timecards generated, complete the following field:

   - Version Number for Report - P061511

3. To specify pay information, complete the following fields:

   - Type of Timecard Generation

   - Pay Frequency

   - Pay Type Category Codes

   - Allocation Category Codes

4. If you are calculating daily overtime, complete the following field:

   - Hours Per Day Regular

5. If you are calculating weekly overtime, complete the following field:

   - Hours Per Week Regular

6. If you pay double time when overtime exceeds a certain number of hours in a day, complete the following field:

   - Hours Per Day Overtime

7. If you pay double time when overtime exceeds a certain number of hours in a week, complete the following field:

   - Hours per Week Overtime

8. To specify information used to calculate overtime, complete the following fields:

- Range of Dates to be Used
- Pay Type Number
- Type of Recalculation
- Type of Automatic Overtime
- Include Posted Timecards

9. If Type of Automatic Overtime is 3, complete the following field:

- Column to Retrieve the Rate from

10. To specify accounting information, complete the following fields:

- Labor Distribution Account
- Overtime Account Number

11. Choose the Update/Submit function.

Field	Explanation
Version No. for Timecard Generation	A code that specifies the type of timecard generation processing to be executed. Valid values are:
	D Daily Overtime Processing - In this mode, the program checks if daily hours exceeds user defined regular hours. Anything in excess of regular hours will be changed into overtime.
	W Weekly Overtime Processing - In this mode the program checks if weekly hours exceed user defined regular hours. Anything in excess of regular hours will be changed into overtime.
	H Holiday Pay Calculation (inactive) - In this mode a second program is called (P061506), the Holiday Table is read and holiday pay will be generated.
	8 8/80 Overtime Processing - In this mode, the program determines whether overtime is greater when calculated on a daily basis or for the full period.

Field	Explanation
Enter the pay frequency - (Weekly only)	A user defined code (07/PF) that indicates how often an employee is paid. Codes are:

B   Bi-weekly

W   Weekly

S   Semi-monthly

M   Monthly

A   Annually

C   European Annualized

The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.

Form-specific information

To generate overtime timecards automatically, you must enter W in this field.

Field	Explanation
Enter Pay Type Category Codes	A user defined code (07/PC) that specifies the pay type categories you want to use:

- For regular pay
- To generate overtime
- For reporting purposes on the U.S. Certified Payroll Register.

Field	Explanation
Enter Allocation Category Codes	Codes that specify which pay types you want to include in the allocation of overtime. For example, overtime typically is not calculated from holiday or sick time, but only from regular pay.
Enter hours per day	The number of regular hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate overtime hours. Hours in excess of this value (8, for example) are eligible for a form of overtime pay.
Hours Worked - Overtime Per Day	The number of overtime hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate doubletime hours. The system uses the total of regular and overtime hours to determine doubletime hours. Hours in excess of this total become doubletime hours. For example, if you enter 8 in the field for regular hours per day and 2 in the field for overtime hours per day, an employee receives doubletime pay for any hours worked in excess of 10 per day.
Enter pay type number	A code that designates the pay type the system uses during automatic overtime generation.

Field	Explanation
Enter the type of Re-Calculation (0/1)	A code that specifies whether the program will generate overtime timecards or recalculate the hourly rates. Valid values are:
	0 Create overtime timecards (default)
	1 Suspend overtime timecard generation and recalculate the hourly rates for the existing timecards
Enter the type of Automatic Overtime	A code that specifies how the overtime hourly rate is calculated. Codes are:
	Blank Average all the regular time timecards' hourly rates.
	1 Determine the overtime rate by adding to the base rate the result of one over the total number of hours worked multiplied by the base rate; that is, (total dollars divided by total hours) divided by 2 = (overtime rate + base rate) x (hours over 40).
	2 Retrieve the hourly rate from the Employee Master table.
	3 Retrieve the hourly rate from the Union Rates table. Specify the table column where the rate for the next column is to be retrieved.
	4 Derive the regular time portion of the overtime from the Employee Master table and the premium portion from an average of the hourly rates.
	5 Spread a salaried employee's salary over all the hours worked and do not generate any overtime.
	6 Retrieve rate from original time card and multiply times the overtime pay multiplier. This method must be used for employees in the United States who receive tips.
If '3',Column to retrieve the rate from	A code that specifies the column in the Union Pay Rate table that is used when retrieving the rate for overtime. If you enter 3 in the Enter the Type of Automatic Overtime field, you must enter a code in this field.
	You can define the acceptable values for this field. For example:
	1 Regular Overtime
	2 Double Overtime
	3 Triple Overtime
	4 Holiday Pay

Field	Explanation
Include Posted Time Cards	A code that specifies whether the program is to include posted timecards in the allocation of overtime hours. To include posted timecards, enter 1.
	If you include posted timecards when you use the Automatic Timecard Generator program, the system does not change original timecards. Instead, it creates three new timecards for each posted timecard.
	For example, if you include a posted timecard for 42 regular hours, the system creates the following timecards:
	▪ 40 regular hours
	▪ 2 overtime hours
	▪ - 42 to reverse the posted timecard
	This option is available for timecards that have been posted using the Generate Timecard Journals program (P062901) for special timecard post. It is not available after time cards have been included in a payroll processing cycle.
Labor Dist. Acct. - ' '=All, '1'=Last	A code that specifies the accounts to which you want to allocate the overtime amounts.
	To divide the overtime amounts among all labor distribution accounts for all work dates included, leave this field blank. To allocate the overtime amounts to the last timecard entered, enter 1.
Overtime Account Number	This code determines how the account number is derived for overtime. Valid values are:
	0 Use the payroll automatic accounting instructions to obtain the account numbers for the overtime timecards
	1 Copy the account numbers from the original timecards into the overtime timecards

```
061511                                        JD Edwards World                          Page    -        2
                                         Automatic Overtime Calculation                 Date    -  7/03/17
A Model Financial Co (Trng)
. . . . . . Employee . . . . .   Work   Pay Union   Job  Job S                    Hourly                    R
 Number         Name            Date    Type Code   Typ  Step h  Account Number    Rate    Hours      Gross
----------- -----------------  -------- ---- ------ ----- ---- - --------------- -------- -------- -------
       2111 Ingraham, Paul     07/11/17   1          67   1        701.8115        25.000   40.00     1,000.00 1
       2111 Ingraham, Paul     07/11/17 110          67   1        701.8115        50.000    1.00        50.00 1
       2111 Ingraham, Paul     07/11/17 100          67   1        701.8116        37.500   10.00       375.00 1
                                                                                 --------- --------------
                                                                  Ingraham, Paul          51.00     1,425.00
                                                                                 --------- --------------
                                                                  Corporate Administration 51.00    1,425.00
                                                                                 --------- ----------
                                                                  A Model Financial Co (Trng) 51.00 1,425.00
```

Data Selection for Automatic Overtime Calculation

You must include source of pay in the data selection for the Automatic Overtime Calculation report. Do not change the value for this data selection.

Generate Timecards for Accumulated Wages

Generating Timecards for Accumulated Wages

> ◈ From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Generate Accumulated Wages Timecards**

Some organizations have employees who work for a specific number of contract days but prefer to receive payment over a different length of time. Employees may accumulate wages earned in the current pay period and hold them to be paid at a later date. For example, many school systems contract instructional staff for 9 months with the option to be paid over 12 months. Only employees with contract calendars attached to their master record can accumulate wages.

Use this program to generate timecards for payment information when an individual terminates employment or for any other reason when the employee needs to be paid off for accumulated wages. If you process an interim payment for a pay-off, you must enter yes to include time data already entered.

If previous, current, or new contract calendars have overlapping dates, you should generate the timecards for accumulated wages at the end of a contract before updating employee records with the new contract calendar. Inaccurate pay-off or accumulated wages might occur if you do not generate the timecards before updating a new contract calendar that overlaps with the previous or current contract calendar.

To generate timecards for accumulated wages during the regular payroll processing, you do not need to run this program. Instead, you should set the system to create timecards for accumulated wages during the final update in payroll processing.

What You Should Know About

Insufficient hours accumulated	If an employee does not have enough hours accumulated to cover a pay period, the system produces an exception report. It includes only the actual hours accumulated on the timecard.
Accumulated wages remaining	The system stores accumulated wage information in the Accumulated Wage History table (F0628). The system continues to create payments for any accumulated wages remaining unless you purge the history table.

See Also

- *Running Final Update* (P06250)
- *Attaching a Contract Calendar* (P060101)
- *Updating Employee Records for Contract Calendars* (P08936)

Processing Options

See Generate Accumulated Wages Timecards (P063910).

Data Selection

Select the employee(s) whose timecards you want to generate.

Work with Uploaded Timecard Information

Working with Uploaded Timecard Information

Uploaded timecard information is time entry information that has been entered in third-party software and then transferred to the JD Edwards World Payroll or Time Accounting system. This type of software typically saves time and helps reduce keying errors. The timecard information might originate from sources such as:

- A remote PC time entry program
- Custom systems
- Electronic Data Interchange (EDI) transactions

If you are using third-party software for time entry, you edit the uploaded timecard information and use it to create timecards. You can then include those timecards in payroll cycle processing to prepare the employees' pay or for labor information in the Time Accounting system.

Working with uploaded timecard information includes:

- Working with Uploaded Timecard Information
- Revising Uploaded Timecard Information
- Reviewing the Batch File Register
- Creating a Version of the Batch Server
- Creating Timecards from Uploaded Information
- Purging Processed Payroll or Time Accounting Batches

The timecard information you upload is stored in the Employee Transactions Batch table (F06116Z1) until you process it. When you process the uploaded timecard information, the system moves it to the Employee Transactions Detail table (F06116) with all other time entry information.

Before you create timecards from uploaded information, you can review the records in the table to verify that they are correct. If you find an error, you can easily make the necessary corrections.

You can print the Batch File Register to verify that the uploaded batches are correct.

Before you can create timecards from uploaded information, you must create a version of the Batch Server that contains the processing options you want to use to process the timecards.

After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. After you create the timecards, the system processes

the uploaded batches. You can then include those timecards in payroll cycle processing.

After you create timecards, you can purge the Employee Transactions Batch table of the processed batches. When you purge this table, you conserve computer disk space and make it easier to locate unprocessed batches.

Before You Begin

▪ Upload timecard information

Revising Uploaded Timecard Information

From Payroll Master (G07), choose **Time Entry**
From Time Entry (G0712), choose **Edit Uploaded Timecards Menu**
From Edit Uploaded Timecards (G07121), choose **Payroll Batch File Review**

Before you create timecards from uploaded information, you can review the records to verify that they are correct. If you find an error, you can easily make the necessary corrections. Reviewing and revising uploaded records before you create timecards helps prevent errors in your regular timecard tables.

You can upload transactions to the Employee Transactions Batch table (F06116Z1) and review the uploaded information. When you run the Payroll Batch File Processing program (P06110Z), the system creates timecards in the Employee Transactions Detail table (F06116).

When you revise uploaded information, you can set processing options to display records by individual or by job or business unit. The system allows minimal editing in this batch program. Full editing occurs during payroll batch file processing.

To revise uploaded timecard information

On Payroll Batch File Review

1. Complete the following fields:
   - Processed
   - User ID
   - Batch Number

2. To further limit your search, complete one or more of the following optional fields:
   - From Date
   - Thru Date

   If the system highlights the User ID, the batch has been processed.

3. Access the detail area.
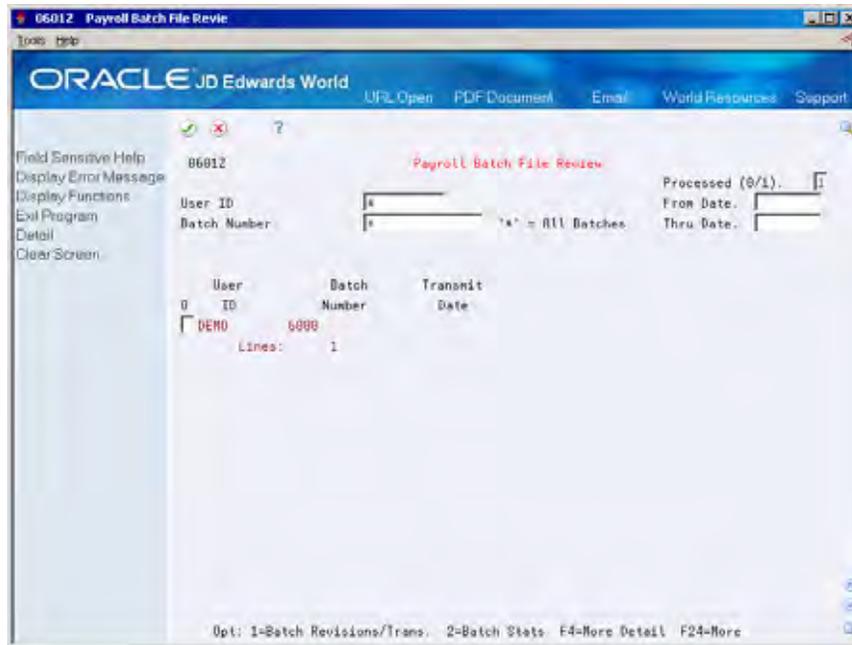
4. Review the following field to see the number of lines in each batch:

    ▪   Lines

5. Choose the Batch Revisions/Transactions option for the batch you need to review.

    Based on how you set the processing options, the system displays either Batch File Revisions by Individual or Batch File Revisions by Job. These forms are similar to the regular time entry forms. You can add, change, or delete records in an unprocessed batch.
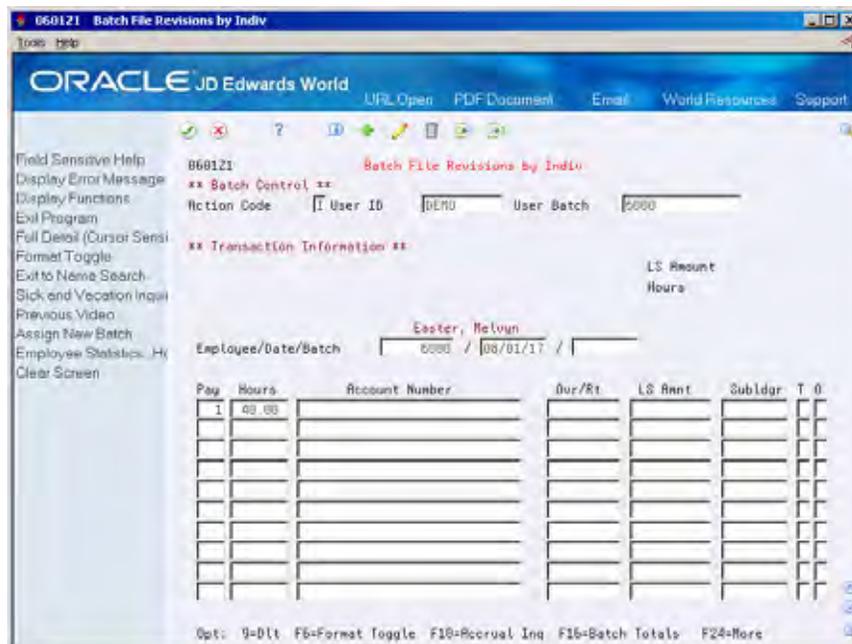
6. On Batch File Revisions, review the following field:

- User Batch

7. To review detail information for an employee, choose the Full Detail function on the employee's record line.
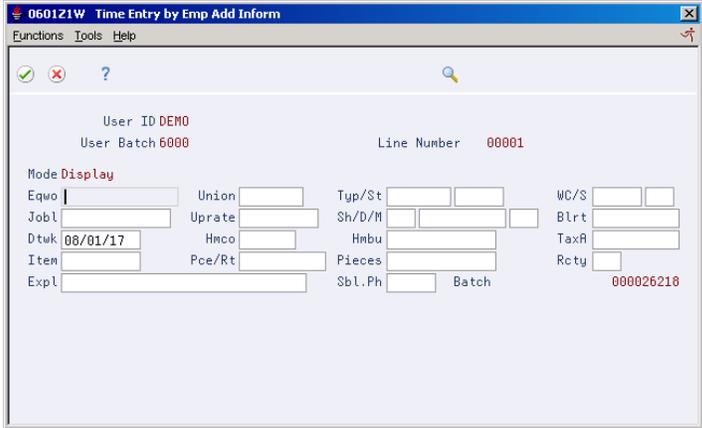
8. On Additional Information, choose the Update function to revise any information.

9. Change or enter information in any of the fields.

Enter corrections or override information only. The server fills in blank fields during the processing program.

10. To review and revise another batch, choose the Return function.

Field	Explanation
Processed (0/1)	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values are: Y Unprocessed only N Processed and unprocessed
User Batch	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds. *Form-specific information* The user batch number is the identification number for the uploaded records. It does not correspond to the batch number that you assign when you enter timecards.

What You Should Know About

Reviewing printed information	Alternatively, you can print the Batch File Register to review the uploaded timecard information before it is processed. After reviewing the printed information, you can make revisions.
	See *Reviewing the Payroll Batch File Register.*
Revising processed information	You cannot use Payroll Batch File Review and Revisions to revise processed batches. Instead, use the regular Time Entry forms.

Processing Options

See [Payroll Batch File Revisions (P0601Z1)](#).

See Also

- *Entering Timecards by Employee* (**P061121**) or *Entering Timecards by Job or Business Unit* (**P061161**) for the information required on timecards

Reviewing the Batch File Register

> ◈ From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Edit Uploaded Timecards Menu**
> From Edit Uploaded Timecards (G07121), choose **Payroll Batch File Register**

After you revise uploaded timecard information, you should review the Payroll Batch File Register to verify that the timecards are correct. This report is similar to the Time and Pay Register that you print after you manually enter timecards.

See Also

- *Reviewing the Time and Pay Register* (**P063001**)

Creating a Version of the Batch Server

> ◈ From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Edit Uploaded Timecards Menu**
> From Edit Uploaded Timecards (G07121), choose **Payroll Batch Server**

Before you can create timecards from uploaded information, you must create a version of the batch server that contains the processing options you want to use to process the timecards. You specify this version in the processing options for payroll batch file processing (P06110Z).

The Batch Server is a DREAM Writer program (XT06116Z1). You cannot run this program from the menu or from the DREAM Writer processing form.

Typically, you create a version of this program only once, and reuse the version each time you create timecards from uploaded information.

Processing Options

See [Payroll Batch Server (XT06116Z1)](#).

Creating Timecards from Uploaded Information

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Edit Uploaded Timecards Menu**
> From Edit Uploaded Timecards (G07121), choose **Payroll Batch File Processing**

You must create timecards from uploaded information to pay employees or account for time and labor. After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. You can then include those timecards in your usual processing.

You use the batch file processing to:

- Edit the uploaded transactions against other constants tables in the payroll system
- Create the timecards

This process transfers the uploaded information from the Employee Transactions Batch table (F06116Z1) to the Employee Transactions Detail table (F06116).

You can create proof and final versions of this program. When you run the proof version, the system prints the Employee Transaction Update and Transaction Errors reports without updating the Employee Transactions Detail table (F06116). Correct any errors before running the final version.

When you run the final version, the system:

- Assigns numbers to the payroll transactions and batches
- Processes blank values
- Creates and prints the Employee Transaction Update report and the Transaction Errors report
- Identifies transactions as processed

If there are no errors on the Transaction Errors report, the system creates timecards in the Employee Transactions Detail table (F06116) and you can purge the processed transactions. If there are errors on the report, the system does not create any timecards.

See Also

- *Revising Uploaded Timecard Information* (P0601Z) for information about making corrections

Processing Options

See [Payroll Batch File Processing (P06110Z)](#).

Purging Processed Payroll or Time Accounting Batches

> From Payroll Master (G07), choose **Time Entry**
> From Time Entry (G0712), choose **Edit Uploaded Timecards Menu**
> From Edit Uploaded Timecards (G07121), choose **Payroll Batch File Purge**

After you create payroll timecards, you should purge the processed batches. Purging batches conserves disk space and makes it easier to locate unprocessed batches. You can use either of the following methods to purge batches:

- Set the processing option for creating timecards to purge processed information automatically
- Use the Batch File Purge utility to purge processed batches

When you purge processed batches, the system removes records from the Employee Transactions Batch table (F06116Z1). Alternatively, you can specify that the system save them to a special purge library.

When you save purged records, the system creates a new physical file in a special purge library. The name of the library is JD Edwards World followed by the current date. For example, if you purge the batch table on January 31, 2017, the system creates a file in a library called JDE013117. If you purge two tables on the same date, the records from both purged tables are saved in the same library. You can reorganize the purged tables after the purge process.

See Also

- *Creating Timecards from Uploaded Information* (P06110Z)

Processing Options

See [Batch File Purge (P00PURGE)](#).

4 Payroll Cycle

Overview to Payroll Cycle

Objectives

- To process employees through a payroll cycle

About the Payroll Cycle

The payroll cycle is a process you complete to pay your employees. As shown in the following graphic, payroll cycle consists of the following five steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update
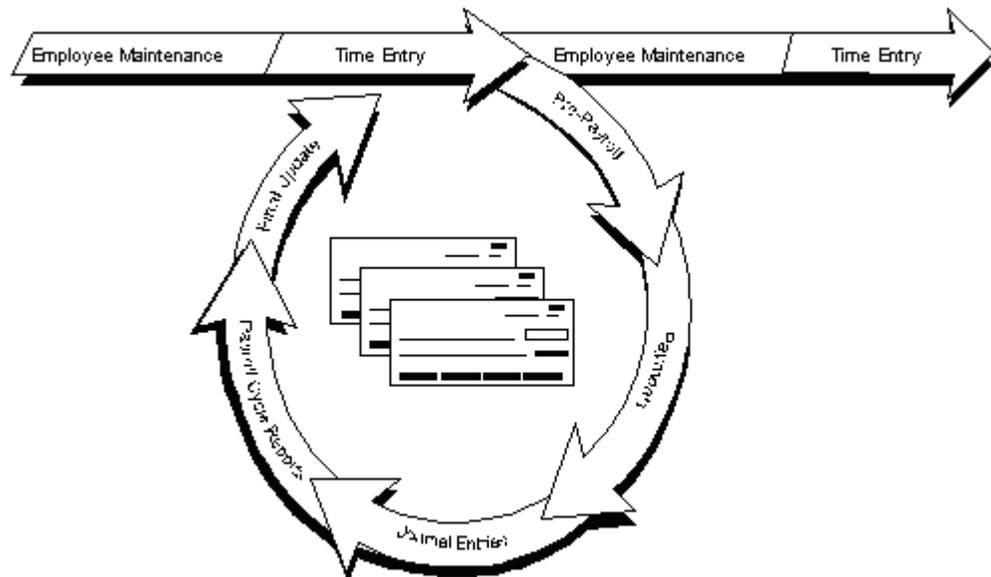
Processing the payroll cycle includes the following tasks:

- Processing pre-payroll
- Reviewing payroll cycle information
- Working with payments
- Resetting payroll cycle steps

- Processing pro forma journal entries
- Working with payroll cycle reports
- Processing the final update
- Working with journal entries
- Correcting errors in pre-payroll processing

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. Payments are the forms that employees receive when they are paid. You can set up employees to receive automatic deposit advice slips, paychecks, and payslips.

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. Payments are the forms that employees receive when they are paid. You can set up employees to receive automatic deposit advice slips, paycheques, and payslips. You print reports to verify that payroll information is correct.

You create the pro forma journal entry workfile to prepare the journal entries for posting to the general ledger.

You print reports to verify that payroll information is correct. You can print payroll cycle reports at any time after pre-payroll and before final update.

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

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it.

What Is a Payroll ID?

The payroll cycle is driven by a payroll ID and a program version. You must set up a payroll ID and assign it to a program version that selects employees to be paid. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. You use the same payroll ID for all steps of the payroll cycle. You can also use different payroll IDs and program versions to process multiple payrolls simultaneously.

What Are Locked Out Employees?

To manage payroll processing and prevent anyone from changing current payroll information for included employees, the pre-payroll program initiates a payroll lockout condition for all employees included in the pre-payroll. If you locate an employee who is included in a payroll, the system displays a warning message.

When the system establishes a lockout, it remains in effect until the final update is complete. During lockout, with the exception of timecards, only the person who

submitted pre-payroll can update any of the records of employees included in the pre-payroll.

If an employee is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is cleared. To clear the lock, you must either complete the final update or reset the payroll.

See Also

- Resetting the Payroll ID (P06217)

Process Pre-Payroll

Processing Pre-Payroll

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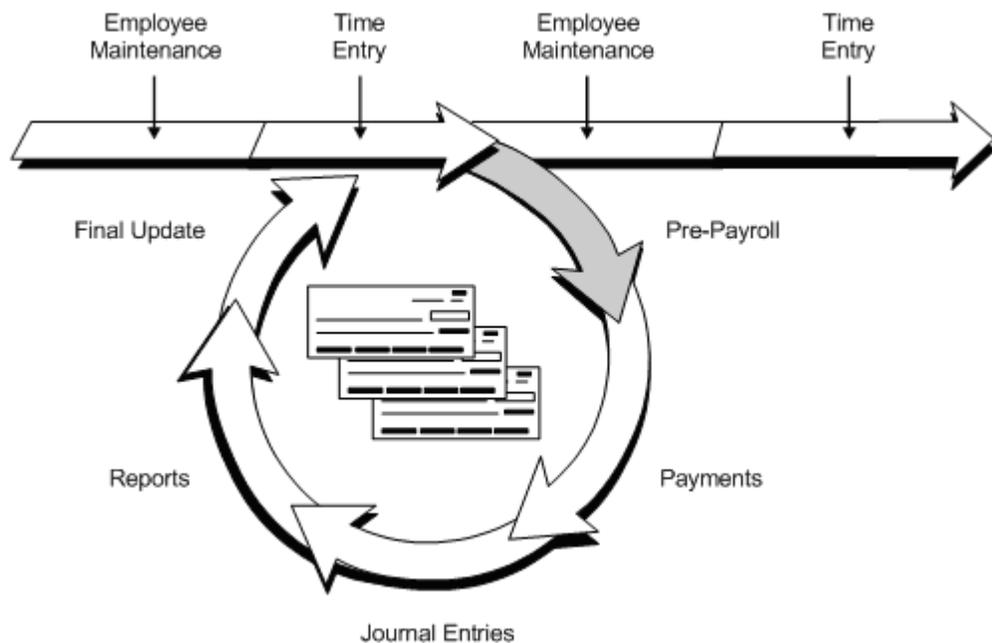
To process pre-payroll, complete the following tasks:

- Running Pre-Payroll
- Reviewing Payroll Registers
- Reviewing the Federal Tax Distribution Summary Report
- Reviewing Payment Reports
- Reviewing the Terminated Employees Being Paid Report
- Reviewing Tax Recalculation Reports
- Processing Pre-Payroll for Changes Only

You use pre-payroll processing to:

- Specify the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for autopay. Autopay employees are those for which you do not need to enter timecards for regular pay.

- Process timecards entered for the pay period.

- Calculate gross-to-net pay for employees.

- Calculate Spousal Life Insurance Premiums for employees who have that DBA assigned.

- Create the workfiles that the system needs to produce payments and reports.

- Print reports listing PDBAs, taxes withheld, and any unique overrides used in the calculations.

To begin pre-payroll processing, you must enter a payroll ID and submit it for processing. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle.

After you process pre-payroll, but before you print payments, you should verify the accuracy of the payroll information. To verify the accuracy, review the reports you selected to print during pre-payroll processing.

If your pre-payroll reports identify any errors in employee salary or timecard information, you must correct the errors and rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called *processing a pre-payroll for changes only.*

Before You Begin

- Enter new and updated employee information, such as new hire information, pay increases, and so on. See *Entering Employee Information.*

- Print a roster to review job and pay information for current employees. See *Verifying Employee Information.*

- Enter timecards for employees whose timecards are not automatically generated. See *Entering Timecards by Employee.*

- Set up versions of the payroll cycle reports. You typically set up these reports only once, and reuse them each payroll cycle. See *Setting Up Payroll Cycle Reports.*

- Create a program version for pre-payroll processing. You typically create a version only once, and reuse it each payroll cycle. See the *Technical Foundation Guide* for information on creating a version.

What You Should Know About

Printing reports	If you need to reprint any of the pre-payroll reports, you can print them from the Reports Only menu selection. For more information, see *Printing Payroll Cycle Reports.*
Setting up reports	You can select the reports from a menu selection on the Paycycle Report Setup menu (G0746). Use the menu selection only to set up reports. You cannot run the reports directly from this menu.

See Also

- *Reviewing the Fiscal and Anniversary Rollover Report* (P063903), for information about fiscal and anniversary rollovers

- *Appendix A – Technical Overview of Payroll Cycle* in *U.S. Payroll Guide* for information about the tables affected by pre-payroll processing

Running Pre-Payroll

To begin pre-payroll processing, you must enter a payroll ID. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. The payroll ID also identifies the program version that you use to choose employees and process them through the payroll cycle. You use this ID when you run all subsequent steps in the payroll cycle.

To process a full pre-payroll, you can either:

- Create a new payroll ID
- Choose an existing payroll ID

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. After you create a payroll ID, you can choose it again in subsequent pay periods to process payroll for that group of employees.

Creating a New Payroll ID

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pre-Payroll Processing**

You must create a new payroll ID when you process payroll for a selected group of employees for the first time.

When you create a payroll ID, you must assign a unique program version to it. You use this version to choose the employees to include in that payroll cycle. A version can be assigned to only one payroll ID. If no suitable version exists, you can add a new version when you create the new payroll ID.

> **Caution:** Verify that the version you specify is not already assigned to another payroll ID. The system checks for duplicate version numbers and it will display a scheduling lock error if two users try to submit the same payroll ID at the same time. See *Correcting a Scheduling Lock Error (P06215)* for details.

When you create a new payroll ID, you specify the pay period information that the system needs to process the payroll cycle. You also specify the reports you want to print during pre-payroll.

In addition to entering the basic information you need to process pre-payroll, you can enter additional parameters such as:

- A minimum payment amount
- Tip information
- Intercompany settlement information
- Job step progression information

To create a new payroll ID

On the first Pre-Payroll Processing form
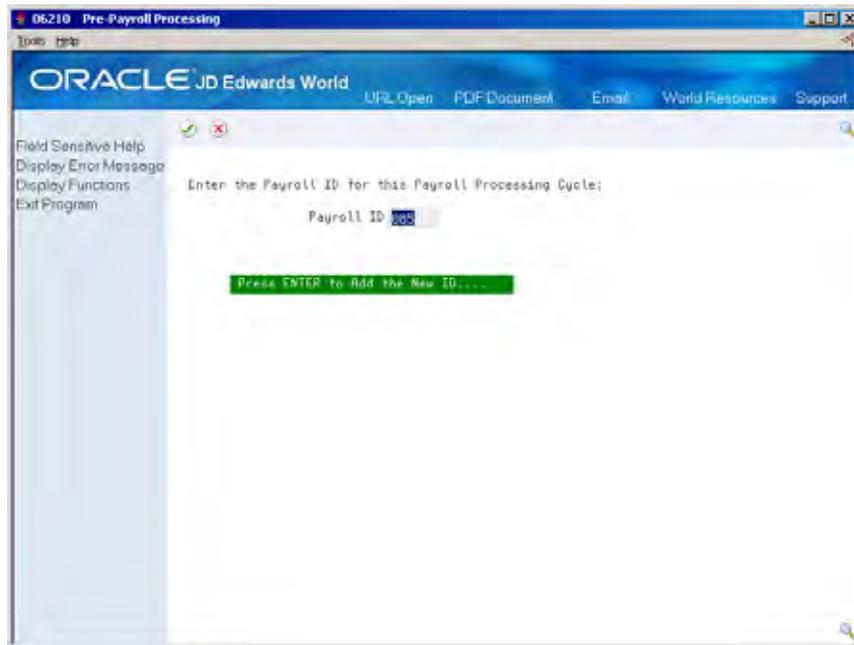
1. Complete the following field and press Enter:
   - Payroll ID
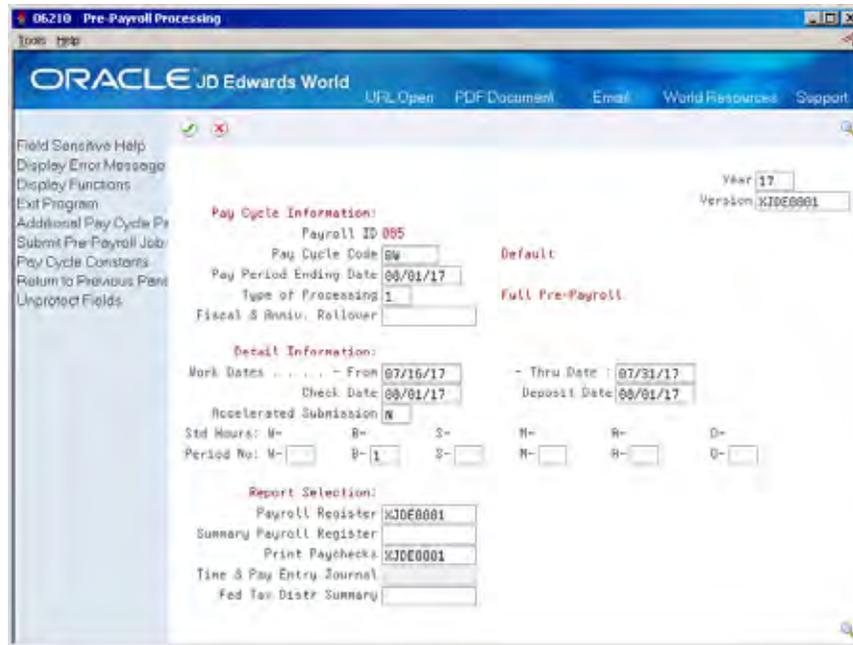
2. On the second Pre-Payroll Processing form to assign a program version to the Payroll ID, complete the following field:

    ▪ Version

3. Complete the following field:

    ▪ Pay Cycle Code

4. Choose the Cycle Constants function.
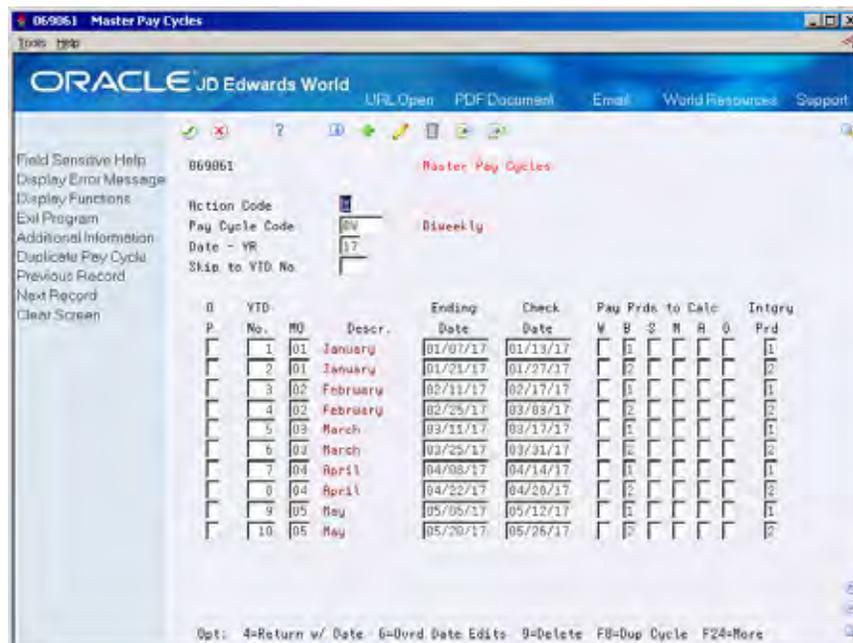
5. On Master Pay Cycles, use the Return with Date option to choose a pay period for the payroll cycle.

6. On the second Pre-Payroll Processing form, the system displays the dates that correspond to the pay period you selected. Review the following fields:

   ▪ Pay Period Ending Date

   ▪ Work Dates

   ▪ Check Date

   ▪ Standard Hours

   ▪ Period Number

7. Review the default information in the following fields and revise if necessary:

   ▪ Year

   ▪ Type of Processing

   ▪ Deposit Date

8. Enter a report version for the following required report:

   ▪ Print Paychecks

9. Enter a report version for at least one of the following required reports:

   ▪ Payroll Register

   ▪ Summary Payroll Register

   You must print at least one of these two reports. If you do not enter a version number for either report, the system prints the default version (XJDE0001) of the Payroll Register.

10. Enter a report version for the following optional reports:

   ▪ Time and Pay Entry Journal

   ▪ Federal Tax Distribution Summary

11. To process fiscal and anniversary rollovers during the payroll cycle, enter a program version in the following field:

   ▪ Fiscal and Anniversary Rollover

12. To enter additional parameters, choose the Additional Parameters function.

13. On Additional Payroll Cycle Parameters, complete any of the following optional fields and press Enter:

   ▪ Company Number

   ▪ Pay Cycle Group Code

   ▪ Type

   ▪ Bank Account Number

   ▪ Minimum Check Amount

   ▪ Denomination Minimum

   ▪ Calculation Monthly DBAs

   ▪ Override Auto Deposit

   ▪ Process Step Progression History

   ▪ Group Plan Override

   ▪ Intercompany Settlements

   ▪ Date for Updating Tips File

   ▪ Use Full or Abbreviated Key

14. Return to the second Pre-Payroll Processing form.

15. Choose the Submit job function.

   The system prints the reports for which you entered report versions.

What You Should Know About

Subsequent payrolls	Pay cycle and detail information is saved and protected from change for subsequent payrolls. You must use the Unprotect function if you want to make any changes.
Job logs	The system creates job logs for every step of the payroll cycle except print payments. A job log does not necessarily indicate that there is a problem. However, you should check the user messages for the message that the job completed successfully.
Print paychecks version	The version number you enter for the Print Paychecks report must match the version numbers that control other types of payments, such as checks, auto deposits, payslips, attachments, and the check register.
	See *Setting up Payroll Cycle Reports* for more information on setting up these versions.
Inactive field	The Accelerate Submission field is currently inactive.
Standard hours	The second Pre-Payroll Processing form displays the number of hours for which autopay employees will be paid.
Printing mailing labels	When you are ready to print and mail checks or other payroll-related documents, you can use the Print Mailing Labels option to print standard 4-up, or Cheshire mailing labels in a laser format.

See Also

- *Processing Fiscal and Anniversary Rollovers (P06210)*
- *Activating Intercompany Settlements for a Payroll ID (P06210)*
- *Creating a Payroll ID that Uses Step Progression (P06210)*

Data Selection for Pre-Payroll

When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID you process.

JD Edwards World recommends that you include pay status in your data selection.

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

Data Sequence for Pre-Payroll

The report versions for the Payroll Register and Summary Payroll Register must have the same data sequencing as the program version for pre-payroll processing

(P06210), although they do not have the Payroll Lockout ID. The pre-payroll version stores the lockout ID for all payroll reports. The data sequence of the pre-payroll version controls the order in which the system prints data for both payroll registers.

> **Caution:** The Payroll Lockout ID must be the first data sequence parameter in the program version (P06210l).

Choosing an Existing Payroll ID

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pre-Payroll Processing**

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

When you choose an existing payroll ID, a program version is already assigned to it. You can enter a different program version, if that version is not assigned to another payroll ID.

You also can change the parameters for an existing payroll ID. For example, you might need to choose additional reports to print.

When processing is complete, the system prints the pre-payroll reports for which you entered report versions.

To choose an existing payroll ID

On the first Pre-Payroll Processing form

1. Complete the following field:

    ▪ Payroll ID

2. On the second Pre-Payroll Processing form, make any necessary revisions and press Enter.

3. Choose the Additional Payroll Cycle Parameters function.

4. On Additional Payroll Cycle Parameters, make any necessary revisions and press Enter.

5. Choose the Submit Job function.

Reviewing Payroll Registers

After you process pre-payroll, but before you print payments, you should review the payroll register to verify the accuracy of your information.

You must print either a Payroll Register or a Summary Payroll Register.

If you did not enter a version for the register, the system prints the default version (XJDE0001) of the Payroll Register.

Reviewing payroll registers includes:

- Reviewing the Payroll Register

- Reviewing the Summary Payroll Register

See Also

- *Setting Up Payroll Cycle Reports (P063012)*

- *Correcting Errors in Pre-Payroll Processing (P06210)* for information about correcting errors listed on the Payroll Register reports

Reviewing the Payroll Register After Pre-Payroll Processing

Use the Payroll Register to verify that the correct employees are being paid and that the system correctly calculated:

- Employees' gross-to-net amounts

- Spousal Life Insurance Premiums, if this DBA has been set up for an employee or a Benefit Group

You can review employee earnings for this payroll cycle by pay type, deductions, benefits, and accruals. Reviewing all of this information on the payroll register simplifies the process of reconciling total accrual liability.

The report lists the following information:

- Pay type, deductions, benefits, and accruals for each employee by business unit

- Totals by pay type for each business unit

- Taken and available amounts for all types of accruals

- Grand totals by pay type for each company

- Check control numbers

Control numbers are system-assigned numbers that you can use to help track your actual payment numbers. The system also uses a control number to complete all the necessary account reversals when you void a payment and to track journal entries. The control number is particularly important because the system cannot track your actual payment numbers.

JD Edwards World recommends that you run the register again during the payroll cycle reports step in order to review the actual payment numbers at that time.

A warning prints on the report when the total gross amount minus the deductions printed on the report does not equal the total net amount.

When you select this report 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.

```
063012                                          JD Edwards World                          Page    -      1
                                                Payroll Register                          Date    -  7/22/17
Company -  00100 Model Finan/Distrib Co (Mk                                               Period  -  08/15/17
BU -        90 Administrative Department
                                                                                        Payroll ID- 692
              . . . . . . . . . E a r n i n g s . . . . . . . . . . . . .    . . . . . . . D e d u c t i o n s . . . . .
     Employee      Type   Earnings   Hours   Rate   Curr. Amt   YTD Amount   Type  Deduction     Curr. Amt    YTD Amount
------------------ ----  ---------- ------- ------- ----------- ------------ ----  ------------  ----------- -------------
750-37-5037  7503  001 Regular     80.00   26.923   2,333.33     2,333.33   **  Gross Wages      2,333.33      2,333.33
Kraton, Ralph      3000 Life Ins/Co.                   49.28        49.28        FED Income T      311.26        311.26
                                                                                FED FICA w/h      144.06        144.06
                                                                                FED Medicare       33.69         33.69
                                                                                CO Departmen       98.37         98.37
                                                                           1010 Dental Ins.        5.50          5.50
                                                                           1104 Garnishment      200.00        200.00
                                                                           L    Life Insuran      24.64         24.64
                                                                           4002 Med-EE             9.75          9.75
                   ***   Total:    80.00  Gross:   2,333.33     2,333.33   *** Total Ded's       827.27
                                          Taxbl:   2,323.58     2,323.58                         Ck Cntrl #:    173930
-  1  Auto Deposit                Document Amt    1,356.06
-  2  Auto Deposit                Document Amt      150.00
Route:       Ck Cntrl #:  173930 -                                          ** Net Pay **     1,506.06
===============================================================================================================
216-55-4789  7504  001 Regular     80.00   16.826   1,458.33    13,124.52   **  Gross Wages      1,458.33     13,393.74
Meade, Jane        805 Holiday Pay                                269.22        FED Income T      102.11      1,471.85
                   3000 Life Ins/Co.                   30.80       154.00        FED FICA w/h       89.67        821.32
                                                                                FED Medicare       20.97        192.08
                                                                                CO Departmen       41.07        537.43
                                                                           1010 Dental Ins.        5.50         94.50
                                                                           1104 Garnishment      274.67      1,422.86
                                                                           1120 Fees, Admin       10.00         25.00
                                                                           L    Life Insuran      15.40        138.60
                                                                           4003 Med-EE+1          12.00         36.00
                                                                           4004 Med-EE+Fam                      90.00
                                                                           7000 401(k)            72.92        662.94
                   ***   Total:    80.00  Gross:   1,458.33    13,393.74   *** Total Ded's       644.31
                                          Taxbl:   1,373.41    12,604.80
Route:       Ck Cntrl #:  173948 -     Computer Check             ** Net Pay **      814.02
===============================================================================================================
215-55-4789  7505  001 Regular     80.00   18.149   1,572.92    10,720.06   **  Gross Wages      1,572.92     11,010.44
Mastro, Robert     300 Sick Pay                                  145.19        FED Income T      194.18      1,486.40
                   805 Holiday Pay                               145.19        FED FICA w/h       96.91        682.04
                   3000 Life Ins/Co.                   12.92        48.64        FED Medicare       22.67        159.51
                       Sick Accrual *Taken*  8.00 **Available**    8.00-        CO Departmen       55.76        393.26
                                                                           1010 Dental Ins.       13.00         91.00
                                                                           1016 LTD Coverage       4.90         34.30
                                                                           L    Life Insuran       6.46         42.18
                                                                           4002 Med-EE             9.75         68.25
                   ***   Total:    80.00  Gross:   1,572.92    11,010.44   *** Total Ded's       403.63
                                          Taxbl:   1,563.17    10,942.19
Route:       Ck Cntrl #:  173956 -     Computer Check             ** Net Pay **    1,169.29
===============================================================================================================
```

Reviewing the Summary Payroll Register After Pre-Payroll Processing

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 because it shows only one line per payment.

The Summary Payroll Register shows which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net pay limit you set. During setup, you can decide whether to make gross-to-net errors soft (you can continue with processing) or hard (you must correct them before continuing).

The following list describes some of the columns that print on the Summary Payroll Register:

Column	Description
Wages	This column represents the total of all pay types and earnings entered on the employees' timecards.

Column	Description
Benefits	This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, including those benefits that have no effect on gross or net pay. When you print this report during the step that prints the payroll cycle reports, after you have processed pro forma journal entries, it includes all benefits.
Gross Pay	This column represents earnings plus the benefits that the system added to net pay.

The error messages that print on the Summary Payroll Register include:

Message	Description
MAX	Net pay exceeds the maximum pay specified in the processing options.
GTN	Gross-to-net error.
ERR	Both MAX and GTN errors exist.

When you select this report 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.

```
   063013                                       JD Edwards World                                  Page -        2
                                             Summary Payroll Register                             Date -  7/22/17
                                                                                                  Period - 08/15/17


 Payroll ID - 692  Company - Home . . 00100         Model Finan/Distrib Co (Mktg)
 Home Bus. Unit . .          90  Administrative Department
 . . . . . . EMPLOYEE  . . . . .                                                                      Check     I Err
   Number        Name        Hours      Wages      Benefits     Gross Pay   Deductions     Taxes     Net Pay   Control  C Msg
 ----------- ----------------- ------- ------------- ------------ ------------- ----------- ----------- ------------- -------- - ---
        7503 Kraton, Ralph     80.00    2,333.33       102.92     2,333.33       239.89      587.38    1,506.06    173930 N
        7504 Meade, Jane       80.00    1,458.33       120.90     1,458.33       390.49      253.82      814.02    173948 N
        7505 Mastro, Robert    80.00    1,572.92        86.22     1,572.92        34.11      369.52    1,169.29    173956 N
        7506 Mayeda, Donald    80.00      616.00                    616.00       230.19      125.39      260.42    173964 N
        7510 Moralez, Jesus    80.00      520.00        11.44       520.00        13.80      103.73      402.47    173972 N
                              ------- ------------- ------------ ------------- ----------- ----------- -------------
 Total. . . . .               400.00                   321.48                    908.48                 4,152.26
                                       6,500.58                    6,500.58                 1,439.84
                              ======= ============= ============ ============= =========== =========== =============
```

Reviewing Time and Pay Entry Reports After Pre-Payroll Processing

If the program version you used to process pre-payroll contains employees who have autopay, you should verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal (also called the Time and Pay Register) during pre-payroll processing, it includes timecard information for autopay employees.

If you choose to print the Time and Pay Register, the system might also print a Time and Pay Exception report. This report lists employees who have:

▪ Business unit security violation (employee not paid)

▪ Hours or rates over the maximum specified in processing options

▪ Hours or rates under the minimum specified in processing options

- Pay rates different than those entered in the Employee Master table

- Hire dates that are greater than the pay period ending date

- Pay stop dates that are less than the pay period beginning date

- Overtime hours paid

- Vacation or sick time taken exceeds the minimum available amounts

- No timecards entered for the pay period

- Excessive pay rates

- Regular pay bypassed because of interim checks

- Benefits or deductions bypassed because of interim checks

- No pay rates entered in one or more timecards

When you select this report 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.

```
063051                                JD Edwards World                              Page -        2
                                  Time and Pay Entry Journal                        Date -  7/22/17
                                                                                    From - 08/01/17
                                                                                    Thru - 08/15/17
. . . . . . . Employee . . . . . . . . .  Pay Type . .   Work                                   Gross
  Number           Name              No. Description     Date       Account Number      Hours    Rate         Pay
----------- ------------------------ --- ------------ -------- ---------------------- ---------- ------- ---------------
   7503 Kraton, Ralph                 1 Regular        08/15/17          90.8115  .       80.00  26.923       2,333.33
                                                                                      ----------         ---------------
                                                                                         80.00               2,333.33
                                                                                      ----------         ---------------
                                                       Kraton, Ralph                     80.00               2,333.33
   7504 Meade, Jane                   1 Regular        08/15/17         141.8115  .       40.00  16.826         729.17
                                      1 Regular        08/15/17          90.8115  .       40.00  16.826         729.16
                                                                                      ----------         ---------------
                                                                                         80.00               1,458.33
                                                                                      ----------         ---------------
                                                       Meade, Jane                       80.00               1,458.33
   7505 Mastro, Robert                1 Regular        08/15/17          90.8115  .       60.00  18.149       1,179.69
                                      1 Regular        08/15/17          90.8118  .       20.00  18.149         393.23
                                                                                      ----------         ---------------
                                                                                         80.00               1,572.92
                                                                                      ----------         ---------------
                                                       Mastro, Robert                    80.00               1,572.92
   7506 Mayeda, Donald                1 Regular        08/15/17          90.8115  .       80.00   7.700         616.00
                                                                                      ----------         ---------------
                                                                                         80.00                 616.00
                                                                                      ----------         ---------------
                                                       Mayeda, Donald                    80.00                 616.00
   7510 Moralez, Jesus                1 Regular        08/15/17          90.8115          80.00   6.500         520.00
                                                                                      ----------         ---------------
                                                                                         80.00                 520.00
                                                                                      ----------         ---------------
                                                       Moralez, Jesus                    80.00                 520.00
                                                                                      ----------         ---------------
                                                       Grand Total                      400.00               6,500.58
```

See Also

- *Reviewing the Time and Pay Register (P063001)*

Reviewing the Federal Tax Distribution Summary Report

You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

When you select this report 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.

```
 063170                                      JD Edwards World                              Page    -        2
                                       Federal Tax Distribution Summary                    Date    -  7/22/17
                                                                                           Period End- 08/15/17
 Company. . 00100 Model Finan/Distrib Co (M
 Tax ID . . 270065655
                              * * * Current Period * * *   * * * Month-To-Date * * *    Qtr-To-Date    Year-To-Date
 TT      Tax Description     Taxable Wages   Tax Amount   Taxable Wages   Tax Amount    Tax Amount      Tax Amount
 --  ---------------------   -------------  ------------  -------------  ------------  -------------   -------------
 A  Federal Income Tax          6,396.16       713.27       7,672.96       841.05       1,740.79        7,309.94
 C  Federal Unemployment        2,843.58        22.75       4,096.70        32.77          45.16          351.28
 D  Social Security Withheld    6,469.08       401.07       7,745.88       480.23         975.12        4,118.23
 E  Social Security Paid        6,469.08       401.07       7,745.88       480.23         975.12        4,118.23
                                            ------------                  ------------  -------------   -------------
            Total SOCIAL SECURITY              802.14                       960.46       1,950.24        8,236.46
 P  Medicare Withheld           6,469.08        93.81       7,745.88       112.32         228.06          963.13
 Q  Medicare Paid               6,469.08        93.81       7,745.88       112.32         228.06          963.13
                                            ------------                  ------------  -------------   -------------
            Total MEDICARE                     187.62                       224.64         456.12        1,926.26
                                            ------------                  ------------  -------------   -------------
            Total FEDERAL                    1,725.78                     2,058.92       4,192.31       17,823.94
     Federal Deposit Information:
            Federal Income Tax                 713.27
            Social Security Taxes              802.14
            Medicare Ins. Taxes               187.62
                                            ------------
            Total Deposit Due                1,703.03
 GRAND TOTALS:
     Federal Deposit Information:
            Federal Income Tax                 713.27
            Social Security Taxes              802.14
            Medicare Ins. Taxes               187.62
                                            ------------
            Total Deposit Due                1,703.03
```

Reviewing Payment Reports

The reports related to the version you entered in the Print Paychecks field during pre-payroll processing do not print until after you print payments. The system uses this version to create the workfile that it uses to print payments. If you did not enter a version in this field, the system uses the default version (XJDE0001).

See Also

- *Printing Payments (P06230P)* to review payment reports

Reviewing the Terminated Employees Being Paid Report

When pre-payroll processing includes terminated employees who are receiving their last payment, the system automatically prints the Terminated Employees Being Paid report. Use this report to verify that all tasks related to the employees' termination have been performed.

```
 063501                                      JD Edwards World                              Page    -        1
                                     Terminated Employees Being Paid                       Date    -  7.25.18
                                                                                           Date - Endi 08.31.18
 * * * * * * * *  Employee  * * * * * * * *   Term   Chg.                        Int Ck   I   Check
 _____   _____    _____   _____
 516554710    Mayeda, Donald                  08.31.18  RT  Retirement           5.00           08.31.18
```

See Also

- *Terminating an Employee (P060161)*

Reviewing Tax Recalculation Reports

The system automatically processes a pre-payroll only for changes when one or more employees have pre-tax deductions that are too large to be withheld. The system runs the processing only for changes up to three times in order to resolve these situations.

When the system recalculates taxes for employees who did not earn enough to pay their deductions, it prints additional reports during pre-payroll processing.

Reviewing tax recalculation reports includes:

- Reviewing the Payroll Register for Changes Only
- Reviewing the Deductions Not Taken report
- Reviewing the Deduction Arrearage report

See Also

- *Correcting Errors in Pre-Payroll Processing (P06210)* for more information on how the system recalculates taxes for employees who do not earn enough to pay their deductions
- *Processing Pre-Payroll for Changes Only (P06210)*

Reviewing the Payroll Register for Changes Only

The system prints this type of payroll register when you rerun pre-payroll processing for employees with changed information only. You can use this register to review all the payroll information for the employee records that you changed.

Reviewing the Deductions Not Taken Report

When employees do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Not Taken report lists those employees whose deductions were adjusted. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

```
062021                                       JD Edwards World                          Page    -      1
                                            Deductions Not Taken                        Date    -  7/24/17
                                                                                        Period End- 08/31/17
     . . . . . . . . Employee . . . . . . . . .   . . . Deduction . . . . .       Amount                         Trustee
       Number          Name              No        Description      Prior  R    Not Taken   Union  Craft  Step     No
     -----------  -----------------------------  ----  --------------------  -----  -  --------------  ------  ------  ----  --------
          7506 Mayeda, Donald              2000  Savings %          00001  P          .20   7000
                                           2000  Savings %          00001  P          .05   7000
                                           1000  Health Ins.        00000  P        22.88
                                           1000  Health Ins.        00000  P         1.10
                                                                                 --------------
                                                Employee Total Not Taken              24.23
```

Reviewing the Deduction Arrearage Report

When employees do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Arrearage report lists those employees whose

deductions were arreared. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

```
062023                              JD Edwards World                        Page     -      1
                                  Deduction Arrearage Report                 Date     -  7.25.18
                                                                             Period End- 08.31.18
 * * * * * * * Employee * * * * * * *  * * * * Deduction * * *   Current    Deduction   Arrears    Total    Amount    Total

     7506   Mayeda, Donald                1010 Dental Ins.                    11.00                          11.00     11.00
                                                              ----------  ----------- --------- ----------- --------- ----------
                                                                            11.00                          11.00     11.00
```

Processing Pre-Payroll for Changes Only

> ◈ From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pre-Payroll Processing**

After you complete the pre-payroll processing, you should review the pre-payroll reports. If you identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called pre-payroll processing for changes only.

You must run a pre-payroll for changes only when you make any of the following types of changes to employees included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, and marital status

- Revise timecard information

- Add, change, or delete an interim check (based on the dates of the interim checks)

After you run pre-payroll processing for the first time in a payroll cycle, the system selects the processing type for changes only if you rerun pre-payroll without resetting the payroll ID.

If you run a pre-payroll for changes only, the system will not process the changes if you:

- Have already printed payments

- Change the selection criteria for the pre-payroll program version

- Change the setup of a PDBA that affects one or more employees in the payroll cycle

- Revise labor, autodeposit, or DBA instructions for an employee

- Revise wage attachment information for an employee

If you have printed payments or made any of these changes and revisions, you must *reset* the payroll ID and then rerun pre-payroll processing for all the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

The system automatically processes a pre-payroll for changes only when one or more employees have pre-tax deductions that are too large to be withheld. The

system will run the processing for changes only up to three times in order to resolve these situations.

See Also

- *Resetting the Payroll ID (P06217)*
- *Correcting Errors in Pre-Payroll Processing (P06210)*

To process pre-payroll for changes only

On the first Pre-Payroll Processing form

1. Complete the following field:
    - Payroll ID
2. On the second Pre-Payroll Processing form, verify the value in the following field:
    - Type of Processing
3. Choose the Submit Job function.

Field	Explanation
Type of Processing	A code that indicates the kind of pre-payroll processing that you want to submit. Once you run a regular pre-payroll processing (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run pre-payroll processing for changes only . The system verifies the field against the hard-coded Processing Type Codes user defined code list (07/ST).

What You Should Know About

Changes only processing after printing payments

If you need to process a pre-payroll after you have printed payments, you must:

- Reset the print payments workfile
- Process the pre-payroll for the changes
- Reprint the payments
- Rerun the payroll cycle reports
- Process the pro forma journal entries

Review Payroll Cycle Information

Reviewing Payroll Cycle Information

	From Payroll Master (G07), choose **Pay Cycle Processing** From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

At any time during a payroll cycle, you can review information about the payroll cycle. For example, you can review:

- The status of each step in the payroll cycle

- The type of pre-payroll processing (full or only for changes)

- Employees who are in lockout mode

- The general ledger dates selected for labor distribution journal entries

- The pay period dates for the payroll cycle

- The beginning and ending numbers assigned to the checks, automatic deposit slips, and payslips printed

- Current status of payments and the autodeposit workfile

You use this information to determine when it is safe to proceed to the next step in the cycle. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

Pay cycle review information is stored in the Payroll Cycle Parameters table (F06210).

To review payroll cycle information

On Payroll Cycle Review/Reset
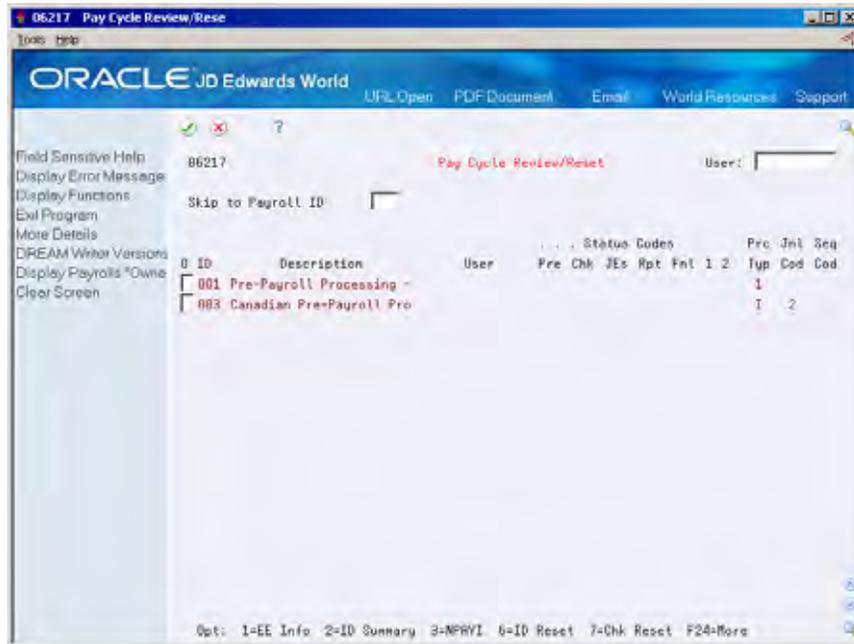
1. Review the information in the following fields:

   - Status Codes - Pre-Payroll Processing (Pre)
   - Status Codes - Print Payroll Checks (Chk)
   - Status Codes - Payroll Journal Entries (JEs)
   - Status Codes - Reports Only (Rpt)
   - Status Codes- Final Update (Fnl)
   - Status Codes - Payroll01 (1)
   - Status Codes - Payroll02 (2)
   - Type of Processing (Prc Typ)
   - Payroll Expense Type (Jnl Cod)
   - Sequence Code (Seq Cod)

2. Access the detail area.

3. Review the information in the following fields:

   ▪ Pay Period Date

   ▪ Check Date

   ▪ Work Dates

   ▪ Pay Cycle Code

4. Choose the Employee Information option to review a list of employees locked by this payroll ID.
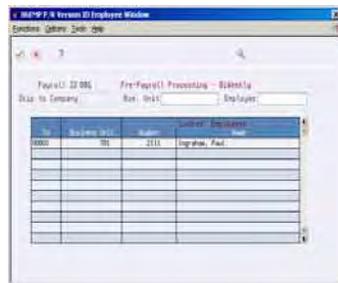
5. Exit the window.

6. Choose the ID Summary option to access summary information about a payroll cycle.
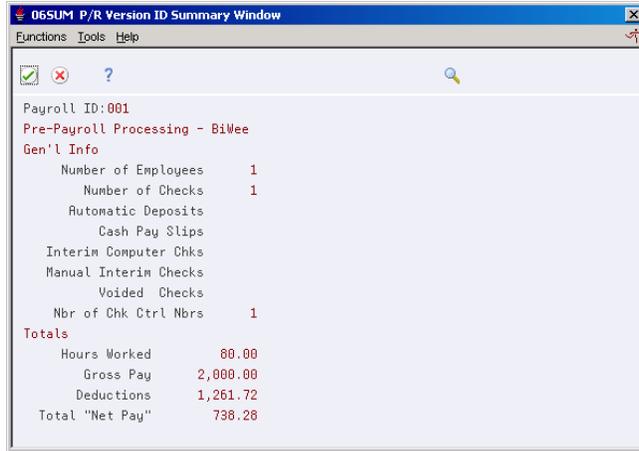
7. Exit the window.

8. Choose the NPAYI option to access information about net pay instructions.
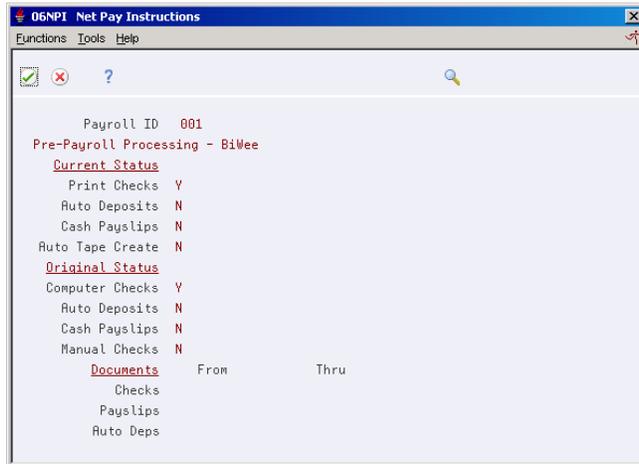
Field	Explanation
Pre	A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are:
	Blank Not executed for payroll ID
	A Active or on job queue
	1 Completed
	E Canadian Corporate Tax ID not set up
	S Schedule lock
	You cannot change the pre-payroll processing status to complete.

Field	Explanation
Chk	A code that indicates the status of the Print Payroll Checks for this version. Valid codes are: Blank Not executed for payroll ID A Active or on job queue 1 Completed S Schedule lock You cannot change the print checks status on the Reset Payroll Parameters form. To reprintpayments, you must reset the payment workfile.
JEs	A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are: Blank Not executed for payroll ID A Active or on job queue 1 Completed S Schedule lock
Rpt	A code that indicates the status of the Payroll Reports Only for this version. Valid codes are: Blank Not executed for payroll ID A Active or on job queue 1 Completed S Schedule lock
Fnl	A code that indicates the status of Payroll Final Update for this version. Valid codes are: Blank Not executed for payroll ID A Active or on job queue When the final update is complete, the system clears all status codes. You cannot change the final update status to complete.
APW	A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include: Blank Not necessary to rerun pre-payroll 1 Must rerun pre-payroll for changes only This code indicates if the system must run a pre-payroll for changes only before proceeding to another step in the payroll cycle.

Field	Explanation
2	A code which indicates the current status of the various Print Form options. This is an internal control field and can not be changed by the user.
	2　　Payslips have been requested
	3　　Payslips have completed
	4　　Checks have been requested
	5　　Checks have completed
	6　　Deposit Advices have been requested
	7　　Deposit Advices have been completed - indicates that all net pay instuctions have completed
Jnl	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:
	1　　Work Date. The G/L date is the timecard work date.
	2　　Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.
	3　　Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Seq Cod	A code that indicates the internal control that applies to this Payroll ID. Internal controls ensure proper sequencing of the payroll cycle. Valid codes are:
	A　　Active
	S　　Scheduling Lock. This version is already being accessed by another user.
	Note: You should change this code only under extreme circumstances.

What You Should Know About

Net pay instructions	The system stores information about net pay instructions in the NPAY1 data area.
Employee information option	During full processing the system displays all employees locked by this payroll ID. During processing only for changes, the system displays any employees whose information has changed and for whom you must process a pre-payroll only for changes.

Schedule lock error   A scheduling lock error can occur at any step of the payroll
                                        cycle. For example, it can occur if two users try to submit the
                                        same payroll ID at the same time, or if a user is in a time
                                        entry screen for an employee who is locked to a payroll.

                                        To correct a scheduling lock error, see *Correcting a Scheduling
                                        Lock Error (P06215)* for more information.

See Also

- *Resetting Payroll Cycle Steps (P06217)* for information about resetting and
  rerunning steps in the payroll cycle

Work with Payments

Working with Payments

Payments are the forms employees receive when they get paid. You can set up employees to receive any of the following types of payments:

Type	Description
Paychecks	A written order to a bank to pay the employee a sum from the company's account.
Automatic deposit advice slips	A non-negotiable form that shows an employee's earnings and deductions. The system prints this form for employees who are set up for automatic deposit.
Pay slips	The form you use when you pay an employee in cash. It lists the type of money (bills and coins) that the employee receives.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by autodeposit.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by automatic deposit.

After you process pre-payroll, you can print payments for employees.

Working with payments includes:

- Printing Payments
- Positive Pay Processing
- Reviewing the Payroll Check Register
- Reviewing the Automatic Deposits Bank Register
- Reviewing the Denominations Report
- Reviewing the Positive Pay Work File Report

The following graphic illustrates the location of the payments step in the cycle of payroll processing.
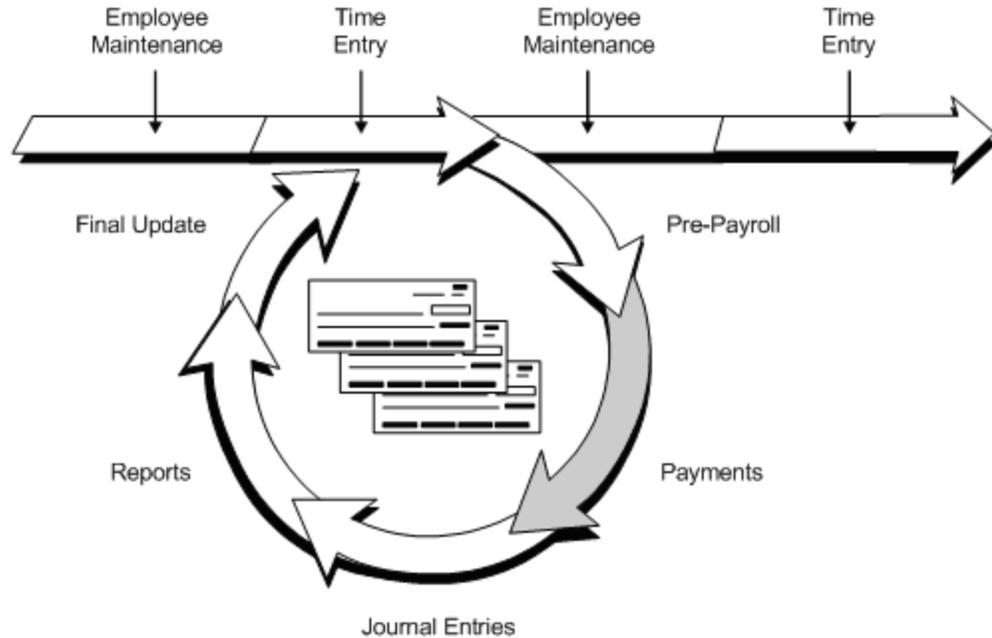
See Also

- *Appendix A – Technical Overview of Payroll Cycle* for information about the tables that are affected when you print payments

- *Creating an Automatic Deposit Tape (P065511)*

Printing Payments

A payroll ID can include employees who are set up to receive any of the following types of payments:

- Paychecks

- Automatic deposit advice slips

- Pay slips

Typical tasks you perform when you print payments include:

- Printing checks only

- Printing checks and automatic deposits

- Correcting printer errors

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by autodeposit.

You use the Print Paychecks program to print all types of payments. When a payroll ID includes employees who are set up for different types of payments, the Print Paychecks program prompts you to print each type of payment.

When your payroll ID includes autodeposit employees, you must also instruct the system to generate an autodeposit external workfile, which contains the information

that the bank needs to transfer funds to the employees' bank accounts. You can generate the autodeposit workfile when you print payments, or you can generate the workfile separately.

After you print a type of payment, and before you either continue to the next type of payment or exit the Print Paychecks program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

Before You Begin

- Verify that your system timeout value is set high enough to allow enough time for all payments to print before the terminal times out

What You Should Know About

Print Paychecks version	The version number you enter for the Print Paychecks report on the pre-payroll form must match the version numbers that control other types of payments, such as automatic deposits, pay slips, and attachments.
	See *Setting Up Payroll Cycle Reports* for more information on setting up these versions.
Reprinting payments	If you complete the Print Paychecks program and later need to reprint payments, you must reset the paycheck workfile before you can reprint the payments.
	See *Resetting Payroll Cycle Steps*.
Duplicate payment numbers	The system does not check for duplicate payment numbers because you might be using multiple bank accounts. You must track them manually.
Attachments	The system can print only 14 lines on a pay stub. If an employee's payment needs more than 14 lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment, instead of a payment.
Payment date	To correct a payment date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.
	See *Resetting the Payment Workfile*.

Printing Checks Only

◈	From Payroll Master (G07), choose **Pay Cycle Processing**
	From Pay Cycle Processing (G0713), choose **Print Paychecks**

You use the Print Paychecks program to print all types of payments. When all of the employees included in a payroll ID are paid by check, the Print Paychecks program prompts you to print checks only.

To print checks only

On the first Print Paychecks form

1. Complete the following field:

    ▪   Payroll ID

2. Choose the Submit Job function.

3. On the first Print Checks Parameters form, complete the following field:

    ▪   Beginning Check Number

4. Choose the Submit Job function.
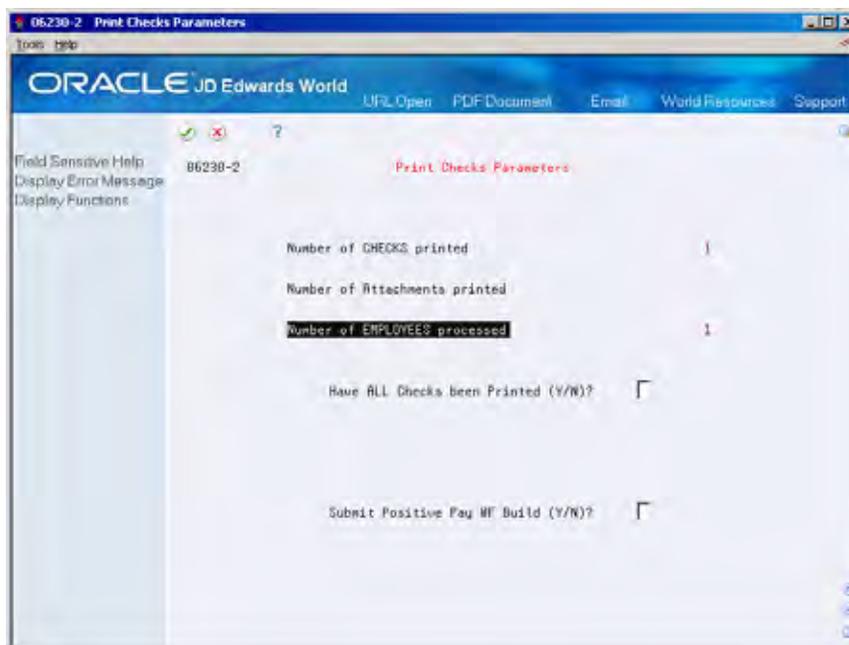
5. On the second Print Checks Parameters form, initiate an additional session to access the message queue.

6. Load the forms and verify that they are aligned properly.

7. Respond to the messages in the operator message queue.

8. Review the checks to verify that they printed correctly.

9. On the second Print Checks Parameters form, complete the following field:

   ▪ Have All Checks Been Printed

   To correct printer errors, enter N.

Field	Explanation
Beginning Check Number	You must respond to the system operator's message queue before responding to this question. Enter Y if all checks have printed correctly. Enter N if one or more checks did not print correctly because the printer was misaligned, has jammed, or has damaged a check. If you enter N, the system allows you to reprint the checks. You can reprint a single check, a range of checks, or all checks. You must manually track any unusable checks, because the system does not write them to history.
Have ALL Checks been Printed (Y/N)?	You must respond to the system operator's message queue before responding to this question. Enter Y if all checks have printed correctly. Enter N if one or more checks did not print correctly because the printer was misaligned, has jammed, or has damaged a check. If you enter N, the system allows you to reprint the checks. You can reprint a single check, a range of checks, or all checks. You must manually track any unusable checks, because the system does not write them to history.

See Also

- *Correcting Printer Errors (P062301)*

Printing Checks and Automatic Deposits

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Print Paychecks**

You use the Print Paychecks program to print all types of payments. When a payroll ID includes some employees who are set up to receive checks, and others who are set up for automatic deposit, the Print Paychecks program prompts you to print each of these types of payments separately. The program creates separate spool files for checks, automatic deposit advice forms, pay slips, and attachments.

When your payroll ID includes automatic deposit employees, you must also instruct the system to generate an *automatic deposit external workfile,* which contains the information that the bank needs to transfer funds to the employees' bank accounts. You use Print Paychecks to generate this file.

You can generate the automatic deposit workfile when you print payments, or you can generate the workfile separately. You must generate the workfile before you process final update for this payroll cycle.

The automatic deposit workfile build remains on hold until you release it from the job queue. After you generate the automatic deposit workfile, you (or someone in your MIS department) must copy the workfile to tape and send it to the bank.

The following steps describe how to create the automatic deposit workfile, as well as how to print checks and automatic deposits.

To print checks and automatic deposits

On the first Print Paychecks form

1. Complete the following field:
   ▪ Payroll ID

2. Choose the Submit Job function.

3. On the second Print Paychecks form, choose Run Auto Deposit external file create AND Net Pay Document create.
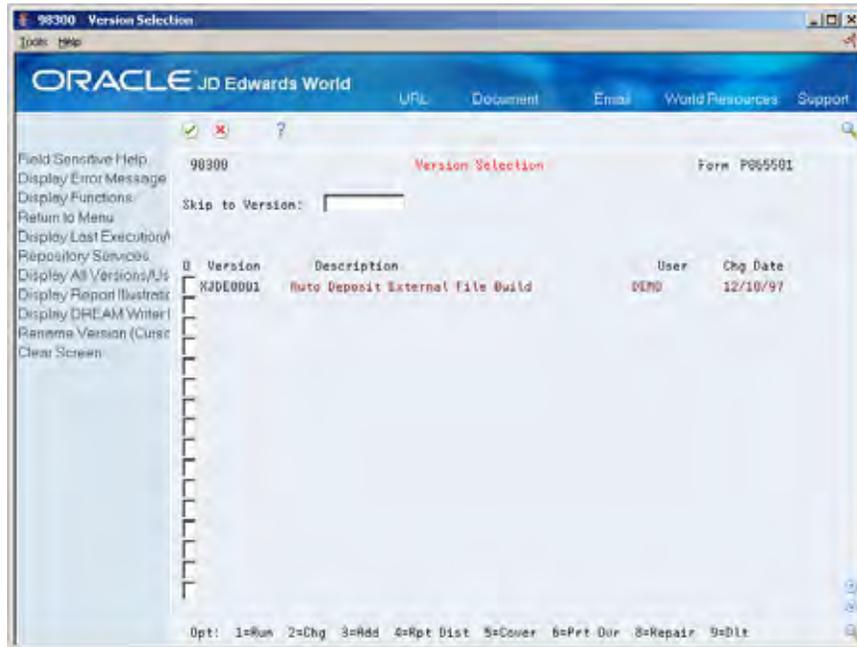
4. On the Version Selection form, choose the Run option.
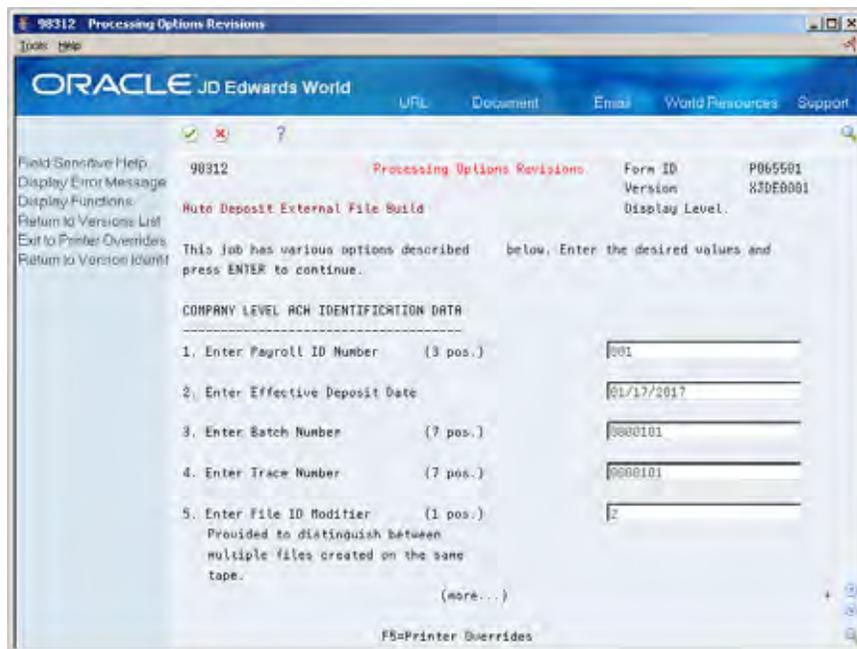
5. Update the processing options.

6. Press Enter to submit the version.

7. Exit from Version Selection.

8. On the Print Checks Parameters screen, enter the Beginning Check Number and a Check Message, if applicable, and choose the Submit Job function..

9. On the first Print Checks Parameters form, complete the fields for printing checks.

> **Caution:** After you complete the steps to print checks, the system displays the Check Print Parameters form again with information for automatic deposits displayed. Do not exit from the program until you print the automatic deposit forms.

10. Complete the steps for printing automatic deposits. These steps are the same as those for printing checks.

11. From the Payroll Cycle Processing Menu, use hidden selection 33 to release the automatic deposit external workfile build program (J065501) from your job queue.

What You Should Know About

Submitting the workfile build separately If you do not submit the external workfile build when you print automatic deposit forms, use the Print Checks program to submit the workfile build only.

See Also

- *Printing Checks Only (P06230)*
- *Creating an Automatic Deposit Tape (P065511)*

Processing Options

See Auto Deposit (P06233).

See Print Checks (P06231).

Correcting Printer Errors

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Print Paychecks**

After you print a type of payment, and before you either continue to the next type of payment or complete the Print Paychecks program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

If you have completed the Print Paychecks program and need to reprint payments, you must reset the paycheck workfile before you can reprint the payments.

To correct printer errors

On the second Print Checks Parameters form

1. Complete the following fields:
   - Void Check Numbers Beginning With
   - Ending With
2. Choose the Submit Job function.
3. Complete the steps for printing payments.

Field	Explanation
Void Check Numbers Beginning With	A range of check numbers may be entered to void when restarting the check run. The value entered in this field must be less than the beginning check number and represents the beginning of the range of check numbers to be voided.
Ending With	A range of payment numbers may be entered to void when restarting the payment run. If this field is left blank, all payments processed after the beginning payment number will be voided. This represents the end of the range of payment numbers to be voided.

What You Should Know About

Voided payments

On the check register, the system prints *Void Doc* for voided payments.

See Also

- *Printing Checks Only (P06230)*

Positive Pay Processing

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Positive Pay Processing Menu**

The positive pay process is initiated by selecting this option on the Check Print Parameters and Interim Check Print Parameters screens. The positive pay process is designed to help you minimize the risk of check-cashing fraud.

Note: The term "work file" appears as one word or two based on menu, program, or screen headings, as well as usage in other JD Edwards World documentation.

During the print payment process, you can choose to generate a positive pay workfile that contains data about every check printed by the payroll system. This workfile data is then used to create a bank transmittal file that can be sent to financial institutions. Banks use this information to verify the validity of checks before they are cashed.

Tasks you perform as part of the positive pay process include:

- Updating the payor bank account information, if necessary.
- Submitting the positive pay workfile build process after printing checks
- Building the positive pay workfile

- Generating and reviewing the positive pay workfile report
- Building the positive pay bank transmittal workfile
- Generating and reviewing the positive pay bank file build report
- Copying positive pay bank file transmittal data to an external media
- Purging the positive pay workfile

Before You Begin

- Verify that the Bank Transit Number and Bank Account information on the Bank Account Information screen (G03111/14) are correct. The positive pay workfile identifies the payor bank using the Bank Transit Number, which is located in the Bank Transit Number Master file (F0030).

Submitting the Positive Pay Work File Build Process After Printing Checks

When you print regular or interim payroll checks, the system displays a Yes/No (Y/N) option to submit (build) a positive pay workfile. This option displays on the Print Checks Parameters and Print Interim Checks Parameters screens. When submitted, the positive pay workfile is built in a batch job from the print checks program.

If you choose to bypass (not to submit) the positive pay workfile submission, a warning message will display stating that the checks just printed will not be captured in the Positive Pay Work File.

See Also

- *Printing Checks Only (P06230P)*
- *Running a Regular Payroll Cycle that Includes Interim Checks (P06210)*
- *Running a Payroll Cycle for Interim Checks Only (P06210)*

Building the Positive Pay Work File

The positive pay workfile is built as a batch when you enter Yes (Y) to the Submit Positive Pay WF Build (Y/N)? option on the Check Print Parameters and Print Interim Checks Parameters screens. The workfile contains information about all regular, interim, and void paper checks that were printed.

Note: Autodeposits are not included in the positive pay workfile.
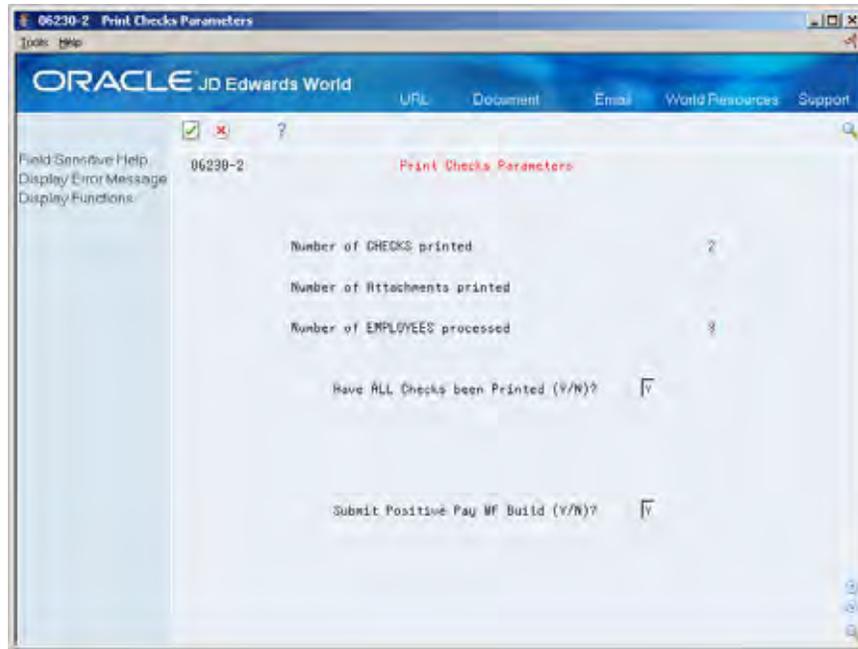
The positive pay workfile build program determines if a record should be written to the file using the check control number as a unique identifier.

The positive pay workfile is the source for the positive pay bank transmittal file, and it includes the check types listed below with their ICC/ICS indicators:

- N, C – Computer check
- Y, C – Interim computer check
- Y, M – Interim manual check
- Y, M – Interim manual voids
- Y, V – Void paycheck

> **Note:** Computer and interim checks should only be included in the positive pay workfile if they have been printed. However, since interim manual checks, interim manual voids, and voids are not printed, they should always be included in the positive pay workfile.

System and user steps required to build the positive pay workfile include:

- The person who prints the checks will be prompted to submit positive pay information as part of the normal check-printing parameters step during payroll processing.
- When you respond Yes (Y) to the positive pay option, paycheck records are written to the positive pay workfile, and the Positive Pay Work File Report is generated.
- Positive pay records are created as unprocessed with a blank value in both the Processed Code and Member ID fields.

- Once the positive pay workfile is created, you can build the bank transmittal workfile and review the related Positive Pay Bank File Build Report.

To reset the positive pay workfile

If it becomes necessary to reset/reprint checks after the bank transmittal file has been created, it is recommended that the Positive Pay Work File be reset as well.

When you reset back to pre-payroll after checks are printed, records in the positive pay workfile will be cleared for that payroll ID. If paychecks are reset, and then rerun, the system updates the positive pay workfile automatically.

Option 5 directs the system to reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).

Then, you can submit the bank file build process again, after the check print rerun has been completed. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

See Also

- *Resetting the Positive Pay Workfile (P062360)*

Generating the Positive Pay Work File Report

Based on the results of the positive pay workfile build process, this report will be generated every time the batch process runs. There is also a standalone version of the report available on the Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

You can create alternative DREAM Writer versions of the report to allow more data selection options, such as:

- Check number
- Check date
- Net pay
- Payee number
- Member ID
- Processed flag
- Check type (ICC/ICS)
- G/L bank account
- Creation User ID

> **Caution**: It is not recommended to change the data sequencing, as unpredictable report formatting and totaling results may occur.

To generate the positive pay work file report

On Positive Pay Work File Report
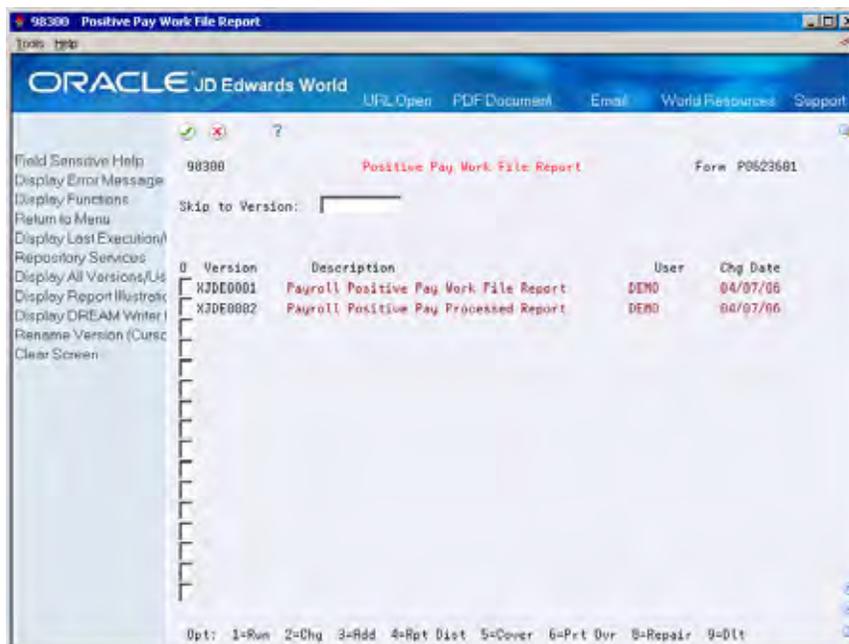
1. Enter 1 (Run) next to the appropriate version, and press Enter to display the processing options.

2. Accept or change the default processing option values, as necessary:

   - Payment Information

   - Header/Trailer Records

   - Report Option

   - Bank Tape

3. Press Enter to build the bank file and print the report.

Building the Positive Pay Bank Transmittal Work File

Once unprocessed records have been added to the positive pay workfile, you can run the Positive Pay Bank File Build program to create a bank transmittal workfile.

System and user steps to build the positive pay bank transmittal workfile include:

- The system uses unprocessed records to create a new physical file member, which contains check data formatted for the bank.

- You can set up a DREAM Writer version with data selection that is based on the positive pay workfile.

- The system enters Member ID values and updates the Processed Code for all corresponding records in the positive pay workfile, so that they display as processed.

- The system determines which records are already processed and should be excluded from the workfile.

You can review the Positive Pay Bank File Build report in summary or detail mode. This report contains processed data along with the name of the newly created file member in the report heading. Be sure to verify the processing options before running the report.

After you review bank transmittal data, you can submit it to the bank via modem, an external media, or a File Transfer Protocol (FTP) process, if an FTP standard is available at your company.

> **Note**: Because financial institutions use a variety of positive pay formats, the bank transmittal data generated by the JD Edwards World system is designed to fulfill the formatting requirements of most banks. If you use modem and email methods to submit positive pay data to a bank, you are responsible for the encryption.

If it becomes necessary to reset/reprint checks after the bank transmittal file has been created, it is recommended that the Positive Pay Work File be reset as well.

After the check print rerun has been completed, you can submit the bank file build process again. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

See Also

- *Resetting the Positive Pay Workfile (P062360)*

Processing Options

See Payroll Positive Pay Bank Work File Build (P062361).

Reviewing the Payroll Check Register

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When you print payments, the system prints a register. Use this report to review payment numbers and amounts. If you reprint any payments during the print payments step, the register indicates that the original payment was voided.

```
06238                                     JD Edwards World                        Page    -       2
 Pay Cycle Code: S    Salaried            PR Check Register                       Date    - 7/22/17
                                                                                 Period End- 08/15/17
 . . . . . . . . Employee . . . . . . . .   . . . . . . . Check / Advice / Payslip . . . . . . . .   Check  SB   Check
          Name/Address          Number     Number      Amount     Date     Acct   T Description.   Control CN   Route
------------------------------ -----------  -------- --------------- -------- -------- - ----------- -------- -- ----------
 Kraton, Ralph                      7503     98765    1,356.06 08/14/17   20261 A Auto Deposit   173930  1
 Kraton, Ralph                      7503     98765      150.00 08/14/17   20261 A Auto Deposit   173930  2
                                           ---------------------------------------------
                               2 Auto Deposits for        1,506.06
 Mastro, Robert                     7505     12345    1,169.29 08/14/17   20261 C Computer Che   173956
 Mayeda, Donald                     7506     12346      260.42 08/14/17   20261 C Computer Che   173964
 Meade, Jane                        7504     12347      814.02 08/14/17   20261 C Computer Che   173948
 Moralez, Jesus                     7510     12348      402.47 08/14/17   20261 C Computer Che   173972
   Total Report                             ---------------------------------------------
                               4 Computer Checks for      2,646.20
                               2 Auto Deposits for        1,506.06
   Total Report                             ---------------------------------------------
                               6 Total Report Docs for    4,152.26
```

Reviewing the Automatic Deposits Bank Register

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When you generate an automatic deposit workfile, the system prints the Automatic Deposits Bank Register. Use the register as an audit trail of the deposit information you send to the bank clearing house. The register contains key information about the payroll transactions that are copied to magnetic media for direct deposit. There is no setup for this report.

```
065051                                         JD Edwards World                     Page    -      2
                                           Auto Deposits Bank Register               Date    - 10/14/17
                             00007
   File Header Information
   -----------------------
   Immediate Destination              102000018 /First Interstate
   Immediate Origin                   1840728700 JD EDWARDS WORLD
   File Creation Date and Time         10/14/17      15:17
   File Id Modifier                    O
   Reference Code                     1
   Company/Batch Header Information
   -------------------------------
   Service Class Code/Std. Entry Class  200 / PPD
   Company Identification & Name      1840728700 JD EDWARDS WORLD
   Company Discretionary Data         DISCRETIONARY
   Company Entry Description          123456790
   Company Descriptive Date          031790
   Effective Entry Date              10/14/17
   Originating DFI Identification     102000018
   Batch Number                      1
   TC Empl Bank Empl Account Nbr   Amount   ID Number      Name                  Trace Number
   -- -------- ---------------- ----------- ---------- --------------------- ---------------
   23 102000018 3132133132                821-11-2131 Burns, Frank A.          0000001
   23 102000076 8432131                   821-22-2131 Sanders, Cindy S.        0000002
   23 00108870 8315541                    313-21-2331 Wilson, Jane E.          0000003
   Company/Batch Control Information
   -------------------------------
   Service Class Code                     200
   Entry Count                            3
   Entry Hash Count               0,508,878
   Total Debit Entry
   Total Credit Entry
   Company Identification (TIN)      1840728700
   Originating DFI Identification     102000018
   Batch Number                      1
   File Control Information
   -----------------------
   Batch Count                           1
   Block Count                           1
   Entry Count                           3
   Entry Hash Count               0,508,878
   Total Debit Entry
   Total Credit Entry
   File Control Information
   -----------------------
   Batch Count                       9,999
   Block Count                       9,999
   Entry Count                       9,999
   Entry Hash Count              9,999,999
   Total Debit Entry             9,999,999.99
   Total Credit Entry            9,999,999.99
   File Control Information
   -----------------------
   Batch Count                       9,999
   Block Count                       9,999
   Entry Count                       9,999
   Entry Hash Count              9,999,999
   Total Debit Entry             9,999,999.99
   Total Credit Entry            9,999,999.99
   File Control Information
   -----------------------
   Batch Count                       9,999
   Block Count                       9,999
   Entry Count                       9,999
   Entry Hash Count              9,999,999
   Total Debit Entry             9,999,999.99
   Total Credit Entry            9,999,999.99
```

Reviewing the Denominations Report

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When the payroll ID includes employees who are paid in cash, the system prints the Denominations report. This report lists the quantity of each type of bill and coin (such as dollars and cents) that each employee received.

Reviewing the Positive Pay Work File Report

The Positive Pay Work File Report provides information about regular, interim, and void checks that have been printed for each payroll cycle. This report is generated whenever the batch process runs. A standalone report version is available on the Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

You can reconcile information written to the positive pay workfile with other payroll process reports using the Positive Pay Work File Report, which is sorted by:

- G/L bank account
- Member ID
- Check number
- Subtotal and total on G/L bank account

Make sure all paycheck records are correct and should be included. You can delete records from the positive pay workfile, if necessary.

> **Note**: To delete specific records from the positive pay workfile, create your own version of P00PURGE, and change the data selection to permit the deletion of specific records. See *Purging the Positive Pay Work File* for details.

```
0623601                                      JD Edwards World                              Page No. . .       1
                                      Payroll Positive Pay Work File                       Date - . . . 10/09/17
G/L Bank Account .            1.1110
 Check     Check     Net      Payee      Payee      Member Proc Interim  Interim   Account  Crt/Upd    Crt/Upd  Crt/Upd
 Number    Date      Pay      Number     Name        ID   Stat Chk Code Chk Status   ID     User ID     Date     Time
-------- -------- ----------- -------- ------------ ------ ---- -------- ---------- -------- ---------- -------- -------
       1 01/27/17  4,342.37    600007  MN SUI, SEAN              N         C       00000104 SP7055223  08/01/17 3:57:42
                                                                                                                :00:00
       1 03/03/17  4,342.38    600007  MN SUI, SEAN              N         C       00000104 SP7055223  08/01/17 4:02:11
                                                                                                                :00:00
       1 03/31/17  4,342.37    600007  MN SUI, SEAN              N         C       00000104 SP7055223  08/01/17 4:04:48
                                                                                                                :00:00
       1 01/27/17  4,342.37    600010  MN SUI 2, Se              N         C       00000104 SP7055223  08/08/17  :30:31
                                                                                                                :00:00
       1 03/03/17  4,342.38    600010  MN SUI 2, Se              N         C       00000104 SP7055223  08/08/17  :32:04
                                                                                                               0:00:00
       1 03/31/17  4,342.37    600010  MN SUI 2, Se              N         C       00000104 SP7055223  08/08/17  :33:00
                                                                                                                :00:00
       1 04/28/17  4,342.36    600010  MN SUI 2, Se              N         C       00000104 SP7055223  08/08/17  :36:14
```

Reset Payroll Cycle Steps

Resetting Payroll Cycle Steps

During payroll cycle processing you might encounter errors that make it necessary to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to the way it was before you ran the step.

Resetting payroll cycle steps includes:

- [Resetting Individual Employee Records](#)
- [Resetting the Payroll ID](#)
- [Correcting a Scheduling Lock Error](#)
- [Resetting the Payment Workfile](#)
- [Resetting the Positive Pay Workfile](#)
- [Resetting Status Codes](#)

If you inadvertently include an employee in a payroll who should not get paid in the payroll, you must reset the record for the individual employee.

You must reset the payroll ID when you:

- Process pre-payroll for the wrong employees
- Omit a group of employees that should have been included in pre-payroll processing
- Change the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reprint the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle affected by the reset.

You reset status codes when you need to rerun a step that ended abnormally or has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people try to run the step at the same time.

You do not need to perform a reset before rerunning the following steps:

- Payroll cycle reports
- Payroll journal entries
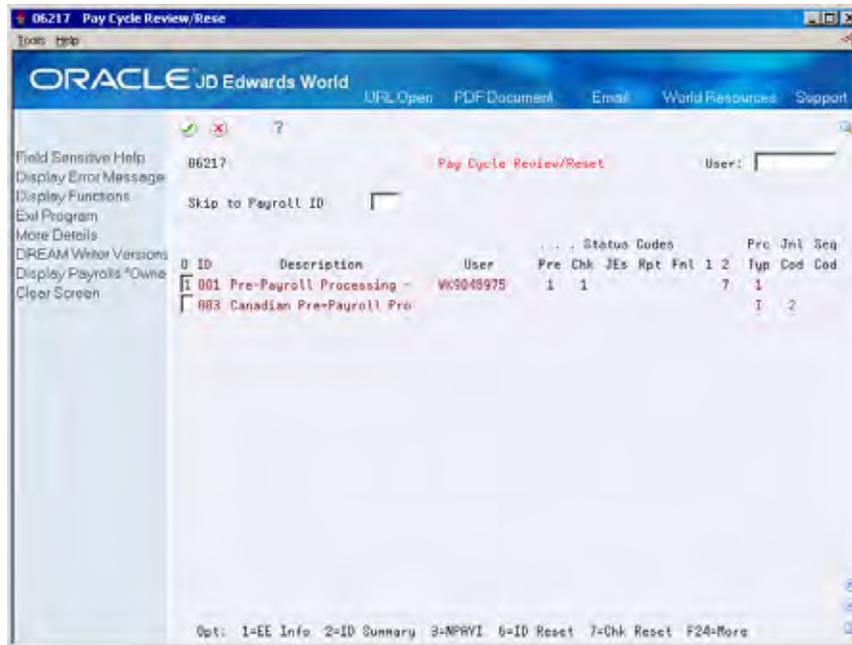
What You Should Know About

Reset authorization   Your user ID must be authorized to perform a reset. Your security officer can use option 5 to grant up to five users authority to process the payroll ID and perform a reset.

Resetting Individual Employee Records

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

You might inadvertently include in a payroll ID an employee who should not get paid in this payroll cycle. For example, you might use an incorrect selection criteria for the pre-payroll processing or forget to change an employee's status to terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee, except for those you added to the system, such as timecards.

After you print payments or process pro forma journal entries, you cannot reset an employee record.

To reset an individual employee record

On Pay Cycle Review/Reset

1. Choose the Employee Information option for the payroll ID that includes the employee you want to reset.
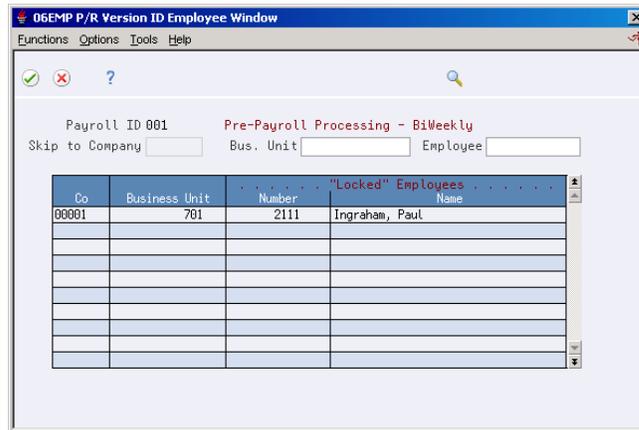
After you complete a full pre-payroll processing, the list on Payroll Version ID Employee Window shows all employees. If you have made changes to some employees' information, the window shows only those employees.

2. On the Payroll Version ID Employee Window, choose the Employee Reset option for the employee that you want to exclude from this payroll cycle.
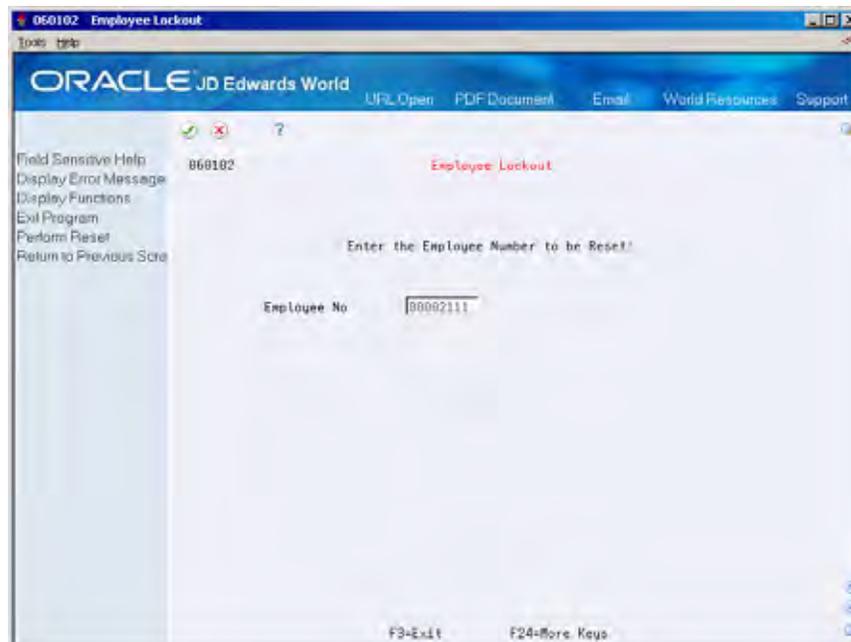
Resetting Individual Employee Records

1. On Employee Lockout, press Enter to verify the employee.

2. Choose the Perform Lockout function.

3. Reprint any reports you printed during pre-payroll processing to verify that the updated totals are correct.

See Also

- *Printing Payroll Cycle Reports (P06240)*

Resetting the Payroll ID

> ◆ From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

Resetting the payroll ID returns your data to the way it was before you began payroll cycle processing. You must reset the payroll ID when you:

- Processed pre-payroll for the wrong employees

- Omitted a group of employees that should have been included in pre-payroll processing

- Changed the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees that should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset.

> **Caution:** The ID Reset program is based on the data selection criteria you specified in the program version for pre-payroll processing. You should not change the pre-payroll data selection until after you run this reset.

You might need to change the setup of a DBA for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, and marital status

- Revise timecard information

- Add, change, or delete an interim payment

If you make any of the revisions listed above, you must run a pre-payroll to process only the changes.

If the payments are lost or damaged after you print them, you can reprint them without resetting the payroll ID.

See Also

- *Resetting the Payment Workfile (P06217)* for information about reprinting payments without rerunning pre-payroll

- *Processing Pre-Payroll for Changes Only (P06210)* for information about rerunning pre-payroll when you have changed employee personal and salary information

To reset the payroll ID

On Pay Cycle Review/Reset

1. Choose the ID Reset option for the payroll ID that you need to reset.
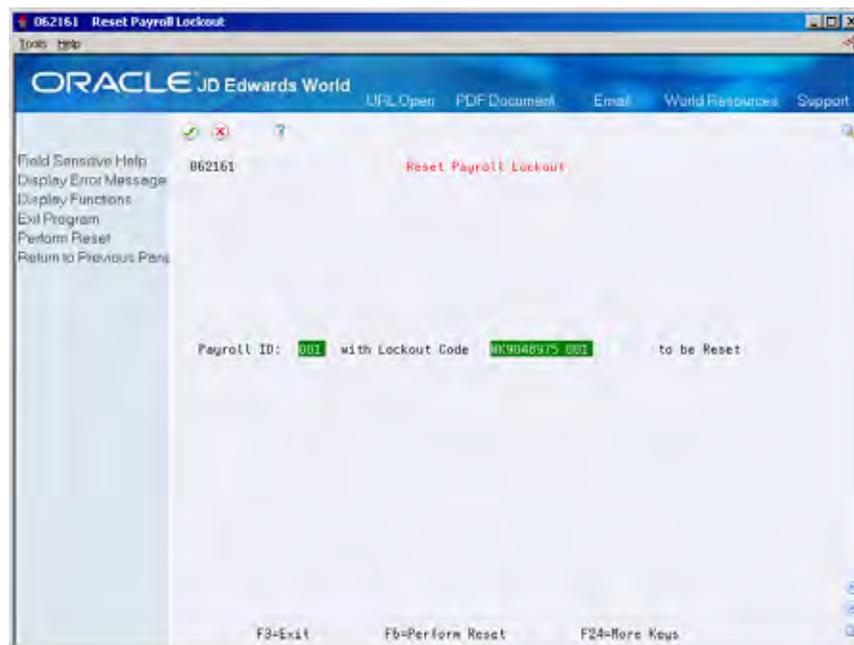
2. On Reset Payroll Lockout, choose the Perform Reset function.

What You Should Know About

Deleting payroll ID parameters	Resetting a payroll ID does not delete the information you entered on Pre-Payroll Processing (F06210). To delete this information, you must first reset the payroll ID and then use the delete option to delete the payroll ID and all of its associated information. You only need to delete the payroll ID parameters if you are not planning to use that ID again.

Correcting a Scheduling Lock Error

A scheduling lock error can occur during any step of the payroll cycle. It may occur for the following reasons:

- Two users try to submit the same payroll.

- Two users try to submit the same payroll ID at the same time.

- One or more users are working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.

- Payroll is being used in two separate environments.

A scheduling lock will occur if the Active Time Entry Sessions' field has a value greater than zero (0).

This field is used to indicate how many sessions of time entry are actively maintaining timecards for the payroll ID, which is currently locked. This field is used internally by the system for control purposes. You should never need to change the value in this field UNLESS an abnormal end-of-job is experienced by a time entry session and a scheduling lock has occurred in one of the steps of the payroll cycle.

To view and/or clear active time entry sessions

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

On Pay Cycle Review/Reset
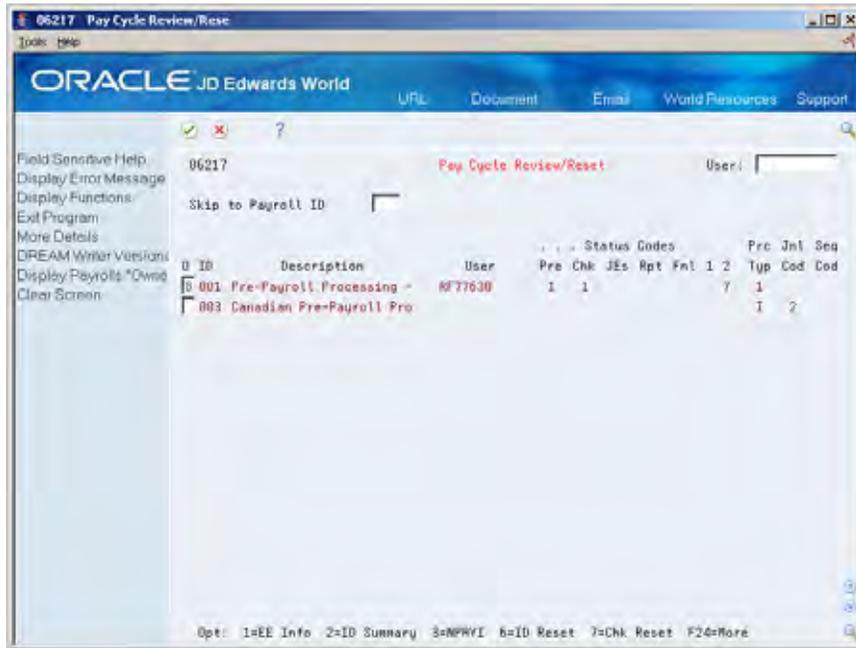
1. Enter **8** in the Option field for the Payroll ID that has the scheduling lock error.
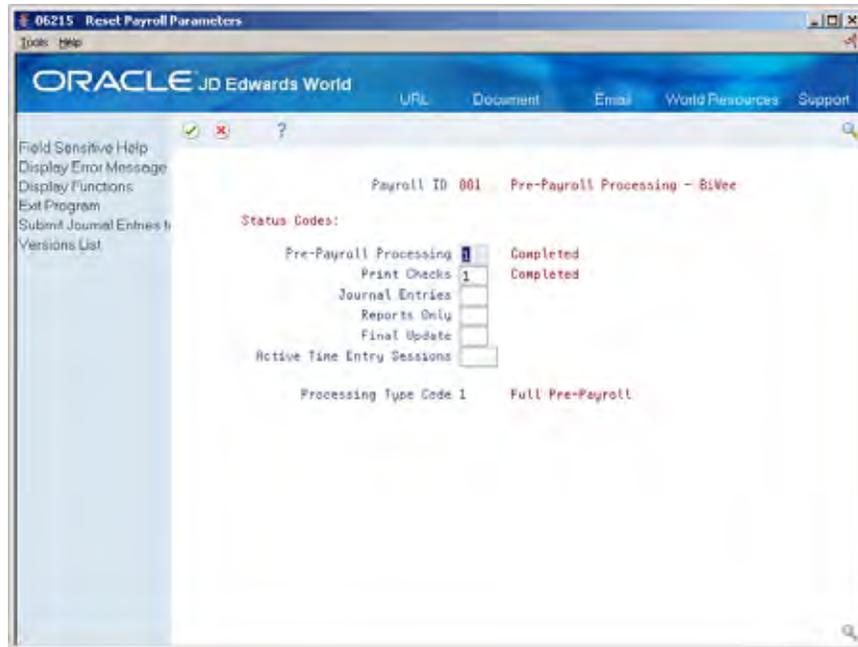
2. On the Reset Payroll Parameters screen, make sure the value in the Active Time Entry Sessions field is zero (0) or blank.

> **Note:** If you must reset the value in Active Time Entry Sessions field, make sure that all time entry activity is suspended for the payroll ID and then set this field to zero (0) or blank out the value.

3. Press F6 to update the change made to the control parameters.

Resetting the Payment Workfile

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

During the print payments step in the payroll cycle, the system allows you to reprint checks if the printer is misaligned, jams, or destroys a check.

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when:

- A machine or power failure causes the print payments step to terminate abnormally.

- You find an error in employee personal or salary information after you have already printed payments.

- You need to change employee timecard information after you have already printed payments.

When you reset the payments workfile, the system does not create accounting offsets. Because the system has not yet created the journal entries, you cannot reset the payment workfile if you have processed the final update for this payroll cycle.

To reset the payment workfile

On Pay Cycle Review/Reset
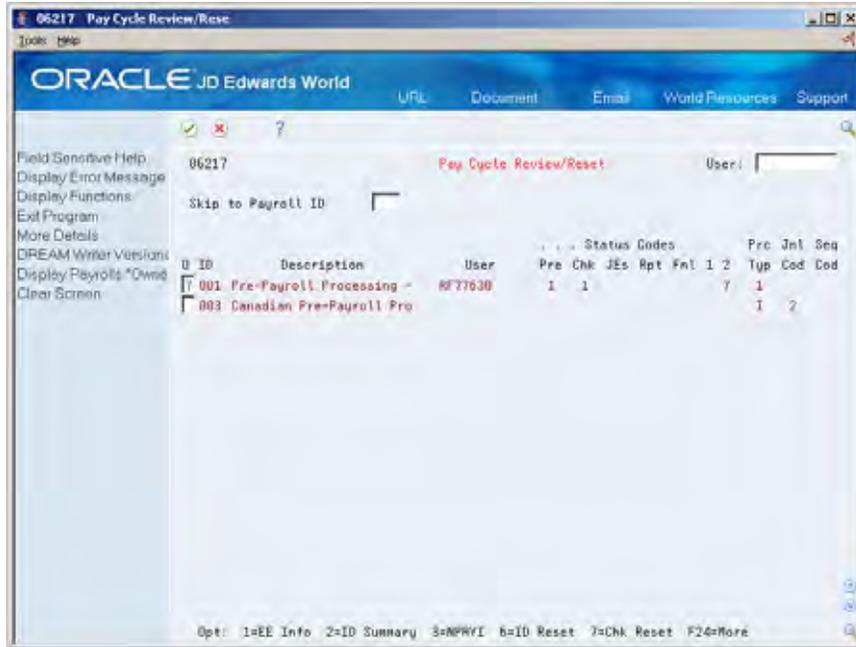
1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint checks.
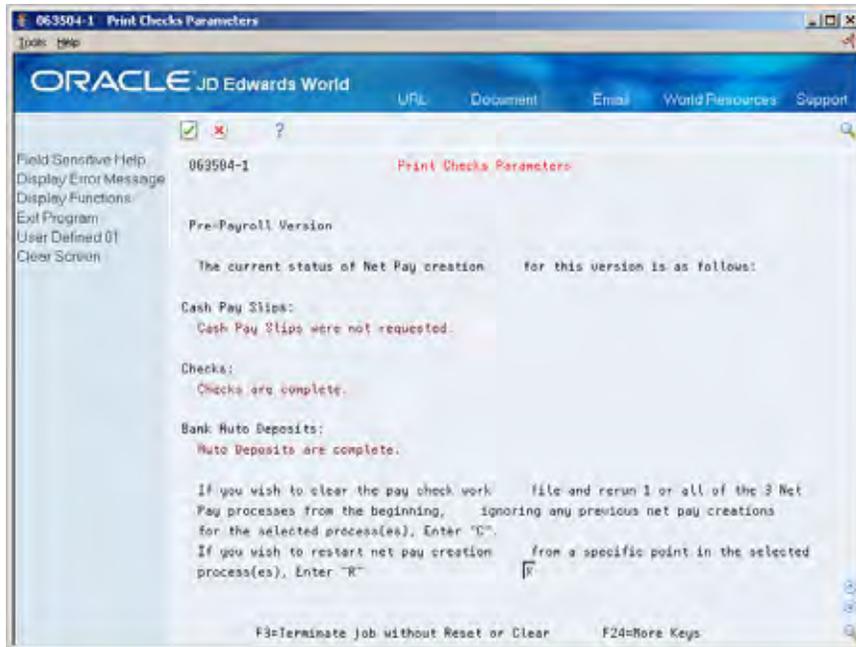
2. On the first Print Checks Parameters form, enter the type of reset you want to process.
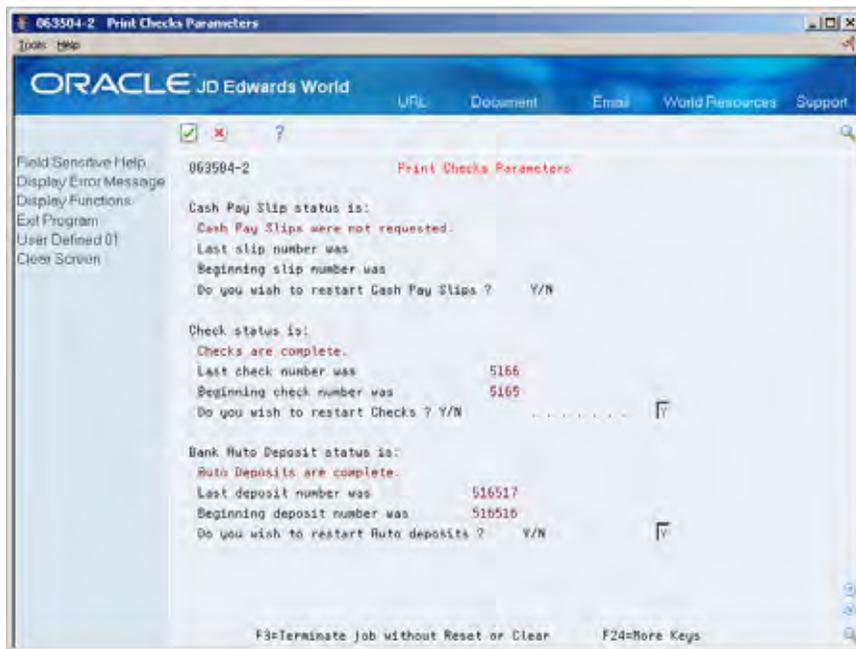
3. On the second Print Check Parameters form, complete any of the following fields that apply to the types of pay documents you are running:

- Do you wish to Reset/Clear Cash Pay Slips?

- Do you wish to Reset/Clear Checks?

- Do you wish to Reset/Clear Auto deposits?

4. On the third Print Check Parameters form, complete the following field:

   ▪ Is this correct?

5. Choose the Process Request function.

6. Complete the steps for printing payments.

Field	Explanation
Do you wish to Reset/Clear Checks ? Y/N	Indicate if all checks have printed successfully.
	Form-specific information
	When using this field to reset pre-payroll checks, the values are:
	C Clear pay check work file and rerun one or all of the three net pay processes from the beginning, ignoring any previous net pay creations for the selected process.
	R Restart Net Pay Creation from a specific point in the selected process.

See Also

▪ *Printing Payments (P06230)*

Resetting the Positive Pay Workfile

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

If it becomes necessary to reset/reprint checks after the bank transmittal file has been created, it is recommended that the Positive Pay Work File be reset as well.

When you reset back to pre-payroll after checks are printed, records in the positive pay workfile will be cleared for that payroll ID. If paychecks are reset, and then rerun, the positive pay workfile will automatically update accordingly.

To reset the positive pay workfile

On Pay Cycle Review/Reset

Option 7, Paycheck File Reset, will reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).

Then, you can submit the bank file build process again, after the check print rerun has been completed. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint checks.
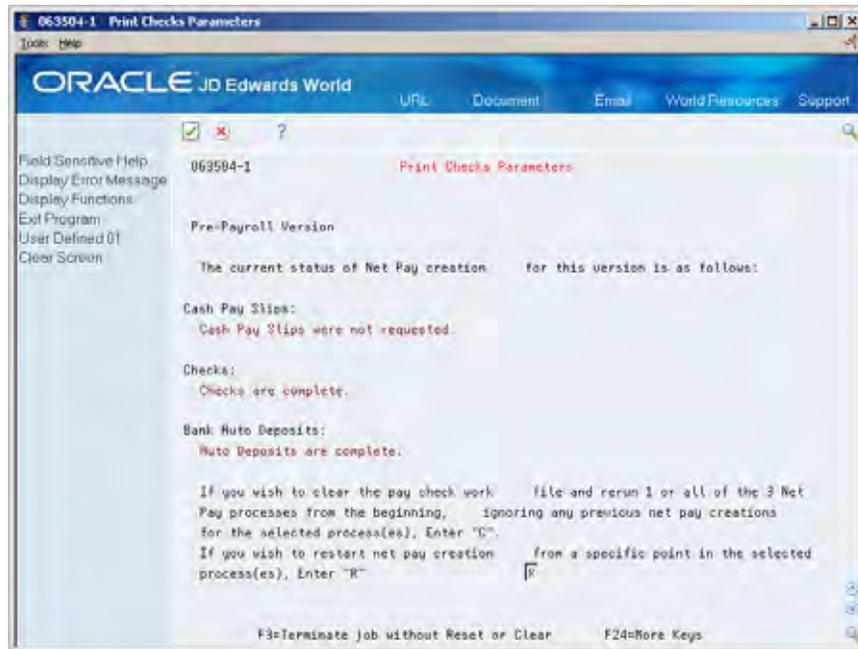
2. On the first Print Checks Parameters screen, enter the type of reset you want to process.
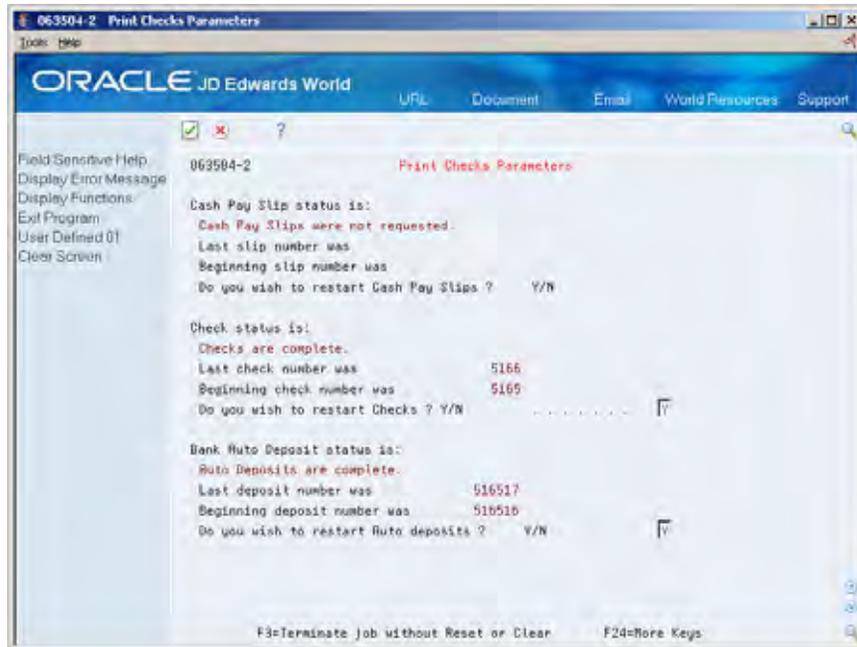
3. On the second Print Check Parameters screen, complete any of the following fields that apply to the types of pay documents you are running:

- Do you wish to Reset/Clear Cash Pay Slips?

- Do you wish to Reset/Clear Checks?

- Do you wish to Reset/Clear Auto deposits?

- Do you wish to Reset Positive Pay?
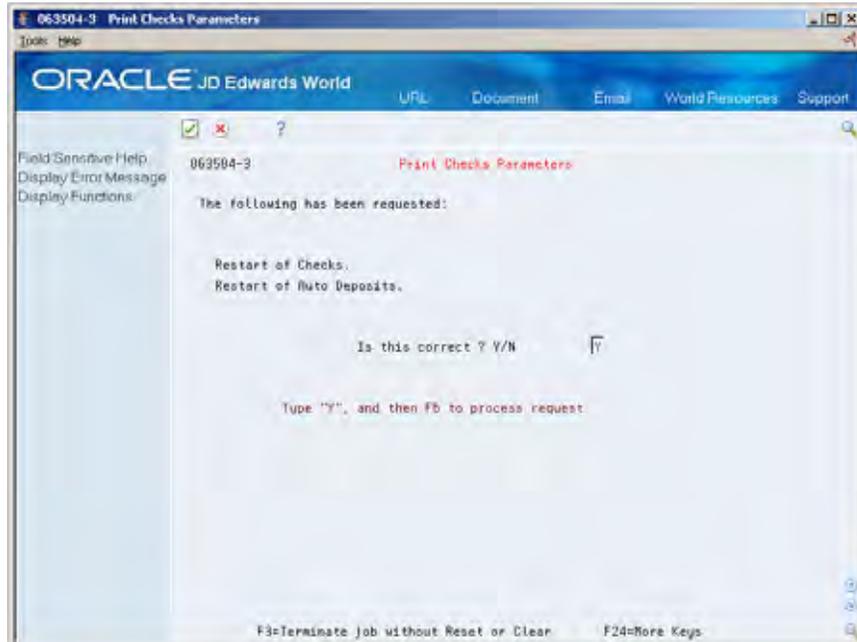
4. On the third Print Check Parameters screen, complete the following field:

- Is this correct?

5. Choose the Process Request function.

6. Complete the steps for printing payments.

Field	Explanation
Do you wish to Reset/Clear Checks ? Y/N	Indicate if all checks have printed successfully.
	Form-specific information
	When using this field to reset pre-payroll checks, the values are:
	C Clear pay check work file and rerun one or all of the three net pay processes from the beginning, ignoring any previous net pay creations for the selected process.
	R Restart Net Pay Creation from a specific point in the selected process.
Do you wish to Reset/Clear Cash Pay Slips?	
Do you wish to Reset/Clear Auto deposits?	

See Also

- *Printing Payments (P06230)*

Resetting Status Codes

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pay Cycle Review/Reset**

When a step in the payroll cycle is locked or has ended abnormally, you must change its status. A step might end abnormally when a machine or power failure occurs thus causing the status codes to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use this form to change the Active status code to a blank so that you can rerun the abnormally terminated or locked step.

To reset status codes

On Pay Cycle Review/Reset

1. Locate the ID that corresponds to the payroll you are currently running.

—
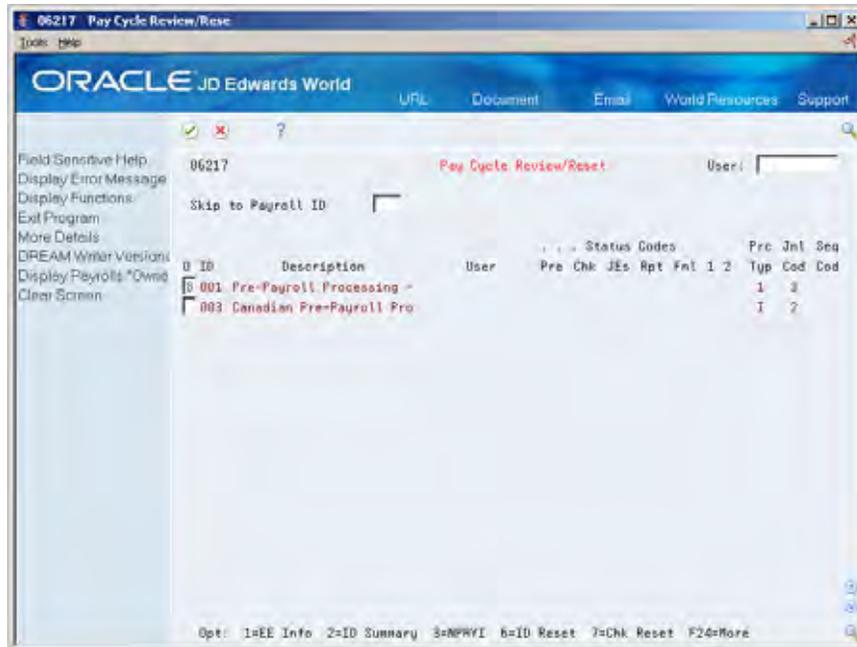
2. Choose the Reset Control Parameters option.
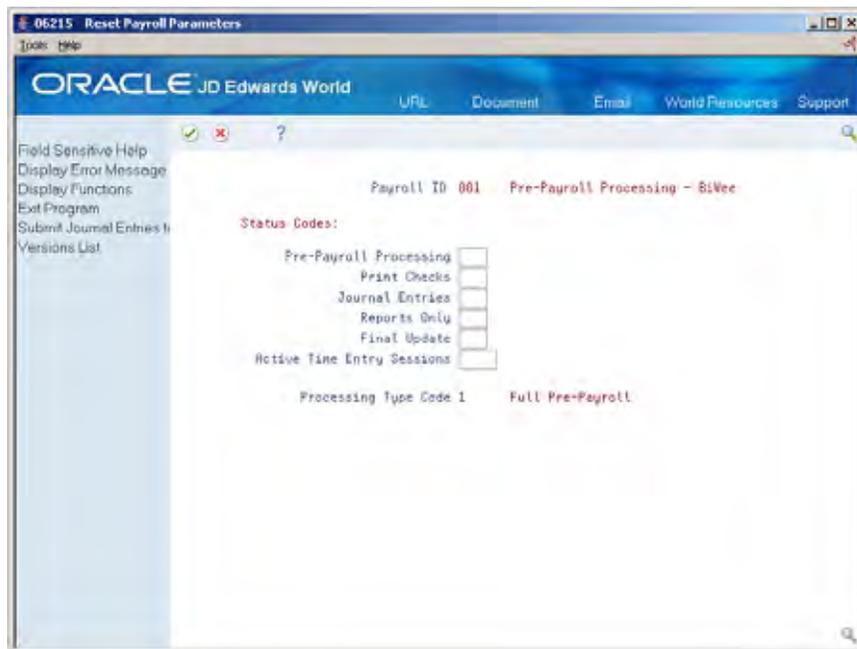
3. On Reset Payroll Parameters, remove the value for the step that ended abnormally in one of the following fields:

   ▪ Pre-Payroll Processing

   ▪ Journal Entries

   ▪ Reports Only

   ▪ Final Update

- Active Time Entry Sessions

You cannot change the Print Checks status. Instead, you must reset the payment workfile.

4. Choose the Update function.

Field	Explanation
Active Time Entry Sessions	This field is used to indicate how many sessions of time entry are actively maintaining timecards for the Payroll ID. This field is used internally by the system for control purposes. You should never need to change the value in this field unless an abnormal end-of-job is experienced by a time entry session. If you do need to reset the value in this field, make sure that all activity is suspended for the version and then set this field to zero (0).

What You Should Know About

Changing the status to complete (1)	You cannot change the status of pre-payroll processing, print checks, or final update to complete. You can change the status of payroll reports only and payroll journal entries to complete.
Rerunning pre-payroll, payroll reports, or journal entries	You can rerun payroll reports only or payroll journal entries even if the status code is complete (1). You can rerun pre-payroll processing if the status is complete *and* you have not printed payments.
Printing payments	You cannot change the status of Print Checks on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile.

See Also

Resetting the Payment Workfile (P06217)

Process Pro Forma Journal Entries

Processing Pro Forma Journal Entries

Pro forma journals entries are review-level entries that the system holds in the Summarized Journal Entry workfile (F06395) until you run final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. To post journal entries automatically during final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your payroll system is integrated with the JD Edwards World General Accounting system.

Processing pro forma journal entries includes the following tasks:

- Creating the Workfile for Pro Forma Journal Entries
- Reviewing the Pay Period Journal Batch Proof Report
- Rerunning the Journal Batch Proof Report

In the payroll company constants you can specify to post journal entries automatically to the general ledger. If your system is not integrated with the JD Edwards World General Accounting system, you must use another method to enter the information in Pay Period Journal Batch Proof into your general ledger system.

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing, but before final update. JD Edwards World recommends the following sequence:

- Process pre-payroll
- Create payments
- Process journal entries
- Print payroll cycle reports
- Run the final update
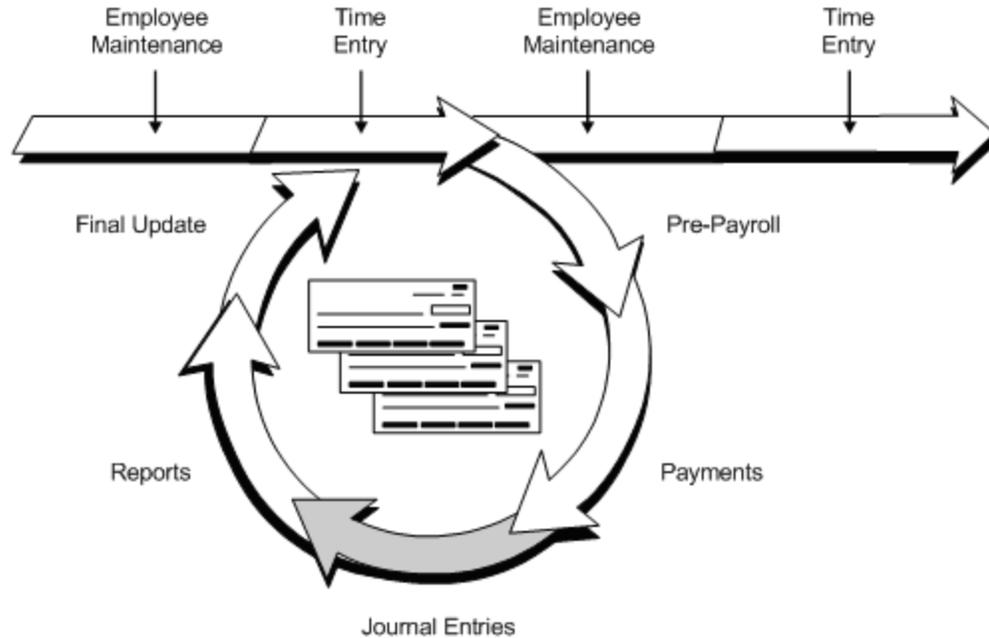
Journal Entries

When you process pro forma journal entries in the recommended sequence, your reports contain all possible transactions calculated in the payroll cycle. For example, when you print reports after the journal entries step, you see all DBAs on your payroll cycle reports. If you print reports before processing pro forma journal entries, the reports might not contain benefits and accruals that do not affect gross or net pay, such as company-paid and non-taxable benefits. This occurs because the system processes any benefits and accruals that do not affect the gross-to-net calculations in the journal entries step of the payroll cycle.

See Also

- *Appendix A – Technical Overview of Payroll Cycle* for information about tables affected by processing pro forma journals

- *Working with Journal Entries (P062201)*

Creating the Workfile for Pro Forma Journal Entries

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Payroll Journal Entries**

You create a workfile to prepare the journal entries for review and posting. When you create the workfile for the pro forma journal entries, the system:

- Creates pro forma vouchers, if your Payroll system is integrated with the JD Edwards World Accounts Payable system

- Creates pro forma journal entries in full detail and then summarizes them, depending on your automatic accounting instructions (AAIs)

- Prints the Pay Period Journal Batch Proof report

The system also calculates any outstanding transactions associated with the current payroll processing, including:

- Remaining benefits or accruals that do not affect the gross-to-net calculations
- Intercompany settlements
- Workers compensation

To create the workfile for pro forma journal entries

On the first Payroll Journal Entries form

1. Complete the following field and press Enter:
   - Pre-Payroll ID
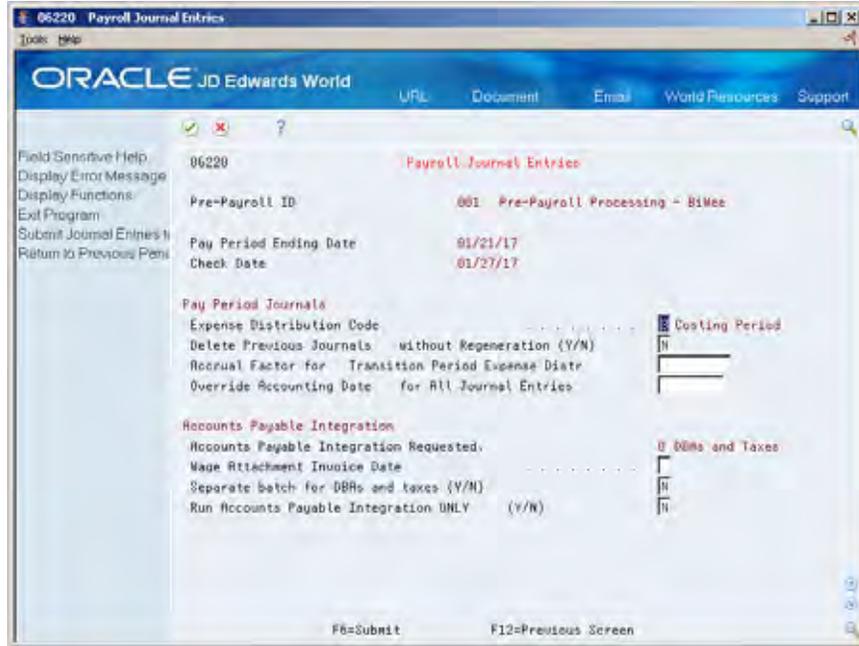
2. On the second Payroll Journal Entries form, complete the following fields:

   ▪ Expense Distribution Code

   ▪ Delete Previous Journals without Regeneration

3. Complete the following optional fields:

   ▪ Accrual Factor for Transition Period Expense Distribution

   ▪ Override Accounting Date for All Journal Entries

4. If your payroll system is integrated with the Accounts Payable system, complete the following fields:

   ▪ Wage Attachment Invoice Date (U.S. payroll only)

   ▪ Wage Attachment Invoice Date

   ▪ Separate Batch for DBAs and Taxes

   ▪ Run Accounts Payable Integration Only

5. Choose the Submit function.

Field	Explanation
Payroll Expense Type	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:
	1 Work Date. The G/L date is the timecard work date.
	2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.
	3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.
Delete Previous Journals without Regeneration (Y/N)	This field applies when you rerun journal entries. If you are rerunning journal entries, the screen displays the batch number for the journals at the bottom of the screen.
	N Delete the previous batch and create a new one (default).
	Y Delete the existing pro forma journal entries. The system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Reset Payroll program, and does not print a report. A joblog tells you that the batch number has been removed.
Enter the Accrual Factor to	The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.
Enter the Absolute Override Accounting	The date that the system creates payroll accounting journals. This is the check date unless you override it.
	Form-specific information
	In Payroll Journal Entries, the absolute override date is used as the G/L date for all journal entries generated for this payroll cycle (labor, burden, and check disbursement).

Field	Explanation
Wage Attachment Invoice Date	This code determines whether the invoice date on the voucher is the payroll check date or pay period end date. The invoice date can be printed on the check stub when the Accounts Payable system prints the payment for the payee. The invoice date is only filled for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments.

Valid codes are:

blank Create the voucher with check date in the invoice date. The invoice number will be blank.

C Create the voucher with check date in the invoice date. The invoice number will be the check date followed by the employee's case number.

P Create the voucher with pay period end date in the invoice date. The invoice number will be the pay period end date followed by the employee's case number. |
| Separate batch for DBAs and taxes (Y/N) | This field is a single-character entry field for a yes or no response. The default is No.

Valid codes are:

Form-specific information

This code separates DBA and tax vouchers into two batches. This feature is useful when your payment schedule for taxes requires the batch to be approved and posted in accounts payable at a much earlier date than DBAs (or vice versa).

N Create one batch for both DBA and tax vouchers.

Y Create two batches, one for DBA vouchers and one for tax vouchers. |
| Accounts Payable Integration | 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.

N No integration

0 Create vouchers for both DBAs and taxes that have been setup with A/P integration

1 Create vouchers only for DBAs that have been setup with A/P integration

2 Create vouchers only for taxes that have been setup with A/P integration |

Processing Options

See .

See Also

- *Working with Vouchers (P06494)*

Reviewing the Pay Period Journal Batch Proof Report

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Payroll Journal Entries**

The system prints the Pay Period Journal Batch Proof report when you create the workfile. Use this report to review the accuracy of the payroll cycle information before the system posts the information to the general ledger.

The report lists the journal entry information by document types. Grouping journal entries by document types enables you to separate various types of accounts. The system uses the following document types to group payroll journal entries:

- T1 - Payroll Disbursement Entries
- T2 - Payroll Labor Distribution
- T3 - Actual Burden Entries
- T4 - Labor Billing Distribution Journal Entries
- T5 - Equipment Distribution Journal Entries
- T6 - Payroll Accruals and Deferrals
- T7 - Payroll Voucher Journal Entries

The system creates Document type T7 journal entries only when your system is integrated with the JD Edwards World Accounts Payable system.

> **Caution:** If you find errors on Pay Period Journal Batch Proof, you must correct the errors and re-create the workfile. The following list contains examples of what might cause errors to appear on Pay Period Journal Batch Proof:

- Inaccurate AAIs.
- Account number not yet added to the chart of accounts.
- Incorrect setup of non-taxable benefits or accruals that were processed in the journal entries step.
- Incorrectly entered timecard information. (In this case, you also must rerun pre-payroll.)

The system does not recognize the corrections until you re-create the workfile. If you do not re-create the workfile after you correct the errors, the system creates the actual journal entries with errors.

Assuming that you have not yet printed the payments, to correct inaccurate timecards you must:

- Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards

- Correct the inaccurate timecards

- Run a pre-payroll for changes only

- Rerun the journal entries step

```
  06229                               JD Edwards World                       Page -            2
                                 Pay Period Journal Batch Proof              Date -        7/23/17
  Payroll ID:          692 Batch  6068217
                   Account Description    Asset    G/L Account         . . . . . . . . Amounts . . . . . . . .
  Co   FY PN DT  Refn2  Employee JBCD JBST Explanation    Subldg-Ty-Phase    Debit        Credit       Units      LT
  ---- -- -- -- ------- -------------------- ----------- ------------------- -------------- -------------- ------------- --
  00100 18 08 T1 Payroll Disbursement Entries
            AL083198 Miscellaneous Revenue              90.9160                              10.00-                  AA
                                                      00007504 A
            AL083198 Life Insurance                    100.4310                              49.30-                  AA
            AL083198 Health Insurance                  100.4315                             300.22-                  AA
            AL083198 Savings Bond                      100.4316                              33.88-                  AA
                                                      00007506 A
            AL083198 401K Plan                         100.4317                              36.46-                  AA
            AL083198 401K Plan                         100.4317                              72.92-                  AA
                                                      00007504 A
            AL083198 Garnishee Wages                   100.4325                             475.96-                  AA
            AT083198 Federal Payroll Tax W/H           100.4211                             730.31-                  AA
            AT083198 FICA Payroll Tax Payable          100.4212                             816.24-                  AA
            AT083198 Medicare Tax Pay                  100.4213                             190.92-                  AA
            AT083198 Federal Unemp Tax Payabl          100.4214                              23.17-                  AA
            AT083198 SIT-Colorado                      100.4221.CO                          237.37-                  AA
            AT083198 SUI-Colorado                      100.4222.CO                           28.59-                  AA
            AT083198 Workers Comp.-Colorado            100.4305.CO                            1.19-                  AA
            AT083198 General Liab.-Colorado            100.4306.CO                            1.73-                  AA
            AW083198 Accrued Payroll                   100.4205          6,614.18                               AA
            CF083198 Actual Burden Clearing A          100.4333            225.68                               AA
            CT083198 Actual Burden Clearing A          100.4333            558.26                               AA
            DA083198 First Interstate - Payro          100.1110.PAYROLL                    1,706.06-                  AA
            DP083198 First Interstate - Payro          100.1110.PAYROLL                    2,683.80-                  AA
                                                                   -------------- -------------- -------------
                                       Document/Period Total        7,398.12      7,398.12-
```

See Also

- *Setting Up Automatic Accounting Instructions (P069043)*

- *Setting Up Deductions, Benefits, and Accruals (P069117)*

- *Processing Changes Only Pre-Payroll (P06210)*

- *Verifying the A.R Post Process (P09800)* in *General Accounting I Guide* for common error messages associated with journal entries

Processing Options

See Pay Period Journal Batch Proof (P06229).

Rerunning the Journal Batch Proof Report

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Re-Print Journal Batch Edit**

You rerun the Pay Period Journal Batch Proof report when you want to print the report without re-creating the workfile. The system prints the same proof report that was created during the last creation of the workfile. You can print this report as many times as necessary before you run the final update step.

Work with Payroll Cycle Reports

Working with Payroll Cycle Reports

You can print reports after performing any of the following steps in the payroll cycle:

- Process pre-payroll
- Print payments
- Process pro forma journal entries

The following graphic illustrates the steps in the payroll cycle:
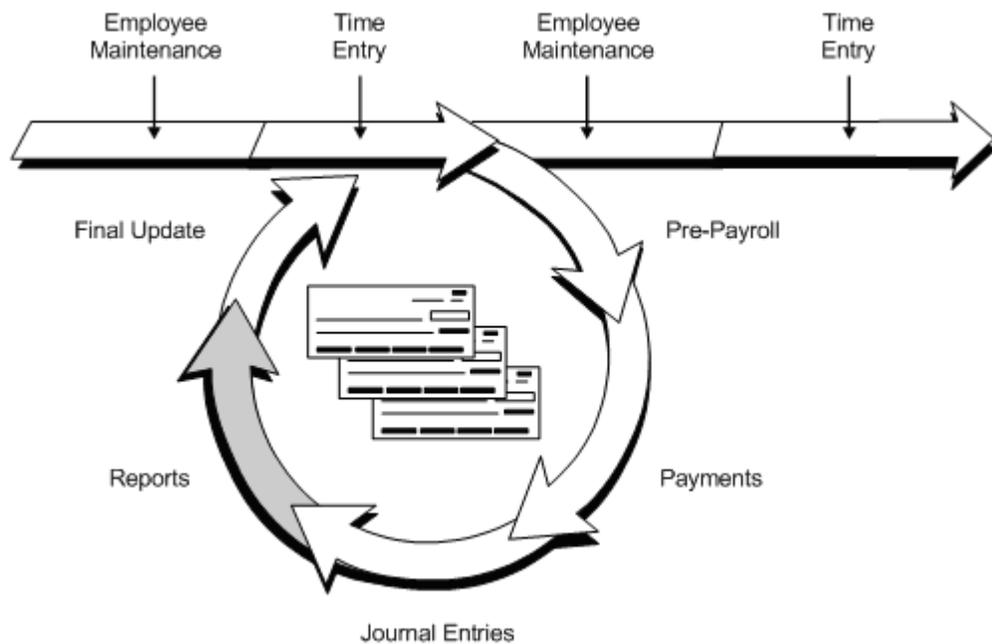
Working with payroll cycle reports includes the following tasks:

- [Printing Payroll Cycle Reports](#)
- [Reviewing the DBA Register](#)
- [Reviewing the State Tax Distribution Summary Report](#)
- [Reviewing the General Liability Insurance Register](#)
- [Reviewing Unemployment Insurance Registers](#)
- [Reviewing FICA and Medicare Registers](#)
- [Reviewing Railroad Tax Registers](#)

- Reviewing the 415 Nondiscrimination Testing Report
- Reviewing Other Reports

The payroll cycle reports include only employees who are included in the payroll cycle.

Printing Payroll Cycle Reports

| ◈ | From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Payroll Reports Only** |

After you process pro forma journal entries, print any additional payroll cycle reports you need. Your reports contain more detailed information when you print them after you print your checks and create your journal entries. For example, even though the system automatically prints the Payroll Register when you process pre-payroll, the report lists check numbers only after you print paychecks.

To print payroll cycle reports

On the first Payroll Reports Only screen
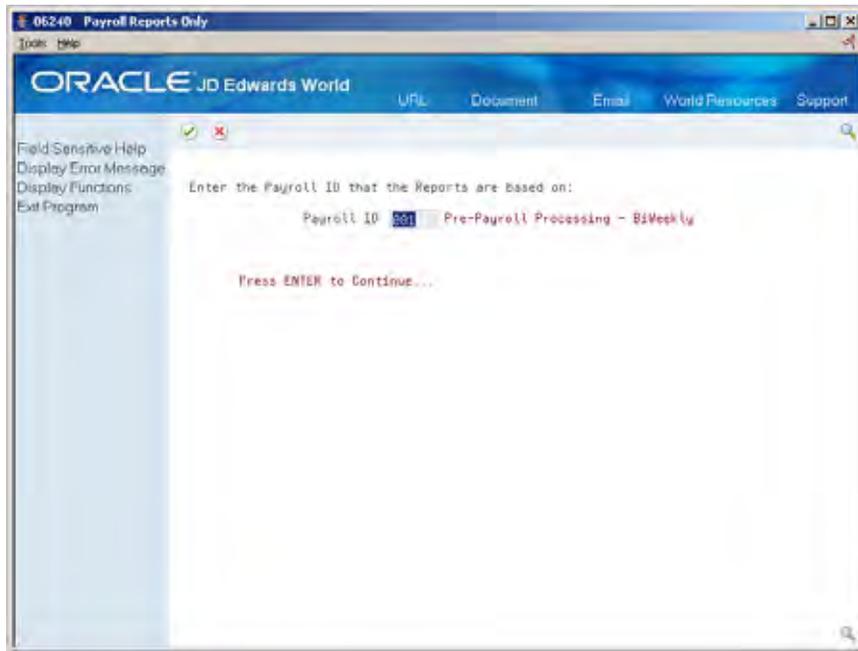
1. Complete the following field:
   - Payroll ID

2. On the second Payroll Reports Only form for each report you want to print, enter a valid report version in the following field:

   ▪ Version

3. Press Enter to verify each version and load the reports. If you do not press Enter before submitting, the system will not print your reports.

4. Choose the Submit function.

What You Should Know About

Reloading all reports	Choose the Reload All function to reload all available reports.
Selecting versions	Choose the Select Versions from Versions Window function to continuously move through each available report and select a version when desired.

Reviewing the DBA Register

The DBA Register prints the same information as the Transaction Audit report, but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

```
 063062                                        JD Edwards World                          Page -        2
                                               D/B/A - Register                          Date -  7/22/17
  DBA Code . . . . 1000    Health Ins.                                   Pay Period - 08/15/17
  Payee Number . .                                                       Payroll ID - 692
  . . . . . . . .Employee. . . . . . . .
   Number                    Name                    Amount
 ----------- ---------------------------------------- ---------------
 516-55-4710 Mayeda, Donald                                28.60
                                                     ---------------
   Total for Provider/Trustee . . . . . . . . . . . .       28.60
                                                     ---------------
   Total for PDBA Code. . . . . . . . . . . . . . .         28.60
```

Processing Options

See .

Reviewing the State Tax Distribution Summary Report

The State Tax Distribution Summary report lists totals of taxable wages and state tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

```
 063162                                      JD Edwards World                       Page    -       1
                                        State Tax Distribution Summary              Date    -  7/22/17
                                        State Tax Distribution Summary              Period End- 08/15/17
  Company. . 00100  Model Finan/Distrib Co (Mktg)
  State. . . CO    Colorado
                              . . .Current Period . .    . . . .Month-to-Date. . . .    Qtr-to-Date    Year-to-Date
  TT        Tax Description    Taxable Wages   Tax Amount   Taxable Wages    Tax Amount   Tax Amount     Tax Amount
  -- ------------------------- -------------- ------------ --------------- ---------------- --------------- ---------------
  F  CO Department of Revenue     6,396.16        231.69       7,672.96          270.33          577.44        2,451.41
  H  CO Unemployment Ins.         4,022.06         32.18       5,298.86           42.39           66.83          452.43
```

Reviewing the General Liability Insurance Register

The General Liability Insurance Register is similar to the Workers Compensation Register, but records general liability insurance information.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

```
 063651                                      JD Edwards World                        Page    -         2
                                      General Liability Ins. Register                Date    -  7/22/17
                                                                                     From    - 08/01/17
                                                                                     Thru    - 08/15/17
 Co . . 00100 Model Finan/Distrib Co (Mktg)
 St . . 06  CO Workers Comp Ins.

 * * * * * *  Employee  * * * * * *   WCI  S   Total      Gross     Excludabl  O/T Prem.  Reportable   Base    Genl. Liab
    Number            Name            Code C   Hours       Pay       Amount     Amount      Amount     Rate      Amount
 ----------- ------------------------ ---- - ---------- -------------- ---------- ------------- ------------- -------- -----------
         7506 Mayeda, Donald          5651    80.00        616.00                              616.00     .00190      1.17
                                            ---------- -------------- ---------- ------------- ------------- -------- -----------
         Laborer                              80.00        616.00                              616.00                 1.17
         7503 Kraton, Ralph           8810    80.00      2,333.33                            2,333.33     .00122       .10
         7504 Meade, Jane             8810    40.00        729.17                              729.17     .00122       .05
         7504 Meade, Jane             8810    40.00        729.16                              729.16     .00122       .05
         7505 Mastro, Robert          8810    60.00      1,179.69                            1,179.69     .00122       .07
         7505 Mastro, Robert          8810    20.00        393.23                              393.23     .00122       .02
         7510 Moralez, Jesus          8810    80.00        520.00                              520.00     .00122       .10
                                            ---------- -------------- ---------- ------------- ------------- -------- -----------
         Administrative                      320.00      5,884.58                            5,884.58                  .39
                                            ---------- -------------- ---------- ------------- ------------- -------- -----------
         Work State . . . . . . . . .        400.00      6,500.58                            6,500.58                 1.56
                                            ---------- -------------- ---------- ------------- ------------- -------- -----------
         Model Finan/Distrib Co (Mktg)       400.00      6,500.58                            6,500.58                 1.56
                                            ---------- -------------- ---------- ------------- ------------- -------- -----------
         Grand Total                         400.00      6,500.58                            6,500.58                 1.56
```

Processing Options

See [General Liability Insurance Register (P063651)](#).

Reviewing Unemployment Insurance Registers

Use Unemployment Insurance Registers to print reports that list rates for federal and state unemployment insurance and state disability insurance. This register contains the information you need to prepare the Federal Unemployment Insurance Worksheet .

When applicable to the employees included in the payroll cycle, the following reports also print when you run this register:

- State Unemployment Insurance (SUI) Register - Employee

- State Unemployment Insurance (SUI) Register - Employer

- State Disability Insurance (SDI) Register - Employee

- State Disability Insurance (SDI) Register - Employer

These reports include the following information:

- Social security number

- Current wages

- Any excludable wages or amounts paid in excess

- Taxable wages

- Insurance rate

- Current tax amounts

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

```
063662                              JD Edwards World                    Page    -      1
                                 SUI Register - Employer               Date    -  7/22/17
Company Number:    100 Model Finan/Distrib                             Period End- 08/15/17
Work State ID :     06  CO Unemployment Ins.
Tax Id. Number:    85225896336
SUI Max. Base :     10,000.00

* * * * * * * *Employee* * * * * * * *      Current      Excludable      Paid In       Taxable     SUI
     SSN              Name                    Wages         Wages         Excess         Wages      Rate     Current Tax
-----------  ---------------------------  -------------  -------------  -------------  ------------  ------  --------------
750-37-5037 Kraton, Ralph                    2,333.33          9.75                      2,323.58   .00800          18.59
216-55-4789 Meade, Jane                      1,458.33         12.00       1,446.33                  .00800
215-55-4789 Mastro, Robert                   1,572.92          9.75       1,000.69        562.48    .00800           4.50
516-55-4710 Mayeda, Donald                     616.00                                    616.00    .00800           4.93
217-45-4719 Moralez, Jesus                     520.00                                    520.00    .00800           4.16
                                          -------------  -------------  -------------  ------------          --------------
                                             6,500.58         31.50       2,447.02      4,022.06                    32.18
                                          -------------  -------------  -------------  ------------          --------------
            Model Finan/Distrib Co (Mktg)     6,500.58        31.50       2,447.02      4,022.06                    32.18
                                          -------------  -------------  -------------  ------------          --------------
            Grand Total. . . . . . . . . .    6,500.58        31.50       2,447.02      4,022.06                    32.18
```

Reviewing FICA and Medicare Registers

The FICA and Medicare registers list the employee and employer portions of taxes withheld for FICA and Medicare.

Complete the following tasks:

- Reviewing the Employee FICA Register
- Reviewing the Employer FICA Register
- Reviewing the Employee Medicare Register
- Reviewing the Employer Medicare Register

Reviewing the Employee FICA Register

The Employee FICA Register includes the following:

- Social security number
- Current wages
- Any excludable or paid-in-excess amounts
- Taxable wages
- FICA rates
- Current tax amounts

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

```
063665                              JD Edwards World                    Page    -      1
                              Employee Soc. Sec. Register              Date    -  7/22/17
      100 Model Finan/Distrib Co (Mktg)                               Period End- 08/15/17
    Tax Id. No.   :      270065655
    Soc Sec Max Base:    62,700.00
* * * * * * * *Employee* * * * * * * *      Current      Excludable      Paid In       Taxable     Soc Sec
     SSN              Name                    Wages         Wages         Excess         Wages      Rate     Current Tax
-----------  ---------------------------  -------------  -------------  -------------  ------------  ------  --------------
750-37-5037 Kraton, Ralph                    2,333.33          9.75                      2,323.58   .06200         144.06
216-55-4789 Meade, Jane                      1,458.33         12.00                      1,446.33   .06200          89.67
215-55-4789 Mastro, Robert                   1,572.92          9.75                      1,563.17   .06200          96.91
516-55-4710 Mayeda, Donald                     616.00                                    616.00    .06200          38.19
217-45-4719 Moralez, Jesus                     520.00                                    520.00    .06200          32.24
                                          -------------  -------------  -------------  ------------          --------------
            Model Finan/Distrib Co (Mktg)     6,500.58        31.50                     6,469.08                   401.07
                                          -------------  -------------  -------------  ------------          --------------
            Grand Total . . . . . . . . .     6,500.58        31.50                     6,469.08                   401.07
```

Reviewing the Employer FICA Register

The Employer FICA Register includes the following:

- Social security number

- Current wages

- Any excludable or paid-in-excess amounts

- Taxable wages

- FICA rates

- Current tax amounts

```
063666                                    JD Edwards World                    Page    -     1
                                     Employer Soc. Sec. Register               Date    -  7/22/17
    100 Model Finan/Distrib Co (Mktg)                                          Period End- 08/15/17
      Tax Id. No.   :    270065655
      Soc Sec Max Base:   62,700.00
 * * * * * * * *Employee* * * * * * * * *     Current      Excludable     Paid In      Taxable   Soc Sec
       SSN              Name                   Wages          Wages        Excess       Wages      Rate      Current Tax
 -----------  ------------------------------ -------------- -------------- ------------ ------------- ----- ---------------
 750-37-5037 Kraton, Ralph                      2,333.33         9.75                    2,323.58  .06200        144.06
 216-55-4789 Meade, Jane                        1,458.33        12.00                    1,446.33  .06200         89.67
 215-55-4789 Mastro, Robert                     1,572.92         9.75                    1,563.17  .06200         96.91
 516-55-4710 Mayeda, Donald                       616.00                                   616.00  .06200         38.19
 217-45-4719 Moralez, Jesus                       520.00                                   520.00  .06200         32.24
                                              -------------- -------------- ------------ -------------        ---------------
             Model Finan/Distrib Co (Mktg)      6,500.58        31.50                    6,469.08               401.07
                                              -------------- -------------- ------------ -------------        ---------------
             Grand Total . . . . . . . . .      6,500.58        31.50                    6,469.08               401.07
```

Reviewing the Employee Medicare Register

The Employee Medicare Register includes the following information:

- Current and taxable wages

- Medicare rates

- Current tax amounts for the employee portion of Medicare taxes

```
   063667                                    JD Edwards World                    Page    -     1
                                       Employee Medicare Register               Date    -  7/22/17
    100 Model Finan/Distrib Co (Mktg)                                           Period End- 08/15/17
      Tax Id. No.   :    270065655
      Medicare Max. . .

 * * * * * * * *Employee* * * * * * * * *     Current      Excludable     Paid In      Taxable    Medicare
       SSN              Name                   Wages          Wages        Excess       Wages       Rate      Current Tax
 -----------  ------------------------------ -------------- -------------- ------------ ------------- ------ ---------------
 750-37-5037 Kraton, Ralph                      2,333.33         9.75                    2,323.58   .01450         33.69
 216-55-4789 Meade, Jane                        1,458.33        12.00                    1,446.33   .01450         20.97
 215-55-4789 Mastro, Robert                     1,572.92         9.75                    1,563.17   .01450         22.67
 516-55-4710 Mayeda, Donald                       616.00                                   616.00   .01450          8.94
 217-45-4719 Moralez, Jesus                       520.00                                   520.00   .01450          7.54
                                              -------------- -------------- ------------ -------------        ---------------
             Model Finan/Distrib Co (Mktg)      6,500.58        31.50                    6,469.08                93.81
                                              -------------- -------------- ------------ -------------        ---------------
             Grand Total . . . . . . . . .      6,500.58        31.50                    6,469.08                93.81
```

Reviewing the Employer Medicare Register

The Employer Medicare Register lists the employer portion of Medicare taxes for each employee.

```
   063668                                   JD Edwards World               Page    -      1
                                        Employer Medicare Register          Date    -  7/22/17
      100 Model Finan/Distrib Co (Mktg)                                     Period End- 08/15/17
         Tax Id. No.  :   270065655
         Medicare Max. . .

   * * * * * * * *Employee* * * * * * * * *     Current      Excludable      Paid In       Taxable     Medicare
         SSN              Name                    Wages         Wages         Excess         Wages       Rate      Current Tax
   -----------  -----------------------------  ------------- ------------- ------------- ------------- ------  -------------
      750-37-5037 Kraton, Ralph                   2,333.33         9.75                     2,323.58   .01450        33.69
      216-55-4789 Meade, Jane                     1,458.33        12.00                     1,446.33   .01450        20.97
      215-55-4789 Mastro, Robert                  1,572.92         9.75                     1,563.17   .01450        22.67
      516-55-4710 Mayeda, Donald                    616.00                                    616.00   .01450         8.94
      217-45-4719 Moralez, Jesus                    520.00                                    520.00   .01450         7.54
                                                ------------- ------------- ------------- -------------        -------------
               Model Finan/Distrib Co (Mktg)      6,500.58        31.50                     6,469.08               93.81
                                                ------------- ------------- ------------- -------------        -------------
               Grand Total . . . . . . . . .      6,500.58        31.50                     6,469.08               93.81
```

Reviewing Railroad Tax Registers

The railroad tax registers print employer and employee tax information similar to the other payroll tax registers. However, the information on the railroad tax registers is specific to the railroad industry.

Complete the following tasks:

- Review the Employer RUIA Tax Register
- Review the Employer Supplemental Tax Register
- Review the Employer Tier III Register
- Reviewing the Employer Tier II Register
- Reviewing the Employee Tier II Register
- Reviewing the Employer Tier I Register
- Reviewing the Employee Tier I Register

When you select these reports from the setup menu, they are available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Reviewing the Employer RUIA Tax Register

You use the RUIA Tax Register to review information about the unemployment insurance taxes for railroad employees.

```
   063676                                   JD Edwards World               Page    -      1
                                        Employer RUIA Tax Register          Date    -  06/30/17
   Company:     1 A Model Accounting Company                                Period End- 06/30/17
   Tax Id. No. :06123456
   Maximum Base :    785.00
   * * * * * * * *Employee* * * * * * * * *     Current      Excludable      Paid In       Taxable      Tax
         SSN              Name                    Wages         Wages         Excess         Wages       Rate      Current Tax
   -----------  -----------------------------  ------------- ------------- ------------- ------------- ------  -------------
      058-43-2559 Easter, Melvyn                  1,384.61                       599.61      785.00   .08000        62.80
      798-52-5841 Allen, Ray                      3,125.00                     2,340.00      785.00   .08000        62.80
                                                ------------- ------------- ------------- -------------        -------------
               A Model Accounting Company         4,509.61                     2,939.61    1,570.00              125.60
                                                ------------- ------------- ------------- -------------        -------------
                                                 4,509.61                     2,939.61    1,570.00              125.60
```

Reviewing the Employer Supplemental Tax Register

You use the Employer Supplemental Tax Register to review information about the supplemental taxes railroad employers pay.

```
063675                                                JD Edwards World                     Page    -      1
                                                Employer Supplemental Tax Reg.              Date    - 06/30/17
    Company:     1 A Model Accounting Company                                              Period End- 06/30/17
    Tax Id. No. :06123456
    Maximum Base :
    * * * * * * * *Employee* * * * * * * *   Current      Excludable     Paid In       Taxable     Tax
       SSN              Name                  Wages        Wages          Excess        Wages       Rate       Current Tax
    ----------  ---------------------------  ------------ -------------- -------------- ----------- ------  --------------
    058-43-2559 Easter, Melvyn                    52.33                                    52.33   .31000          16.22
    798-52-5841 Allen, Ray                        88.00                                    88.00   .31000          27.28
                                             ------------ -------------- -------------- ----------- ------  --------------
              A Model Accounting Company         140.33                                   140.33                  43.50
                                             ------------ -------------- -------------- ----------- ------  --------------
                                                  140.33                                  140.33                  43.50
```

Reviewing the Employer Tier III Register

You use the Employer Tier III Register to review information about the tier III taxes railroad employers pay.

```
063674                                                JD Edwards World                     Page    -      1
                                                Employer Tier III Register                 Date    - 06/30/17
    Company:     1 A Model Accounting Company                                              Period End- 06/30/17
    Tax Id. No. : 06123456
    Maximum Base :     785.00
    * * * * * * * *Employee* * * * * * * *   Current      Excludable     Paid In       Taxable     Tax
       SSN              Name                  Wages        Wages          Excess        Wages       Rate       Current Tax
    ----------  ---------------------------  ------------ -------------- -------------- ----------- ------  --------------
    058-43-2559 Easter, Melvyn                 1,384.61                       599.61      785.00   .04000          31.40
    798-52-5841 Allen, Ray                     3,125.00                     2,340.00      785.00   .04000          31.40
                                             ------------ -------------- -------------- ----------- ------  --------------
              A Model Accounting Company       4,509.61                    2,939.61     1.570.00                  62.80
                                             ------------ -------------- -------------- ----------- ------  --------------
                                                4,509.61                    2,939.61     1.570.00                  62.80
```

Reviewing the Employer Tier II Register

You use the Employee Tier II Register to review information about the tier II taxes railroad employers pay.

```
063673                                                JD Edwards World                     Page    -      1
                                                Employer Tier II Register                  Date    - 06/30/17
    Company:     1 A Model Accounting Company                                              Period End- 06/30/17
    Tax Id. No. : 06123456
    Maximum Base : 41,400.00
    * * * * * * * *Employee* * * * * * * *   Current      Excludable     Paid In       Taxable     Tax
       SSN              Name                  Wages        Wages          Excess        Wages       Rate       Current Tax
    ----------  ---------------------------  ------------ -------------- -------------- ----------- ------  --------------
    058-43-2559 Easter, Melvyn                 1,384.61                                  1,384.61  .16100         222.92
    798-52-5841 Allen, Ray                     3,125.00                                  3,125.00  .16100         503.13
                                             ------------ -------------- -------------- ----------- ------  --------------
              A Model Accounting Company       4,509.61                                 4,509.61                 726.05
                                             ------------ -------------- -------------- ----------- ------  --------------
                                                4,509.61                                4,509.61                 726.05
```

Reviewing the Employee Tier II Register

You use the Employee Tier II Register to review information about the tier II taxes railroad employees pay.

```
063672                                                JD Edwards World                     Page    -      1
                                                Employee Tier II Register                  Date    - 06/30/17
    Company:     1 A Model Accounting Company                                              Period End- 06/30/17
    Tax Id. No. : 06123456
    Maximum Base : 41,400.00
    * * * * * * * *Employee* * * * * * * *   Current      Excludable     Paid In       Taxable     Tax
       SSN              Name                  Wages        Wages          Excess        Wages       Rate       Current Tax
    ----------  ---------------------------  ------------ -------------- -------------- ----------- ------  --------------
    058-43-2559 Easter, Melvyn                 1,384.61                                  1,384.61  .04900          67.85
    798-52-5841 Allen, Ray                     3,125.00                                  3,125.00  .04900         153.13
                                             ------------ -------------- -------------- ----------- ------  --------------
              A Model Accounting Company       4,509.61                                 4,509.61                 220.98
                                             ------------ -------------- -------------- ----------- ------  --------------
                                                4,509.61                                4,509.61                 220.98
```

Reviewing the Employer Tier I Register

You use the Employee Tier I Register to review information about the tier I taxes railroad employers pay.

```
063671                                    JD Edwards World                     Page    -      1
                                       Employer Tier I Register                Date    - 06/30/17
   Company:     1 A Model Accounting Company                                   Period End- 06/30/17
   Tax Id. No.  : 06123456
   Maximum Base :  55,500.00
   * * * * * * * *Employee* * * * * * * * *    Current      Excludable      Paid In       Taxable      Tax
        SSN            Name                     Wages          Wages         Excess         Wages       Rate      Current Tax
   -----------  -----------------------------  -------------- --------------- --------------- ----------------- ------  ---------------
   058-43-2559 Easter, Melvyn                   1,384.61                                      1,384.61  .06200         85.85
   798-52-5841 Allen, Ray                       3,125.00                                      3,125.00  .06200        193.75
                                               -------------- --------------- --------------- -----------------        ---------------
              A Model Accounting Company        4,509.61                                      4,509.61               279.60
                                               -------------- --------------- --------------- -----------------        ---------------
                                                4,509.61                                      4,509.61               279.60
```

Reviewing the Employee Tier I Register

You use the Employee Tier I Register to review information about the tier I taxes railroad employees pay.

```
063670                                    JD Edwards World                     Page    -      1
                                       Employee Tier I Register                Date    - 06/30/17
   Company:     1 A Model Accounting Company                                   Period End- 06/30/17
   Tax Id. No.  : 06123456
   Maximum Base :  55,500.00
   * * * * * * * *Employee* * * * * * * * *    Current      Excludable      Paid In       Taxable      Tax
        SSN            Name                     Wages          Wages         Excess         Wages       Rate      Current Tax
   -----------  -----------------------------  -------------- --------------- --------------- ----------------- ------  ---------------
   058-43-2559 Easter, Melvyn                   1,384.61                                      1,384.61  .06200         85.85
   798-52-5841 Allen, Ray                       3,125.00                                      3,125.00  .06200        193.75
                                               -------------- --------------- --------------- -----------------        ---------------
              A Model Accounting Company        4,509.61                                      4,509.61               279.60
                                               -------------- --------------- --------------- -----------------        ---------------
                                                4,509.61                                      4,509.61               279.60
```

Reviewing the 415 Nondiscrimination Testing Report

The 415 Nondiscrimination Testing report indicates whether employees are deferring more than allowed for the 401(k) deduction. This report is available only if you have the JD Edwards World Human Resources system.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

```
083676                                    JD Edwards World                     Page      -    2
                                     415 Nondiscrimination Testing              Date      - 04/13/17
 Maximum Deferral Amount (%) 10,00       Selected on Address Book Number        Period End - 02/28/17
                                    Sequenced by Addr Bk No, within Home Co.     P/R ID    - 142
 . . . . . . . .Employee . . . . . . . .   Earnings      Deferral       Maximum          Excess
 Number           Name                     Accrual       Accrual        Deferral         Deferral      Report Msgs.
 -------  -----------------------------    --------------- --------------- -------------------- -------------- -------------
 Home Company . . . .      001          A Model Accounting Company
 -------------------------  ------------ -------------------- ----------
   70500 Gimble, Gwen                       5,000.00       680.00         500.00           180.00    ** Failed**
                                          -------------------- ------------------- -------------------- --------------
          A Model Accounting Company        5,000.00       680.00         500.00           180.00
                                          -------------------- ------------------- -------------------- --------------
          Grand Total                       5,000.00       680.00         500.00           180.00
```

See Also

- *Running the 415 Nondescrimination Test* in the *Human Resources Benefits Guide*

Reviewing Other Reports

You can print the reports listed below as part of the print payroll cycle reports step. The system automatically prints the majority of these reports in other areas of the Payroll system. Depending on the level of detail you want the system to print on the report, you might print these reports following different steps of the payroll cycle.

Report	Description
Time and Pay Entry Register	When you print this report from Payroll Reports Only, it includes the information for the current payroll only. You can choose to include employee totals on the report. Processing options determine what data is printed on the report.
	See *Printing Time Entry Reports* for a sample report.
Payroll Register	You must print the Payroll Register or Summary Payroll Register during pre-payroll processing. Use the Payroll Register to verify that the system correctly calculated employees' gross-to-net amounts. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:
	▪ Pay type and deductions for each employee by business unit
	▪ Totals by pay type for each business unit
	▪ Grand totals by pay type for each company
	JD Edwards World recommends printing this report after the print paychecks step. The report includes check numbers only after you have run Print Paychecks.
	See *Reviewing Pre-Payroll Reports* for a sample report.
Summary Payroll Register	The Summary Payroll Register lists one line per check, and indicates 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.
	See *Reviewing Pre-Payroll Reports*.
Time and Pay Exception Report	The system prints the Time and Pay Exception report with the Time and Pay Entry Register during pre-payroll processing if there are exceptions. 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. Use this report to identify employees whose timecards might contain errors.
	See *Reviewing Pre-Payroll Reports* for a sample report.

Report	Description
Federal Tax Distribution Summary	You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date. See *Reviewing Pre-Payroll Reports* for a sample report.
Transaction (DBA) Audit Report	You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle. When you print this report after processing pro forma journal entries, the system also includes benefits and accruals that do not affect gross or net pay. See *Printing Transaction History Reports* for a sample report.
Wage Attachment Voucher Report	The Wage Attachment Voucher report lists all the amounts for wage attachments that were calculated in a payroll processing. This report lists the following information: ▪ Employees by social security number ▪ Case number and date ▪ Deduction amount ▪ Pay period ▪ Payee Listings with an unspecified payee are for loans. See *Reviewing the Wage Attachment Voucher Report* for a sample report.
Payroll Voucher Journal Detail Report	You can use the Payroll Voucher Journal Detail report to validate voucher entries before you run final update. See *Accounts Payable Integration* for a sample report.
Payroll Voucher Journal Summary	You can use the Payroll Journal Voucher Summary report to validate voucher entries, tax types, and account numbers before you run final update. See *Accounts Payable Integration* for a sample report.
Workers Compensation Register	The Workers Compensation 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. See *Printing Governmental Reports* for a sample report.

Report	Description
Positive Pay Work File Report	Review this report to verify that regular and interim paychecks generated by the payroll system are valid before they are submitted to the bank and cashed.
	During the print payment process, you will be prompted to build the positive pay workfile as part of your pay cycle processing.
	If you opt to generate the positive pay workfile, the system will generate the Positive Pay Work File Report, which lists all printed checks and other pertinent information. You can then execute the bank transmittal file build program to create a new physical file member, which will contain check data that is properly formatted for submission to the bank.
	The Positive Pay Work File Report is available on the Payroll Positive Pay Processing menu (G0734).
	See *Reviewing the Positive Pay Work File Report* for a sample report.
Positive Pay Bank (Transmittal) File Build Report	This report lists all bank file member records included in the positive pay transmittal file.
	Review the member records to ensure they are correct before you submit transmittal file data to a financial institution via electronic upload (modem) or an external media, such as CD, diskette, or tape.
	This report is available on the Payroll Positive Pay Processing menu (G0734).
	See *Reviewing the Positive Pay Bank File Build Report* for a sample report.

Processing the Final Update

Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. If you have set up your Payroll system to integrate with the Accounts Payable system, final update also creates vouchers, voucher journal entries, and related reports.

The following graphic illustrates the preceding steps in the payroll cycle:
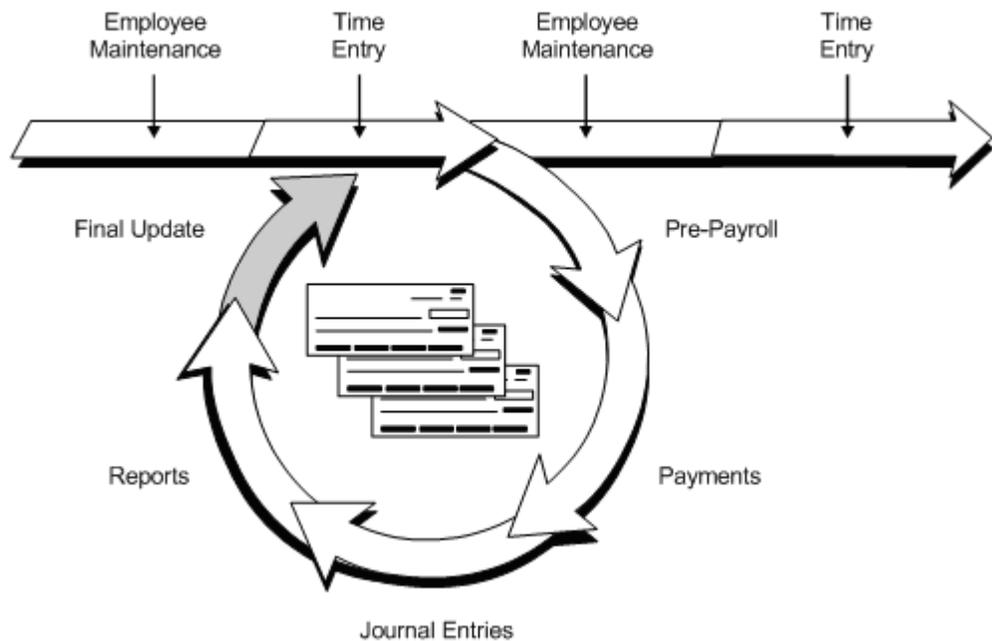
Running the final update includes the following tasks:

- **Running the Final Update**
- **Reviewing Integrity Reports**
- **Reviewing the Payroll Voucher Report**

Running the Final Update

> ◈ From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Final Update**

The final update is the last step in the payroll cycle. After you run the final update, you cannot change anything related to your payroll ID.

You use the final update to:

- Update employees' transaction, tax, and check history.

- Create journal entries.

- Post journal entries (optional).

- Update the Employee Master table (F060116).

- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records it includes.

During the final update, you can print integrity reports that reveal discrepancies between the various history tables that the system updates. You should rarely encounter errors during final update. However, JD Edwards World recommends that you print and review these reports.

If you are using the Human Resources Benefits Administration system, the final update also creates pending claim amounts.

When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry forms to review the results of the final update.

See Also

- *Working with Vouchers (P062201)* for information about creating vouchers

- *Appendix A – Technical Overview of Payroll Cycle* for information on the tables affected by final update

To run the final update

On the first Final Update form
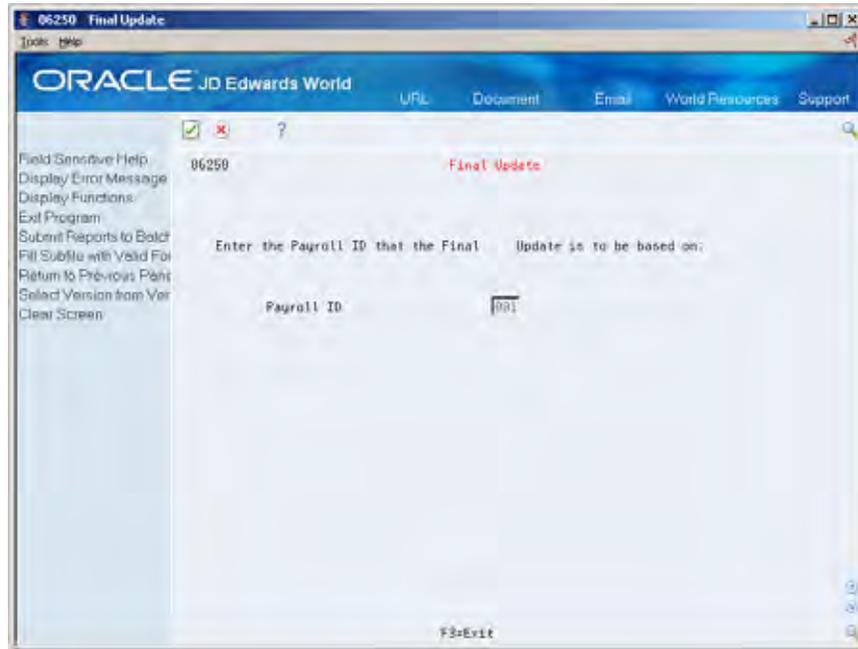
1. Complete the following field:

    ▪   Payroll ID
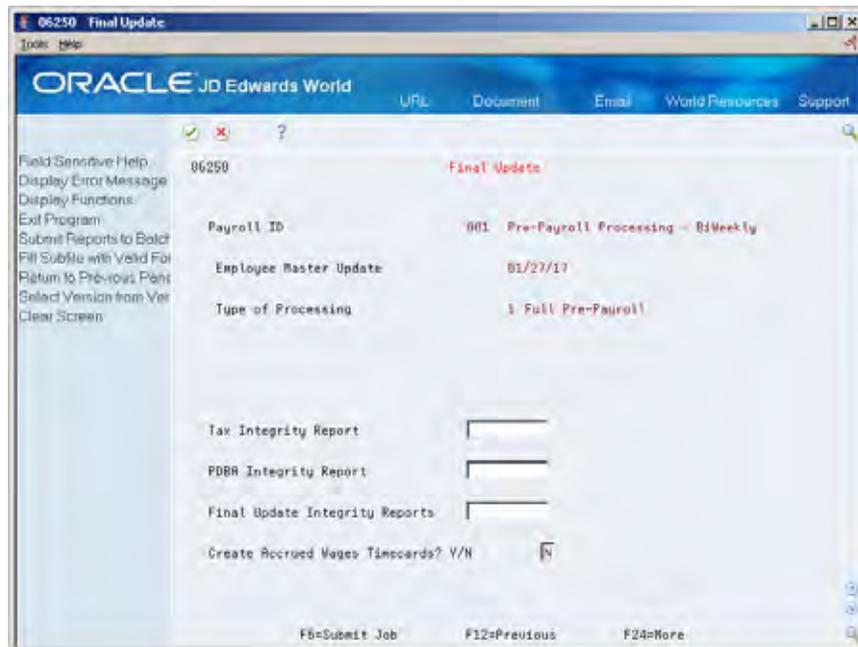
2. On the second Final Update form, if you want to print integrity reports, enter a version in the following fields:

- Tax Integrity Report
- PDBA Integrity Report
- Final Update Integrity Reports

3. If your organization accumulates wages for employees on contract calendars, complete the following field:

- Generate Accumulated Wages Timecards

This field appears only when you activate contract calendars in the payroll constants.

4. Choose the Submit Job function.

What You Should Know About

Abnormal ending to the final update

If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the final update status code and then rerun it.

See Resetting Status Codes.

When you rerun the final update, the system resumes processing at the point where the abnormal ending occurred. The system prints the Employee Update report, which lists the address number of the employee on which final update stopped processing. Use this report to verify that the system updated the history for this employee. If the employee's history did not update, consult JD Edwards World Customer Support for assistance.

See Also

- *Generating Timecards for Accumulated Wages (P063910)*

Reviewing Integrity Reports

Use the integrity reports to check for errors that occurred during final update. These reports identify discrepancies between the Paycheck Workfile (F063501) and the history tables that the system updates during final update. Because you use these history tables to create year-end forms and governmental reports, it is critical that this information is correct.

Errors occurring during final update are rare. However, JD Edwards World recommends that you print and review these reports.

Reviewing integrity reports include:

- Reviewing tax and PDBA integrity reports
- Reviewing the Paycheck Control Report
- Reviewing the Transaction History Summary Control Report
- Reviewing the Tax History Control Report

- Reviewing the Timecard Control Report

- Reviewing the Tax Ledger Control Report

- Reviewing the Transaction History Detail Control Report

Each of these reports shows only those records that contain errors. The reports also show which table or workfile is in error. If the system finds no errors of the specified kind, the report prints a message that no records are in error.

Most errors can be determined by the error code, and corrected by directly editing the payroll tables. However, if you cannot determine the error by the error code, you can research the tables in question to determine which values must be corrected. You can then edit the tables accordingly. If you cannot determine the errors, you should call JD Edwards World for customer support.

Reviewing Tax and PDBA Integrity Reports

Use the Tax History Integrity Report and the PDBA Integrity Report to locate missing, inaccurate, or incomplete information in your summary history tables.

You can print the Tax History Integrity Report and PDBA Integrity Report during final update. These reports contain an update feature that you can use to automatically correct many of the errors that print on the report. When you run these reports during final update, you should choose versions that are set up to run the reports without updating the Taxation Summary History table (F06136) and Payroll Month PDBA Summary History table (F06146). If these reports reveal any errors, you must use the Data Integrity and Global Updates menu to rerun them in update mode.

In addition to printing integrity reports during final update, you should print them monthly, quarterly, and before you begin year-end processing.

See Also

- *Reviewing the Tax History Integrity Report (P067011)*

- *Reviewing the PDBA Integrity Report (P067021)*

Reviewing the Paycheck Control Report

The Paycheck Control Report lists:

- Interim checks that were not removed from the interim workfiles during final update

- Discrepancies between the Paycheck Workfile (F063501) and the Paycheck History table (F06156)

- Payments written in the current payroll cycle that do not have corresponding records in the Paycheck History table

```
067050                                    JD Edwards World                     Page - . . .    1
                                         Paycheck Control Report               Date - . . . 10/29/17
                               Discrepancies Between Current Pay Cycle         Pay Period . 01/15/17
                                        and Paycheck History.                  Payroll ID . 600
Company - Home . . . 00007 A Model Payroll Company
    . . . . . . . . .Employee. . . . . . . .    . . .Check. . .        Int
    Number      _____Name        Control  Number  Date   Ck.   Net Pay        Error Code
----------- ------------------------------ -------- -------- -------- --- --------------- ---------------
    9901 Brown, Joe                         11084            01/15/17  Y              2,5
                                            12423            01/15/17  N    2,245.83  5
    9902 Jones, Robert                      12431            01/15/17  N    2,109.16  5
    9908 Smith, David                       12440            01/15/17  N    2,917.29  5
```

Reviewing the Transaction History Summary Control Report

The Transaction History Summary Control Report compares year-to-date PDBA amounts in the Paycheck Workfile (F063501) to the corresponding amounts in the Payroll Month PDBA Summary History table (F06146).

This report does not have error codes. The Variance column lists current DBA information that was not updated in the Payroll Month DBA Summary table.

```
067051                                    JD Edwards World                     Page - . . .    1
                                 Transaction History Summary Control Rpt       Date - . . . 10/29/17
                               Discrepancies Between Current Pay Cycle         Pay Period . 01/15/17
                                   and Transaction Summary History.            Payroll ID . 600
Company - Home . . . 00007 A Model Payroll Company
Employee No Trans           Name             Paycheck YTD    History YTD     Variance
   P/D/B/A   Type         Description        Gross/Amt       Gross/Amt       Gross/Amt
----------- ----- ------------------------------ --------------- --------------- ---------------
       9901        Brown, Joe
  1          P Regular                       15,435.90       12,102.57        3,333.33
8004         A Sick Avail.                        5.78                            5.78
             * * * * * * * * * * * * * *
       9902        Jones, Robert
  1          P Regular                        9,999.99        6,666.66        3,333.33
1000         D Health Ins.                       50.00           25.00           25.00
7000         D 401(k)                           333.34          166.67          166.67
8801         A Deferral 415                     333.34          166.67          166.67
             * * * * * * * * * * * * * * *
```

Processing Options

See [Final Update Integrity Report (P06705)](#).

Reviewing the Tax History Control Report

The Tax History Control Report compares year-to-date amounts in the Paycheck Workfile (F063501) to the corresponding amounts in the Taxation Summary History table (F06136).

This report does not have error codes. Instead, the amounts that do not match between the tables are displayed in the Variance column.

```
067052                                JD Edwards World                        Page - . . .     1
                                   Tax History Control Report                 Date - . . . 10/29/17
                              Discrepancies Between Current Pay Cycle          Pay Period . 01/15/17
                                      and Tax History.                        Payroll ID . 600
        Company - Home . . . 00007 A Model Payroll Company
        Employee No        Name        . . YTD Paychecks . .      . . .Tax History. . .      . . . Variance. . . .
        Tax Area   TT   Description     Gross          Tax        Gross          Tax         Gross          Tax
        ----------- --  -----------------  --------------  --------------  --------------  --------------  --------------  --------------
              9901     Brown, Joe
        FEDERAL    C  FED Unemp In      16,666.65        434.00    13,333.32        434.00     3,333.33
        06         H  CO Unemploym      16,666.65        570.00    13,333.32        570.00     3,333.33
        06         F  CO Departmen      16,666.65        793.25    13,333.32        634.60     3,333.33        158.65
        06         C  CO FUI            16,666.65        434.00    13,333.32        434.00     3,333.33
        FEDERAL    Q  FED Medicare      16,666.65        241.67    13,333.32        193.33     3,333.33         48.34
        FEDERAL    P  FED Medicare      16,666.65        241.67    13,333.32        193.33     3,333.33         48.34
        FEDERAL    E  FED FICA Com      16,666.65      1,033.33    13,333.32        726.67     3,333.33        306.66
        FEDERAL    D  FED FICA w/h      16,666.65      1,033.33    13,333.32        826.67     3,333.33        206.66
        FEDERAL    A  FED Income T      16,666.65      3,369.25    13,333.32      2,695.40     3,333.33        673.85
                      * * * * * * * * * * * * *
              9902     Jones, Robert
        FEDERAL    C  FED Unemp In       9,999.99        434.00     6,666.66        413.33     3,333.33         20.67
        06         H  CO Unemploym       9,999.99        570.00     6,666.66        380.00     3,333.33        190.00
        06         F  CO Departmen       9,833.32        459.27     6,499.99        308.96     3,333.33        150.31
        06         C  CO FUI             9,999.99        434.00     6,666.66        413.33     3,333.33         20.67
        FEDERAL    Q  FED Medicare       9,999.99        145.00     6,666.66         96.67     3,333.33         48.33
        FEDERAL    P  FED Medicare       9,999.99        145.00     6,666.66         96.67     3,333.33         48.33
        FEDERAL    E  FED FICA Com       9,999.99        620.00     6,666.66        413.33     3,333.33        206.67
        FEDERAL    D  FED FICA w/h       9,999.99        620.00     6,666.66        413.33     3,333.33        206.67
        FEDERAL    A  FED Income T       9,833.32      1,928.23     6,499.99      1,301.04     3,333.33        627.19
                      * * * * * * * * * * * * *
              9908     Smith, David
        FEDERAL    C  FED Unemp In       4,166.67        258.33                                4,166.67        258.33
        44         H  TX Unemploym       4,166.67        264.58                                4,166.67        264.58
        44         C  TX FUTA            4,166.67        258.33                                4,166.67        258.33
        FEDERAL    Q  FED Medicare       4,166.67         60.42                                4,166.67         60.42
        FEDERAL    P  FED Medicare       4,166.67         60.42                                4,166.67         60.42
        FEDERAL    E  FED FICA Com       4,166.67        258.33                                4,166.67        258.33
        FEDERAL    D  FED FICA w/h       4,166.67        258.33                                4,166.67        258.33
        FEDERAL    A  FED Income T       4,166.67        930.63                                4,166.67        930.63
```

Reviewing the Timecard Control Report

This report displays discrepancies between the Paycheck Workfile (F063501) and the Payroll Transaction History table (F0618). The system verifies that:

- The Employee Transactions Detail (current) table (F06116) does not contain records that were processed this payroll cycle.

- The Payroll Transaction History table (F0618) was updated during final update.

- For each check control number, the total of the transaction type in the Payroll Transaction History table equals the corresponding total in the Paycheck Workfile.

```
067053                                JD Edwards World                        Page - . . .    1
                                   Timecard Control Report                    Date - . . . 10/29/17
                              Discrepancies Between Current Pay Cycle          Pay Period . 01/15/17
                                and Transaction Detail History.               Payroll ID . 600
        Company - Home . . . 00007 A Model Payroll Company
        . . . . . . . .Employee. . . . . . . . .    Check                                         Trans     Error
        Number          Name               Control PDBA     Description    Basis/Hr  Rate    Gross Pay     Number    Code
        ----------- ------------------------------ -------- ----  --------------------  --------  --------  --------------  ---------  -------
            9901 Brown, Joe                  12423   1 Regular           86.67   38.461    3,333.33    3772 002
                                             12423   1 Regular           86.67   38.461    3,333.33    3772 001
                                             12423   1 Regular           86.67   38.461    3,333.33    3772 002
                                             12423   1 Regular           86.67   38.461    3,333.33    3772 002
                 * * * * * * * * * * * * * *
            9902 Jones, Robert               12431   1 Regular           86.67   38.461    3,333.33    3773 002
                                             12431   1 Regular           86.67   38.461    3,333.33    3773 001
                 * * * * * * * * * * * * * *
            9908 Smith, David                12440   1 Regular           86.67   48.076    4,166.67    3774 002
                                             12440   1 Regular           86.67   48.076    4,166.67    3774 001
```

Reviewing the Tax Ledger Control Report

The Tax Ledger Control Report shows discrepancies between the Paycheck Workfile (F063501) and the Tax Ledger History table (F06166). The system verifies that, for every check control number in the Paycheck Workfile, an identical record was created in the Tax Ledger table.

```
067054                                    JD Edwards World                    Page - . . .   1
                                        Tax Ledger Control Report              Date - . . . 10/29/17
                                  Discrepancies Between Current Pay Cycle       Pay Period . 01/15/17
                                         and Tax Ledger History.                Payroll ID . 600
     Company - Home . . . 00007 A Model Payroll Company
     . . . . . .Employee. . . . . .    Check           . . . . . . . . . . .Paycheck Workfile . . . . . . . . .    Error
      Number          Name           Control Tax Area Ty  Gross Pay    Excludable      Excess        Tax       Code
     ------------ ------------------- -------- -------- -- ------------ ------------- -------------- ------------ -----
        9901 Brown, Joe               11084 FEDERAL  E                                              100.00  002
                                      12423 FEDERAL  A    3,333.33                                   673.85  002
                                      12423 FEDERAL  C    3,333.33                   3,333.33                002
                                      12423 FEDERAL  D    3,333.33                                   206.66  002
                                      12423 FEDERAL  E    3,333.33                                   206.66  002
                                      12423 FEDERAL  P    3,333.33                                    48.34  002
                                      12423 FEDERAL  Q    3,333.33                                    48.34  002
                                      12423 06       C    3,333.33                   3,333.33                002
                                      12423 06       F    3,333.33                                   158.65  002
                                      12423 06       H    3,333.33                   3,333.33                002
        * * * * * * * * * * * * * *
        9902 Jones, Robert            12431 FEDERAL  A    3,333.33      166.67                        627.19  002
                                      12431 FEDERAL  C    3,333.33                   2,999.99          20.67  002
                                      12431 FEDERAL  D    3,333.33                                   206.67  002
                                      12431 FEDERAL  E    3,333.33                                   206.67  002
                                      12431 FEDERAL  P    3,333.33                                    48.33  002
                                      12431 FEDERAL  Q    3,333.33                                    48.33  002
                                      12431 06       C    3,333.33                   2,999.99          20.67  002
                                      12431 06       F    3,333.33      166.67                        150.31  002
                                      12431 06       H    3,333.33                                   190.00  002
        * * * * * * * * * * * * * *
        9908 Smith, David             12440 FEDERAL  A    4,166.67                                   930.63  002
                                      12440 FEDERAL  C    4,166.67                                   258.33  002
                                      12440 FEDERAL  D    4,166.67                                   258.33  002
                                      12440 FEDERAL  E    4,166.67                                   258.33  002
                                      12440 FEDERAL  P    4,166.67                                    60.42  002
                                      12440 FEDERAL  Q    4,166.67                                    60.42  002
                                      12440 44       C    4,166.67                                   258.33  002
                                      12440 44       H    4,166.67                                   264.58  002
```

Reviewing the Transaction History Detail Control Report

The Transaction History Detail Control Report shows discrepancies between the Paycheck Workfile (F063501) and the following tables:

- DBA Detail History table (F0619)

- DBA Transaction Detail table (F0609)

```
                                  Transaction History Detail Control Rpt        Date - . . . 10/29/17
                                  Discrepancies Between Current Pay Cycle        Pay Period . 01/15/17
                                      and Transaction Detail History.            Payroll ID . 600
   Company - Home . . . 00007 A Model Payroll Company
   . . . . . . . .Employee. . . . . . . .    Check              T Union                              Work    Error
     Number          Name                  Control  PDBA Description T  Code  Basis/Hr Rate   Amount   Date    Code
   ------------ ------------------------------ -------- ---- ----------- - ------ -------- --------- ---------------- --------- -----
      9902 Jones, Robert
                                             12431 1000 Health Ins. D      25.00  250.000       25.00 01/15/17  004
                                             12431 1000 Health Ins. D                            25.00 01/15/17  002
                                             12431 7000 401(k)      D    3333.33    .500        166.67 01/15/17  004
                                             12431 7000 401(k)      D                           166.67 01/15/17  002
                                             12431 8801 Deferral 415 A    166.67  10.000        166.67 01/15/17  004
                                             12431 8801 Deferral 415 A                          166.67 01/15/17  002
        * * * * * * * * * * * * * * *
      9908 Smith, David
                                             12440 8004 Sick Avail. A      5.78  10.000          5.78 01/15/17  004
                                             12440 8004 Sick Avail. A                            5.78 01/15/17  002
```

Reviewing the Payroll Voucher Report

After you run final update, if you have set up your Payroll system to integrate with the JD Edwards World Accounts Payable system, you should review the Payroll Voucher Edit report to verify that no errors occurred during the update. The report lists any vouchers that contain errors.

See Also

- *Reviewing Voucher Posting Reports (P09800)*

Work with Journal Entries

Working with Journal Entries

After you run the final update, you review your batch of payroll journal entries. The final update creates the actual journal entries, and updates the Account Ledger table (F0911). Depending on your company constants, you can have the system automatically post journal entries to the Account Balances table (F0902). If you do not automatically post the journal entries, you must post them manually. You must also post journals manually when the system could not automatically post a batch of journals due to errors.

You review a batch to verify that the journal entries within the batch are not in error. You can then revise any incorrect journal entries before you post them to the general ledger. After you review or revise a batch of payroll journal entries, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch. The approval status is set in the general accounting constants.

Working with journal entries includes the following tasks:

- [Reviewing Batches of Payroll Journal Entries](#)
- [Revising Payroll Journal Entries](#)
- [Approving Payroll Batches for Posting](#)
- [Posting Payroll Journal Entries Manually](#)
- [Reviewing the Posting Edit Report](#)
- [Reviewing the General Ledger Posting Journal](#)

Reviewing Batches of Payroll Journal Entries

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **P/R Journal Batch Review**

You review a batch to verify that the journal entries within the batch do not have errors before you post them. When you review journal entries for posting, you can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range. For example, you could review all of the batches that are unposted.

You can review batches of journal entries that you created during the standard pay cycle journal procedures or during a special timecard post. The system uses batch types to group the various kinds of journal entries. The system processes different batch types during the standard pay cycle than during a special timecard post.

The standard pay cycle processes the following batch types:

Type	Description
Batch type 4	Pro forma journal entry records created during the journal entries step of the payroll cycle, but not yet updated to the general ledger. For this batch type, you can review summary information only.
Batch type 7	Actual journal entries created during the final update step of the payroll cycle. Depending on the way in which your system is set up, these entries might have been automatically posted during final update. You can also manually post them after final update. You can review detail records for this batch type.
Batch type #	Journal entries integrated with Accounts Payable system. When the Batch Description field value is JE (Journal Entry), the entries are for actual vouchers created during the final update. You can review detail records for these entries. When the Batch Description field value is Edit, the entries are for pro forma vouchers. You can review only summary information for pro forma batches.

A special timecard post processes the following batch types:

Type	Description
Batch type 5	Pro forma journal entry records created when the system generated timecard journals during a special timecard post, but not yet updated to the general ledger. For this batch type, you can review summary information only.
Batch type P	Actual journal entry records created when the system posted journals to the general ledger . This batch type is equivalent to batch type 7 for standard pay cycle journal entries. You can review detail records for this batch type.

To review batches of payroll journal entries

On Payroll Journal Batch Review

Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Field	Explanation
Batch Status	A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:
	blank Unposted batches that are pending approval or have a status of approved.
	A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.
	D Posted. The batch posted successfully.
	E Error. The batch is in error. You must correct the batch before it can post.
	P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).
	U In use. The batch is temporarily unavailable because someone is working with it.

See Also

- *Processing Journal Entries Prior to the Payroll Cycle (P06229)*

Revising Payroll Journal Entries

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **P/R Journal Batch Review**

After you review a list of batches, you can access transaction detail within a specific batch of actual journal entries. You cannot access transaction detail for pro forma journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review and revision. You revise payroll journal entries that have errors to ensure that you post the correct information to the general ledger.

You can revise the associated explanations and the general ledger distributions of an unposted journal entry. You cannot change the following information:

- Document type
- Document number
- Document company
- General ledger date

To revise payroll journal entries

On Payroll Journal Batch Review

1. Locate the appropriate list of batches.

2. For the batch that contains inaccurate journal entries choose the General Journal Review option.
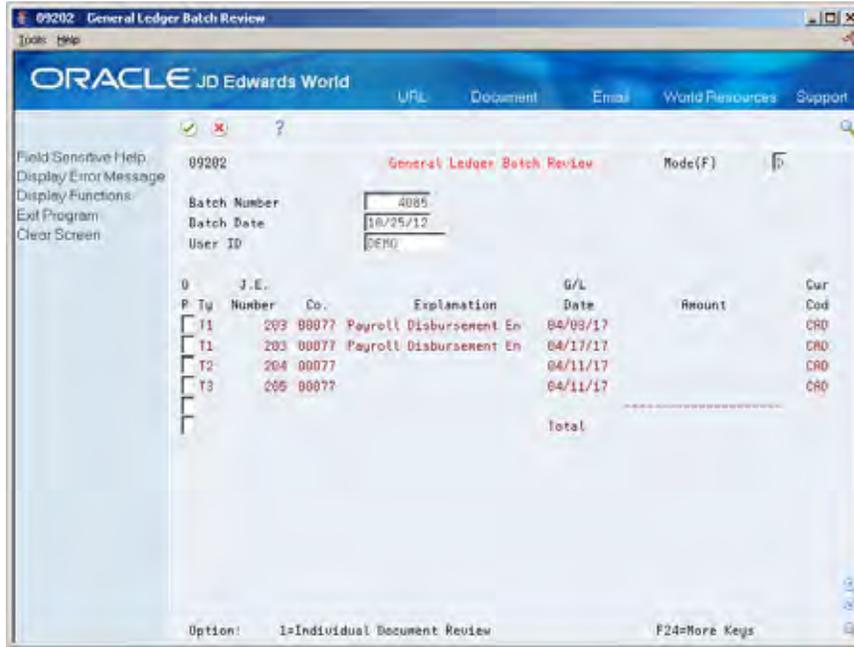
3. On General Ledger Batch Review, choose the Individual Document Review option for the journal entry you want to revise.
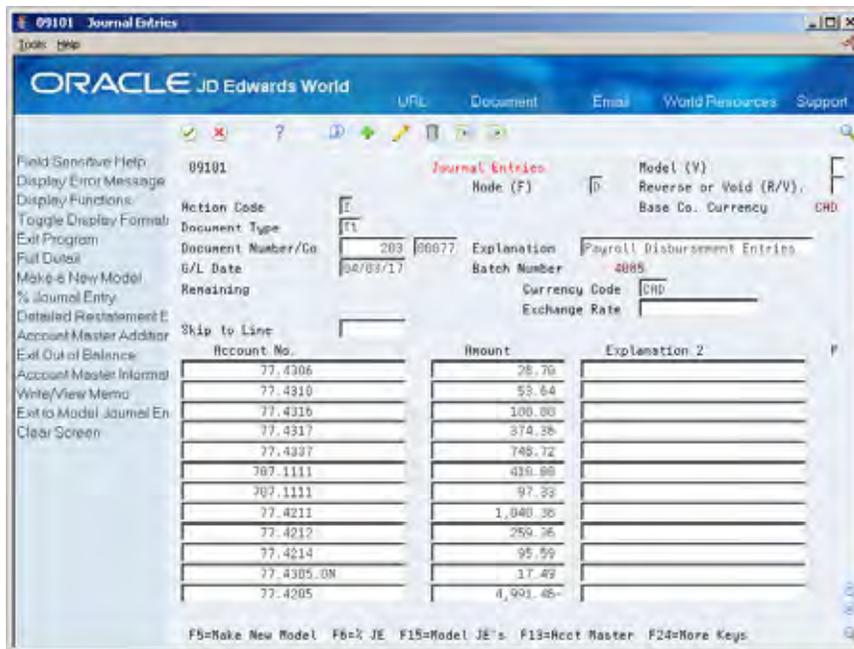
4. On Journal Entries, enter the necessary changes.

5. Complete the steps to manually post journal entries.

See Also

- *Posting Journal Entries Manually (P09800)*

Approving Payroll Batches for Posting

> ◈ From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **P/R Journal Batch Review**

After you review or revise a batch of payroll journal entries, you might need to approve it before you can post it. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the general accounting constants, the system assigns either a pending or an approved status to the batch. You approve a batch of payroll journal entries to prepare the batch for posting. You cannot post journal entries that are not approved.

To approve a payroll batch for posting

On Payroll Journal Batch Review

1. Choose the appropriate batch.

2. Complete the following field:

   - Approved (A)

Field	Explanation
A	A code that indicates whether a batch is ready for posting. Valid codes are:
	A Approved, ready for posting.
	P Pending approval. The batch will not post.
	If the system constants do not specify manager approval, the system automatically approves batches that are not in error.
	Form-specific information
	If the batch has an ERROR status, you must access each item and correct the error. When you exit to Timecard Journal Batch Review, the program automatically assigns an APPROVED status.

What You Should Know About

Preventing a batch from posting	To temporarily prevent a batch from posting, change its status to pending.

See Also

- *Approving Batches of Journal Entries for Posting (P09201)* in the *General Accounting Volume I Guide*

Posting Payroll Journal Entries Manually

From Payroll Master (G07), choose **Pay Cycle Processing**
From Pay Cycle Processing (G0713), choose **Manual Payroll Journal Post**

You post payroll journal entry batches to update your general ledger. When you post journal entries, the system posts the batches that have been approved and are ready to post to the Account Balances table (F0902).

You post journal entries manually for the following reasons:

- Your company requires manager approval before you post transactions
- Your system is set to automatically post during the final update step, but the system detects errors during final update. The system does not post a batch of journal entries that contains errors.

If you do not specify a batch selection, the program posts all approved batches for all dates and all users.

If you set the payroll company constants to automatic post and your batches contain no errors, the system posts journal batches automatically during the final update step of the payroll cycle.

See Also

- *Setting Up Company Constants (P069091)*

Processing Options

See General Ledger Post (P09800).

Reviewing the Posting Edit Report

When you post journal entries, the system prints the Posting Edit report for your review.

Review the Posting Edit report for any applicable posting error messages.

```
09800                                JD Edwards World                                      Page      5
                               General Ledger Post - Payroll Vouchers                      Date   7/23/16
                                        Posting Edit Report
  Create Intercompany Settlements: D
  Batch     Batch  Account Number - Input        G/L Date Do Document JE Line
  Number    Date   Account ID                    Subldgr  Ty Number  Number    Error Messages
 -------- -------- ---------------------------- -------- -- -------- --------- ----------------------------------------
   6068214 07/22/16                                                            ***NO ERRORS*** Batch will post.
                                                                        *
```

Reviewing the General Ledger Posting Journal

When you post journal entries, the system prints the Posting Edit and General Ledger Posting Journal reports for your review.

The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Pay Period Journal Batch Proof report. However, the General Ledger Posting Journal prints the journal entry number, general ledger date, and the account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

```
09801                                     JD Edwards World                              Page      1
  Batch Type        - 7               General Ledger Post - P/R Period Manual          Date   7/23/17
  Batch Number      - 6068213
  Batch Date        - 07/22/16
                                                 Posting Journal
  Post Out of Balance          :
  Create Intercompany Settlements: D
 Do Document   G/L   Co    Account Description    G/L Account            . . . . . Amounts . . . . .   LT   Units
 Ty        Date       Explanation                 Subldgr-Ty/Asset Number   Debit         Credit
 -- -------- -------- ----- ------------------------ --------------------------- -------------- -------------- -- -------------
 T1    3530 08/14/17 00100 Miscellaneous Revenue USD     90.9160                              10.00- AA
                           Payroll Disbursement Entries  00007504 A
 T1    3530 08/14/17 00100 Life Insurance        USD    100.4310                             145.10- AA
                           Payroll Disbursement Entries
```

See Also

▪ *Setting Up Journal Summarization Rules (P06914)*

Correct Errors in Pre-Payroll Processing

Correcting Errors in Pre-Payroll Processing

After you review pre-payroll reports, you might discover errors in the gross-to-net calculations. Some errors you might encounter include:

- An employee is not included in a payroll cycle.
- DBAs do not calculate properly.
- The gross wages less the deductions that printed on an employee's payment do not equal the net wages on the Payroll Register.

The following examples describe common errors and the steps you would take to correct them.

Example 1: An Employee is Not Included in a Payroll Cycle

Occasionally an employee who should be paid this pay period is omitted from pre-payroll processing. Typically, an employee is omitted from pre-payroll processing for one of the following reasons:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.

To determine why the employee was not included in pre-payroll, locate the employee on the Employee Entry form. The form should indicate that the employee is locked in pre-payroll.

Reviewing Selection Criteria

When the Employee Entry form does not indicate that the employee is locked in pre-payroll, the employee was not included in the data selection for the pre-payroll program version.

Do one of the following:

- Reset the payroll ID and then change the selection criteria for the pre-payroll version so that it includes the employee. You should then process pre-payroll again.
- Issue an interim check for the employee.

If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

See Also

- *Resetting the Payroll ID (P06217)*
- *Entering Interim Checks (P06053)*

Reviewing Pay Start and Stop Dates

If the employee is locked in pre-payroll, review the employee's pay stop and pay start dates on the Employee Entry form.

When the pay starts date is after the pay period ending date, or the pay stops date is before the pay period beginning date, the system does not include the employee in the payroll cycle. For example, if the pay period dates are 4/26 - 5/09 and the pay starts date is 5/10, the system does not include the employee in that payroll cycle.

Reviewing Timecard Information for Hourly Employees Only

If the employee who was not included in pre-payroll is paid hourly, verify that you completed either of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee on the Pay and Tax Information form. (Entering standard hours causes the system to automatically generate timecards for the employee.)

If the employee does not have a timecard for this pay period, enter one and then rerun pre-payroll.

Example 2: DBAs Do Not Calculate

In some cases, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This scenario could happen even if the system properly calculated the DBA during the last payroll cycle. This condition might affect:

- All employees
- Some employees
- One employee

Use the Transaction Audit report or the DBA Register, which you can print during the print payroll cycle reports step, to determine how many employees are affected. Use the DBA One-Time Override window on Time Entry by Employee to review current DBAs for individual employees.

DBAs Did Not Calculate for Any Employees

1. On the DBA Setup form, locate the DBA.
2. Verify the information in the following fields:
   - Calculate in Pre-Payroll
   - Beginning Effective Date

- Ending Effective Date
- Pay Period to Calculate

3. Access the Basis of Calculation table.

4. Verify that:

- The based-on PDBAs were calculated.
- The based-on PDBAs are not zero.
- The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA).

5. Make any necessary corrections to the DBA Setup form.

6. Access the second Pre-Payroll Processing form.

7. Verify the information in the following fields:

- Year

The year must match the year entered for the master pay cycle.

- Period Number

The period number is not specified.

8. Access the Master Pay Cycles form.

9. Verify the information in the following field:

- Withholding Period

10. Make any necessary corrections to the payroll cycle information.

DBAs Did Not Calculate for Any Employees in a Group Plan

If you are using group plans to assign DBAs to employees, and the system did not calculate DBAs for any of the employees in that plan, verify the plan setup.

If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the proper plans.

If you are using Payroll to assign employees to DBAs, complete the following steps:

1. On Group Plan DBA Setup, locate the group plan in which the employees are included.

2. Verify the information in the following fields:

- Beginning Effective Date
- Ending Effective Date
- Withholding Period

3. Make any necessary corrections.

DBAs Calculated for Only Some Employees

If you are not using group DBA plans, or if the employees whose DBAs did not calculate are in different DBA plans, complete the following steps:

1. Review the Deductions Not Taken and Deduction Arrearage reports to verify that the employees earned enough to cover their deductions.

2. Locate the employee on the DBA Instructions form.

3. Verify the information in the following fields:

   - Start Date

   - Stop Date

   - Pay Periods to Calculate

   - Group Code

   - Union Code

4. Make any necessary corrections.

5. On the DBA Setup form, locate one of the DBAs that the system did not calculate.

6. Access the DBA Limits window.

7. Using the information in this window, determine whether the employee has reached the limit for this DBA.

8. Access the Basis of Calculation Table.

9. Review the information and make any necessary corrections.

10. If the DBA uses a calculation table, access the Calculation Tables form.

11. Review the information and make any necessary corrections.

12. Using the DBA One-Time Overrides window that you access from the Time Entry by Employee form, determine if a one-time override exists for the DBA.

13. Using the Interim Check Entry form, determine whether an interim check was issued for the employee this period.

    If the DBA is set up to calculate once per period, and it is included on an interim check, the system does not calculate it during pre-payroll.

See Also

- *Human Resources Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans

Example 3: Gross To-Net Error

When the gross wages less the taxes and deductions that printed on an employee's payment do not equal the net wages on the payroll register, you probably need to set up an additional tax area. For example, your organization might have recently started doing business in another state, but you did not enter a tax area for that state into your Payroll system.

Although VertexT calculates the tax, and it is subtracted from the gross wages, the system does not print the tax on the Payroll Register. Therefore, the gross wages less the deductions and printed taxes do not equal the net wages on the payroll register.

To ensure that the system creates the correct journal entries, you must correct the gross-to-net error. Depending on the way in which your company constants are set up, you might be required to correct this error before you can continue with payroll cycle processing.

The Summary Payroll Register, which you can print during pre-payroll processing or from the Reports Only menu selection, displays ERR next to each employee who has a gross-to-net error.

To correct the error, complete the following steps:

1. Set up a tax area for the new state.

2. Reset the payroll ID.

3. Rerun a full pre-payroll.

See Also

- *Setting Up Tax Area Information (P069012)*

- *Setting Up Payroll Company Constants (P069091)* for information about setting this error as a hard or soft error

Example 4: An Employee's Taxes Must Be Recalculated

In some cases, the system identifies and corrects errors for you. Depending on how you set up your deductions, an employee who is a low wage earner might have one or more pre-tax (tax-deferred or tax-exempt) deductions reduced or placed in arrears. Reducing or arrearing pre-tax deductions changes the employee's taxable gross wages. When this condition occurs, the system automatically reduces the pre-tax deduction to zero and recalculates the employee's taxes using the new taxable gross wage amount.

To perform these recalculations, the system automatically submits a changes only pre-payroll and prints the following reports:

- Changes Only Payroll Register

- Deductions Not Taken report (if applicable)

- Deduction Arrearage (if applicable)

During this processing, the system:

- Places a pre-tax deduction entirely in arrears *or* fully reduces it (depending on the arrearage rule), if it cannot be fully deducted. The system does not partially arrear or reduce a pre-tax deduction to avoid negative pay. Two examples are:

  - A pre-tax deduction has an arrearage rule of Q (place the full or partial amount in arrears as needed and do not apply the limits when collecting). If the program cannot take the full amount of the pre-tax deduction, it uses rule G instead, placing the entire amount in arrears and listing the amount on a Deduction Arrearage report.

  - A pre-tax deduction has an arrearage rule of P (partially or fully reduce the deduction as needed, but do not collect the amount in the future). If the program cannot take the full amount of the pre-tax deduction, it uses rule F instead, taking none of the deduction. In this case, the amount is not placed

in arrears. The system prints the amount on a Deductions Not Taken report. It does not hold the amount over to be collected in the future.

- Marks the deduction as a One-Time Override with a zero amount. This excludes the deduction from the calculations in the automatic Changes Only cycle.

- Sets pre-payroll to automatically cycle through a changes only pre-payroll at the end of the current processing, to recalculate taxable wages and net pay.

- Prints a detailed Deductions Not Taken report, a Deduction Arrearage report, or both totaled by employee.

The system runs changes only processing up to three times to resolve these situations.

Subsequent Reductions to Mandatory Deductions

When the system automatically processes changes only pre-payroll, recalculation typically results in higher taxes. To avoid a negative check, the system might have to place one or more mandatory deductions in arrears according to its normal processing priorities.

Wages Lower than Total Pre-Tax Deductions

An employee has standard pre-tax deductions of $100.00 and $50.00, but earnings for this pay period are only $95.00. During the full pre-payroll, the Payroll Register appears as follows:

```
Gross Wages                                95.00
Exempt Deduction                           50.00
Total Deductions                           50.00

Net Pay                                    45.00
```

The system takes the $50.00 pre-tax deduction but omits the $100.00 pre-tax deduction, because wages do not cover it in its entirety. Because of the deduction's arrearage rule, the system does not place the amount in arrears. That is, the system will not try to deduct this amount in future pay periods. An omitted deduction with this type of arrearage rule is printed on a Deductions Not Taken report.

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

The employee listing on the Changes Only Payroll Register is as follows:

```
Gross wages                                95.00
Federal FICA                                2.79
Federal Medicare                            0.65
CO Income Tax                               0.95
Exempt Deduction                           50.00
Total Deductions                           54.39

Net Pay                                    40.61
```

Wages Plus Tips

An employee earns $88.92 in hourly wages and $500.00 in tips. This employee also has a pre-tax deduction of $143.00. The system initially calculates taxes based on a taxable wage of $445.92 (earnings of $588.92 less a total pre-tax deduction of $143.00).

During the full pre-payroll, the Payroll Register shows the following for the employee:

```
Gross Wages                             588.92
Federal Income Tax                       33.80
Federal FICA                             27.65
Federal Medicare                          6.47
CO Income Tax                            21.00
Tips                                    500.00
Total Deductions                        588.92
```

The system also prints a Deduction Arrearage report, showing this employee's pre-tax deduction of $143.00 that the system could not deduct because the net was zero after the taxes and tips were deducted from the gross wages. This report also lists part of the taxes not fully covered before the net reached zero. The Deduction Arrearage report indicates that the system placed these deductions in arrears (because of their arrearage rules). The system will take the deductions in the next pay period if the employee's net pay covers them.

However, the system based the federal and state calculations shown above on $445.92, the gross wages minus pre-tax deductions. Because the system could not take the pre-tax deduction, it must recalculate taxes based on the full gross wages.

This employee's listing in the Changes Only Pre-Payroll Payroll Register appears as follows:

```
Gross Wages                             588.92
Federal Income Tax                       15.72
Federal FICA                             36.51
Federal Medicare                          8.54
Colorado Income Tax                      28.15
Tips                                    500.00
Total Deductions                        588.92
```

The system recalculated the taxes based on $588.92, the total gross without the pre-tax deduction. The taxes are therefore higher, except for the federal income tax. Again, the system places the federal income tax deduction in arrears because insufficient pay remains for the entire deduction. The changes only pre-payroll prints the amount in arrears on a Deduction Arrearage report.

What You Should Know About

Interim checks	Automatic recalculation does not function in Interim Check processing.
Adjustment priorities	When a tax-exempt deduction is adjusted or placed in arrears, every deduction with a lower priority has already been adjusted or arreared.

5 Payroll History

Overview to Payroll History

Objectives

- To use payroll history for reporting needs
- To use online inquiries for quick access to payroll history

About Payroll History

Each time you process a payroll cycle, the system creates history records. Working with payroll history includes:

- Reviewing earnings and tax information history
- Reviewing transaction history
- Reviewing other payroll history
- Working with payment history information
- Reviewing payroll history reports
- Working with information for earnings and tips
- Reviewing history reports for earnings and tips

Payroll history includes detail and summary information for:

- Earnings and taxes
- Transaction history for pay types, deductions, benefits, or accruals (PDBAs)
- Workers compensation and general liability
- Timecards
- Benefits and accruals, such as vacation time earned, taken, and available
- Individual payment information
- Employees and companies that earn tips

You use this information for online inquiries and historical and government reporting.

You can review the payroll history at both summary and detail level. The summary tables contain information from the detail tables as follows:

Table	Description
Taxation Summary History (F06136)	Tax Ledger (F06166)

Table	Description
Payroll Month PDBA Summary History (F06146)	Payroll Transaction History (F0618)
	DBA Detail History (F0619)
Fiscal/Anniversary Year History (F06147)	Payroll Transaction History (F0618)
	DBA Detail History (F0619)
Paycheck Summary (F06156)	Tax Ledger (F06166)
	Payroll Transaction History (F0618)
	DBA Detail History (F0619)
Calendar Month DBA Summary History (F06145)	DBA Detail History (F0619)
Historical Payroll Register (F063451)	Historical Payroll Processing (F06345)
	The system creates data for the Historical Payroll Register and Historical Payroll Processing tables when you process the Historical Payroll Register.

When you work with payroll history, you use online inquiries and printed reports. You can also perform functions, such as voiding a payment, when reviewing individual payment information.

What is Calendar Month and Payroll Month History?

The system maintains transaction (PDBA) history by both payroll month, which is based on check dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during transition payroll cycles. A transition payroll cycle is one that crosses months (for example, a bi-weekly payroll cycle that begins in January and ends in February).

Transaction (PDBA) history is maintained by both payroll month, which is based on cheque dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during transition payroll cycles. A transition payroll cycle is one that crosses months (for example, a bi-weekly payroll cycle that begins in January and ends in February).

Balances for the payroll month are stored for pay types and DBAs. Balances for the calendar month are stored for DBAs only and not pay types.

See Also

- *Setting Up DBAs (P069117)* for information about how the system maintains calendar month balances

- *Verifying Integrity of Payroll Summary History (P067011)* for information about verifying payroll history for your employees

- *Appendix E – Tables Used by Payroll* and the *World Writer Guide* for information you need to create custom reports for your specific business needs

- *Working with Governmental Reports* for information about printing reports that are required by the government

Review Earnings and Tax Information History

Reviewing Earnings and Tax Information History

To answer questions about an employee's tax and earning information, you can review the history for an individual employee. When you review an employee's history you can verify earnings balances for all tax areas and tax types. You can begin the review at either the summary or detail level.

Reviewing earnings and tax information history includes:

- [Reviewing Quarterly Tax Balances]
- [Reviewing Monthly Tax Balances]
- [Reviewing the Monthly Tax Ledger]

When you use these inquiry programs, the system provides information from the following tables:

- Taxation Summary History (F06136)
- Detail Tax Ledger (F06166)

Reviewing Quarterly Tax Balances

	From Payroll Master (G07), choose **History Inquiries** From History Inquiries (G0714), choose **Quarterly Tax Balances**

To answer questions about an employee's tax history, you can review the quarterly tax balances for the employee. You can also review the monthly balances, pay period detail, and year-to-date amounts.

To review quarterly tax balances

On Quarterly Tax Balances

1. Complete the following field:

   - Employee Number

2. To limit the information that appears, complete any of the following fields:

   - Tax Area

   - Tax Type

   - Home Company

   - Year

   - Quarter

   - History Type

Field	Explanation
Code - Tax History Type	A user defined code (07/TH) that specifies the type of Taxation Summary History (F06136) being tracked for the employee.

Reviewing Monthly Tax Balances

> ◈ From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Monthly Net/Cumulative Taxes**

You can answer questions about an employee's tax balances for each month and cumulative balances for the year to date. You can review these amounts for either gross or taxable pay.

To review monthly tax balances

On Monthly Net/Cumulative Taxes

1. Complete the following field:

   ▪ Employee Number

2. To limit the information that appears, complete any of the following fields:

   ▪ Year

   ▪ Tax History

   ▪ Tax Area

   ▪ Tax Type

   ▪ Home Company

Reviewing the Monthly Tax Ledger

From Payroll Master (G07), choose **History Inquiries**
From History Inquiries (G0714), choose **Monthly Tax Ledger**

You can answer an employee's questions about detailed information from the tax ledger transactions for a specific month. You can locate tax amounts for an employee including the control number and gross pay for each payment.

To review the monthly tax ledger

On Monthly Tax Ledger

1. Complete the following field:

   ▪ Employee Number

2. To limit the information that appears, complete any of the following fields:

   ▪ Month

   ▪ Year

   ▪ History Type

   ▪ Tax Area

   ▪ Tax Type

   ▪ Home Company

   ▪ Beginning Effective Date

   ▪ Ending Effective Date

Review Transaction History

Reviewing Transaction History

You can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on check dates) or by calendar month (based on work dates).

You also can review year-to-date balances for PDBAs that have fiscal and anniversary history.

Reviewing transaction history includes:

- [Reviewing Quarterly PDBA Balances by Payroll Month](#)
- [Reviewing Quarterly DBA Balances by Calendar Month](#)
- [Reviewing Monthly PDBA Balances by Payroll Month](#)
- [Reviewing Monthly DBA Balances by Calendar Month](#)
- [Reviewing the Calendar Transaction Ledger](#)
- [Reviewing the Monthly Transaction Ledger](#)
- [Reviewing Fiscal and Anniversary Balances](#)

Reviewing Quarterly PDBA Balances by Payroll Month

> From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Quarterly Balances/Payroll Month**

You can review the quarterly balances for any of the pay types and DBAs (PDBAs) that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

You review PDBA balances based on check dates. You can also determine whether an employee has a remaining balance, such as an outstanding balance for an advance or an arrearage due for a deduction.

For the Payroll system, you review PDBA balances based on check dates. You can also determine whether an employee has a remaining balance, such as an outstanding balance for an advance or an arrearage due for a deduction.

The system retrieves information from the Payroll Month PDBA Summary History table (F06146).

To review quarterly PDBA balances by payroll month

On Quarterly Balances/Payroll Month

1. Complete the following field:

   - Employee Number

2. To display information for a period of time other than the current quarter, complete the following fields:

   - Year

   - Quarter

3. To limit the information that appears, complete any of the following fields:

   - History Type

   - PDBA Code

   - Home Company

What You Should Know About

Reviewing detail transactions

Choose the Transaction Ledger option to review the detail transactions for a particular month. However, if the processing options for the Monthly Transaction Ledger form are set to sort by work date, the detail information on that form might not correspond to the information on the Quarterly Balances/Payroll Month form.

Reviewing Quarterly DBA Balances by Calendar Month

> From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Quarterly Balances/Calendar Month**

You can review the quarterly balances for any of the DBAs that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

You use the Quarterly Balances/Calendar Month program to review DBA balances based on work dates. You cannot view pay type information for work dates.

The system retrieves information from the Calendar Month DBA Summary History (F06145) table.

To review quarterly DBA balances by calendar month

On Quarterly Balances/Calendar Month

1. Complete the following field:
   - Employee Number

2. To display information for a period of time other than the current quarter, complete the following fields:
   - Year
   - Quarter

3. To limit the information that appears, complete any of the following fields:
   - DBA Code
   - Home Company

Reviewing Monthly PDBA Balances by Payroll Month

From Payroll Master (G07), choose **History Inquiries**
From History Inquiries (G0714), choose **Net Cumulative/Payroll Month**

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

You can review cumulative monthly balances for any of the pay types and DBAs (PDBAs) for which an employee has history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review PDBA balances by payroll month, the system retrieves information from the Payroll Month PDBA Summary History table (F06146) based on check dates.

To review monthly PDBA balances by payroll month

On Net-Cumulative/Payroll Month

1. Complete the following field:
   - Employee Number

2. To review a year other than the current one, complete the following field:
   - Year

3. To limit the information that appears, complete any of the following fields:
   - PDBA Code

■   Company

What You Should Know About

Reviewing detail transactions   Choose the Transaction Ledger option to review the detail transaction for a particular month. However, if the processing options for the Monthly Transaction Ledger form are set to sort by work date, the detail information on that form might not correspond to the information on the Net-Cumulative/Payroll Month form.

Processing Options

See <u>Net Cumulative/Payroll Month (P060911)</u>.

Reviewing Monthly DBA Balances by Calendar Month

	From Payroll Master (G07), choose **History Inquiries** From History Inquiries (G0714), choose **Net Cumulative/Calendar Month**

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review DBA balances by calendar month, the system retrieves information from the Calendar Month DBA Summary History table (F06145) based on work dates. You cannot view pay type information for work dates.

To review monthly DBA balances by calendar month

On Net-Cumulative/Calendar Month

1. Complete the following field:
   - Employee Number

2. To review a year other than the current one, complete the following field:
   - Year

3. To limit the information that appears, complete any of the following fields:
   - DBA Code
   - Company

Reviewing the Calendar Transaction Ledger

> From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Calendar Transaction Ledger**

You can answer employees' questions about their PDBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

With the calendar transaction ledger, you can review one or a range of payment and DBA transactions for any date range.

The system retrieves the information from the following tables:

- Payroll Transaction History (F0618)
- Deduction, Benefits, and Accrual History (F0619)

To review the calendar transaction ledger

On Calendar Transaction Ledger

1. Complete the following field:
   - Employee Number

2. To limit the information that appears, complete any of the following fields:
   - PDBA Code
   - Work Dates From
   - Work Dates Thru

3. Access the detail area for additional deduction and benefit information.

Processing Options

See .

Reviewing the Monthly Transaction Ledger

> From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Monthly Transaction Ledger**

You can answer employees' questions about their PDBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

You can review detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

You can locate specific types of PDBA transactions for an individual employee for a single month. For pay types, you can also review detailed timecard history.

The system retrieves the information from the following tables:

▪ Payroll Transaction History (F0618)

▪ Deduction, Benefit, and Accrual History (F0619)

To review the monthly transaction ledger

On Monthly Transaction Ledger

1. Complete the following field:
   - Employee Number

2. To review a time period other than the current one, complete the following fields:
   - Year
   - Update Month

3. To limit the information that appears, complete any of the following optional fields:
   - PDBA Code
   - From Date
   - Through Date

Processing Options

See Transaction Ledger Inquiry (P060912).

Reviewing Fiscal and Anniversary Balances

> From Payroll Master (G07), enter **27**
> From Payroll Advanced/Technical Operations (G073), choose **Data Integrity/Global Update**
> From Data Integrity/Global Update (G0731), choose **YTD Balances/Fiscal & Anniversary**

You can answer employees' questions about their year-to-date balances for PDBAs that have fiscal and anniversary history. In addition to year-to-date balances, you can review balances forwarded from a previous year and inception-to-date amounts.

Depending on how you set up the system, it stores fiscal and anniversary history for those PDBAs that have any of the following characteristics:

- A balance that must be calculated using related PDBAs

- An inception-to-date limit

- An annual limit

- A rollover date other than the end of the calendar year

The year-to-date amounts that this program displays might differ from the year-to-date amounts on the Payroll Register. This happens because the year-to-date amounts on the Payroll Register are payroll month totals from the Payroll Month PDBA Summary History table (F06146), which are not affected by fiscal and anniversary rollovers from the Fiscal/Anniversary Year History table (F06147).

To review fiscal and anniversary balances

On YTD Balances/Fiscal & Anniversary

1. Complete the following field:

   - Employee Number

2. To limit the information that appears, complete any of the following fields:

   - PDBA Type

   - Home Company

   - Tax ID

- Fiscal/Anniversary Date

See Also

- *Reviewing Benefit and Accrual History (P060931)* for information about how to see the combined balances of the related PDBAs

Review Other Payroll History

Reviewing Other Payroll History

The system provides a variety of information on employee payroll history. You can review:

- Workers compensation and general liability history

- Timecard history

- Benefit and accrual history, such as vacation time earned, taken, and available

Reviewing other payroll history includes:

- [Reviewing Workers Compensation and General Liability History](#)

- [Reviewing Time and Pay History](#)

- [Reviewing Benefit and Accrual History](#)

- [Reviewing Available Leave Information](#)

Reviewing Workers Compensation and General Liability History

> ◆ From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Workers Comp/General Liability**

You can review workers compensation history for an employee and the general liability history associated with it in order to answer questions about worker compensation claims. You can also review the total amount of workers compensation and general liability insurance an employee has for a specified work date.

The system retrieves information from the Payroll Transaction History (F0618) table.

To review workers compensation and general liability history

On Workers Comp/General Liability

1. Complete the following field:
   - Employee Number

2. To limit the information that appears, complete any of the following fields:
   - W/C Code
   - Work State/Province
   - Business Unit
   - Work Dates

What You Should Know About

General liability	If the system has calculated general liability, you always see the general liability information associated with each workers compensation entry. This information appears even when you limit your search criteria with a workers compensation code.
	You cannot locate information by the general liability code only. You must specify additional search criteria.

Reviewing Time and Pay History

From Payroll Master (G07), choose **History Inquiries**
From History Inquiries (G0714), choose **Time and Pay Inquiry**

You can answer employees' questions about their timecard information for a specified time period or pay type. You can access detailed information for each employee, including the labor distribution account and control numbers.

You can review timecard information by employee or by business unit. When you review by employee, the system displays totals for hours worked and gross pay. When you review by business unit, the system displays all employees in that business unit, sequenced first by work date and then by employee number.

The system retrieves information from the Payroll Transaction History (F0618) table.

To review time and pay history by employee

On Time and Pay Inquiry

1. Complete one of the following fields:

    ▪   Employee Number

    ▪   Business Unit

2. To limit the information that appears, complete any of the following fields:

    ▪   Pay Type

    ▪   Work Dates

What You Should Know About

Reviewing additional information	Choose the Toggle Display function to review additional business unit and job information.

Processing Options

See Time & Pay Inquiry (P06099).

Reviewing Benefit and Accrual History

◈	From Payroll Master (G07), choose **History Inquiries** From History Inquiries (G0714), choose **Benefit/Accrual Inquiry**

You can answer employees' questions about their benefit and accrual balances. For benefits and accruals that are grouped by benefit or accrual type, you can review the following information:

- Time and dollars accrued

- Time accrued but not yet available

- Totals of time taken, accrued, and remaining

The system retrieves information from the following tables:

- Payroll Month PDBA Summary History (F06146)

- Fiscal/Anniversary Year History (F06147)

To review benefit and accrual history

On Benefit/Accrual Inquiry

1. Complete the following field:
    - Employee Number

2. To limit the information that appears, complete any of the following fields:
    - Year
    - Benefit/Accrual Type
    - Home Company
    - Available DBA
    - Accrued DBA

Processing Options

See Payroll Accrual Inquiry (P060931).

Reviewing Available Leave Information

◈	From Payroll Master (G07), choose **History Inquiries** From History Inquiries (G0714), choose **Available Leave Inquiry**

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 only earned 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 your company docks pay, you can review the amount of leave an employee has used and the amount of leave an employee has available.

To review available leave information

On Available Leave Inquiry
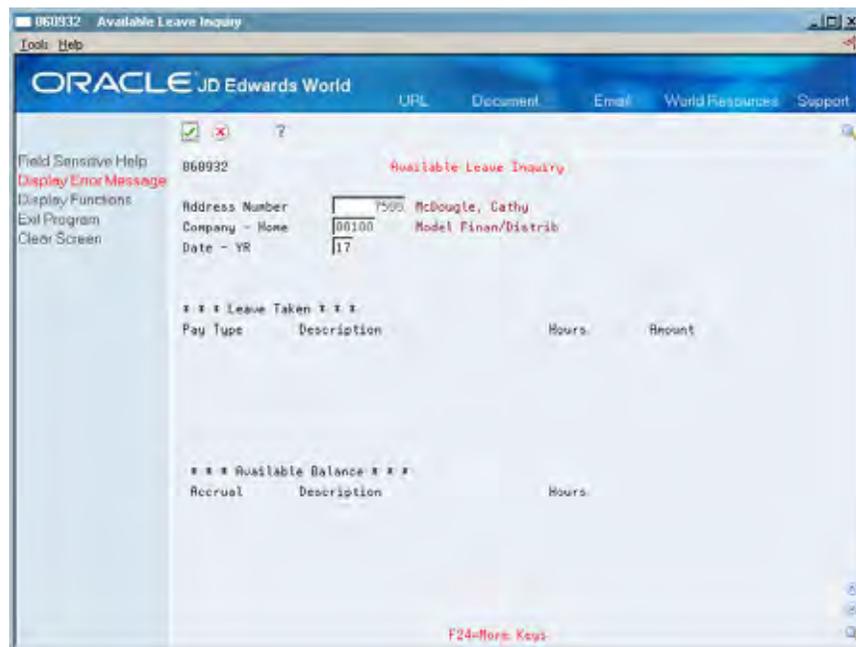
1. Complete the following field:
   - Address Number

2. Complete the following optional fields:
   - Company
   - Year

Processing Options

See [YTD Balances - Leave with Dock Pay (P060932)](#).

Work with Payment History Information

Working with Payment History Information

You can review and void employee payment information. You can also assign a new check number to employee payment information. Working with payment history information includes:

- [Voiding Payments](#)
- [Assigning a New Check Number and Date](#)

When the history for a payment is in error, you can void this payment, and the system reverses the original payment. When you need to issue a replacement payment that contains different information than the original payment, you must void the original payment. When you need to issue a replacement payment that contains the same payment information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and payment date using the Reissue Paycheck program.

The system retrieves the information from the Paycheck Summary table (F06156) when you review, void, or reissue employee payment information.

Voiding Payments

> From Payroll Master (G07), choose **History Inquiries**
> From History Inquiries (G0714), choose **Paycheck Review and Void**

When you need to issue a replacement check that contains different information than the original payment, you can void the original payment. For example, you might be processing the reports for a payroll cycle when you discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim check for the employee. To update the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

To void payments

On Paycheck Review and Void
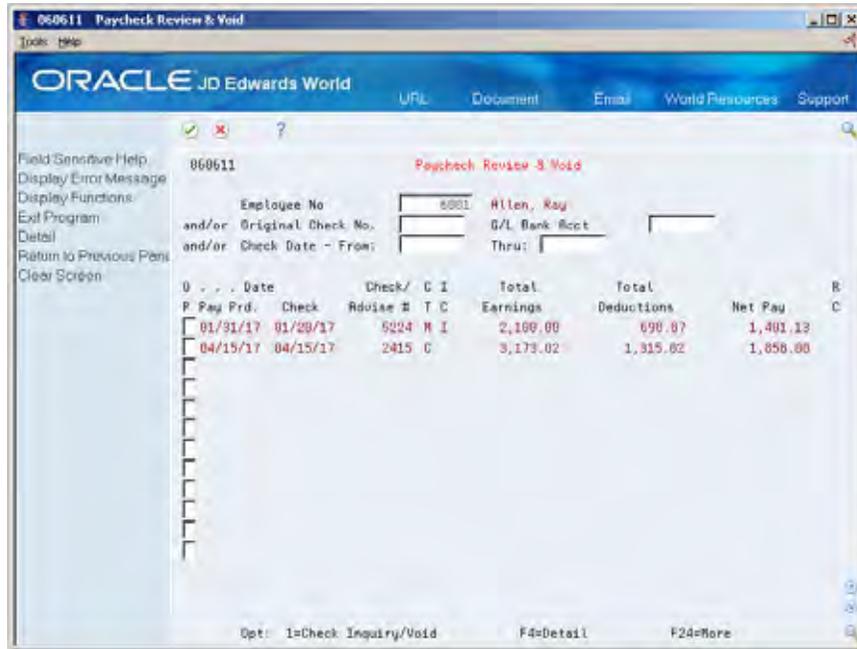
1. Complete the following field:
   - Employee Number

2. To limit the information that appears, complete any of the following fields:
   - Original Check Number
   - G/L Bank Account
   - Check Date - From
   - Check Date - Through

3. Choose the Check Inquiry/Void option for the payment you need to void.

4. On Paycheck Inquiry and Void, choose the Void Check function.

If the payment you are voiding is an automatic deposit, the system displays a caution message. Read the message and then use the Void Auto Deposit function.

5. In the Void Check Information window, complete the following fields:
   ▪ Check Date
   ▪ Time Entry Date

6. Choose the Update File function.
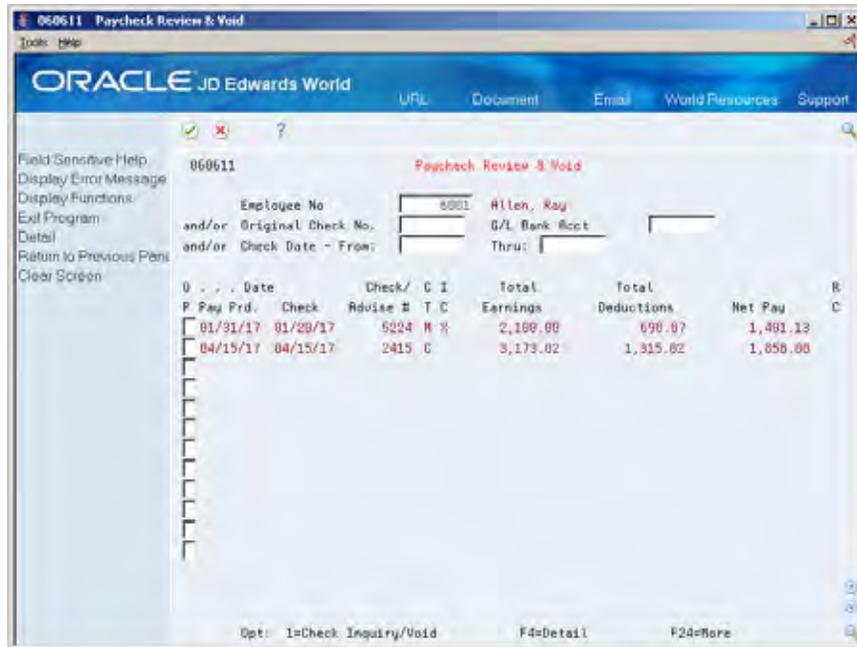
7. On Paycheck Review and Void, review the information in the following field:

8. Review the information in the following field:

- IC

Field	Explanation
IC	An internal code to indicate any one of the following conditions:
	1. The time and pay record was created by the interim check process.
	2. The record in the check table was created by the interim check process.
	3. An Employee has a record in the check file for the current period which was created by the interim check process. (Indicated by ICC in the employee's master file record).
	Valid codes are:
	X The check has been voided.
	V The record is voiding a previously entered check.
	I The check was processed through interim checks
	blank The check was processed through the regular pay cycle.

What You Should Know About

Reversing general ledger entries

When you void a payment on Void Check Window, the system reverses all associated transactions in the payroll history, including employee and employer associated transactions. The system stores the void as an interim check. The system updates the reversing entries when you process the voided check in a payroll cycle.

Reviewing payment history

You also can use Paycheck Review and Void to review detail payment history, including tax and DBA information for an employee.

Voiding a check or automatic deposit

On Paycheck Inquiry and Void, choose the Void Check function to access the Void check window. The system uses the check date as the G/L date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities.

The system uses the time entry date as the G/L date for reversing entries associated with time cards, such as labor distribution.

The system also uses the time entry date as the work date on the reversing timecard.

Voiding an automatic deposit.

When you void an automatic deposit, the system does not:

- Update the automatic deposit tape
- Create an accounts receivable entry for the employee

When you void an automatic deposit, use dates that affect only the current accounting periods and current tax filing period.

Unvoiding a check voided in error

On Paycheck Inquiry and Void, you can "unvoid" a voided check. Choose the Unvoid function only:

- When the system has not yet updated the voided check to history
- When you need to unvoid checks and automatic deposit advices and not cash payments

If you choose the Unvoid function following pre-payroll for an employee who is currently locked, you must run a pre-payroll for only the changes.

Processing Options

See [Paycheck Review and Void (P060611)](#).

Assigning a New Check Number and Date

From Payroll Master (G07), choose **History Inquiries**
From History Inquiries (G0714), choose **Reissue Paycheck**

When you need to enter a replacement payment that contains the same information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and date. For example, if an employee accidentally destroys a check, you can issue a replacement check and then change the employee's payment history so that it includes the number and date of the replacement.

You cannot assign a new check number for a reconciled or voided check, or for a payslip or automatic deposit.

To assign a new check number and date

On Reissue Paychecks
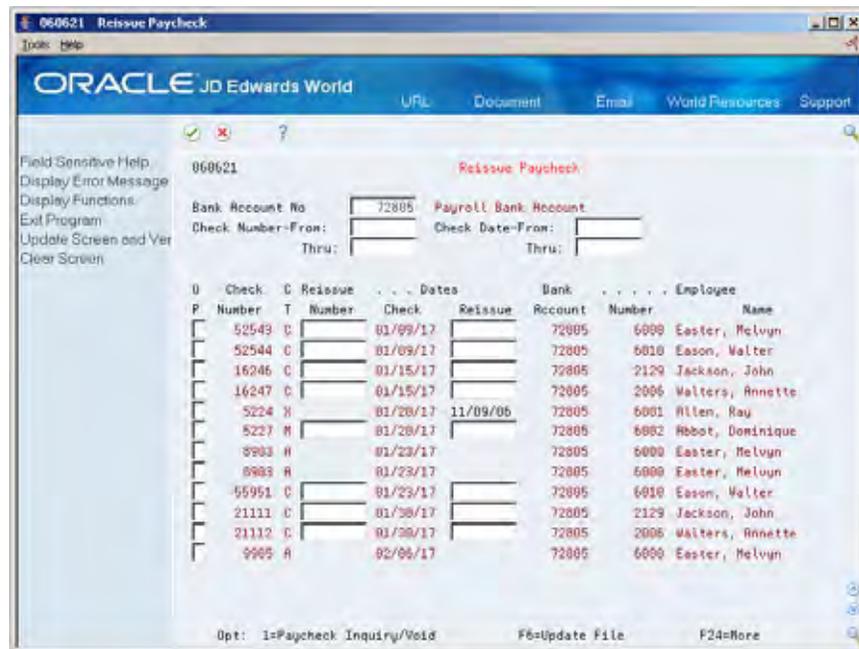
1. Complete the following field:
   - Bank Account Number

2. To limit the information that appears, complete any of the following fields:
   - Check Number - From
   - Check Number - Through
   - Check Date - From
   - Check Date - Through

3. Complete the following fields for the payment you need to update:
   - Reissue Number
   - Reissue Date

4. Choose the Update File function.

What You Should Know About

Locating all paychecks   You can review a list of all paychecks by check date. To do so, do not enter information in any of the search criteria fields.

Review Payroll History Reports

Reviewing Payroll History Reports

You can print payroll history reports to have the information you need to answer questions about employees' payroll history information. You can print reports that include the following types of payroll history information:

- Earnings and tax information history
- Transaction history
- Payment history
- Benefit accrual history

To review payroll history, complete the following tasks:

- Review earnings and tax history reports
- Review DBA history summary reports
- Review the DBA Audit report
- Review the Time And Pay Entry Register
- Review the PDBA History by Company report
- Review the PDBA History by Employee report
- Review the Paycheck History Detail report
- Review the Analysis of Hours report
- Review the Benefit Accrual Roster
- Review the Historical Payroll Register
- Review the report of available leave

Reviewing Earnings and Tax History Reports

To review employees' earnings and tax information history, you can:

- Review the Tax History By Company report
- Review the Tax History By Employee report
- Review the Employee Pay and Tax Register
- Review the Federal Taxation History report
- Review the State and Local Taxation History report

At year end, you can use these reports to verify the information that you print on employees' year-end forms.

The U.S. Payroll system retrieves information from the Taxation Summary History (F06136) table for the earnings and tax and history reports. Additionally, it retrieves information from the Tax Ledger (F06166) table when you print the Employee Pay and Tax Register report.

Reviewing the Tax History by Company Report

> From Payroll Master (G07), choose **History Reports**
> From History Inquiries (G0715), choose **Tax History by Company**

Use the Tax History by Company report to review monthly tax history for an entire year for each company in your organization. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.

To print this report, use either a laser printer or a line printer that can print 198 columns wide.

```
06416                                        JD Edwards World                              Page:    1
                                         Tax History by Company                            Date: 7/19/17
Company. . . 00001   A Model Financial Co (Trng)                                                              Quarter: 1
Tax Area   Ty Desc.     January    February     March     April  May  June  July  August  September  October  November  December  .YTD Total. .
---------- -- ------  ----------  ----------  ----------  -----  ---  ----  ----  ------  ---------  -------  --------  --------  ------------
FEDERAL    A  Gross    16,724.23   14,718.29   15,001.72                                                                            46,444.24
              Excl        220.02      230.02      233.10                                                                               683.14
              Tx Wge   16,504.21   14,488.27   14,768.62                                                                            45,761.10
              Tax       2,550.72    2,184.48    2,263.39                                                                             6,998.59
FEDERAL    C  Gross    16,724.23   14,718.29   15,001.72                                                                            46,444.24
              Excl         19.50       19.50       19.50                                                                                58.50
              Excess                 2,964.38   12,921.36                                                                            15,885.74
              Tx Wge   16,704.73   11,734.41    2,060.86                                                                            30,500.00
              Tax         133.64       93.87       16.49                                                                               244.00
FEDERAL    D  Gross    16,724.23   14,718.29   15,001.72                                                                            46,444.24
              Excl         19.50       19.50       19.50                                                                                58.50
              Tx Wge   16,704.73   14,698.79   14,982.22                                                                            46,385.74
              Tax       1,035.69      911.34      928.89                                                                             2,875.92
FEDERAL    E  Gross    16,724.23   14,718.29   15,001.72                                                                            46,444.24
              Excl         19.50       19.50       19.50                                                                                58.50
              Tx Wge   16,704.73   14,698.79   14,982.22                                                                            46,385.74
              Tax       1,035.69      911.34      928.89                                                                             2,875.92
FEDERAL    P  Gross    16,724.23   14,718.29   15,001.72                                                                            46,444.24
              Excl         19.50       19.50       19.50                                                                                58.50
              Tx Wge   16,704.73   14,698.79   14,982.22                                                                            46,385.74
              Tax         242.22      213.13      217.25                                                                               672.60
FEDERAL    Q  Gross    16,724.23   14,718.29   15,001.72                                                                            46,444.24
              Excl         19.50       19.50       19.50                                                                                58.50
              Tx Wge   16,704.73   14,698.79   14,982.22                                                                            46,385.74
              Tax         242.22      213.13      217.25                                                                               672.60
```

Processing Options

See [Tax History by Company (P06416)](#).

Reviewing the Tax History by Employee Report

	From Payroll Master (G07), choose **History Reports**
	From History Inquiries (G0715), choose **Tax History by Employee**

Use the Tax History by Employee report to review detailed information about individual employees' taxes. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.

To print this report, use either a laser printer or a line printer that can print 198 columns wide.

```
064161                                                      JD Edwards World                          Page:    2
Home Company .  00001 A Model Financial Co (Trng)     Tax History by Employee                         Date: 7/19/17
Fiscal Year. .  17
Employee #      17                                                                                               Quarter:    1
Tax Area/Type     January     February       March      April   May   June   July   August   September   October   November   December       QTD          YTD
------------      -------     --------       -----                                                                                            ---          ---
     2006      Walters, Annette
FEDERAL   A  FED Income Tax
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax            383.72       382.80       382.34                                                                              1,148.86     1,148.86
   Excl           121.03       127.18       130.26                                                                                378.47       378.47
FEDERAL   C  FED Unemp Insurance
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax             26.67        26.66         2.67                                                                                 56.00        56.00
   Excess                                 2,999.96                                                                              2,999.96     2,999.96
FEDERAL   D  FED FICA w/h
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax            206.67       206.66       206.67                                                                                620.00       620.00
FEDERAL   E  FED FICA Company Contrib.
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax            206.67       206.66       206.67                                                                                620.00       620.00
FEDERAL   P  FED Medicare w/h
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax             48.33        48.34        48.33                                                                                145.00       145.00
FEDERAL   Q  FED Medicare Co. Contrib.
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax             48.33        48.34        48.33                                                                                145.00       145.00
06        C  CO                                          FUTA
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax             26.67        26.66         2.67                                                                                 56.00        56.00
   Excess                                 2,999.96                                                                              2,999.96     2,999.96
06        F  CO Department of Revenue
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax            129.36       129.05       128.90                                                                                387.31       387.31
   Excl           121.03       127.18       130.26                                                                                378.47       378.47
06        H  CO Unemployment Ins.
   Gross        3,333.32     3,333.32     3,333.32                                                                              9,999.96     9,999.96
   Tax             26.66        26.66        26.66                                                                                 79.98        79.98
06        Z  CO Weeks Worked
   Gross            4.32         4.32         4.32                                                                                 12.96        12.96
   Tax            176.00       160.00       176.00                                                                                512.00       512.00
     6002      Abbot, Dominique
FEDERAL   A  FED Income Tax
   Gross        2,500.00                                                                                                        2,500.00     2,500.00
   Tax            449.33                                                                                                          449.33       449.33
FEDERAL   C  FED Unemp Insurance
```

Processing Options

See [Tax History by Employee (P064161)](#).

Reviewing the Employee Pay and Tax Register

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **Employee Pay and Tax Register**

Use the Employee Pay and Tax Register to review individual employees' taxes and the pay amounts on which they are based. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

```
063231                                         JD Edwards World                    Page No. .       5
                                          Employee Pay & Tax Register              Date - . .   7/19/17
    Company. .     1 A Financial Company - for Trai
    Employee Number and Name                   Check
    Tax Area     TT SCD Description            Date  Mo.  Gross Pay    Excludable  Paid-In-Excess  Taxable Wages     Taxes
    ----------- -- --- ---------------------- -------- --- -------------- -------------- -------------- -------------- --------------

          6000 Easter, Melvyn
    FEDERAL     A     FED Income Tax            JAN    4,324.25      19.50                          4,304.75        603.63
    FEDERAL     C     FED Unemp Insurance       JAN    4,324.25      19.50                          4,304.75         34.44
    FEDERAL     D     FED FICA w/h              JAN    4,324.25      19.50                          4,304.75        266.89
    FEDERAL     E     FED FICA Company Contr    JAN    4,324.25      19.50                          4,304.75        266.89
    FEDERAL     P     FED Medicare w/h          JAN    4,324.25      19.50                          4,304.75         62.42
    FEDERAL     Q     FED Medicare Co. Contr    JAN    4,324.25      19.50                          4,304.75         62.42
    06          C  CO CO                        JAN    4,324.25      19.50                          4,304.75         34.44
    06          F  CO CO Department of Reven    JAN    4,324.25      19.50                          4,304.75        170.62
    06          H  CO CO Unemployment Ins.      JAN    4,324.25      19.50                          4,304.75         34.44
    06          Z  CO CO Weeks Worked           JAN        4.00                                         4.00        171.00
```

Processing Options

See [Employee Pay & Tax Register (P063231)](#).

Reviewing the Federal Taxation History Report

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **Federal Taxation Report**

Use the Federal Taxation History report to review Federal tax and wage amounts for individual employees. You can review total earned income credits, as well as the Federal income, FICA, and Medicare wages and taxes for each employee.

```
06347                                          JD Edwards World                    Page - . . .      2
                                          Federal Taxation History Report          Date - . . .  7/12/17
    Tax ID. . . . . . . 840782700
    Company . . . . . . 00001 A Model Financial Co (Trng)
    Calendar Year . . . 17
                                          Federal      Federal     SOC. SEC.    SOC. SEC.    Medicare     Medicare
    Number        Name           HT  E.I.C.  Tax          Wage         Tax          Wage         Tax          Wage
    ---------- -------------------- -- --------- -------------- -------------- ----------- ------------- ---------- --------------

          2006 Walters, Annette             1,339.80     11,221.48     723.33     11,666.62     169.17     11,666.62
          2129 Jackson, John                2,953.47     14,295.47     904.17     14,583.31     211.46     14,583.31
          6000 Easter, Melvyn               2,303.63     16,596.21   1,028.97     16,596.21     240.65     16,596.21
          6002 Abbot, Dominique               449.33      2,500.00     155.00      2,500.00      36.25      2,500.00
          6010 Eason, Walter                1,206.76     10,215.00     633.33     10,215.00     148.12     10,215.00
                                          ---------- -------------- ----------- ------------- ---------- --------------
    A Model Financial Co (Trn                            54,828.16                55,561.14                55,561.14
                                          8,252.99                    3,444.80                   805.65
```

Processing Options

See [Federal Taxation History Report (P06347)](#).

Data Selection for Federal Taxation History Report

The demonstration version of the report includes tax type A in the data selection. You use tax type A to select federal tax history. Do not change or delete this data selection.

Data Sequence for Federal Taxation History Report

Do not change the data sequence for the report.

Reviewing the State and Local Taxation History Report

> From Payroll Master (G07), choose **History Reports**
> From History Inquiries (G0715), choose **State/Local Taxation Report**

Use the State and Local Taxation History report to review totals of state and local taxes that employees paid. You can review the total state and local taxes each employee paid and the total wages on which the taxes were based.

```
  06348                                    JD Edwards World                        Page -  .  .  .     2
                                        State/Local Taxation History               Date -  .  .  .   7/12/17
 Tax ID . . . . . . 06123456
 Company. . . . . . 00001  A Model Financial Co (Trng)
 Tax History Type .        Standard Tax History
 Calendar Year. . . 17
                                                         State/          State/
    Number           Name              Tax Area  SCD   Local Wage      Local Tax            SUI              SDI
 -----------  --------------------------  --------- ----- ---------------- ---------------- ---------------- ----------------
      2006  Walters, Annette              06      CO       11,221.48         451.68
      2129  Jackson, John                 06      CO       14,295.47         667.36
      6000  Easter, Melvyn                06      CO       16,596.21         651.34
      6002  Abbot, Dominique              06      CO        2,500.00         113.65
      6010  Eason, Walter                 47      VA       10,215.00         437.19
                                                                       ---------------- ---------------- ----------------
                          A Model Financial Co (Trng)                        2,321.22
```

Processing Options

See [State/Local Taxation History (P06348)](#).

Data Selection for State/Local Taxation Report

The demonstration version of the report includes tax type A in the data selection. You use tax type F to select state taxes or tax types K, L, M, or N to select local taxes. Do not delete this data selection.

Data Sequence for State/Local Taxation Report

Do not change the data sequence for the report.

Reviewing DBA History Summary Reports

> From Payroll Master (G07), choose **History Reports**
> From History Inquiries (G0715), choose **DBA Register/401K Reports**

You can print the following DBA history summary reports:

- Deduction Benefit Register
- 401(k) Report
- 401(k) Investment Detail

You can print these reports together or separately. You use the processing options to specify a version for each report you want to print. The version number of the Deduction Benefit Register must match the version number of the DBA History Summary Report. The version numbers of the other reports do not need to match.

Use the Deduction Benefit Register to review individual employee's DBA information for the period you specify. You can review month-to-date, quarter-to-date, and year-to-date totals.

Use the 401k Report to review employee and company contributions to individual employees' 401k plans. You can also review total contributions by company.

Use the 401k Detail Investment Report to review the percentages of their investments that each 401k participant allocates to fixed investments and the percentages they allocate to equity investments. You can also review total investment amounts by company. You can use the JD Edwards World Human Resources system to allocate percentages of 401k investments.

To compile the DBA history summary reports, the system retrieves information from the following tables:

- Payroll Month PDBA Summary (F06146)
- DBA Detail History (F0619)
- Taxation Summary History (F06136)

Before You Begin

- Create a version for each of the DBA history reports (form IDs P063102, P063221, and P063251)

```
063102                                          JD Edwards World                          Page      -      11
                                                DBA Register                              Date      -  7/19/17
                                                                                          Period From - 03/01/17
                                                                                          Period Thru - 03/31/17
    Employee          Employee         DBA    DBA                        Current
    Number            Name             Code   Description   Union  Job   Period
    -----------  -----------------------  ----  -------------  ------  ------  -------------
        2022 Kellerman, James           4800 Earnings                           2,500.00
        2022 Kellerman, James           8011 Vacation                               6.00
        2022 Kellerman, James           1000 Health Ins.     7000                  14.30-
        2022 Kellerman, James           1010 Dental Ins.     7000                   5.50-
        2022 Kellerman, James           2000 Savings %       7000                 125.00-
        2022 Kellerman, James           5000 Union Dues      7000                  28.50-
                                                                               -------------
                                             Kellerman, James                    2,332.70
```

```
063221                                          JD Edwards World                          Page      -       2
                                                401K Report                               Date      -  7/19/17
                                                                                          Period From - 03/01/17
  A Model Financial Co (Trng)                                                             Period Thru - 03/31/17
                                           P                           . .Current Amounts. .      . . .Year to Date. . .
  Employee #        Employee Name         S  Annual Salary  % Emp  % Co. Emp Deduction  Co Contributn Emp Deduction  Co Contributn
  -----------  -----------------------  -  -------------- ------ ------ -------------  -------------- -------------- --------------
        2006 Walters, Annette            0      45,000.00   4.00  50.00        130.26-         65.14        445.14-        222.60
        2129 Jackson, John               0      50,000.00   2.00  50.00         83.34-         41.68        287.84-        143.95
                                                                        -------------  -------------- -------------- --------------
                                         A Model Financial Co (Trng)            213.60-        106.82        732.98-        366.55
```

```
063251                                    JD Edwards World                     Page    -        3
                                          Investment Report                    Date    -   7/19/17
                                                                               Period From - 03/01/17
  A Model Financial Co (Trng)                                                  Period From - 03/31/17
                                                              Invest.   Employer
   Employee       Employee       Birth     Start   Qualifying  Def  Fixed Equity  Basic        Employee    Employer
    Number          Name         Date      Date    Earnings     %     %     %       %           Withheld    Matching
-----------  ---------------------- --------  -------- ------------- ----- ----- ------ ----------     ------------ ------------
     2006 Walters, Annette     09/18/60 06/03/16    130.26- 4.00   50.00 50.00   65.14 Fixed        48.85       48.85
                                                                                       Equity      146.55      146.55
                                                                                             ------------ ------------
                                                                                       Totals     195.40      195.40
     2129 Jackson, John        06/15/57 03/15/98     83.34- 2.00   25.00 75.00   41.68 Fixed        31.26       31.26
                                                                                       Equity       93.76       93.76
                                                                                             ------------ ------------
                                                                                       Totals     125.02      125.02
                                                                               Total Fixed         80.11       80.11
                                                                               Total Equity       240.31      240.31
                                                      -------------                          ------------ ------------
                        A Model Financial Co (Trng)     213.60-                                    320.42      320.42
```

See Also

▪ *Working with 401k Fund Allocations* in the *Human Resources Benefits Administration Guide*

Processing Options

See [DBA Register (P063102)](#).

See [401K Report (P063221)](#).

See [Investment Report (P063251)](#).

Reviewing the DBA Audit Report

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **DBA Audit Report**

Use the DBA Audit Report to review detailed information about the DBAs assigned to individual employees. You can review by pay period all DBA transactions for each employee. The report prints arrearage amounts, as well as totals for each employee and DBA.

To verify your transaction history, you can print this report at any time and balance it to the DBA reports that print during pre-payroll processing.

To compile the report, the system retrieves information from the Deduction, Benefits, and Accrual History (F0619) table.

```
063054                                       JD Edwards World                          Page     -      2
                                            DBA Audit Report                          Date    -  7/19/17
 Employee #   Employee Name      T  Work    Pay Per               DBA          DBA          DBA                                Arrear
      DBA     DBA Description     T  Date     Date    Table       Basis    M   Rate        Amount     Union  Job   Step  Amount
-----------  -----------------   -  -------  -------  -----  ------------  -  ----------  ----------  ------ ------ ---- ---------
      2006  Walters, Annette
      1005  Health/Co.            B 01/15/17 01/15/17              45.00  $    45.0000       45.00
      1008  Dental/Co.            B 01/15/17 01/15/17               8.64  $     8.6400        8.64
                                                                                         --------------             ---------
                                                                           Total - B       53.64
      1010  Dental Ins.           D 01/15/17 01/15/17               5.50  $     5.5000        5.50
                                                                                         --------------             ---------
                                                                           Total - D        5.50
      1011  LTD Coverage          B 01/15/17 01/15/17            1666.66  %      .0125       20.83
                                                                                         --------------             ---------
                                                                           Total - B       20.83
      1016  LTD Coverage          D 01/15/17 01/15/17               4.90  $     4.9000        4.90
                                                                                         --------------             ---------
                                                                           Total - D        4.90
      3000  Life Ins/Co.          B 01/15/17 01/15/17              80.00  3     2.0000       21.60
                                                                                         --------------             ---------
                                                                           Total - B       21.60
      4002  Med-EE                D 01/15/17 01/15/17               9.75  $     9.7500        9.75
      7000  401(k)                D 01/15/17 01/15/17            1358.98  %      .0400       54.36
                                                                                         --------------             ---------
                                                                           Total - D       64.11
      7001  401(k) Co.            B 01/15/17 01/15/17              54.36  %      .5000       27.18
                                                                                         --------------             ---------
                                                                           Total - B       27.18
      8004  Sick Avail.           A 01/15/17 01/15/17               5.87  2     1.0000        5.87
                                                                                         --------------             ---------
                                                                           Total - A        5.87
      8023  401(k) Fund           B 01/15/17 01/15/17              81.54  %      .5000       40.77
      8024  401(k) Fund           B 01/15/17 01/15/17              81.54  %      .5000       40.77
      1005  Health/Co.            B 01/31/17 01/31/17              45.00  $    45.0000       45.00
      1008  Dental/Co.            B 01/31/17 01/31/17               8.64  $     8.6400        8.64
```

Reviewing the Time and Pay Entry Register

◈	From Payroll Master (G07), choose **History Reports** From History Inquiries (G0715), choose **Time & Pay History Detail**

Use the Time and Pay Entry Register (Time and Pay History Detail) to review timecard information for individual employees. You can review information for labor, recharge (billing), or equipment. You can review timecards for each employee by business unit and the general ledger account numbers for each pay type. Supervisors can use this report to analyze their labor and equipment costs and to verify employee payment information.

To compile the report, the system retrieves information from the Payroll Transaction History (F0618) table.

```
063002                                        JD Edwards World                              Page        7
                                        Time & Pay Entry Register - Labor                    Date    7/19/17
Corporate Administration              701              Labor
  Work   * * * * *  Employee  * * * * *    Pay                                    Hourly  S                  Flat
  Date    Number      Name                 Typ   Hours        Account Number       Rate   h Sh.Dif   Gross  Burden
-------- ----------- ------------------------ --- ---------- ------------------------ -------- - ------ ----------- ---------
01/01/17     2006 Walters, Annette         805   8.00        701.8115                                  153.84
01/02/17     2006 Walters, Annette         801   8.00        701.8192                                  153.84
01/15/17     2006 Walters, Annette          1   72.00        701.8115                                1,358.98
01/01/17     2129 Jackson, John            805   8.00        701.8115                                  192.30
01/15/17     2129 Jackson, John             1   80.00        701.8115                                1,891.03
01/31/17     2006 Walters, Annette          1   88.00        701.8115                                1,666.66
01/31/17     2129 Jackson, John             1   88.00        701.8115                                2,083.33
02/15/17     2006 Walters, Annette          1   80.00        701.8115                                1,666.66
02/15/17     2129 Jackson, John             1   80.00        701.8115                                2,083.33
02/16/17     2006 Walters, Annette         801   8.00        701.8192                                  153.84
02/28/17     2006 Walters, Annette          1   72.00        701.8115                                1,512.82
02/28/17     2129 Jackson, John             1   80.00        701.8115                                2,083.33
03/11/17     2006 Walters, Annette         300   4.00        701.8191                                   76.92
03/15/17     2006 Walters, Annette          1   76.00        701.8115                                1,589.74
03/15/17     2129 Jackson, John             1   80.00        701.8115                                2,083.33
03/31/17     2006 Walters, Annette          1   96.00        701.8115                                1,666.66
03/31/17     2129 Jackson, John             1   96.00        701.8115                                2,083.33
04/15/17     2006 Walters, Annette          1   88.00        701.8115                                1,666.66
04/15/17     2129 Jackson, John             1   88.00        701.8115                                2,083.33
12/24/17     6000 Easter, Melvyn            1   24.00        701.8115                                  588.00
12/25/17     6000 Easter, Melvyn           805   8.00        701.8115                                  196.00
12/26/17     6000 Easter, Melvyn           801   8.00        701.8115                                  196.00
12/31/17     6000 Easter, Melvyn            1   24.00        701.8115                                  588.00
01/01/17     6000 Easter, Melvyn           805   8.00        701.8115                                  196.00
01/02/17     6000 Easter, Melvyn            1    8.00        701.8115                                  196.00
01/09/17     6000 Easter, Melvyn            1   40.00        701.8115                                  980.00
01/09/17     6000 Easter, Melvyn           100   5.00        701.8115                                  183.75
01/16/17     6000 Easter, Melvyn            1   40.00        701.8115                                  980.00
01/16/17     6000 Easter, Melvyn           100   6.00        701.8115                                  220.50
01/23/17     6000 Easter, Melvyn            1   40.00        701.8115                                  980.00
01/23/17     6000 Easter, Melvyn           100   3.00        701.8115                                  110.25
01/30/17     6000 Easter, Melvyn            1   40.00        701.8115                                  980.00
02/06/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
02/13/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
02/13/17     6000 Easter, Melvyn           100   4.00        701.8115                                  158.76
02/20/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
02/27/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
03/06/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
03/06/17     6000 Easter, Melvyn           100   6.00        701.8115                                  238.14
03/13/17     6000 Easter, Melvyn            1   32.00        701.8115                                  846.72
03/12/17     6000 Easter, Melvyn           300   8.00        701.8115                                  211.68
03/20/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
03/20/17     6000 Easter, Melvyn           100   3.00        701.8115                                  119.07
03/27/17     6000 Easter, Melvyn           801  40.00        701.8115                                1,058.40
04/03/17     6000 Easter, Melvyn            1   40.00        701.8115                                1,058.40
04/03/17     6000 Easter, Melvyn           100   6.00        701.8115                                  238.14
01/20/17     6001 Allen, Ray                1               701.8115                                2,100.00
01/20/17     6002 Abbot, Dominique          1               701.8115                                2,500.00
04/15/17     6001 Allen, Ray                1   88.00        701.8115             36.057  S          3,173.02
01/03/17     7775 Deveny, Cindy L.          1   80.00        701.8115             34.872             2,615.38
01/03/17     7776 Guerre, John M.           1   80.00        701.8115             18.154             1,361.54
01/03/17     7777 Bureau, Richard M.        1   80.00        701.8115             24.359             1,826.92
01/03/17     7778 Klassen, Lisa M.          1   80.00        701.8115             21.218             1,591.35
```

Processing Options

See Time & Pay Entry Register (P063002).

Reviewing the PDBA History by Company Report

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **PDBA History by Company**

Use this report to review a monthly listing of pay types and DBAs (PDBAs) for each company in your organization. You can review both dollars and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or company.

To compile the report, the system retrieves information from the Payroll Month Summary History (F06146) table.

To print this report, use either a laser printer or a line printer that can print 198 columns wide.

```
06415                              JD Edwards World                              Page:    2
                                   PDBA History by Company                       Date: 7/19/17
Company       00001    A Model Financial Co (Trng)                                          Quarter:    1
Fiscal Year   17
PDBA T   January   February    March     April  May  June  July  August  September  October  November  December      QTD        YTD
------- --------- ---------- ---------- ------  ---  ----  ----  ------  ---------  -------  --------  --------  ---------- ----------
  1 P $ 14,512.00 13,822.94  13,844.98                                                                            42,179.92  42,179.92
    H      576.00    632.00     660.00                                                                             1,868.00   1,868.00
100 P $    404.25    741.51     868.14                                                                             2,013.90   2,013.90
    H       11.00     28.00      34.00                                                                                73.00      73.00
300 P $                         288.60                                                                               288.60     288.60
    H                            12.00                                                                                12.00      12.00
801 P $    829.84    153.84                                                                                          983.68     983.68
    H       48.00      8.00                                                                                           56.00      56.00
805 P $    978.14                                                                                                    978.14     978.14
    H       48.00                                                                                                     48.00      48.00
1000 D $    99.00     74.00      74.00                                                                               247.00     247.00
    H       74.01     74.00      74.00                                                                               222.01     222.01
1005 B $   180.00    180.00     180.00                                                                               540.00     540.00
    H      180.00    180.00     180.00                                                                               540.00     540.00
1007 B $     6.00      6.00       6.00                                                                                18.00      18.00
    H        6.00      6.00       6.00                                                                                18.00      18.00
1008 B $    34.56     34.56      34.56                                                                               103.68     103.68
    H       34.56     34.56      34.56                                                                               103.68     103.68
1010 D $    59.00     59.00      59.00                                                                               177.00     177.00
    H       59.00     59.00      59.00                                                                               177.00     177.00
1011 B $    93.74     93.74      93.74                                                                               281.22     281.22
    H    7,499.98  7,499.98   7,499.98                                                                            22,499.94  22,499.94
```

Processing Options

See [PDBA History by Company (P06415)](#).

Reviewing the PDBA History by Employee Report

<table>
<tr>
<td>◈</td>
<td>From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **PDBA History by Employee**</td>
</tr>
</table>

Use this report to review detailed pay type and DBA (PDBA) information for individual employees. You can review both dollars and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or company.

You typically use this report to review an entire year of transaction history for individual employees within a company. You can use it to verify the information that prints on your balancing reports.

The system retrieves information from the Payroll Month PDBA Summary History table (F06146) to compile this report.

To print this report, use either a laser printer or a line printer that can print 198 columns wide.

```
064151                                    JD Edwards World                          Page:   2
                                       PDBA History by Employee                     Date:  7/19/17                    Quarter:   1
Home Company  00001  A Model Financial Co (Trng)
Employee #  Employee Name
```

PDBA	Typ	$/H	January	February	March	April	May	June	July	August	September	October	November	December	QTD
2006	Walters, Annette														
1	P	$	3,025.64	3,179.48	3,256.40										9,461.52
	P	H	160.00	152.00	172.00										484.00
300	P	$			76.92										76.92
	P	H			4.00										4.00
801	P	$	153.84	153.84											307.68
	P	H	8.00	8.00											16.00
805	P	$	153.84												153.84
	P	H	8.00												8.00
1005	B	$	90.00	90.00	90.00										270.00
	B	H	90.00	90.00	90.00										270.00
1008	B	$	17.28	17.28	17.28										51.84
	B	H	17.28	17.28	17.28										51.84
1010	D	$	11.00	11.00	11.00										33.00
	D	H	11.00	11.00	11.00										33.00
1011	B	$	41.66	41.66	41.66										124.98
	B	H	3,333.32	3,333.32	3,333.32										9,999.96
1016	D	$	9.80	9.80	9.80										29.40
	D	H	9.80	9.80	9.80										29.40
3000	B	$	21.60	21.60	21.60										64.80
	B	H	80.00	80.00	80.00										240.00
4002	D	$	19.50	19.50	19.50										58.50
	D	H	19.50	19.50	19.50										58.50
7000	D	$	121.03	127.18	130.26										378.47
	D	H	3,025.64	3,179.48	3,256.40										9,461.52

Processing Options

See [PDBA History by Employee (P064151)](#).

Reviewing the Paycheck History Detail Report

> From Payroll Master (G07), choose **History Reports**
> From History Inquiries (G0715), choose **Paycheck History Detail**

Use the Paycheck History Detail report to review the following information for individual employees:

- Hours worked
- Gross pay
- Taxes
- Deductions
- Net pay

The report also totals this information by month, quarter, and year.

The system retrieves information from the Paycheck Summary table (F06156) to compile this report.

```
063181                                    JD Edwards World                       Page      -       2
                                       Paycheck History Detail                   Date     -  7/19/17
                                                                                 Beginning - 01/01/17
Employee Number and Name:         2006 - Walters, Annette                        Period End - 03/31/17
 Ck.No.    Total          Gross      Federal    Fica    Earned     State    Local    Other       Total          Net
 Date      Hours          Wages      Inc. Tax   Med     Inc. Cr.   Taxes    Taxes    Deductions  Deductions     Pay
--------  ---------   -------------  ---------  -------  ---------  -------  -------  ----------  -------------  -------------
   16247    88.00        1666.66      192.78    127.50              64.99                74.51       459.78        1206.88
   21112    88.00        1666.66      190.94    127.50              64.37                86.82       469.63        1197.03
01/30/17 ---------   -------------  ---------  -------  ---------  -------  -------  ----------  -------------  -------------
M-T-D  :   176.00        3333.32      383.72    255.00             129.36               161.33       929.41        2403.91
Totals Checks. .           2
   27673    80.00        1666.66      190.94    127.50              64.37                86.82       469.63        1197.03
   33991    80.00        1666.66      191.86    127.50              64.68                80.66       464.70        1201.96
02/27/17 ---------   -------------  ---------  -------  ---------  -------  -------  ----------  -------------  -------------
M-T-D  :   160.00        3333.32      382.80    255.00             129.05               167.48       934.33        2398.99
Totals Checks. .           2
   39877    80.00        1666.66      191.40    127.49              64.53                83.74       467.16        1199.50
   42679    96.00        1666.66      190.94    127.51              64.37                86.82       469.64        1197.02
```

Processing Options

See [Paycheck History Detail (P063181)](#).

Reviewing the Analysis of Hours Report

> From Payroll Master (G07), choose **History Reports**
> From History Inquiries (G0715), choose **Analysis of Hours**

Use the Analysis of Hours report to review a detailed breakdown of hourly earnings for individual employees. The report shows hours and earnings by pay type.

The system retrieves information from the Payroll Month PDBA Summary History (F06146) table to compile this report.

```
 063271                                JD Edwards World                       Page      -        2
                                    Analysis of Hours Report                  Date      -  7/19/17
 00002006   Walters, Annette                                                  Month     -       12
 . . . . . Employee . . . . .     . . . Pay . . .      . . . Month to Date . . .       . . . Year to Date . . .
     Number          Name         Typ Description   Hours    %     Earnings    %      Hours    %      Earnings    %
 ----------  --------------------  --- -----------  ---------- ----- -------------- ------ ---------- ----- -------------- -----
      2006 Walters, Annette          1 Regular          .0        .0          1,144.00 97.6   22,256.36 97.6
                                   300 Sick Pay          .0        .0              4.00  .3       76.92   .3
                                   801 Vacation          .0        .0             16.00 1.4      307.68  1.3
                                   805 Holiday Pay       .0        .0              8.00  .7      153.84   .7
                                                      ---------- ----- -------------- ------ ---------- ----- -------------- -----
                      Walters, Annette                  .0        .0            100.0   22,794.80 99.9
                                                                               1,172.00
```

Processing Options

See [Analysis of Hours Report-Address Book Number (P063271)](#).

Reviewing the Benefit Accrual Roster

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **Benefit Accrual Roster**

Use the Benefit and Accrual Roster to review benefit and accrual information, such as employees' sick and vacation time accrued, for a specified time period. You can also review totals of all benefits and accruals. You can choose to print hours, dollars, or both.

The report indicates employees who have accrued more than the maximum number of hours or dollars that can be rolled over.

The system retrieves information from the Payroll Month PDBA Summary History (F06146) and the Fiscal/Anniversary Year History (F06147) tables to compile this report.

```
 064501                                JD Edwards World                       Page -        5
                                    Benefit Accrual Roster                    Date -  7/09/17
                                                                              From - 01/01/17
                                                                              Thru - 12/31/17
 Company - Home . . . 00050        A Model Construction Mgmt Co
 Supervisor . . . . . 00007550     Morrell, Jason
 . . . . . . . .Employee. . . . . .                   Beginning                Amount      Balance    Amount
     Number          Name          Type Description  T  Balance   Earned    Available   Taken     Remaining  Over Limit
 ----------  --------------------  ---- -----------  -  ---------- ---------- ----------- ----------- ---------- ----------
      7554 Machock, Kevin          8001 Vacation     H                          20.00                  20.00
      7560 Marchiano, Jay          8001 Vacation     H                           3.33                   3.33
      7558 Mekos, David            8001 Vacation     H                          26.68                  26.68
      7552 Muha, Robert            8001 Vacation     H                          26.68                  26.68
      7556 Myerly, Floyd           8001 Vacation     H                          26.68                  26.68
```

Processing Options

See [Benefit Accrual Roster (P064501)](#).

Reviewing the Historical Payroll Register

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **Historical Payroll Register**

Use the Historical Payroll Register to review detail or summary payment information for individual employees. The payment information includes pay types,

taxes, DBAs, and the corresponding year-to date and current totals. In addition to totals for pay types, deductions, and bbenefits, the report includes totals for accruals. This simplifies the process of reconciling the total accrual liability. You can print the reports in different formats:

- Full detail by check

- Summary per pay period

- Summary per month

- Summary per quarter

- Summary per year

You can cross payroll cycle boundaries by selecting dates and employees outside a payroll.

When you run the Historical Payroll Register, the system creates two Historical Payroll Register workfiles (F06345 and F063451).

To ensure that your summary payroll history tables update correctly, you can balance this report to the payroll register reports that you print when you process each payroll cycle.

You need two versions of the program to run the Historical Payroll Register. One version builds the historical paycheck workfiles (Form ID P06345), and the other prints the report (Form ID P06346). You can create your own versions of these programs and change their data selection and data sequence. When you create your own versions, you must use the same version name for the workfile build as you use for the report.

Before You Begin

- Create a version for the report. The name of this version must match the name of the version you enter on the Historical Payroll Register form.

To review the Historical Payroll Register

On the first Historical Payroll Register form
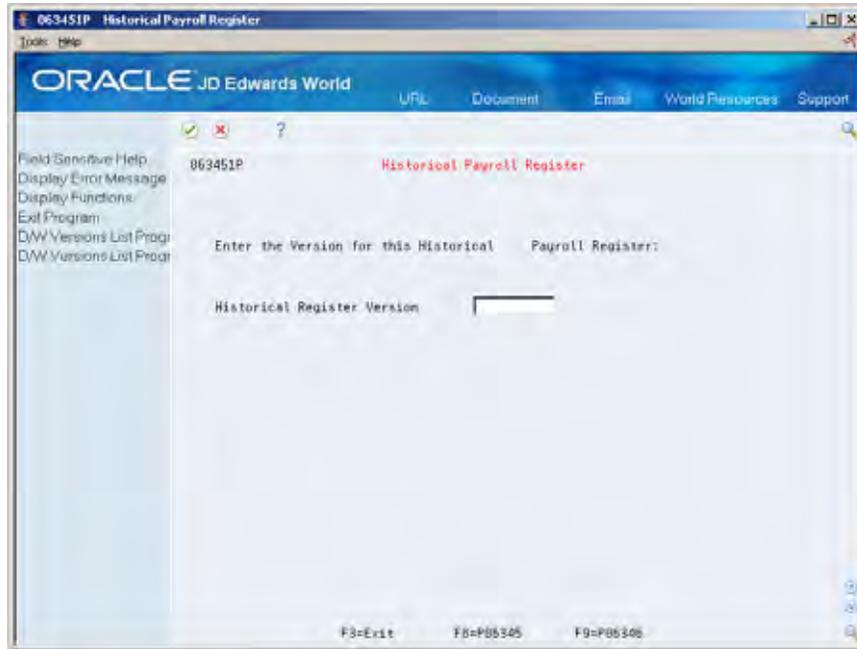
1. Complete the following field:

   ▪ Historical Register Version
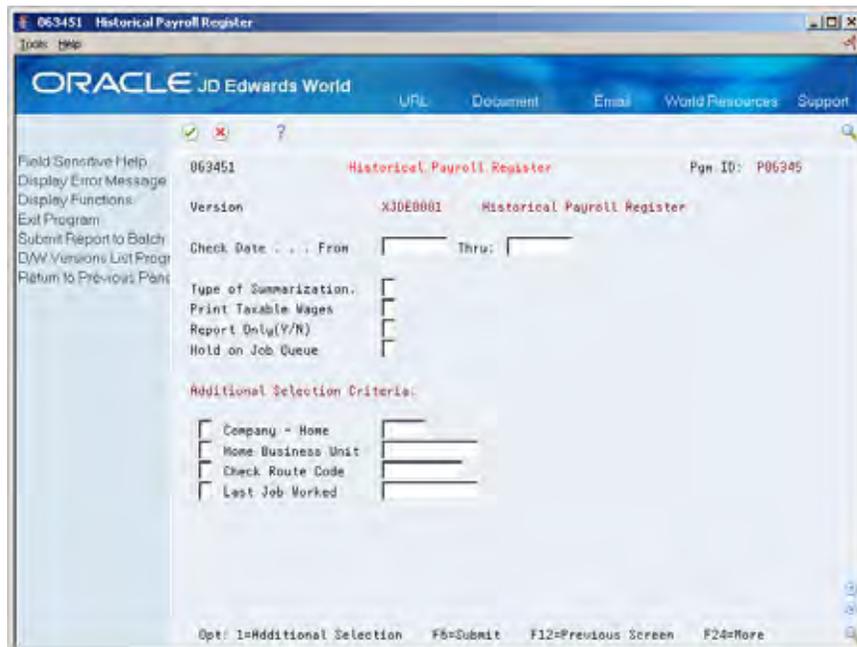
2. On the second Historical Payroll Register form, complete the following fields:

   ▪ Check Date From

- Check Date Through
- Type of Summarization
- Print Taxable Wages
- Report Only

3. To specify additional selection criteria for the report, choose the Additional Selection option.

4. Choose the Submit Job function.

Field	Explanation
Date - Pay Period Ending 1	This is the beginning Check Date for this report.
Date - Pay Period Ending 2	This is the ending Check Date for this report.
Type of Summarization	A user defined code (07/SU) that specifies how the system summarized the records into the respective file or files.
Print Taxable Wages	Enter a Y to print taxable wage information on the report. Current and year-to-date taxable wages will appear to the right of current and year-to- date deductions.
	Note: The register is 132 characters wide WITHOUT the taxable wages. In order to print taxable wages, you must have a printer that will allow up to 160 characters per line. In addition, you must specify 160 as the Maximum Form Width in the Printer File Overrides for your version of the report (DREAM Writer Form ID = P06346). To do this, take option 6 (Prt Ovr) from the DREAM Writer versions list for your version of Form P06346.
	Canadian DREAM Writer Form ID = P07346
Print Only Flag	Enter N (No) if you want to create the workfile and run the report. Enter Y (Yes) if the workfile is built and you wish to rerun the report.
	When you enter N, the system performs the following functions:
	Stage 1
	Builds employee history information to permanent workfiles F06345 and F063451 (F07345 and F073451 if Canadian). Uses the selection criteria from pre-processing parameters and Historical Payroll Register (P06345)
	Stage 2
	Prints the register from information in the workfiles. Uses the sequence criteria from Historical Payroll Register (P06345).

What You Should Know About

Deleting workfiles

The workfiles for the Historical Payroll Register can be very large and require a lot of disk space. JD Edwards World recommends that you promptly delete any obsolete versions.

Submitting versions

You cannot submit the Historical Payroll Register report from the version list. You must use the Historical Payroll Register form.

Specifying date ranges

You cannot specify a date range that includes more than one year. The date range you specify must be within the same calendar year. For example, you can not print a report to include the period 10/17 through 10/19.

```
06346                                    JD Edwards World                        Page  - . . . :        2
                                     Historical Payroll Register                 Date  - . . . :  7/19/17
                                                                                 From Date. . :  01/01/17
                                                                                 Through Date  01/31/17

Company - Home .    00001 A Model Financial Co (Trng)
Home Bus. Unit .        9 Corporate Administration
```

PDBA Code Description	Current Hours	Rate	Dollars	YTD Dollars	PDBA Code Description	YTD Hours	Current Amount	YTD Amount	Current Taxable	YTD Taxable
058-43-2559 6000 Easter, Melvyn										
1 Regular	56.00		1,372.00	1,372.00	** Gross Wages	56.00	1,960.00	1,960.00		
801 Vacation	8.00		196.00	196.00	FED Income Ta	8.00	245.22	245.22	1,950.25	1,950.25
805 Holiday Pay	16.00		392.00	392.00	FED FICA w/h	16.00	120.92	120.92	1,950.25	1,950.25
3000 Life Ins/Co.			17.34	17.34	FED Medicare		28.28	28.28	1,950.25	1,950.25
					CO Department		75.20	75.20	1,950.25	1,950.25
					1000 Health Ins.		25.00	25.00		
					1010 Dental Ins.		5.50	5.50		
					1016 LTD Coverage		4.90	4.90		
					1017 STD Coverage		3.64	3.64		
					4001 Med-$100 ded		9.75	9.75		
					*** Total Ded's		518.41	518.41		
*** Total:	80.00		1,960.00	1,960.00		80.00				
Gross:			1,960.00							
Taxbl:			1,950.25							
					8001 Vacation		10.00	10.00		
					8004 Sick Avail.		6.40	6.40		
					** Net Pay **		1,441.59			
Route: Ck Cntrl #: 4474 - Computer Check Ck # 52543 Ck Dt 01/09/17 Acct #										
058-43-2559 6000 Easter, Melvyn										
1 Regular	80.00		1,960.00	1,960.00	** Gross Wages	136.00	2,364.25	4,324.25		
100 Overtime 1.5	11.00		404.25	404.25	FED Income Ta	11.00	358.41	603.63	2,354.50	4,304.75
801 Vacation				196.00	FED FICA w/h	8.00	145.97	266.89	2,354.50	4,304.75
805 Holiday Pay				392.00	FED Medicare	16.00	34.14	62.42	2,354.50	4,304.75
3000 Life Ins/Co.				17.34	CO Department		95.42	170.62	2,354.50	4,304.75
					1000 Health Ins.		25.00	50.00		
					1010 Dental Ins.		5.50	11.00		
					1016 LTD Coverage		4.90	9.80		
					1017 STD Coverage		3.64	7.28		
					4001 Med-$100 ded		9.75	19.50		
					*** Total Ded's		682.73	1,201.14		
*** Total:	91.00		2,364.25	4,324.25		171.00				
Gross:			2,354.50	4,304.75						
Taxbl:										
					8001 Vacation		10.00			

Reviewing the Report of Available Leave

From Payroll Master (G07), choose **History Reports**
From History Inquiries (G0715), choose **YTD Balances – Leave with Dock Pay**

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 only earned 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 your company docks pay, you can print a report to review the amount of leave employees have used and the amount of leave employees have available.

Processing Options

See YTD Balances - Leave with Dock Pay (P060932).

Work With Information for Earnings and Tips

Working With Information for Earnings and Tips

If you process tips, you can review information for employees who earn tips. If necessary, you can revise the history information to make corrections. To work with information for earnings and tips, complete the following tasks:

- Reviewing Monthly Information by Employee

- Reviewing Quarterly Information by Employee

- Reviewing Annual Information by Employee

- Reviewing Monthly Information by Business Unit

- Reviewing Quarterly Information by Business Unit

- Reviewing Annual Information by Business Unit

- Revising Tip History by Employee

- Revising Tip History by Business Unit

When you use these inquiry programs, the system provides information from either the Employee Tip History (F06216) table or the Business Unit Tip History (F06226) table. When you revise the history, you change the information in the appropriate table.

Reviewing Monthly Information by Employee

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Inquiry Menu**
> From History Inquiry – Employee Tip History (G07281), choose **Month-to-Date**

If you process tips, you can answer employees' questions about their earnings and tips for any month. The system provides information from the Employee Tip History table (F06216) summarized by pay period within any calendar month. You can review information for one employee at a time.

To review monthly information by employee

On Month-to-Date

1. To locate the employee, complete the following field:

   - Employee Number

2. To review information not included in the current month, complete the following fields:

   - Year

   - Month

   - Pay Period

3. To review tip history only, complete the following field:

   - Tip History

4. To limit the information displayed, complete the following fields:

   - Business Unit

   - Location

   - Job Type

   - Shift Code

5. Chose the Next or Previous function to view another employee.

Reviewing Quarterly Information by Employee

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Inquiry**
> From History Inquiry – Employee Tip History (G07281), choose **Quarter-to-Date**

If you process tips, you can answer employees' questions about their earnings and tips for any three month, or quarterly, period. The system provides information from the Employee Tip History table (F06216) summarized by pay period within any quarter of the calendar year. You can review information for one employee at a time.

To review quarterly information by employee

On Quarter-to-Date

1. To locate the employee, complete the following field:

   - Employee Number

2. To review information not included in the current quarter, complete the following fields:

   - Year

   - Quarter

3. To review tip history only, complete the following field:

   - Tip History

4. To limit the information displayed, complete the following fields:

   - Business Unit

- Location
- Job Type
- Shift Code

5. Chose the Next or Previous function to view another employee.

Reviewing Annual Information by Employee

From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **History Inquiry**
From History Inquiry – Employee Tip History (G07281), choose **Year-to-Date**

If you process tips, you can answer employees' questions about their earnings and tips for any calendar year. The system provides information from the Employee Tip History table (F06216) summarized by quarter. You can review information for one employee at a time.

To review annual information by employee

On Year-to-Date

1. To locate the employee, complete the following field:

- Employee Number

2. To review information not included in the current year, complete the following field:

- Year

3. To review tip history only, complete the following field:

- Tip History

4. To limit the information displayed, complete the following fields:

- Business Unit
- Location
- Job Type
- Shift Code

5. Chose the Next or Previous function to view another employee.

Reviewing Monthly Information by Business Unit

From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **History Inquiry**
From History Inquiry-Business Unit Tip History (G07281), choose **Month-to-Date**

If you process tips, you can review and analyze earnings by business unit, including tips for all employees, for any month. The system provides information from the Business Unit Tip History table (F06226) summarized by pay period within any calendar month.

To review monthly information by business unit

On Month-to-Date

1. To locate the employee, complete the following field:

- Business Unit

2. To review information not included in the current month, complete the following fields:

- Year

- Month

- Pay Period

3. To review tip history only, complete the following field:

- Tip History

4. To limit the information displayed, complete the following fields:

- Location

- Job Type

- Shift Code

Reviewing Quarterly Information by Business Unit

From Payroll Master (G07), choose **Tip Processing**
From Tip Processing (G0728), choose **History Inquiry**
From History Inquiry-Business Unit Tip History (G07281), choose **Quarter-to-Date**

If you process tips, you can review and analyze earnings by business unit, including tips for all employees, for any three month, or quarterly, period. The system provides information from the Business Unit Tip History table (F06226) summarized by calendar month within any quarter of the calendar year.

To review quarterly information by business unit

On Quarter-to-Date

1. To locate the employee, complete the following field:

   ▪ Business Unit

2. To review information not included in the current month, complete the following fields:

   ▪ Year

   ▪ Quarter

3. To review tip history only, complete the following field:

   ▪ Tip History

4. To limit the information displayed, complete the following fields:

   ▪ Location

   ▪ Job Type

   ▪ Shift Code

Reviewing Annual Information by Business Unit

	From Payroll Master (G07), choose **Tip Processing**
	From Tip Processing (G0728), choose **History Inquiry**
	From History Inquiry-Business Unit Tip History (G07281), choose **Year-to-Date**

If you process tips, you can review and analyze earnings by business unit, including tips for all employees, for any calendar year. The system provides information from

the Business Unit Tip History table (F06226) summarized by quarter of the calendar year.

To review annual information by business unit

On Year-to Date

1. Complete the following field:

   ▪ Business Unit

2. To review information not included in the current month, complete the following field:

   ▪ Year

3. To review tip history only, complete the following field:

   ▪ Tip History

4. To limit the information displayed, complete the following fields:

   ▪ Location

   ▪ Job Type

   ▪ Shift Code

Revising Tip History by Employee

◆	From Payroll Master (G07), choose **Tip Processing** From Tip Processing (G0728), choose **History Inquiry** From History Inquiry – Tips History Revisions (G07281), choose **By Employee**

You can review and revise an employee's earnings and tip history information. You might need to do this if the information is inaccurate.

Caution: The system does not provide an audit trail of any changes you make to this history.

If you make changes to an employee's earnings history, you must also make the changes for the appropriate business unit.

To revise tip history by employee

On By Employee

1. Complete the following fields:
   - Employee
   - Business Unit

2. To review information not included in the current month, complete the following fields:
   - Year
   - Quarter

3. To review the tip history only, complete the following field:
   - Tip History

4. To limit the information displayed, complete the following fields:
   - Location
   - Job Type

- Shift Code

5. To revise the tip history, complete one or more of the following fields:

- Pay Period Ending Date

Revising Tip History by Business Unit

<table>
<tr>
<td>◈</td>
<td>From Payroll Master (G07), choose Tip Processing
From Tip Processing (G0728), choose History Inquiry
From History Inquiry – Tips History Revisions (G07281), choose By Business Unit</td>
</tr>
</table>

You can review and revise earnings and tip history information for any business unit that uses tip processing. You might need to do this if the information is inaccurate. The system displays history by pay period for any month in the calendar year.

> **Caution:** The system does not provide an audit trail of any changes you make to this history.

To revise tip history by business unit

On By Business Unit
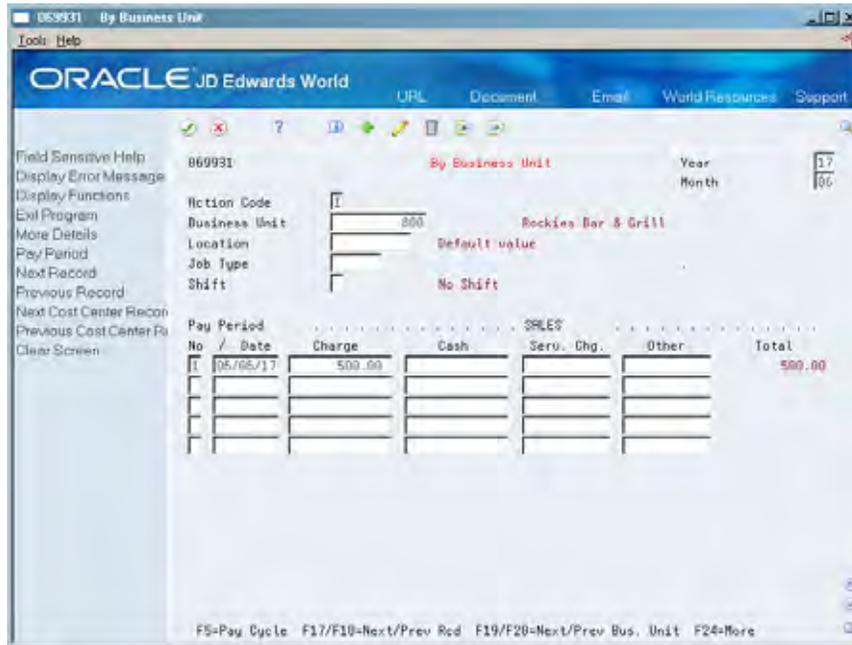
1. Complete the following field:

- Business Unit

2. To review information not included in the current month, complete the following fields:

- Year

- Quarter

3. To limit the information displayed, complete the following fields:

   - Location

   - Job Type

   - Shift Code

4. To revise the tip history, complete one or more of the following fields:

   - Charge

   - Cash

   - Service Charge

   - Other

Review History Reports for Earnings and Tips

Reviewing History Reports for Earnings and Tips

If you process tips you can review additional reports that include history information on employees' earnings and tips. To review history reports for tip processing, complete the following tasks:

- Reviewing Tip Allocations
- Reviewing Detail Information for Employees Who Earn Tips
- Reviewing Summary Information for an Establishment
- Reviewing FICA Credit
- Reviewing the Federal Tip Report
- Reviewing the Employee Tip History Report
- Reviewing the Business Unit Tip History Report
- Reviewing the Sales Information Report
- Reviewing the Sales Summary Report
- Reviewing the Average Hours Report
- Reviewing the Holiday Exceptions Report
- Reviewing a Timesheet

Reviewing Tip Allocations

◈	From Payroll Master (G07), choose **Tip Processing** From Tip Processing (G0728), choose **History Report Menu** From History Reports (G07282), choose **Business Unit Tip Allocation**

You can review information on how you have allocated tips to employees. You can review this information either by allocation or in a summary format. To calculate allocation and shortfall, the system uses:

- Gross sales
- Total hours
- Total tips reported

See Also

- *Allocating Tips (P066201)*

Processing Options

See [Business Unit Tip Allocation by EE (P066302)](#).

Reviewing Detail Information for Employees Who Earn Tips

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Employee Tips Earning Detail**

If your company uses tip processing, you can print a report that lists the tips earned by each employee.

Data Selection for Employee Detail Information

Do not change the data selection for job type. The job type data selection must remain set at not equal to #Alloc or #Summ. You can use or change any other data selections.

Data Sequence for Employee Detail Information

Do not change the data sequencing for this report.

Reviewing Summary Information for an Establishment

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Establishment Summary Report**

This report lists all the tip income information required by the Federal government. You must set up an establishment with a business unit number if you want to print it on a summary report.

Processing Options

See [Establishment Summary Report - Tips (P066304)](#).

Data Selection for Establishment Summary Information

You can change the data selection to select only one business unit. Do not make any other data selection changes.

Data Sequence for Establishment Summary Information

Do not change the data sequence.

Reviewing FICA Credit

> ◈ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **FICA Credit**

If your company uses tip processing, you can generate a report that lists each employee with any FICA credit amounts. The report includes the following information:

- Total tips and wages earned

- Minimum wage calculation based on the number of hours the employee worked

- Credit amount or credit refund

Processing Options

See Tip FICA Credit Generation (P066110).

Data Selection for FICA Credit

You can change any item except for Processed Code (JAYST).

Data Sequence for FICA Credit

Do not change the data sequence.

Reviewing the Federal Tip Report

> ◈ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Federal Tip - 8027**

Companies with employees who earn tips must report tips and earnings information. The Federal Tip Report includes all the information you need to compile this form for the federal reporting. You typically generate this report during your year-end processing.

The report lists summary information by business unit. It does not list the detail information for each employee. Depending on the business unit setup, the system calculates for allocated tips either by gross sales or hourly method.

Method	Description
Gross sales	Uses the tip percentage found in the business unit constants multiplied by the gross sales of the business unit.
	See also *Setting Up Business Unit Constants*.
Hourly method	Uses the last record summarized for the business unit to report the amount of allocated tips.
	See also *Allocating Tips*.

Processing Options

See <u>Form 8027 - Federal Tip Report (P066027)</u>.

Reviewing the Employee Tip History Report

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Employee Tip History**

If you processes tips, you can generate a report that lists all earnings for employees who earn tips. Alternatively, you can generate the report in summary format. You can include one or more pay periods on the report.

Before You Begin

▪ To obtain the most recent pay period information, complete the final update step of payroll processing. See also *Processing the Final Update*.

What You Should Know About

Check route code   If you set up business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

Processing Options

See <u>Employee Tip History (P06640)</u>.

Reviewing the Business Unit Tip History Report

> ◈ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Business Unit Tip History**

If you processes tips, you can generate a report that lists all earnings by pay period and business unit. You can include one or more pay periods on the report.

Before You Begin

- To obtain the most recent pay period information, complete the final update step of payroll processing. See also *Processing the Final Update*.

What You Should Know About

Check route code   If you set up business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

Processing Options

See [Business Unit Tip History Report (P06641)](#).

Reviewing the Sales Information Report

> ◈ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Sales Information**

You can generate a report that lists sales information for all employees who earn tips. You can include one or more pay periods on the report. Depending on how you set the processing options, the report lists each employee or summarizes the information.

Before You Begin

- To obtain the most recent pay period information, complete the final update step of payroll processing. See also *Processing the Final Update*.

What You Should Know About

Check route code   If you set up business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

Processing Options

See [Sales Information Report (P066350)](#).

Reviewing the Sales Summary Report

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Sales Summary**

If your company uses tip processing, you can generate a report that summarize sales by each business unit. The report lists the information by date worked.

Before You Begin

▪ To obtain the most recent pay period information, complete the final update step of payroll processing. See also *Processing Final Update.*

What You Should Know About

Check route code	If you set up the business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

Data Selection for Sales Summary Report

To identify the date range you want included in the report, use the pay period end date as a data selection.

Reviewing the Average Hours Report

> From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Average Hours Worked**

Some companies who use tip processing allocate tips based on the average hours worked by employee. You can generate a report that lists the monthly average hours for each business unit. The report includes a grand total amount for all business units

Before You Begin

▪ To obtain the most recent pay period information, complete the final update step of payroll processing. See also *Processing the Final Update.*

Data Selection for the Average Hours Report

To identify the date range you want included in the report, use the pay period end date as a data selection value.

The Processed Code value is pre-set to equal (EQ) T. Do not change this value.

Reviewing the Holiday Exceptions Report

> ◈ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Holiday Exception**

If your company uses tip processing, you can generate a report that lists information on each employee's hours worked. The report includes:

- All hours worked such as regular, overtime and vacation
- Weeks worked and the average hours per week based on the total hours
- Date of hire and, if applicable, the termination and rehire dates

Processing Options

See Holiday Exception Report (P063401).

Reviewing a Timesheet

> ◈ From Payroll Master (G07), choose **Tip Processing**
> From Tip Processing (G0728), choose **History Report Menu**
> From History Reports (G07282), choose **Timesheets w/Tips (Generic)**

If your company uses tip processing, you can print a report that lists information for each employee. The timesheet includes information for the pay period that you identify in the processing options. The timesheet includes:

- Hours worked, both regular and overtime
- Sales entered
- Tips claimed
- Other pay
- Deductions

Processing Options

See Print Employee Timesheets (P066371).

6 Tax Calculator

Overview to Tax Calculator

Objectives

- To quickly test possible tax scenarios

About the Tax Calculator

You use the tax calculator to test possible tax scenarios. When you use the tax calculator, the calculations are for temporary inquiry purposes. The tax calculator allows you to calculate taxes for a specific gross amount.

You can also use the tax calculator to calculate gross wages from net pay. This process is also called gross up.

Calculate Tax Amounts

Calculating Tax Amounts

	From Payroll Master (G07), choose **Interims and Special Post**
	From Interims and Special Post (G0721), choose **JD Edwards World Tax Calculator**

You use the tax calculator to quickly test possible tax scenarios. When you use the tax calculator, the calculations are for information purposes only.

You might calculate tax amounts for an employee when the following occurs:

- A move to a different state, which could affect tax deductions
- A change in enrollment status in pre-tax deduction benefit plans
- A change in marital status
- A change in the number of tax exemptions

You can calculate employee tax amounts for a specified gross amount. To calculate tax amounts you enter the following types of information on the tax calculator:

- Employee's taxable, federal gross pay
- Tax information
- Marital status
- Total of other deductions from the employee's gross pay

You can also use the tax calculator to calculate gross wages from net pay. This process is also called gross up. For example, use the gross up method when you want to determine the gross amount of a bonus paycheck that produces a 500.00 net payment for the employee.

To calculate tax amounts

On JD Edwards World Tax Calculator

1. Depending on the type of tax calculation you want, complete one or more of the following fields:

    ▪ Pay Date

    ▪ Work Tax Area

    ▪ Federal Marital Status

    ▪ Pay Frequency

    ▪ Taxable Federal Gross

2. If entering separate state exemptions, enter the two-character postal code in the following field:

    ▪ Statutory (Stat)

3. Depending on the type of tax calculation you want, complete one or more of the following optional fields:

    ▪ Taxable Exemptions

    ▪ Tax Credits

    ▪ Additional Withholding

    ▪ 401k Deduction

    ▪ Supplemental Gross

    ▪ Total Other Deductions

    ▪ Hours Worked

4. To calculate the gross up, complete the following field:

- Net Pay for Gross Up

5. Press Enter to display the calculation results.

Field	Explanation
401K Deduction -	This field represents the employee's contribution to the 401K Plan. This amount will be used to adjust Federal, State, and Local wages as required before performing any tax calculations. This amount must be based on the employee's normal wages when processing normal pay, and must be based on employee's vacation pay when processing Vacation Pay.
	When entering this field using the tax calculator, a value preceded by the percent character (%) will indicate that the 401K amount is this percentage of the gross pay. The 401K amount does not currently function with supplemental pay.
Supplemental Gross +	This field represents the amount of supplemental wages to be paid (i.e. bonus, commission, etc.)
** Net Pay **	This field is used when you are calculating gross wages from net pay. To use the Gross Up function of the tax calculator, you must enter the net pay in this field. The system calculates gross wages, taxes, and deductions from net pay.

What You Should Know About

Reciprocal tax agreements   If the residence tax area is different from the work tax area, you can enter the residence tax code to test reciprocal tax agreements.

Gross up   The gross up tax calculations use the supplemental tax rate. If there are no withholding amounts listed for state, FICA, and Medicare, the system still calculates the gross up. For an accurate gross up calculation, leave the 401k Deduction field blank.

7 Interim Checks

Overview to Interim Checks

Objectives

- To process payments outside the normal payroll cycle
- To understand the different ways you can process interim payments

About Interim Checks

An interim check is any check that you prepare outside the normal payroll cycle, such as a bonus check, advance pay, a termination check, or vacation pay.

For Canadian payroll, you can enter interim checks at any time, but you must process them through a regular payroll cycle.

Interim checks consists of:

- Entering interim checks
- Printing interim checks
- Updating interim checks

When you enter an interim check, you can use existing timecard records or enter new timecard information specifically relating to the current interim check. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay amount for processing a mini pre-payroll for each check.

Entering interim checks includes:

- Entering check parameters
- Entering time or using previously entered timecard information
- Calculating all check details, including earnings, taxes, DBAs, and net pay

The system can calculate interim checks interactively. When you use interactive processing, the system displays the detail for each check one at a time as shown in the following graphic.

You can enter interim checks interactively. When you use interactive processing, the system displays the detail for each check one at a time.

Alternatively, you can enter several checks at a time and the system calculates all the checks as a batch job.

Alternatively, as shown in the following graphic, you can enter several checks at a time and the system calculates all the checks as a batch job.

The system generates a Payroll Register for both interactive and batch processing. The system stores all tax and DBA calculations for interim checks in workfiles to process later during a payroll cycle. Processing interim checks in a payroll cycle creates journal entries and updates history.

When Can You Print and Update Interim Checks?

You can print interim checks either by the computer or manually as a handwritten or typed check.

You can process interim computer checks in a payroll cycle or separately. When you print interim checks separately, you shorten processing time for checks that must meet deadlines, such as travel advances or termination checks.

When you update interim checks, the system:

- Creates journal entries
- Prints payroll cycle reports
- Updates history

The Payroll system provides alternatives for printing and updating interim checks:

Alternative	Description
Running a regular payroll cycle that includes interim checks	When you run a regular payroll cycle that includes interim checks, the system prints the interim checks along with the payroll checks. The system also prints the payroll cycle reports that include interim check information.
Running a payroll cycle for interim checks only	When you run a payroll cycle for interim checks only, the cycle includes printing of interim checks. You can print payroll cycle reports for the interim check information. If your organization processes a high volume of interim checks, this alternative might save you time and be more efficient.
Printing interactively and updating with the next payroll cycle	When you print interactively and update with the next regular payroll cycle, you can distribute checks quickly and update the information at a later time. The payroll cycle reports include interim check information along with regular check information.
Printing and updating interactively	When you print and update interim checks interactively, you can select which checks to process. This alternative provides for immediate updating of interim checks without locking employee records for an entire payroll cycle.

What Are the Purposes of Interim Checks?

You can use interim checks for the following:

Task	Description
Calculate gross to net from timecards	You can calculate earnings, tax, and deduction detail. You can the use the resulting calculations in one of these four ways:
	▪ Save/No Check - To display the resulting check information and save it but write the check manually. You might use this method to create an interim check for a termination.
	▪ Save/Print Check - To display the resulting check information, save it, and print a computer check. For example to create a bonus check where you enter the information in advance and print the check during the next payroll cycle.
	▪ Display/Advance - To display the resulting check information in detail but save only the net amount as an advance. The system treats the advance as a deduction. When you process the next normal pay period, the system reduces the employee's gross pay for this amount. For example, you can create an interim check to pay an employee an advance on earnings-to-date.
	▪ Display Only - To display the resulting check information but not retain it. For example, for "what if" calculations. Note, however, that the JD Edwards World Tax Calculator is designed to calculate tax amounts, so you might prefer to use that selection from the Interim Checks and Special Post menu (G0721).
Enter information from manual checks (typed or handwritten)	You can enter information from typed or handwritten manual checks, including earnings, tax, and deduction details. The system creates journal entries and merges this information into history when you complete the next payroll cycle.
Adjust historical data for an employee	You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim check process provides an audit trail for future reference.
Enter a flat dollar advance on pay	You can treat an advance as a flat dollar deduction to be subtracted from gross pay during normal payroll processing.
Convert payroll history	You can use interim checks to load historical data for conversion purposes and provide an audit trail for future reference.

Enter Interim Checks

Entering Interim Checks

You enter interim checks when you need to prepare paychecks outside the normal payroll cycle or to record manual calculations.

The following tasks represent some of the uses for interim checks. You can:

- [Entering a Standard Interim Check](#)
- [Changing an Interim Check](#)
- [Entering an Interim Check for a Termination](#)
- [Entering an Interim Check to Record Manual Calculations](#)
- [Entering an Interim Check for Vacation Pay](#)
- [Entering an Interim Check for a Flat Dollar Advance](#)
- [Deleting an Interim Check](#)
- [Entering an Interim Check for a Net Advance](#)

You can enter all types of interim checks and prepare them either on the computer or manually. Interim checks can include the following:

- Computer - The system calculates and prints the payment on the computer printer.
- Hand manual - You manually calculate the information and write or type the payment.
- Auto manual - The system calculates the information, and you write or type the payment.

You can enter interim checks in either a standard or an automatic advance format.

When you enter a standard interim check, also called Format 1, the system stores all calculations including, gross pay amounts, taxes, and DBAs. You can use batch or interactive processing when you enter an interim check in Format 1.

Alternatively, you can enter an interim check using Format 2. The system makes all calculations in temporary workfiles (QTEMP library). You can only use interactive mode to process checks that you enter in Format 2. You can use Format 2 for the following purposes:

- You can use Format 2 to test check calculations. The system calculates gross pay, taxes, and DBAs to determine a net pay amount, but does not save the calculated information. Use this calculation for informational purposes only.
- You can use Format 2 to calculate an automatic advance. The system calculates gross pay, taxes, and DBAs to determine a net pay amount. When you choose

the Update function, the system stores only the net pay amount and does not save any of the other calculations. The system then includes the net pay amount as a deduction to the employee's DBA instructions.

Before You Begin

- Specify the location of the Employee Master table. To do this, choose Constants Information on the History and Turnover Setup menu (G0748 or G7748). On Constants Information, use the Change action. The system updates the Master File in the Library field with the appropriate library.

- Specify the program version for the appropriate time entry form in the processing options.

- Specify the DBA code that processes advances as a declining balance deduction in the processing options.

- If you want to enter interim checks for accumulated wages, generate the timecards for accumulated wages.

See Also

- *Generating Timecards for Accumulated Wages (P063910)*

Entering a Standard Interim Check

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Interim Check Entry**

Entering a standard interim check consists of entering the minimum requirements for paying an employee outside the normal payroll cycle.

A bonus is an example of a standard interim check. You enter an interim check for a bonus to pay an employee an amount over and above the regular payment.

Entering a standard interim check includes the following tasks:

- Entering interim check parameters
- Entering interim check information
- Reviewing interim check calculations

To enter interim check parameters

On Interim Check Parameters

1. Complete the following fields:

    ▪ Work Date to Process From

    ▪ Work Date to Process To

    ▪ Computer or Manual Checks

    ▪ Batch/Interactive Indicator

2. To include DBAs in the calculation, complete the following field:

    ▪ Pay Period of the Month

3. Complete the following optional fields:

    ▪ Override Bank Account Number

    ▪ Print Vertex Before/After Report

    ▪ Print Vertex Before/After Report (U.S. only)

    ▪ Optional Check Stub Message

4. To designate that this is a standard interim check, enter 1 in the following field and press Enter:

    ▪ Format

After you enter the parameters, enter interim check information.

Field	Explanation
Specify the Work Dates to Process- From:	The date that the payroll period starts.
	Form-specific information
	The beginning work date. To include previously entered but unprocessed timecards in the process, set From and To dates to include them.
- To :	Pay period date to be used to include time cards up to and including this date.
	Form-specific information
	The ending work date, which represents the pay period ending date and the check date for all computer interim checks. You can override the check data at a later point in the process.
Pay Period of the month	The pay period of the month. This controls which deductions and benefits the system calculates. Leave this field blank if you do not want any deductions or benefits to be calculated.
Computer or Manual Checks (C/M)	Specifies the type of check you want to produce. Valid codes are:
	C Produce computer checks during this session of interim check processing
	M Produce or enter data for manual checks
	All checks that you enter during one session of interim check processing must have the same type code.

Field	Explanation
Override Bank Account Number	The input account number could be one of three different account numbers. These are:
	▪ the preferred BU/Object/Subsidiary
	▪ the 25-digit unstructured number,
	▪ the 8 digit short account ID number
	Upon entry, the first character of the account number is examined to determine which of the three possible account numbers was entered. This first character is defined as the Account Mode in the G/L Constants Revisions program (see General Accounting Operations Control).
	For example:
	/ may represent the short account ID number
	* may represent the long, unstructured, 25-digit, account number
	blank may represent the standard business unit-object-subsidiary number
	This facility allows you to use the account ID number for high speed data entry, the unstructured number when a chart of accounts change would be too disruptive, or the BU/Object/Subsidiary number when you have fully adopted the JD Edwards World style of account coding.
	IMPORTANT: SEE SPEED CODING (G0516).
	Form-specific information
	The override bank account number against which the system drafts the interim checks. If you leave this field blank, the system determines the bank account number from the payroll accounting rules table.
Batch/Interactive Indicator	A code indicating how you want to process interim checks. Valid codes are:
	B Process all interim checks entered during this session when you exit from Interim Check Entry.
	I Process each check entered individually in an interactive mode.
	Note: You cannot use the Batch mode when processing advances. This is a required field.

Field	Explanation
Format:	A code that indicates the format for interim checks. Valid values are:
	1 To process a standard interim check
	2 To either:
	Calculate an interim check for advance pay
	Estimate an interim check for advance pay
	Enter advance pay with no time entry records attached
	Note: You can only use interactive processing with format 2. You cannot use batch processing for format 2.
Create VERTEX Before/After Report (Y/N)?	Indicates if the system creates a Vertex Before and After Report.
	If you request the report, the system creates a before image of the Vertex Link file (F06126) before it calls the Vertex tax calculator. After the tax calculator generates a linking record, the system displays the before and after images side by side in the report.
Optional Check Stub Message:	A message of up to 80 characters that appears on the check stub only. This field is optional.

Entering Interim Check Information

After you enter the check parameters you can enter interim check information.

To enter interim check information

After you enter the check parameters you can enter interim check information.

1. On Interim Check Entry, complete the following field:
   - Employee Number

2. Complete the following optional fields:
   - Net Pay Instructions
   - Enter company if different than employee's home company

3. To include time already entered for the employee, complete the following fields:
   - Do you wish to include time data already entered
   - Enter the range of dates - From
   - Enter the range of dates - Thru
   - Home Company
   - Pay Cycle Group Code
   - Business Unit

4. To process a manual interim check, complete the following fields and use the Add action:
   - Check Number (Manual)
   - Check Date

5. If you set your processing options to verify information, use the Change action to display Time Entry.

   If you are not verifying information, the system displays Time Entry.
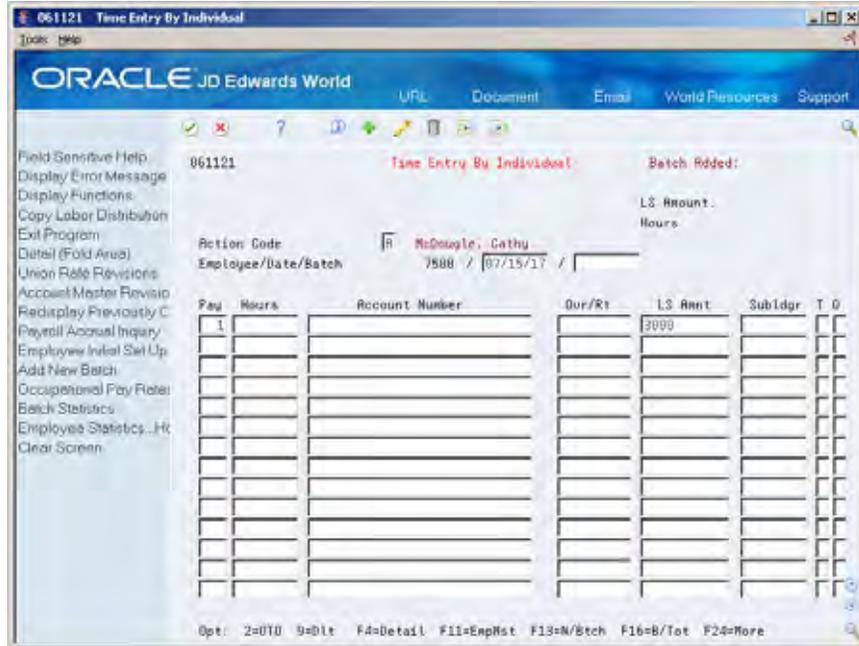
6. On the time entry form, complete the steps for entering timecard information and use the Add action.

7. Exit the time entry form.

8. On Interim Check Entry or Interim Check Inquiry, review the value supplied by the system for the following field:

   ▪ Check Control Number

   For batch processing, the system returns to Interim Check Entry allowing you to enter the next check in the batch. The system submits a mini pre-payroll for all checks in the batch when you exit Interim Check Entry.

   For interactive processing, the system processes the mini pre-payroll for this check and displays Interim Check Inquiry.

Field	Explanation
Check Control	A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment work file contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions.
	The check control number is not the actual check number.

Field	Explanation
Payroll Net Pay Instructions	This code species the type of Net Pay Instructions the system uses for interim check processing. Valid values are:
	0 Follow all net pay instructions defined in the Automatic Bank Deposit Master table (F065016). The system will prepare a check for employees who do not have net pay instructions.
	1 The system will override all net pay Instructions to produce a check.
	Note: You cannot create an auto deposit for a manual interim check. You must process auto deposit interims through a payroll Cycle. The system will not process an auto deposit through the interactive print and update steps of interim check processing.
Check No(Manual)	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
	Form-specific information
	The number of the check, if you are entering manual check information. Leave this field blank if you are processing computer checks.
Check Date	This is the check or item date.
	Form-specific information
	For manual checks, the date of the check.
	For computer checks, the To date in the processing parameters.
	The system does not use this date to update history or print on the check. Instead, it uses the check date you enter on Print Interim Checks for these purposes.
Do you wish to include time data already	A Yes/No field indicating the timecards the system will process. Valid values are:
	Blank The system will only include the timecards you enter during this session.
	N The system will only include the timecards you enter during this session.
	Y The system includes all unprocessed timecards that meet the range of dates you enter in the date range fields.
	If you enter Y, the timecard dates you enter must be within the date range you entered on Interim Processing Parameters.
	You enter Y and still restrict prior timecards. To do this, enter values for the home company, pay cycle group, and business unit.

What You Should Know About

Employee locked in an active payroll

If the work dates included in the interim payment are less than the pay period end date for the active payroll, you must run a pre-payroll for only the changes.

The system displays a warning when the following occurs, but you are not required to run a pre-payroll for the changes:

- You enter an interim check with a check date less than the check date of the active payroll

- You enter an interim check with work dates greater than the pay period end date

- You enter an interim check with work dates and payment dates greater than the active payroll

Interim checks merged into the payroll cycle

When you include interim checks in a payroll cycle, the system merges outstanding interim checks based on the check date. If the check date is the same as or earlier than the check date of the payroll run, the system merges the interim checks into the payroll.

See Also

- *Entering Timecards by Employee (P061121)*, by Piecework (P061161), or with Equipment (P061171)

Reviewing Interim Check Calculations

To review interim check calculations

You should review each interim check that you enter. If you are using batch processing, after you enter the interim check you must choose the Check Inquiry function to review the calculations.

1. On Interim Check Inquiry, review the calculations.

2. To review more information, place the cursor in the Earnings Detail or Tax Detail area and scroll down.

3. To toggle the display between Tax and DBA detail, choose the Deduction/Benefit-Tax Detail function.

4. Choose the Continue Processing function.

5. On Interim Check Entry, do one of the following:

   - Enter additional interim checks
   - Exit the program

What You Should Know About

Printing the pay stub detail Use the Print Attachment (or Hard Copy) function to print the check detail on the paycheck stub.

Processing Options

See Interim Check Entry (P060531).

Changing an Interim Check

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Interim Check Entry**

You change an interim check when you entered information in error. After you change the information, the system recalculates the gross amount, taxes, and DBAs. Until you print a computer check or update a manual check, you can change any information that you originally entered on any of the forms.

To change an interim check

On Interim Check Parameters

1. Complete the following fields and press Enter:
   - Work Date to Process From
   - Work Date to Process Thru
2. On Interim Check Entry, locate the interim check.
3. Make the necessary corrections.
4. Choose the Additional Parameters function to make corrections and use the Change action.
5. On the associated time entry form, make the necessary corrections and use the Change action.

Entering an Interim Check for a Termination

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Interim Check Entry**

When an employee terminates between payroll cycles, you might need to pay the employee's last payment immediately. You can enter an interim check for this employee.

When you enter termination information, the system immediately updates the Employee Master table (F060116) with the reason for termination, the pay status, and the termination date.

To enter an interim check for a termination

On Interim Check Parameters

1. Complete the following fields:
   - Work Date to Process From
   - Work Date to Process To
   - Pay Period of the Month
   - Computer or Manual Checks

- Override Bank Account Number
- Batch/Interactive Indicator
- Print Vertex Before/After Report
- Optional Check Stub Message

2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:

- Interim Processing Format
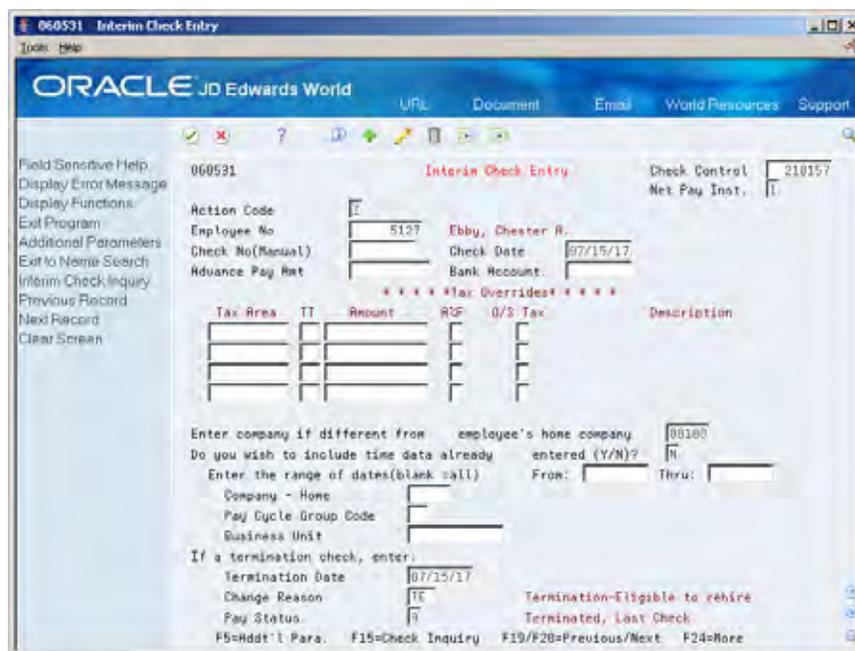
3. On Interim Check Entry, complete the following fields:

- Termination Date
- Change Reason
- Pay Status

4. Complete the remaining steps for entering a standard interim check.

Field	Explanation
Termination Date	The date that the employee was terminated, if applicable.
	Form-specific information
	If you enter a date, you must enter an alphabetical code in the Change Reason field.

Field	Explanation
Change Reason	A user defined code (07/T) that indicates:
	▪ The reason that an active employee's record was changed.
	▪ The reason that an employee was terminated.
	▪ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character.
	Note: The default reason code for new hires is the default value for the Change Reason data item.
Employee Pay Status	A code that indicates whether an employee's pay status is active or inactive.
	Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.
	To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.

See Also

- *Entering a Standard Interim Check (P060531)*

Entering an Interim Check to Record Manual Calculations

> ◈ From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Interim Check Entry**

You enter a manual check to save tax calculations that you previously calculated by hand. When you enter a manual check, you prevent the system from recalculating the taxes. If you do not enter the tax information as you calculated it for the manual check, the system uses the tax withholding information from the Employee Master table. You can enter a maximum of eight tax overrides.

To enter an interim check to record manual calculations

On Interim Check Parameters

1. Complete the following fields:

   - Work Date to Process From

   - Work Date to Process To

   - Pay Period of the Month

- Override Bank Account Number
- Batch/Interactive Indicator
- Print Vertex Before/After Report
- Optional Check Stub Message

2. Enter M in the following field:

- Computer or Manual Checks

3. To designate that this is a standard interim check, enter 1 in the following field and press Enter:

- Interim Processing Format

4. On Interim Check Entry, complete the following fields:

- Tax Area
- Tax Type (TT)
- Amount
- Additional/Flat Tax Amount (A%F)
- Occupational or School Tax (O/S)
- Occupational or School Tax (U.S. Payroll only)

5. Complete the remaining steps for entering information on a standard interim check.

Field	Explanation
A%F	Based on the value of this field the corresponding additional/flat amount field has one of the following functions:
	% A percentage to replace the tax rate from the table.
	A An amount to be added to the tax computed from the table.
	F An amount to replace the tax computed from the table.
	X An additional amount added to the standard exemption amount, deducted (exempt) from the annualized gross to determine taxable pay.
	Y An amount to override the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations.
O/S Tax	The code for overriding the Occupational tax (type K) or School tax (type N). Valid codes are:
	blank Calculate city tax as the override
	1 Calculate county tax as the override

See Also

Entering a Standard Interim Check (P060531)

Entering an Interim Check for Vacation Pay

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Interim Check Entry**

Some companies provide employees with vacation payments before they take a vacation leave. You can enter an interim check to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans one or more pay periods, you must enter a vacation, or taxation, factor to calculate the taxes for the each of the advance pay periods.

To enter an interim check for vacation pay

On Interim Check Parameters

1. Complete the following fields:

    ▪ Work Date to Process From

    ▪ Work Date to Process To

    ▪ Pay Period of the Month

- Computer or Manual Checks

- Override Bank Account Number

- Batch/Interactive Indicator

- Print Vertex Before/After Report

- Optional Check Stub Message

2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:

- Interim Processing Format

3. On Interim Check Entry, complete the following fields:

- Net Pay Instructions

- Employee Number

4. Review the values in the following fields:

- Include Time

- Change Reason

- Pay Status

5. Do not press Enter. Choose the Additional Parameters function.

Entering an Interim Check for Vacation Pay

1. On Additional Parameters, complete the following field:

- Taxation Factor

2. Complete the following optional fields:

- Replaces Next N Regular Checks

- Stop Benefit Accruals for M Periods

- Deduction Factor

- Is this a Manual Void

3. Choose the Continue Processing function.

4. Complete the steps for entering information for a standard interim check.

Field	Explanation
Stop benefit accruals for "m" periods	Enter the number of pay cycles (paychecks) that you want the system to bypass the benefit calculations.
	Typically, you specify this information during the interim check process. If you leave this value blank when you enter an interim check, the system bypasses the same number of cycles that you enter in the Replace Next N Checks field. This number must be equal to or greater than the number of pay bypasses. If you specify less than this number, the system bypasses the same number of pay cycles that you entered in the Replace Next N Checks field.
	When you enter a value in this field, the system updates the employee's master record. If you change or delete the other information on the interim check, the system does not remove or adjust the bypass count. You must use the Change action on Additional Parameters to change the value in the Employee Master table.
Taxation Factor	Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances.
Deduction Factor	The number of periods that the check represents, and, therefore, the number of periods that the system applies the flat dollar deductions. The system multiplies this number by the standard deduction to calculate the amount to subtract from the employee's check.
Is this a Manual Void (Y/N)?	Use this field to indicate a manual check void.
	Y Net pay can be negative.
	N Net pay cannot be negative. (default)

What You Should Know About

Changing employee master record values

When you enter values in either the Replaces Next N Regular Checks or the Stop Benefit Accruals for M Period fields, the system updates the employee master record. If you change or delete the other information on the interim check the system does not remove or adjust these values.

You must use the Change action on the Additional Parameters form to change the values in these fields in the employee master.

See Also

- *Entering a Standard Interim Check (P060531)*
- *Entering Interim Check Information (P060531)*

Entering an Interim Check for a Flat Dollar Advance

From Payroll Master (G07), choose **Interims and Special Post**
From Interims and Special Post (G0721), choose **Interim Check Entry**

You enter a flat dollar amount advance interim check to pay an advance on an employee's wages. The system assigns the deduction to the employee's DBA instructions and deducts it from the employee's next payroll check.

The system does not calculate nor deduct any taxes. The default is for the system to deduct the entire advance in one lump sum from the employee's next payment. You can change the amount that the system deducts per pay period in the DBA instructions.

To enter an interim check for a flat dollar advance

On Interim Check Parameters

1. Complete the following fields:

   - Work Date to Process From
   - Work Date to Process To
   - Pay Period of the Month
   - Computer or Manual Checks
   - Override Bank Account Number
   - Batch/Interactive Indicator
   - Print Vertex Before/After Report
   - Optional Check Stub Message

2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:

   ▪ Interim Processing Format
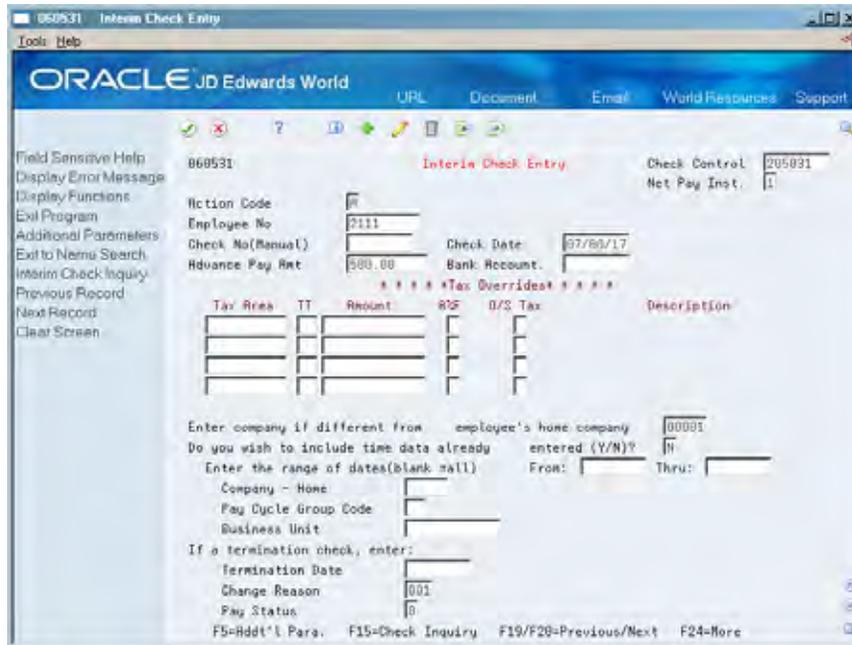
3. On Interim Check Entry, complete the following fields and use the Add action:

   ▪ Employee Number

   ▪ Advance Pay Amount

4. On Interim Check Inquiry, review the check detail.

Field	Explanation
Advance Pay Amt	This amount represents an advance on the employee's future pay.
	Form-specific information
	Enter a flat dollar amount or leave the field blank to enter timecard data on a time entry form later in the interim check entry process.

See Also

▪ *Setting Up an Advance Deduction (P069117)*

▪ *Entering an Interim Check for a Net Advance (P060531)* for information about Format 2 to enter an advance interim check that does not include taxes or other deductions.

Deleting an Interim Check

	From Payroll Master (G07), choose **Interims and Special Post**
	From Interims and Special Post (G0721), choose **Interim Check Entry**

If the system has not yet merged an interim check into a payroll cycle, you can delete it. You cannot delete an interim check if the system is currently in the process of printing it or if you have already printed it.

You should not confuse the process of deleting an interim check with voiding a historical paycheck. The system stores voided checks in the interim check work files, but you cannot change or delete them.

To delete an interim check

On Interim Check Entry

1. Locate the interim check you want to delete.

2. Use the Delete action.
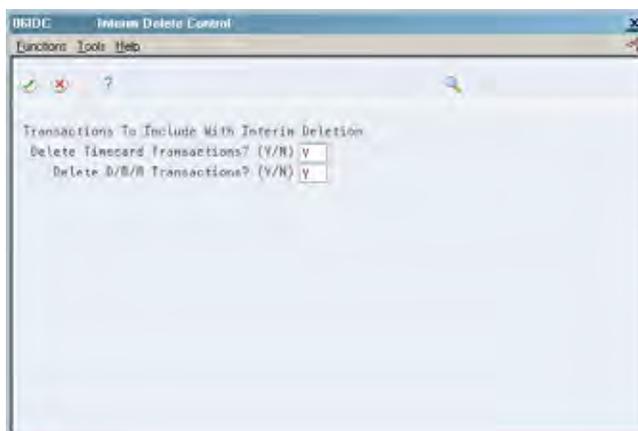
3. On Interim Delete Control, complete the following fields:
   - Delete Timecard Transactions
   - Delete DBA Transactions

4. Choose the Submit function.

Field	Explanation
Delete Timecard Transactions? (Y/N)	This allows you to delete timecard transactions. Valid codes are:
	Y Delete all timecard transactions (default)
	N Do not delete all timecard transactions

Field	Explanation
Delete D/B/A Transactions? (Y/N)	This allows you to delete D/B/A transactions. Y Delete D/B/A transactions N Do not delete D/B/A transactions The default is set to Y.

What You Should Know About

Timecard status code	When you delete an interim check without deleting the associated timecards, the system removes the status code I from the time entry record. The system can now include the timecards in future payrolls.
Special timecard post	When you delete an interim check without deleting the associated DBA transactions, the system can include the transactions in future payrolls. When you delete an interim check, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.

Entering an Interim Check for a Net Advance

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Interim Check Entry**

Use Format 2 to test possible check scenarios or to enter an automatic net advance. When you enter an interim check for a net advance, the system calculates the information in temporary work files and processes only the net check amount. The system does not save any of the other calculations. The system then enters an advance deduction in the employee DBA instructions for the amount of the check and withholds it from the employee's next payroll check.

You might want to use Format 2 to calculate a net advance when you want to issue an advance to the employee for only the time worked since the last paycheck.

You must use interactive mode to process an interim check with Format 2.

To enter a net amount advance interim check

On Interim Check Parameters

1. Complete the following fields:

   - Work Date to Process From

   - Work Date to Process To

   - Pay Period of the Month

- Computer or Manual Checks
- Override Bank Account Number
- Batch/Interactive Indicator
- Print Vertex Before/After Report
- Optional Check Stub Message

2. Enter 2 in the following field and press Enter:

- Interim Processing Format

3. On Advance Payoff Parameters, complete the following fields:

- Address Number
- Check Date

4. Review the value in the following field:

- Include Time

5. To process manual interim checks, complete the following fields and press Enter:

- Check Number (Manual)
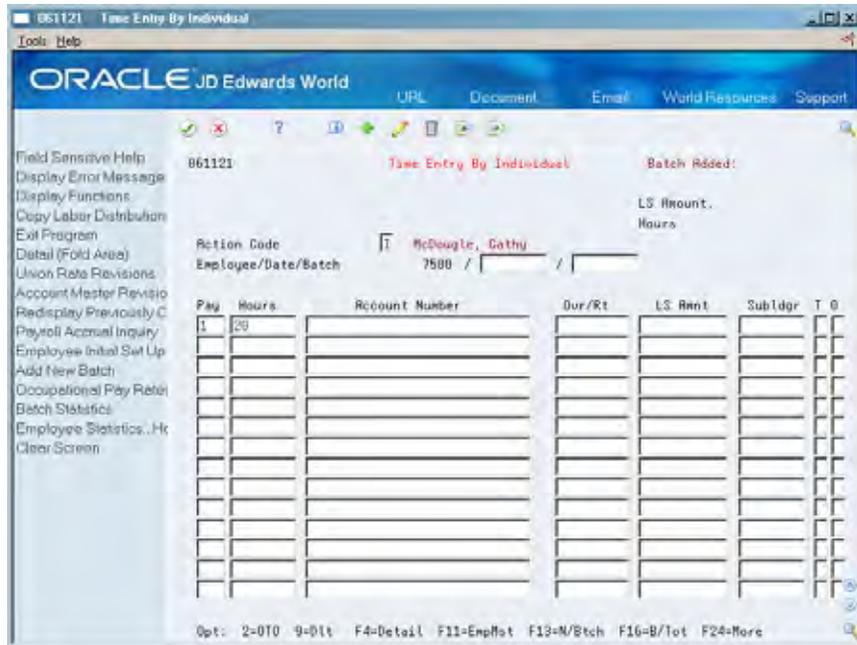
6. On the time entry form, complete the steps for entering timecard information.

7. Press Enter and exit the time entry form.

8. On Interim Check Inquiry, review the calculations.

9. Exit Interim Check Inquiry.
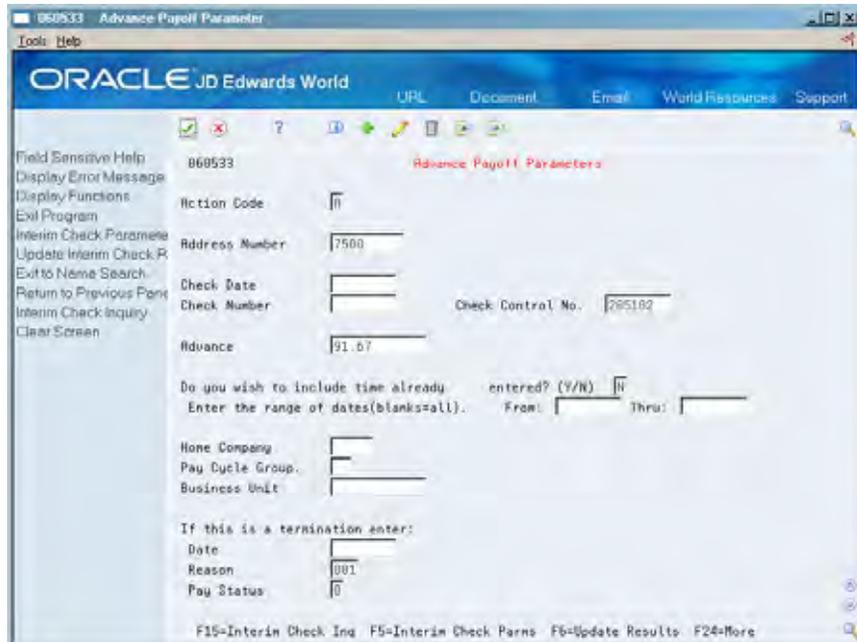
10. On Advance Payoff Parameters to save the net amount as an advance deduction, choose the Update Results function.

11. On Advance Payoff Parameters, choose the Update Results function to save the net amount as an advance deduction.

What You Should Know About

Multiple advances
When an employee has multiple advances, the advance deduction amount for the DBA is the total of all advances.

Estimated pay
To base the net amount advance on earnings to date when you have no existing time entry information, you can base the advance calculation on estimated pay.

When you use Format 2 for this type of advance, the system does not save the timecard.

Enter E in the Source of Pay field on Pay Type Setup to define a pay type for estimated pay.

See *Setting Up Pay Types*.

Multi-check processing
Multi-check processing allows the system to track wages and taxes for any outstanding interim checks that the system has not yet updated to history. Newly calculated checks take the outstanding wages and taxes into account for limits purposes. Each time the system calculates a check, whether it is an interim check or a payroll check, the system verifies taxation history to determine if an employee has reached any earnings or tax limits for taxing purposes.

The system updates the interim YTD wage amount and an interim YTD tax amount in the Taxation Summary History table (F06136 for U.S., F0713 for Canada) whenever you:

- Add an interim check
- Delete an interim check
- Change an interim check
- Void and unvoid a check or autodeposit

When pre-payroll and interim check entry programs calculate taxes for subsequent checks, the system calculates the taxes based on the regular YTD amounts.

The system clears the interim YTD amounts during the final update when it updates the interim check earnings and taxes to regular history. Multi-check processing uses tax limits, but not DBA limits.

See Also

- *Entering Timecards by Employee (P061121)*, by Piecework (P061161), or with Equipment (P061171)

Print Interim Checks

Printing Interim Checks

You can print interim checks between payroll cycles or within a payroll cycle. You can print interim checks either by computer or manually (handwritten or typed). You can print interim checks in a payroll cycle or in a separate print program for interim checks only.

Printing interim checks consists of the following tasks:

- [Printing Interim Checks in a Payroll Cycle](#)
- [Printing Interim Checks Interactively](#)

When you print interim checks, the system also:

- Prints attachments when required
- Prints a register of all checks issued

Printing Interim Checks in a Payroll Cycle

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Print Paychecks**

When you enter an interim automatic deposit, you must process the payment through a payroll cycle. The print payments step of the payroll cycle creates the auto deposit workfile that the system uses to create the auto deposit bank tape.

When you merge interim checks into a payroll cycle, the system controls the merge with the following factors:

Factor	Description
Check dates	If the check date is the same as or earlier than the check date of the payroll, the system merges the interim checks in the payroll.

Factor	Description
Pre-payroll processing types	Pre-payroll processing types control when interim checks are merged, as follows:
	Type 1
	Full Pre-Payroll. The system merges interim checks based on the check date for the payroll ID.
	Type 3
	No Interim Pre-Payroll. The system does not merge interim checks.
	Type 5
	No Autopay Pre-Payroll. The system merges interim checks based on the check date for the payroll ID.
	Type I
	Interims Only Pre-Payroll. The system processes interim checks only based on the check date for the payroll ID.

What You Should Know About

Printed checks   You cannot change or delete records of printed checks. You can reset a check by using interactive update.

Locked records   The system locks an employee's interim check for any of the following reasons:

▪ The employee's interim check is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively

▪ You have voided the interim check

▪ The check is a manual interim check

See Also

▪ *Running a Regular Payroll Cycle that Includes Interim Checks (P06210)*

▪ *Updating Interim Checks (P06210)*

▪ *Printing Payments (P06230P)*

Printing Interim Checks Interactively

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Print Interim Checks**

When you print interim checks interactively, you can print interim computer checks without processing a payroll cycle and locking employee records. This shortens

processing time for checks that must meet deadlines, such as travel advances or termination checks.

You print interim checks interactively when you are between payroll cycles and need to print interim checks before you run your next payroll cycle.

To avoid the need for a full payroll cycle, the interim print procedure creates a temporary payroll ID library and all the tables necessary to print checks. The system begins with payroll ID 999 and searches backwards until it finds an unused payroll ID. After printing, the system deletes the library, all associated tables, and the payroll ID.

> **Caution:** You can print checks interactively and update interim checks in a payroll cycle. If you reset the payment workfile during the payroll cycle, the system resets and reprints previously printed interim checks.

To print interim checks interactively

On Print Interim Checks

1. Complete the following field:

   - Version of Check Register

2. Use the Master Pay Cycles function to complete the following fields and press Enter:

   - Pay Cycle Code

   - Check Date

   - Pay Period Ending Date

Printing Interim Checks Interactively

1. On the first Interim Processing Selections form, complete the following field to locate interim checks for an individual employee:

   - Employee Number

2. To locate all interim checks available for printing, leave all fields blank and press Enter.

3. To locate interim checks for multiple employees, complete any of the following fields and press Enter:

   - Home Company

   - Home Business Unit

   - Benefits Plan Code

   - Check Route Code

   - Checks

   - Check Date Range From

   - Check Date Range Thru

Printing Interim Checks Interactively

1. On the second Interim Processing Selections form, choose the Omit option for any check you do not want to print.

2. Choose the Process function.

3. On the Print Check Parameters forms, complete the steps to print the payments.

4. Confirm that your checks have printed.

Field	Explanation
Date - Pay Check	The date associated with the various types of net pay instructions. This date can be related to a payroll check, a bank deposit advice, a pay slip (cash), or a claim reimbursement.
	Form-specific information
	The system uses the date you enter for the following:
	▪ The printed date on the interim check
	▪ The date stored in the history table
	The system does not use the check date you entered on Interim Check Entry for these purposes.

What You Should Know About

Omitting a check from the print process	When you use the Omit option, the system defers only the printing. It does not cancel or void a check.

Maximum net pay	To designate the maximum net pay, choose the Maximum Net Pay function. The system highlights all checks with a net amount greater than the entered amount.
Locked records	The system locks an employee's interim check for any of the following reasons:

- The employee's interim check is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively.
- You have voided the interim check.
- The check is a manual interim check.

Checks in processing	The system does not display interim checks that it is currently processing in another interactive print job.

See Also

- *Printing Payments (P06230P)*

Update Interim Checks

Updating Interim Checks

When you update interim checks, the system:

- Creates journal entries
- Prints payroll cycle reports
- Updates history

Updating interim checks includes the following tasks:

- [Running a Regular Payroll Cycle that Includes Interim Checks](#)
- [Running a Payroll Cycle for Interim Checks Only](#)
- [Updating Interim Checks Interactively](#)
- [Restarting the Interim Check Update Process](#)

To update interim checks, you can do one of the following:

- You can run a regular payroll cycle that includes interim checks. The system merges the computer interim checks with the payroll checks. The system includes the interim check information on the payroll cycle reports.

- You can run a payroll cycle for interim checks only. The system prints payroll cycle reports that include interim check information only. If your organization processes a high volume of interim checks, you might find this alternative the most efficient.

- You can update interim checks interactively. The system updates the information for the selected manual checks and computer checks that you have already printed.

Running a Regular Payroll Cycle that Includes Interim Checks

> ◈ From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pre-Payroll Processing**

You can run a regular payroll cycle that includes interim checks. The system merges the computer interim checks with the payroll checks. The system includes the interim check information on the payroll cycle reports.

To run a regular payroll cycle that includes interim checks

On Pre-Payroll Processing

1. Enter 1 or 5 in the following field:
   - Type of Processing
2. Complete the steps for pre-payroll processing.
3. Choose the Submit Job function.
4. Complete the remaining steps for the payroll cycle.

See Also

- *Processing Pre-Payroll (P06210)*
- *Working with Payments (P06230P)*
- *Processing Pro Forma Journal Entries (P06220)*
- *Processing Final Update (P06250)*

Running a Payroll Cycle for Interim Checks Only

> From Payroll Master (G07), choose **Pay Cycle Processing**
> From Pay Cycle Processing (G0713), choose **Pre-Payroll Processing**

You can run a payroll cycle for interim checks only. The system prints payroll cycle reports that include interim check information only. If your organization processes a high volume of interim checks, you might find this alternative the most efficient.

The system prints the Payroll Register when you run a payroll. Review the register to verify that you entered the correct information and that the system included the interim checks in the payroll cycle. The report lists the number of interim computer checks, interim manual checks, and voided checks.

To run a payroll cycle for interim checks only

On Pre-Payroll Processing

1. Enter I in the following field:
   - Type of Processing
2. Complete the steps for pre-payroll processing.
3. Choose the Submit Job function.
4. Complete the remaining steps for the payroll cycle.

See Also

- *Processing Pre-Payroll (P06210)*
- *Working with Payments (P06230P)*

- *Processing Pro Forma Journal Entries (P06220)*

- *Processing Final Update (P06250)*

```
063012                                    JD Edwards World                        Page        11
                                          Payroll Register                        Date    -   7/10/17
Company -                                                                          Period  -   08/15/17
BU -
                                                                                  Payroll ID- 055
Total Report
Type    Earnings          Hours     Current Amount   YTD Amount     Type    Deduction      Current Amount   YTD Amount
----    ------------    ----------  --------------   ------------   ----    ------------   --------------   ------------
0001    Regular           765.33      17,114.56       61,614.15     **      Gross Wages      18,138.20       54,144.76
0300    Sick Pay                                         226.92             FED Income T      2,201.44        7,320.68
0500    Bonus Pay                                        800.00             FED FICA w/h      1,059.09        3,878.34
0801    Vacation            8.00         192.30          694.20             CA Employmen         60.30
0805    Holiday Pay                                       747.09             CO Departmen        357.25        2,115.34
0811    Vacation                                          230.77             VA Dept. of         209.49          209.49
0903    FSA-Med/Exec                      75.00          100.00             CA SDI-Emplo         22.33
0904    FSA-Dep/Exec                      75.00-         200.00             FED Medicare        247.69          907.02
0998    Gross Pay Ad        8.00         134.61          134.61
3000    Life Ins/Co.                      43.72          202.64     1010    Dental Ins.          18.50          213.00
                                                                    1015    FAD&D - Flex          3.00            3.00
                                                                    1016    LTD Coverage          4.90           34.30
5050    FMedical/Den                     506.76          506.76     1018    FLTDCoverage         13.92           46.40
5062    FMedical/Den                     162.22        1,297.76     1102    Child Supprt        250.00          750.00
6002    FAddl Flex $                      27.75           92.50     1104    Garnishment         274.67        1,422.86
                                                                    1108    Loan                 80.00          640.00
                                                                    1120    Fees, Admin          10.00           25.00
                                                                    1122    Interest             16.00          352.00
                                                                    1511    FMed100-EE+1        129.59        1,036.72
                                                                    1521    FMed100-EE+2        383.14          383.14
                                                                    1541    FDENT1-EE+1          16.58          132.64
                                                                    1551    FDENT1-EE-2+         50.18           50.18
                                                                    4002    Med-EE                9.75           68.25
                                                                    4003    Med-EE+1             12.00           36.00
                                                                    4004    Med-EE+Fam                           90.00
                                                                    4598    FSA-DEP/Ded         300.00        1,000.00
                                                                    4599    FSA-MED/Ded         300.00        1,000.00
                                                                    5105    FLife 10k             2.70            2.70
                                                                    5502    FVision EE+1          3.05           24.40
                                                                    7000    401(k)              218.75        1,302.08
                                                                    L       life                 21.86          180.78
                                                                    *       Sum Ded's W/H         9.22            9.22
            ** Totals **      781.33      18,138.20                         Total Ded''s      6,285.40
                             Taxbl:       16,600.97
            Total Employees      8   Tot Ck Cntrl #'s     12                    * Net Pay *      11,852.80
                                     Tot Computer Cks      8
                                     Tot Intrm Manual Cks  2
                                     Tot Auto Deposits     2
                                     Tot Voids             1
```

Updating Interim Checks Interactively

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Update/Reset Interim Checks**

You can update interim checks interactively. The system can update manual interim checks and computer checks that you have already printed. You can choose to update one or all of these checks that you have already prepared.

> **Caution:** You should only update interim checks interactively when you have processed pro forma journal entries in regular payroll cycles with no errors for an extended period of time. Use interactive update only for a small volume of interim checks.

If you frequently encounter errors when creating pro forma journal entries, JD Edwards World recommends updating interim checks by running a regular payroll cycle that includes interim checks.

The following table illustrates how the system uses the dates you enter for interim checks as you interactively print and update interim checks.

Data	Source	Pay Cycle Code	Pay Period Ending Date	Check Date
Interim Check Entry	You enter the information	N/A	Work Dates 1/10 to 1/12	1/16
Print Checks program	You enter the information	blank or code	1/13	1/15
On the check	System prints	N/A	1/12	1/15
On the Check Register	System prints	Default or code description	1/13	1/12
Update Checks program	You enter the information	HR	1/17	N/A
Journals	System prints			T1: 1/15
History F06156, Paycheck Summary table		N/A	1/17	1/15

You can choose to update one, some, or all of the checks. The system updates the manual check information and computer checks that have been printed. When you run the interactive update, you can immediately update the interim checks without locking employee records for an entire payroll cycle.

When you update interim checks, the system creates a temporary payroll ID library and all the tables necessary to complete the update as in a regular payroll cycle. The system begins with payroll ID 999 and searches backwards until it finds an unused payroll ID. When the update is finished, the system deletes the library, its tables, and the payroll ID.

When you run an interactive update for interim checks, the system:

▪ Creates journal entries

▪ Prints payroll cycle reports

▪ Updates the history tables

When the system creates the pro forma journal entries during an interactive update, you might encounter the following error conditions:

▪ Post Before Cut Off (PBCO) error

▪ Invalid account number

▪ Out of balance

If the system finds any errors in your journal batch during this process, it discontinues the process and deletes the library. You can make the necessary corrections and run the process again.

While the system processes the reports, it displays a message indicating how many reports remain. When the system completes the reports, it submits the final update and displays the message that the final update is in progress. The system locks

employee records during the final update. Employee records remain in a lockout mode until the final update step is complete. When the system completes the final update, it removes all temporary tables and libraries and displays a message indicating that the final update completed successfully.

When you update interactively, the system does not:

- Update the Fiscal Anniversary Year History table (F06147)

- Update the pay cycle code and last check information in the Employee Master Table (F06116)

- Process voided checks in the interim work files

- Process step progression

- Process future data values

- Process pending claims, if you use the JD Edwards World Human Resources system

The system performs these updates and processing only when you update interim checks during a payroll cycle.

To update interim checks interactively

On Update/Reset Interim Checks

1. Complete the following fields and press Enter:

   - Pay Cycle Code

   - Pay Period Ending Date

   - Payroll Expense Journal Code

Updating Interim Checks Interactively

1. On the first Interim Processing Selections form, complete the following field to locate interim checks for an individual employee:

   ▪ Employee Number

2. To select all available interim checks, leave all fields blank and press Enter.

3. To locate interim checks for multiple employees, complete any of the following fields and press Enter:

   ▪ Home Company

   ▪ Home Business Unit

   ▪ Benefits Plan Code

   ▪ Check Route Code

   ▪ Checks

   ▪ Check Date Range

Updating Interim Checks Interactively

1. On the second Interim Processing Selections form, review the check information.

2. To exclude checks from the processing, select the Omit option for each check you want to exclude.

3. To continue the update procedure, select the Process function.

4. On Reports Only Parameters, choose the reports that you want to run.

Field	Explanation
Payroll Expense Journal Code	This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:
	1 Work Date. The G/L date is the timecard work date.
	2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.
	3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.

What You Should Know About

Resetting a check	On the second Interim Processing Selections form, you can reset an individual check by choosing the Check Reset option.

Batch number	On the second Interim Processing Selections form, the Batch Number column represents the batch number that the system assigned in the interactive print process. The batch number is blank for a manual check.
Reports Only	On Reports Only, the Reports Only portion of the update program remains interactive even though the individual reports are submitted to the job queue. This means that you cannot use your terminal while you are waiting for the reports to complete.
	To avoid this situation, you might want to use a unique job queue such as the one that you set up for batch interim checks.

Restarting the Interim Check Update Process

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Update/Reset Interim Checks**

You might need to restart the interactive interim check update process to recover from problems that occurred during the update process. For example, restart if you experience a power failure or hardware malfunction during the interim check processing.

When the update ends abnormally, your employee records are still locked and the temporary PAYRLxxx library still exists. The restart program allows you to begin your update at the point where the problem occurred. You must know the payroll ID of the temporary interim payroll to use the reset process.

Before You Begin

- Identify the payroll ID you need to reset from Payroll Review/Reset on the Pay Cycle Processing menu (G0713)

To reset the interim checks update process

On Restart Update Interim Checks

1. Complete the following field:

    ▪   Interim Update ID

2. Follow the steps to update interim checks interactively.

See Also

▪   *Updating Interim Checks Interactively (P06058)*

8 Payment Reconciliation

Overview to Payment Reconciliation

Objectives

- To reconcile your payment history records with your bank records

About Payment Reconciliation

You reconcile payments so that your reconciliation information is consistent with your bank records.

Reconcile Payments

Reconciling Payments

You reconcile payments to make your information consistent with your bank records. You can reconcile your payment history manually or automatically.

Reconciling payments consists of the following tasks:

- [Reviewing Payment Reconciliation Status](#)
- [Changing Payment Reconciliation Status Manually](#)
- [Reconciling Payment History Automatically](#)
- [Reviewing the Payroll Bank Reconciliation Register](#)

You review the status of payments to determine whether you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a check as unclaimed. If you need to change the status of a payment, you can do so manually.

After payments have been reconciled, you can review the Payroll Bank Reconciliation Register. The register is primarily used to identify outstanding payments. You can automatically reconcile any outstanding payments.

Reviewing Payment Reconciliation Status

	From Payroll Master (G07), choose **Paycheck Reconciliation** From Paycheck Reconciliation (G0722), choose **Check Reconciliation**

You review the status of payments to determine whether you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay figures as well as the name and employee number of the employee to whom the payment was issued.

To review payment reconciliation status

On Check Reconciliation
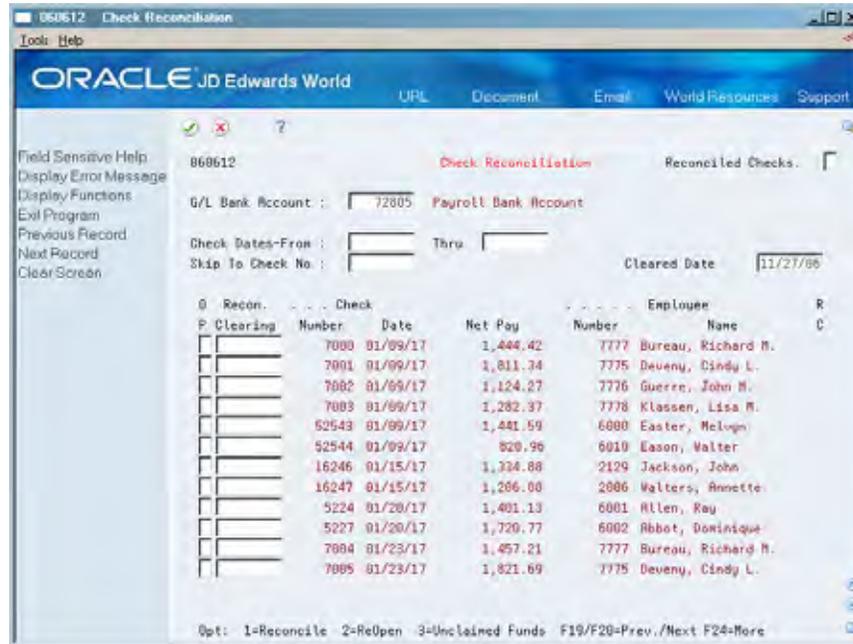
1. Complete the following field:

    ▪ G/L Bank Account

2. To limit your search, complete the following optional fields:

    ▪ Reconciled Checks

    ▪ Check Dates

    ▪ Skip to Check Number

Field	Explanation
G/L Bank Account :	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:
	▪ Standard account number (business unit.object.subsidiary or flexible format)
	▪ Third G/L number (maximum of 25 digits)
	▪ 8-digit short account ID number
	▪ Speed code (not currently available in OneWorld)
	The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
	Form-specific information
	The short ID number of the bank account for which you want to see outstanding checks.

Field	Explanation
Reconciled Checks	A value that lets you limit your inquiry. Values are:
	blank All checks
	R Reconciled checks only
	C Unclaimed checks only
	U Unreconciled checks only

Changing Payment Reconciliation Status Manually

◈ From Payroll Master (G07), choose **Paycheck Reconciliation**
From Paycheck Reconciliation (G0722), choose **Check Reconciliation**

During your review of the payment reconciliation status you might determine that you need to make status changes. You can manually change the status.

To change payment reconciliation status manually

On Check Reconciliation

1. Locate the payments that require a change in status.

2. Complete the following fields:

   ▪ Option

   ▪ Cleared Date

3. If a payment requires a reconciliation date other than the date it cleared, complete the following field:

   ▪ Reconciliation Clearing

Reconciling Payment History Automatically

◈ From Payroll Master (G07), choose **Paycheck Reconciliation**
From Paycheck Reconciliation (G0722), choose **Check History**

You can automatically reconcile your outstanding payments. When you reconcile payment history automatically, the system reads the tape you receive from the bank and compares it to the payment history. The system then reconciles matching entries and generates a report which you can use to verify that the information is correct.

When you reconcile payment history automatically, the system creates a report based on the information in the Bank Reconciliation - Paid table (F06561). Review the Check Reconciliation - Update History report to verify that the information is correct.

You can set processing options to include any or all of the following types of payments in the paycheck reconciliation process:

- Computer-generated checks

- Manual checks

- Auto Deposits

The report lists the following information:

- Employee names and numbers

- Check numbers and dates

- Net pay figures per check

- Reconciliation indicator

Before You Begin

- Complete the steps for processing automated reconciliation tapes.

```
065613                                      JD Edwards World                              Page    -        7
                                     Check Reconciliation - Update History                Date    -  4/17/17
          . . . . . . . . . Employee . . . . . . . .       . . . . . . Check . . . . . .      Check
                    Name           Number  Soc-Sec-Num  Date   Number  S      Amount    Control  T
          Eason, Walter             7051 705-10-9101 01/02/17      1 C      1,317.29       750 R
          Eason, Walter             7051 705-10-9101 01/09/17     11 C        164.65      2538 R
          Eason, Walter             7051 705-10-9101 01/16/17    111 M        658.64      4236 R
          Eason, Walter             7051 705-10-9101 01/23/17    128 C      3,684.72      2096 R
          Eason, Walter             7051 705-10-9101 01/30/17    658 C      4,207.22      2103 R
          Eason, Walter             7051 705-10-9101 02/06/17   1020 C        681.23       455 R
          Eason, Walter                              02/13/17   1156          800.00         *
          East, Jane                9004 101-10-8104 02/06/17   1021 C        622.77       483 R
          Easter, Melvyn            6000 058-43-2560 01/02/17      2 C      1,605.29       750 R
          Easter, Melvyn            6000 058-43-2560 01/09/17     12 C         88.00       576 R
          Easter, Melvyn            6000 058-43-2560 01/16/17    112 C      1,396.04       716 R
          Easter, Melvyn            6000 058-43-2560 01/23/17    129 C        318.63       945 R
          Easter, Melvyn            6000 058-43-2560 01/30/17    659 C        318.63       946 R
```

What You Should Know About

Status field	On the Check Reconciliation - Update History report, the Status field specifies one of the following payment types, if applicable:

C   Computer-generated interim payment

M   Manually-produced interim payment

A   Automatic bank deposit

Reconciled field	On the Check Reconciliation - Update History report, the T (Reconciled) field contains an R if the payment has been reconciled or an asterisk (*) if the system finds no record of the payment.

See Also

- *Processing Automated Reconciliation Tapes (P065612)*

Reviewing the Payroll Bank Reconciliation Register

> From Payroll Master (G07), choose **Paycheck Reconciliation**
> From Paycheck Reconciliation (G0722), choose **Reconciliation Register**

After you reconcile payments, you can review the Payroll Bank Reconciliation Register to identify any outstanding payments. You can run this report at any time. It lists the following information:

- Check numbers and dates
- Net pay figures per check
- Totals by check date
- Employee names and numbers

The information in this report is based on the Paycheck Summary table (F06156).

```
063241                                     JD Edwards World                    Page    -       4
                                        Payroll Bank Reconciliation            Date    -  7/07/17
Bank Acct No.:          7 1110   PAYROLL  Payroll Bank Account
   R . . . . . . . Check Detail . . . . . . . . .    . . Status . .   . . . . . . . . Employee . . . . . . .
   C  Number  R   Date   Control  SB    Net Pay   I C   Description    Number              Name
   - --------  -  -------- -------- -- --------------- - - --------------- ----------- -----------------------------
        52543 N 01/09/17   4474  1     1,441.59    C Computer Check 058-43-2559 Easter, Melvyn
        52544 N 01/09/17   4482         820.96     C Computer Check 475-65-4986 Eason, Walter
         7001 N 01/09/17  167193       1,811.34    C Computer Check 852-13-6886 Deveny, Cindy L.
         7002 N 01/09/17  167206       1,124.27    C Computer Check 081-56-0674 Guerre, John M.
         7000 N 01/09/17  167214       1,444.42    C Computer Check 084-56-0671 Bureau, Richard M.
         7003 N 01/09/17  167222       1,282.37    C Computer Check 856-13-6882 Klassen, Lisa M.
                                     ---------------
                                       7,924.95 Computer Check
        16247 N 01/15/17   4327        1,206.88    C Computer Check 523-78-5321 Walters, Annette
        16246 N 01/15/17   4335        1,334.88    C Computer Check 343-29-8761 Jackson, John
                                     ---------------
                                       2,541.76 Computer Check
         5224 N 01/20/17   4298        1,401.13  I M Manual Check   798-52-5841 Allen, Ray
         5227 N 01/20/17   4280        1,720.77  I M Manual Check   476-43-8269 Abbot, Dominique
                                     ---------------
                                       3,121.90 Manual Check
         8903 N 01/23/17   4491  1     1,629.52  X A Auto Deposit   058-43-2559 Easter, Melvyn
        55951 N 01/23/17   4503         845.96     C Computer Check 475-65-4986 Eason, Walter
         7005 N 01/23/17  167249       1,821.69    C Computer Check 852-13-6886 Deveny, Cindy L.
         7006 N 01/23/17  167257       1,137.06    C Computer Check 081-56-0674 Guerre, John M.
         7004 N 01/23/17  167265       1,457.21    C Computer Check 084-56-0671 Bureau, Richard M.
         7007 N 01/23/17  167273       1,295.16    C Computer Check 856-13-6882 Klassen, Lisa M.
                                     ---------------
                                       1,629.52 Auto Deposit
                                       6,557.08 Computer Check
```

Processing Options

See [Payroll Bank Reconciliation (P063241)](#).

Data Selection for Bank Reconciliation Register

You can use the data selection to limit the reporting period and reduce the length of the report.

9 Periodic Reports

Overview to Periodic Reports

Objectives

- To satisfy federal, state, and local reporting requirements
- To satisfy union reporting requirements
- To provide the construction industry with information such as the costs associated with a particular job or business unit

About Periodic Reports

You normally print periodic reports on a schedule that coincides with governmental, industry, or union reporting requirements. If necessary, you can print and review these reports more often.

Governmental reports provide information that satisfies state, local, and federal requirements. Job, trust, and union reports are mainly used to satisfy government and union reporting requirements. The job billing registers are designed for the construction industry and provide information such as the costs associated with a particular job or business unit.

Periodic reports consists of the following tasks:

- Working with governmental reports
- Working with job, trust, and union reports

Work with Governmental Reports

Working with Governmental Reports

You print governmental reports to satisfy state, local, and federal requirements.

Working with governmental reports includes the following tasks:

- Reviewing the Federal 941 Worksheet
- Reviewing the Federal 940 Quarterly Worksheet
- Reviewing the Federal 940 Annual Worksheet
- Reviewing the State Income Tax Report
- Reviewing the Local Income Tax Report
- Creating the New York Quarterly State Income Tax Tape
- Reviewing the Workers Compensation Registers
- Creating the Railroad Retirement BA-3a Report or Tape
- Running the New Hire Reports
- Creating Magnetic Media for New-Hire Reports
- Creating the EEO-1 Report
- Viewing EEO-1 Annual Data by Location
- Reviewing the EEO-4 Report
- Reviewing the EEO Staff Utilization Report
- Reviewing the Vet100 Report
- Creating SUI Tapes

Reviewing the Federal 941 Worksheet

From Payroll Master (G07), choose **Governmental Reports**
From Governmental Reports (G0724), choose **Federal/State/Local Reports**
From Federal/State/Local Reports (G07241), choose **941 Worksheet**

The 941 Worksheet contains the information for the employer's federal tax return. The worksheet provides the following information required by the federal government:

- Total wages
- Federal income tax

- Social Security and Medicare taxes

You have the option of printing a detailed wage list or a summary of the records in the Tax Reporting History table (F068500). The information provided in the federal tax return worksheets is based on the Taxation Summary History table (F06136).

```
                        941 Tax Return
 Name   : A Financial Company - for Trai    Date Quarter Ended: 03/31/17
 Address: 7900 East Union                   Tax ID. Number    : 840782700
         Denver
                    CO  80237
 2. Total Wages/Tips Subject to Withholding                  45,761.10
 3. Total Income Tax Withheld                                 6,998.59
 5. Adjusted Total of Income Tax Withheld                     6,998.59
 ****  Calculated Amounts  ****
 6a Taxable Social Security Wages Paid     46,385.74 X  .12400 *    5,751.83
  b Taxable Social Security Tips                     X  .12400 *
 7. Taxable Medicare Wages and Tips        46,385.74 X  .02900 *    1,345.19
 8. Total Social Security Taxes                               7,097.02
 ****  Actual Amounts  Withheld
 6a Taxable Social Security Wages Paid                        5,751.84
  b Taxable Social Security Tips
 7. Taxable Medicare Wages and Tips                           1,345.20
 8. Total Social Security Taxes                               7,097.04
 ****************************************
 9. Adjustment of Social Security Taxes
 10 Adjusted Total of Social Security                         7,097.02
 11 Total Taxes                                              14,095.61
 12 Advance Earned Income Credit
 13 Net Taxes                                                14,095.61
```

Processing Options

See Federal 941 Worksheet (P068500).

Reviewing the Federal 940 Quarterly Worksheet

> From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **940 Quartly Worksheet**

The 940 Quarterly Worksheet contains the quarterly unemployment tax information for the selected company. This worksheet is not required for government reporting. You can use this worksheet to assist in the preparation of the Federal Annual 940 Worksheet. You can use the totals from each quarterly worksheet to verify against the quarterly totals generated by the annual worksheet. You are required to provide quarterly totals to the government when the total Federal Unemployment Tax Act (FUTA) tax for the year exceeds 100.00.

The 940 Quarterly Worksheet lists the following information:

- Names of employees

- Social Security numbers of employees

- Gross pay, excludable pay, excess pay, taxable wages, and taxes paid for each employee

- Totals for each company

- Grand totals for the tax identification number

The information provided in the federal tax return worksheets is based on the Taxation Summary History table (F06136).

```
                                 JD Edwards World                    Page      -      4
                              940 Quarterly Worksheet                Date      -  7/13/17
                                                                     Qrt End Dte- 06/30/17
Tax Identification Number:  270065655
Company: 100 Model Finan/Distrib Co (Mktg)
  Employee  Employee Name
   Tax ID                             Gross Pay    Excludable      Excess        Taxable      Tax Paid
  ----------- -------------------------- -------------- -------------- -------------- -------------- --------------
  202-22-0222 Kellerman, James           5,000.00                    5,000.00
  261-55-4789 McDougle, Cathy           10,074.03     1,857.35      2,609.63      5,607.05         44.86
  216-55-4789 Meade, Jane                8,884.14                    1,884.14      7,000.00         56.00
  215-55-4789 Mastro, Robert             9,437.52                    2,437.52      7,000.00         56.00
  516-55-4710 Mayeda, Donald             4,198.13                                  4,198.13         33.59
  316-65-4710 Mai, Tien                  3,995.88                                  3,995.88         31.97
  217-45-4719 Moralez, Jesus             3,462.88                                  3,462.88         27.70
                                     -------------- -------------- -------------- -------------- --------------
   Model Finan/Distrib Co (Mktg)        45,052.58     1,857.35     11,931.29     31,263.94        250.12
                                     -------------- -------------- -------------- -------------- --------------
   Tax ID . . . . . . . . . . . . . .   45,052.58     1,857.35     11,931.29     31,263.94        250.12
```

Processing Options

See 940 Quarterly Worksheet (P068502).

Reviewing the Federal 940 Annual Worksheet

From Payroll Master (G07), choose **Governmental Reports**
From Governmental Reports (G0724), choose **Federal/State/Local Reports**
From Federal/State/Local Reports (G07241), choose **940 Annual Worksheet**

The 940 Annual Worksheet lists annual unemployment tax information for the selected company. Most employers pay federal and state unemployment tax, which requires using the Employer's 940 Annual Federal Unemployment Tax Return.

The Federal Unemployment Tax Act (FUTA), together with state unemployment agencies, provides for payments of unemployment compensation to workers who have lost their jobs.

The information provided in the federal tax return worksheets is based on the Taxation Summary History table (F06136).

```
A Model Financial/Distribution            Calendar year  18
8055 East Tufts Avenue  Suite
Denver
Denver            CO 80237
                                    Employer identification number
                                    270065655
A.  Paid all required contributions to state unemployment funds by the due date?                    Yes
    If Yes, enter the amount of contributions paid to state unemployment funds.               1,046.85
B.  Are you required to pay contributions to only one state? . . . . . . . . . .                    Yes
    If Yes, 1. Enter the name of the state where you are required to pay. . . .            Colorado
           2. Enter your state reporting number as shown on state unemployment returns.   00112345632
C.  Is any part of wages taxable for FUTA exempt from state unemployment tax? .                     No
Part I.    Computation of Taxable Wages
1.  Total payments . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .                 62,554.39
2.  Exempt payments. . . . . . . . . . . . . . . . . . . . . . . . . . . .         2,600.29
3.  Payments for services of more than $7,000. . . . . . . . . . . . . . . .       18,888.29
4.  Total exempt payments. . . . . . . . . . . . . . . . . . . . . . . . . .                   21,488.58
5.  Total taxable wages. . . . . . . . . . . . . . . . . . . . . . . . . . .                   41,065.81
Part II.  Tax Due or Refund
1.  Gross FUTA tax . . . . . . . . . . . . . . . . . . . . . . . . . . . . .                    2,546.08
2.  Maximum Credit . . . . . . . . . . . . . . . . . . . . . . . . . . . . .        2,217.55
6.  Credit Allowable . . . . . . . . . . . . . . . . . . . . . . . . . . . .        1,046.85
7.  Total FUTA tax . . . . . . . . . . . . . . . . . . . . . . . . . . . . .                    1,499.23
8.  Total FUTA tax deposited . . . . . . . . . . . . . . . . . . . . . . . .                      328.53
9.  Balance due. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .                    1,170.70
10. Overpayment. . . . . . . . . . . . . . . . . . . . . . . . . .Refunded
Part II. Computation of Tentative Credit
(a)     (b)            (c)           (d)         (e)      (f)          (g)          (h)            (i)
CO 60112345632         19,033.78                                                             1,046.85
         Totals. .     19,033.78                                                             1,046.85
         Total Tentative Credit. . . . . . . . . . . . . . . . . . . . . . .                  1,046.85
Part III.  Record of Quarterly Federal Tax Liability for Unemployment Tax
      Quarter               First          Second         Third         Fourth       Total for Year
                        -------------- -------------- -------------- -------------- --------------
  Liability for quarter       56.00         250.11          22.41       1,170.71        1,499.23
```

Processing Options

See 940 Annual Worksheet (P068503).

Reviewing the State Income Tax Report

	From Payroll Master (G07), choose **Governmental Reports** From Governmental Reports (G0724), choose **Federal/State/Local Reports** From Federal/State/Local Reports (G07241), choose **State Income Tax Reports**

The state income tax report provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of your state. You can run this report as often as needed to satisfy government requirements. The system retrieves the following information from the Taxation Summary History table (F06136):

- Listings for all state types

- Gross and taxable wage information for each employee

- Employee listing by company

- Excludable wage amounts

- Tax amounts for each employee

- Totals for each state tax type

```
068400                                                                                    Page -        3
                                          State Income Tax Report                         Date -  7/13/17
                                                                                          Date - 04/01/17
                                                                                          Date - 04/30/17
A Model Financial Co (Trng)
7900 East Union
Denver        CO 80237              State Code: CO   Colorado
                                    Tax ID No:    06123456
 . . . . . . . . .Employee. . . . . . . .    Gross        Excludable        Taxable          Tax
 Number    Name                               Wages         Wages            Wages          Amount
------------ ------------------------------ --------------- --------------- --------------- ---------------
 523-78-5321 Walters, Annette                  1,666.66          66.67        1,599.99          64.37
 343-29-8761 Jackson, John                     2,083.33          41.67        2,041.66          95.31
 058-43-2559 Easter, Melvyn                    3,532.41          19.50        3,512.91         131.03
                                            --------------- --------------- --------------- ---------------
                    A Model Financial Co      7,282.40         127.84        7,154.56         290.71
                            Employees          3
                                            --------------- --------------- --------------- ---------------
                    Tax ID . . . . . . . .    7,282.40         127.84        7,154.56         290.71
                            Employees          3
```

Processing Options

See State Income Tax Report (P068400).

Reviewing the Local Income Tax Report

◈	From Payroll Master (G07), choose **Governmental Reports** From Governmental Reports (G0724), choose **Federal/State/Local Reports** From Federal/State/Local Reports (G07241), choose **Local Income Tax Reports**

The local income tax report provides a generic sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements of your locality. You can run this report as often as needed to satisfy government requirements. The system retrieves the following information from the Taxation Summary History table (F06136):

- Listings for all local tax types
- Gross and taxable wage information for each employee
- Employee listing by company
- Excludable wage amounts
- Tax amounts for each employee
- Totals for each local tax type

```
8401                                                                                      Page -      5
                                            Local Income Tax Report                       Date -  5/06/17
                                                                                           Start 01/01/17
                                                                                           Ending 12/31/17
      A Model Accounting Company
      5601 Edwards Blvd
      Denver                                Local Code:  06 031 0140    Denver OCC Priv Tax
                 CO 80237 9999              Tax ID  No:  6544504540
                                            Tax Type  :  K             Occupational Head Tax
. . . . . . . . .Employee. . . . . . . .      Gross        Excludable       Taxable          Tax
Number                Name                    Wages          Wages           Wages          Amount
-----------  ----------------------------  -------------  -------------  --------------  --------------
798-52-5841 Allen, Ray                        1,000.00                      1,000.00          5.00
435-53-9836 Alton, Dan                        1,131.86                      1,131.86          5.65
565-65-5656 Nuberg, Amy A.                    1,275.00                      1,275.00          6.38
709-30-3860 Wagner, Norbert J.                 100.00                        100.00           .50
                                           -------------  -------------  --------------  --------------
                                              3,506.86                      3,506.86         17.53
                            Employees            4
```

Processing Options

See [Local Income Tax Report (P068401)](#).

Creating the New York Quarterly State Income Tax Tape

◈	From Payroll Master (G07), choose **Governmental Reports** From Governmental Reports (G0724), choose **Federal/State/Local Reports** From Federal/State/Local Reports (G07241), choose **New York Quarterly SIT**

You can record quarterly state wages and taxes required for the state of New York on magnetic media. When you do this, the system generates a corresponding audit report.

The information on the tape and in the audit report is primarily based on the Taxation Summary History table (F06136).

The state of New York requires an external label on each magnetic tape. The label must contain:

- Employer name

- Reporting period (quarter and year)

- Tape serial number (six or fewer characters)

```
  068333                                     JD Edwards World                          Page - . . .          2
                                         NYS SIT Mag Media QTD Report                  Date - . . .  4/01/17
  Home Company . .      7 A Model Payroll Company                     Quarter . . . . . . . . . .    04
  State Name . . . NY    New York                                     Quarter Ending Month/Day. . 12/31
  State Tax I.D. . 99999999999
  Employee                                    . . . . . . . . . . SIT Quarterly . . . . . . . . . . .   W   Hired     Term
  Number          Employee Name      Gross Wage     Taxable Wage  Paid in Excess   Taxes Paid      W   Date      Date
  ------------ -----------------------  --------------  ---------------  ---------------  ---------------  --  --------  --------
  111-11-1113  THOMAS  CHRIS C              2,891.14       2,891.14                          158.31  5  010190
  111-11-1114  MATTHEW  DILLON D            3,285.76       3,285.76                          189.08  5  010190
  122-20-0000  WILSON  L T                  1,041.67       1,041.67                           50.69  2  010190    290502
  122-30-0000  CARTER  B B                    833.33         833.33                           34.27  2  010190    271003
                                        --------------  ---------------  ---------------  ---------------
  Total Wages                              8,051.90       8,051.90                          432.35
  Total number of employees              8
```

Data Selection for New York State Quarterly Income Tax Tape

Except for the year, do not change the data selection.

Data Sequence for New York State Quarterly Income Tax Tape

Do not change the data sequence parameters.

Reviewing the Workers Compensation Registers

> From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **Workers Compensation Register**

You can run the Workers Compensation and General Liability registers to review workers compensation insurance amounts or general liability insurance amounts. You can choose to print:

- Detailed reports that shows each line of time entry

- Summary reports that consolidate the information by employee, company, tax area, Workers Compensation code, job type, and job step

The information provided in the workers compensation registers is based on the Payroll Transaction History table (F0618). Set the processing options to indicate which report you want to print.

The Workers Compensation Insurance Report lists the rates paid by the company per employee for workers compensation insurance. The rates an employer pays for workers compensation insurance vary by job type.

The General Liability Insurance Report lists the rates paid by the company per employee for general liability insurance. The employer pays one standard rate for general liability insurance for each employee. The General Liability report is identical to the Workers Compensation report, except for the actual amounts printed in the Workers Compensation Amount field. The system bases the totals on the general liability rate.

In some states employees might pay these amounts instead of the employer. In these situations, the reports contain the employee-paid information.

The reports provide the following information:

- Employee listing by company
- Employee hours and gross wages
- Employee job type and step
- Excludable and overtime wage amounts
- Premium amounts for each employee
- Totals for each work state and company
- Grand totals for the report

Detailed Report

```
06343                                                    JD Edwards World                                    Page -            2
                                                    Workers Comp/Gen Lib Report                              Date -       7/13/17
                                                                                                             From -      01/01/17
                                                                                                             Thru -      01/31/17
Company. 00001 A Model Financial Co (Trng)
State. . .  06 CO Workers Comp Ins.
. . . . . . Employee. . . . . . WCI  F    Job      Total      Gross        Excludable   O/T Prem.    Reportable    Wrkrs Comp
   Number         Name        Code C  Type/Step   Hours       Pay          Amount       Amount        Amount        Amount
---------- ------------------- ---- - ---------- ---------- -------------- ------------ ------------ -------------- -----------
      2006 Walters, Annette    4511   1M-2          8.00        153.84                                    153.84        .21
      2006 Walters, Annette    4511   1M-2          8.00        153.84                                    153.84        .21
      2006 Walters, Annette    4511   2H-1         72.00      1,358.98                                  1,358.98       1.83
      2006 Walters, Annette    4511   2H-1         88.00      1,666.66                                  1,666.66       2.25
      2129 Jackson, John       4511   0A-3          8.00        192.30                                    192.30        .26
      2129 Jackson, John       4511   0A-3         80.00      1,891.03                                  1,891.03       2.55
      2129 Jackson, John       4511   0A-3         88.00      2,083.33                                  2,083.33       2.81
      6000 Easter, Melvyn      8810   61            8.00        198.00                                    196.00        .25
      6000 Easter, Melvyn      8810   61            8.00        196.00                                    196.00        .25
      6000 Easter, Melvyn      8810   61           40.00        980.00                                    980.00       1.23
      6000 Easter, Melvyn      8810   61            5.00        183.75                       61.25         122.50        .15
      6000 Easter, Melvyn      8810   61           40.00        980.00                                    980.00       1.23
      6000 Easter, Melvyn      8810   61            6.00        220.50                       73.50         147.00        .18
      6000 Easter, Melvyn      8810   61           40.00        980.00                                    980.00       1.23
      6000 Easter, Melvyn      8810   61            3.00        110.25                       36.75          73.50        .09
      6000 Easter, Melvyn      8810   61           40.00        980.00                                    980.00       1.23
      6002 Abbot, Dominique    8810   0A-3                     2,500.00                                  2,500.00       3.13
                                                 ---------- -------------- ------------ ------------ -------------- -----------
      Work State . . . . . . . . .                 542.00     14,826.48                     171.50      14,654.98      19.09
```

Summary Report

```
06343                                                    JD Edwards World                                    Page -            2
                                                    Workers Comp/Gen Lib Summary                             Date -       7/13/17
                                                                                                             From -      01/01/17
                                                                                                             Thru -      01/31/17
Company. 00001 A Model Financial Co (Trng)
State. . .  06 CO Workers Comp Ins.
. . . . . . Employee. . . . . . WCI  F    Job      Total      Gross        Excludable   O/T Prem.    Reportable    Wrkrs Comp
   Number         Name        Code C  Type/Step   Hours       Pay          Amount       Amount        Amount        Amount
---------- ------------------- ---- - ---------- ---------- -------------- ------------ ------------ -------------- -----------
      2006 Walters, Annette    4511   1M-2         16.00        307.68                                    307.68        .42
      2006 Walters, Annette    4511   2H-1        160.00      3,025.64                                  3,025.64       4.08
      2129 Jackson, John       4511   0A-3        176.00      4,166.66                                  4,166.66       5.62
                                                 ---------- -------------- ------------ ------------ -------------- -----------
      Chemist/Lab Worker                          352.00      7,499.98                                  7,499.98      10.12
      6000 Easter, Melvyn      8810   61          190.00      4,826.50                      171.50      4,655.00       5.84
      6002 Abbot, Dominique    8810   0A-3                     2,500.00                                  2,500.00       3.13
                                                 ---------- -------------- ------------ ------------ -------------- -----------
      Administrative                              190.00      7,326.50                      171.50      7,155.00       8.97
                                                 ---------- -------------- ------------ ------------ -------------- -----------
      Work State . . . . . . . . .                542.00     14,826.48                      171.50     14,654.98      19.09
```

What You Should Know About

Special rate code   The FC (Special Rate Code) field indicates a different
                                 insurance rate based on work location. The special code is F.

Processing Options

See [Workers CompGen Lib Report (P06343)](#).

See [Workers CompGen Lib Summary (P06343)](#).

Creating the Railroad Retirement BA-3a Report or Tape

> ◈ From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **Railroad Retirement BA-3a**

You run the Railroad Retirement BA-3a to create a report or tape as required by the
Railroad Unemployment Insurance Act (RUIA). The report or tape provides
information on compensation that is subject to monthly limits for each month the
employee works during the year.

The information provided in the report or tape is based on the Taxation Summary
History table (F06136).

```
 068513                                      JD Edwards World                  Page - . . .         2
                                         RailRoad Retirement BA-3a            Date - . . .   4/01/17
     Calendar Year. . . . . . . 18
     Employer Number. . . . . .
     Name of Employer . . . . . A Model Core Company
     Payroll Location Number. .
     Payroll Location Number. .      9988
       Employee E
                Employee      RUI Act     J F M A M J J A S O N D To         RR Act
       S.S.    First 5  ICC   Creditable  A E A P A U U U E C O E Sr    Creditable Amount        Last Daily
      Number   Letters  Cde    Amount     N B R R Y N L G P T V C Mn    Tier I        Tier II    Pay Rate
     ---------- ------- --- -------------- - - - - - - - - - - - -- --- -------------- -------------- --------------
     777-77-7777 Brown  001       785.00                              1 01  1,153.85                     14.423
     777-77-7777 Brown  001       785.00                              1 01              1,153.85         14.423
     777-77-7777 Brown  001       785.00                              1 01                              14.423
     888-88-8888 Smith  001       785.00                              1 01  1,538.46                     19.230
     888-88-8888 Smith  001       785.00                              1 01              1,538.46         19.230
     888-88-8888 Smith  001       785.00                              1 01                              19.230
                          Sub Total
     Rec count      6    RUI Totals    4,710.00  Tier I Totals    2,692.31  Tier II Totals    2,692.31
                          Grand Total
     Rec count      6    RUI Totals    4,710.00  Tier I Totals    2,692.31  Tier II Totals    2,692.31
```

Processing Options

See [Railroad Retirement BA-3a (P068513)](#).

Data Selection for Railroad Retirement BA-3a Report or Tape

Do not change the data selection unless you need to change the year or specify
address numbers to limit the scope of your report.

Data Sequence for Railroad Retirement BA-3a Report or Tape

Do not change the data sequence parameters.

Running the New Hire Reports

> ◆ From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **New Hire Reporting**
> From New Hire Reporting (G072411), choose **Generic * Federal Requirements Only**

Run the New Hire Report to comply with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, all employers must report certain information about newly hired employees to designated state agencies.

Working with new-hire reports includes:

- Entering insurance information for new-hire reports (if necessary) See *Entering Insurance Information for New-Hire Reports* in the *Human Resources Guide.*

- Printing the generic new-hire report (You print the generic new-hire report when the employees in your organization work in states that have not yet finalized their new-hire reporting requirements.)

- Printing the new-hire report for Alabama through Louisiana

- Printing the new-hire report for Maine through Pennsylvania

- Printing the new-hire report for Rhode Island through Wyoming

- Creating magnetic media files for new-hire reports

Before you print new-hire reports, you must build a work file that includes all of the employee records that you need to include on the report. When you build the work file, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the work file, you can print the report without rebuilding the work file. However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the work file. If you print the report without rebuilding the work file, the report will not include any changes that you made to employee records after you last built the work file.

Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

Data Selection (All New Hire Reports)

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter

to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

To print the generic new-hire report

On Generic - Federal req. only

1. Complete the following fields and press Enter:

   - Version

   - 1: Create Work file and Report or 2: Create Report Only

2. To specify the date range for which you want to print the report, complete the following fields:

   - Beginning Date of Report

   - Ending Date of Report

3. Complete the following fields and press F6 twice:

   - Work Tax Area

   - Field that Identifies the Date Employees First Earned Wages

   - Reporting Company Number

   The Work Tax Area field determines the name that appears in the heading of the report. It does not determine the employee records that print on the report. Use the data selection to specify the work-tax-area codes for the states whose employee records you want to include on the report.

Printing the New Hire Report by State

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.

- Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

To print the new-hire report for Alabama through Louisiana

You must specify the state for which you want to print a new-hire report. The report functions the same way for each state.

On Alabama through Louisiana

1. Select the option for the state you are reporting and press Enter.

2. Read SET UP CONSIDERATIONS and press F6 to execute.

3. Create your own version from the Version list by copying the XJDE0001 version. Complete the following and press Enter:

   - Version

   - 1: Create Work file and Report, or 2: Create Report Only

> **Note:** Be sure to enter the work tax area in the Data Selection.

4. To specify the date range for which you want to print the report, complete the following fields:

- Beginning Date of Report
- Ending Date of Report

5. Complete the mandatory fields beneath the heading, Please enter additional information.

> **Note:** The number of mandatory fields beneath this heading varies by state. Complete all of the fields displayed, as needed.

To print the new-hire report for Maine through Pennsylvania

You must specify the state for which you want to print a new-hire report. The report functions the same way for each state.

On Maine through Pennsylvania

1. Select the option for the state you are reporting and press Enter.

2. Read SET UP CONSIDERATIONS and press F6 to execute.

3. Create your own version from the Version list by copying the XJDE0001 version. Complete the following and press Enter:

- Version
- 1: Create Work file and Report, or 2: Create Report Only

> **Note:** Be sure to enter the work tax area in the Data Selection.

4. To specify the date range for which you want to print the report, complete the following fields:

- Beginning Date of Report
- Ending Date of Report

5. Complete the mandatory fields beneath the heading. Please enter additional information.

> **Note:** The number of mandatory fields beneath this heading varies by state. Complete all of the fields displayed, as needed.

To print the new-hire report for Rhode Island through Wyoming

You must specify the state for which you want to print a new-hire report. The report functions the same way for each state.

On Rhode Island through Wyoming

1. Select the option for the state you are reporting and press Enter.

2. Read SET UP CONSIDERATIONS and press F6 to execute.

3. Create your own version from the Version list by copying the XJDE0001 version. Complete the following and press Enter:

- Version
- 1: Create Work file and Report, or 2: Create Report Only

> **Note:** Be sure to enter the work tax area in the Data Selection.

4. To specify the date range for which you want to print the report, complete the following fields:

   - Beginning Date of Report
   - Ending Date of Report

5. Complete the mandatory fields beneath the heading. *Please enter additional information.*

> **Note:** The number of mandatory fields beneath this heading varies by state. Complete all of the fields displayed, as needed.

Creating Magnetic Media for New-Hire Reports

> From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **New Hire Reporting**
> From New Hire Reporting (G072411), choose **New Hire Mag Media**

To expedite the process of delivering new-hire reports to state agencies, some states allow you to use magnetic media to transmit the new-hire reports. After you print new-hire reports for those states, you can create the magnetic media file that you transmit to the agency. You cannot create a magnetic media file for the generic version of the new-hire report, or for any state that does not accept new-hire reports on magnetic media.

You use the same program (P064253) to create magnetic media for all of the states that accept this format. In the processing options for the report, you enter the work tax area code for the state to which you are submitting the magnetic media. This state should be the same state as the state for which you created the new-hire report.

Creating the EEO-1 Report

> From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **EEO-1 Maintenance**

You can use the EEO-1 Maintenance program (P05851) to comply with changing requirements for different types of data and the formatting of the EEO-1 Report by the EEOC. The EEOC might require that you enter data online using their website or that you submit a data file to their website. The EEOC, in certain circumstances, does allow companies to submit a computer-generated report. The company must have permission and approval of their report prior to submitting the report. JD Edwards World recommends that you access the EEOC website or contact the EEOC each year prior to the EEO-1 filing process for specific directions for the file upload process as it can vary from year to year. For more information about EEO-1 or to

procure your company login information, access www.eeoc.gov or call 1 866 286-6440. Additionally, technical support is available at e1.techassistance@eeoc.gov.

The EEO-1 Maintenance program (P05851) allows you to generate and store the count data the EEOC requires for each location (establishment) from year to year. You can update or delete this information and you can enter records for new locations. The program validates values you enter to assure consistency and correctness. You generate the count after you enter a record for each required report status. This program generates the count from the Employee Master file (F060116) for each report status record and stores the data in a flat file record in the EEO-1 Upload File (F05852). It also updates the EEO-1 Annual Data file (F05850) with the total counts for each location.

You can then transfer the EEO-1 Upload File (F05852) via IBM AS400 Client Access to an ASCI text file using the Receive Files from Host feature and defining the file type as .txt.

For Windows operating systems you can use either Note Pad or Word Pad to view the text file. You can then upload this text file to the EEOC website.

After you upload the data, you can view the data on the EEOC website to validate the values before you submit your confirmation. You can change the values on the EEOC website if the upload does not process the data as you expect. You can run a report for each location and use the report to validate the data you upload.

You can later view the totals for each location for gender and minority code using the EEO-1 Annual Data Inquiry program (P05850).

Working with governmental reports includes the following tasks:

- Setting Up the EEO-1 Report for Your Company

- Printing the EEO-1 Report for a Location

- Generating EEO-1 Counts for the Current Year

- Uploading Data to the EEOC Website

Setting Up the EEO-1 Report for Your Company

If you are a multi-establishment company and your EEO-1 reporting locations are a parent company with subsidiary companies, you must set the Parent Company with Subsidiary Company processing option to 1. This allows the system to process each subsidiary company location as a company. Leave this processing option blank if you are a single establishment company or a multi-establishment company and your EEO-1 reporting locations are a company with home business units.

> **Note:** You must complete all of the set up for the EEO-1 Report. If you do not, you risk the EEOC rejecting your report.

You must complete all fields in the header portion of the EEO-1 Maintenance screen. You enter this information once for a company and it is identical for each report status record. You must enter:

- A value for each field for each report status record

▪ A record below the header for each report status for your company.

The system stores all values as one record per report status in the EEO-1 Setup File (F05851) file - EEO-1 Setup File. If you change any of the values in the header fields, the system changes the values for each report status record in the EEO-1 Setup File (F05851).

Prior to generating the counts for EEO-1 in EEO-1 Maintenance, you should verify the following data is accurate:

▪ Minority and job codes. You must verify that the correct job and minority code for each employee is correct according to the current EEO requirements.

▪ Address (first line), including city, state, zip code and county exist for each location. For report statuses 1, 2 and 3 the system reports values for the company location. You must ensure that this information is setup in the Address Book Revisions program (P01051) for each location or company.

▪ Employee you enter in the Certifying Official Employee field must be set up with the following data in the Employee Entry program (P060101) for the system to retrieve:

  ▪ Name

  ▪ Job code

  ▪ Area code and phone number. The system retrieves the first phone record for the employee.

Processing Options

See EEO-1 Maintenance (P05851).

To set up the EEO-1 report for your company

Alternatively, you can access this program on the EEO/Affirmative Action Reports menu (G08E12).

1. On EEO-1 Maintenance, complete the following fields:

  ▪ Company

  ▪ EEO Company Number

  ▪ Are you a multi-establishment employer?

  ▪ Do you employ 100 people or more?

  ▪ Are you affiliated with another company in a venture that employs 100 people or more?

  ▪ Certifying Official Employee

  ▪ Certifying Official Email Address

  ▪ Pay Period Date Range for Report From: To:

2. Complete the following fields:

- Report Status

- Establishment Unit Number

- EEO Unit Number

- NAICS Code

- Are you involved with government contracts?

- Was establishment reported last year?

Following is an example of a single establishment company.

Field	Explanation
Company	Enter the company number for which the EEO-1 report is to be created.
EEO Company Number	Enter the EEO company number. This is a specific 7 digit code assigned by the U.S. Equal Employment Opportunity Commission (EEOC) that identifies a specific organization, fund, entity, and so on. The code is used for government reports, such as EEO-1. Do not include dashes with keyed value.
Are you a multi-establishment employer	If the answer is 'yes', a value of 'Y' is placed in the field; otherwise the value is 'N'. The answer to this question is required for adding or changing records to the F05851 file. The answer 'No' or 'N' can be used by the single establishment employer only (report status '1'). If the answer is 'Y' or 'yes', the employer must add/change records for the Consolidated, Headquarters and Establishment status records (2, 3, 4, and 8 respectively).
Do you employ 100 people or more?	If the answer is 'yes' or 'Y', the value of 1 is placed in the uploaded data file; otherwise the value sent is 2. The answer to this question is required. The EEOC is most interested in the answer to this question for the Consolidated, Headquarters and Single Establishment status records.

Field	Explanation
Are you affiliated with another company in a venture that employs 100 people or more?	Is your company affiliated with another company in a venture that employs 100 people or more OR is it owned by another company? If the answer is 'yes' or 'Y' the value of 1 is placed in the uploaded data file; otherwise the value sent is 2. The answer to this question is required. The EEOC is most interested in the answer to this question for the Consolidated, Headquarters and Single Establishment status records.
Certifying Official Employee #	Enter the employee number for the person certifying the report.
Certifying Official Email Address	Enter the e-mail address for the person certifying the report.
Pay Period Date Range for Report From	Choose the Pay Period Date Range for the report. Only employees who are active during this pay period will be counted.
Report Status	Enter the record status or type of record for the specific location (UDC table for ESTT field). If you are a 'single establishment' employer, only a record for report status '1' is required. If you are a 'multi-establishment' employer, a record for report status '2' (Consolidated), '3' (Headquarters) and a record for each additional location within the United States is required. If the location employs 50 or more employees, the report status is '4'. If the location employs less than 50 employees the report status is '8'. If the location has not been reported to the EEOC before, the report status is '9'.
Establishment Unit Number	Enter the business unit number or location for this report status record. The number for the 'Consolidated' report status (2) must be identical to the company number. The number for the 'Headquarters' report status is entered as the number for the headquarters location or company (as in the Parent Company with Subsidiary Company processing option). Employees working at the headquarters location must have the correct home business unit or company number (as in the Parent Company with Subsidiary Company processing option) assigned. If it differs from the company number it is entered in the flat file (F05852 - F6) as identical to the company number. This is a requirement for upload to the EEOC.
EEO Unit Number	This location-specific number is established by the EEOC. It identifies a specific business unit, establishment and so on. It can be seen online using your logon information. The EEO Unit Number for report statuses 1, 2 and 3 must be identical to the EEO Company Number. If you are entering a record for a new establishment (report status '9'), leave the EEO Unit Number blank. Do not include dashes with keyed value.

Field	Explanation
NAICS Code	Enter an NAICS code that defines the major business of the specific location for the report status record. This is a six digit numeric code that classifies goods and services. It can be viewed and selected using F1 on the field.
Are you involved with government contracts?	Enter Y or N. Y is stored as a 1 and N is stored as 2 in the file field.
Was establishment reported last year?	Enter Y or N. Y is stored as a 1 and N is stored as 2 in the file field.

Printing the EEO-1 Report for a Location

You can print a report for each establishment and report status by entering 8 in the Option field after you locate the records for a company. However, you cannot print a report for report status 2 for a multi-establishment employer whose EEO-1 locations are a parent company with subsidiary companies. This report meets EEOC standards for EEO-1 reporting.

You can use this report as a reference when you enter the data on the EEOC website or as a guide to validate the data you upload to the EEOC. This report does not change the data in the EEO-1 Upload (F05852) or EEO-1 Annual Data file (F05850) files.

Generating EEO-1 Counts for the Current Year

When you choose Submit Count (F6) the system generates the counts for each report status record in the EEO-1 Setup File (F05851) which display in the subfile on the EEO-1 Maintenance screen. If the company is a multi-establishment employer the system generates a consolidated report status record last. The system stores the values the EEOC requires in the EEO-1 Upload File (F05852) and then retrieves them from this file, one record for each report status. The system accesses the Employee Master file (F060116) for each location to generate the counts. The format of the data the system stores in the F05852 is identical to the format the EEOC requires. The program does not include the data for the prior year.

Additionally, the system stores new records in the EEO-1 Annual Data file (F05850). The system stores one record for each report status with the exception of the consolidated report status. You can view this data using the EEO-1 Annual Data Inquiry program on the Federal/State/Local Reports menu (G07241/21).

> **Note:** The system clears the EEO-1 Upload File (F05852) before it generates the count and stores the data in the files. If the EEO-1 Annual Data file (F05850) contains records for the same company and year, the system deletes the records. This is due to the unique key status of the EEO-1 Annual Data file (F05850). JD Edwards World recommends that you exit the EEO-1 Annual Data Inquiry (P05850) program prior to submitting a count in the EEO-1 Maintenance program.

You can now upload the data in the EEO-1 Upload File (F05852) to a text file on a PC or network drive.

Uploading Data to the EEOC Website

When your company has permission to submit the EEO-1 report using the EEOC website, locate the EEO-1 Filing Procedures on the website, and then choose Online Filing. Log on to the system using your company ID and password. On the web page for your company click the file upload process button. Locate the text file on your system and then upload the data. You can then view and correct the data if necessary. The certifying official must certify the data to complete the upload process.

The EEOC stores the data you enter and the reports you submit using their website for up to 10 years. You can view prior reports that you enter on the website or upload to the EEOC website.

Report Samples

This report is based on the Employee Master table (F060116). The first sample report is for report statuses 1 and 2 and includes blank lines for the certification signature and date. The second report is for report statuses 3, 4, 8 and 9 and does not include this information as it is included on report status 2 for a multi-establishment employer.

```
     CO=7654321                      EQUAL EMPLOYMENT OPPORTUNITY                                    Page    1
     U=7654321                    2007 EMPLOYER INFORMATION REPORT EEO-1
     NAICS=222222                  SINGLE-ESTABLISHMENT EMPLOYER REPORT

  SECTION B - COMPANY IDENTIFICATION                                    SECTION C - TEST FOR FILING REQUIREMENT

  1. A Model Financial/Dist Co 100      2. A Model Financial/Dist Co 100      1-N  2-N  3-N  DUNS NO.:
     The Main Building line 1              The Main Building line 1
     denver          Douglas              denver          Douglas
     CO 80237                             CO  80237                         SECTION E - ESTABLISHMENT INFORMATION
                                         2.b. EI=
                                         2.c.- Y (WAS AN EEO-1 REPORT FILED FOR   1-Furniture Manufacturer
                                                 THIS ESTABLISHMENT LAST YEAR?)

  SECTION D - EMPLOYMENT DATA
                            * HISPANIC * **************************** NON-HISPANIC OR LATINO *****************************  TOTAL
                            * M *  * F * ***************** MALE ****************** **************** FEMALE ****************  A-N
         JOB CATEGORIES     (A)    (B)   (C)    (D)    (E)    (F)    (G)    (H)    (I)    (J)    (K)    (L)    (M)    (N)    (O)

  EXEC/SENIOR MGRS   (1.1)  000004 000001 000189 000018 000000 000000 000007 000000 000095 000002 000000 000000 000001 000000  000317

  FIRST/MID-LVL MGRS (1.2)  000001 000000 000000 000001 000001 000001 000001 000001 000000 000000 000000 000000 000000 000000  000006

  PROFESSIONALS      (2 )   000000 000000 000057 000001 000000 000000 000007 000000 000023 000000 000000 000000 000001 000000  000089

  TECHNICIANS        (3 )   000001 000000 000005 000012 000000 000000 000000 000000 000001 000000 000000 000000 000000 000000  000019

  SALES WORKERS      (4 )   000001 000002 000002 000002 000001 000001 000001 000001 000004 000000 000000 000005 000000 000000  000020

  ADMIN SUPPORT      (5 )   000000 000000 000002 000007 000001 000001 000001 000001 000000 000001 000000 000000 000000 000000  000014

  CRAFT WORKERS      (6 )   000001 000000 000001 000001 000001 000001 000001 000001 000000 000000 000000 000000 000000 000000  000007

  OPERATIVES         (7 )   000002 000000 000001 000022 000001 000001 000001 000001 000000 000001 000000 000001 000000 000000  000031

  LABORERS & HELPERS (8 )   000001 000000 000000 000001 000001 000001 000001 000001 000000 000000 000000 000000 000000 000000  000006

  SERVICE WORKERS    (9 )   000001 000000 000000 000001 000001 000001 000001 000001 000000 000000 000000 000000 000000 000000  000006

             TOTAL   (10 )  000012 000003 000257 000066 000007 000007 000021 000007 000123 000004 000000 000006 000002 000000  000515

     PREV. YEAR TOTAL (11 )

  * OTHER QUESTIONS *

  1 - 09/01/2007 THRU 09/15/2007 (DATE(S) OF PAYROLL PERIOD USED)

  SECTION G - CERTIFICATION

  CHECK  1-( ) ALL REPORTS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS (CHECK ON CONSOLIDATED REPORT ONLY)
   ONE   2-( ) THIS REPORT IS ACCURATE AND WAS PREPARED IN ACCORDANCE WITH INSTRUCTIONS

  CERTIFYING OFFICIAL: Arnold Klein            TITLE: Clerk        SIGNATURE: _____    DATE:  _____
  EMAIL: arnold.klein@oracle.com

  PERSON TO CONTACT REGARDING THIS REPORT: Arnold Klein             STREET ADDRESS: 9343 S. Floyd Way

  TITLE: Clerk                   CITY/ST: Denver      CO  ZIP:80343  TELEPHONE/AREA CODE:  303 934-2922
  EMAIL: arnold.klein@oracle.com
```

```
       CO=1234567                       EQUAL EMPLOYMENT OPPORTUNITY                          Page    1
        U=1234567                  2007 EMPLOYER INFORMATION REPORT EEO-1
     NAICS=111110                       HEADQUARTERS REPORT - TYPE 3


SECTION B - COMPANY IDENTIFICATION                                      SECTION C - TEST FOR FILING REQUIREMENT

1. A Model Payroll Co 7           2. A Model Payroll Co 7               1-Y  2-Y  3-Y  DUNS NO.:
   3834 Table Mesa Blvd.             3834 Table Mesa Blvd.
   Boulder        El Paso            Boulder         El Paso            SECTION E - ESTABLISHMENT INFORMATION
   CO 80307                          CO   80307
                                  b. EI=                   .            1-Metals Technology

                                  c. Y  (WAS AN EEO-1 REPORT FILED FOR
                                          THIS ESTABLISHMENT LAST YEAR?)

SECTION D - EMPLOYMENT DATA
                      * HISPANIC *  ****************************** NON-HISPANIC OR LATINO ******************************   TOTAL
                      * M *   * F * **************** MALE ****************   **************** FEMALE ****************      A-N
         JOB CATEGORIES  (A)    (B)    (C)    (D)    (E)    (F)    (G)    (H)    (I)    (J)    (K)    (L)    (M)    (N)    (O)

EXEC/SENIOR MGRS   (1.1)  000006 000047 000313 000022 000000 000000 000023 000000 000226 000006 000000 000001 000002 000000  000646

FIRST/MID-LVL MGRS (1.2)  000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000  000000

PROFESSIONALS      (2 )   000000 000000 000136 000036 000000 000001 000001 000000 000134 000018 000000 000000 000008 000000  000334

TECHNICIANS        (3 )   000004 000005 000027 000001 000000 000000 000000 000000 000018 000002 000000 000000 000000 000000  000057

SALES WORKERS      (4 )   000000 000000 000000 000000 000000 000000 000000 000000 000004 000000 000000 000004 000000 000000  000008

ADMIN SUPPORT      (5 )   000000 000000 000003 000006 000000 000000 000000 000000 000008 000010 000000 000000 000002 000000  000029

CRAFT WORKERS      (6 )   000000 000001 000009 000003 000000 000000 000000 000000 000097 000001 000000 000000 000000 000000  000111

OPERATIVES         (7 )   000000 000000 000011 000042 000000 000000 000000 000000 000081 000000 000000 000002 000000 000000  000136

LABORERS & HELPERS (8 )   000000 000000 000000 000000 000000 000000 000000 000001 000000 000000 000000 000000 000000 000000  000001

SERVICE WORKERS    (9 )   000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000 000000  000000

          TOTAL    (10 )  000010 000053 000499 000110 000000 000001 000024 000001 000568 000037 000000 000007 000012 000000  001322

    PREV. YEAR TOTAL (11 )

* OTHER QUESTIONS *

1 - 09/01/2005 THRU 09/15/2005 (DATE(S) OF PAYROLL PERIOD USED)
```

Viewing EEO-1 Annual Data by Location

From Payroll Master (G07), choose **Governmental Reports**
From Governmental Reports (G0724), choose **Federal/State/Local Reports**
From Federal/State/Local Reports (G07241), choose **EEO-1 Annual Data Inquiry**

The EEO-1 Annual Data Inquiry (P05850) displays the data that you generate from the EEO-1 Annual Data file (F05850) using the EEO-1 Maintenance program. The counts represent the total number of males and females across all job codes of each specific minority code by gender. Each set of counts is for a specific company and business unit or location.

This is the only program that you can use to view the number counts per establishment in the EEO-1 Report that you submit to the EEOC. You can add and change the numbers; however, JD Edwards World does not recommend you do so. You cannot print or upload the data in the EEO-1 Annual Data file (F05850). You can print a report for each establishment using the EEO-1 Maintenance program.

Alternatively, you can access this program on the EEO/Affirmative Action Reports menu (G08E12).

Click Page Up and Page Down to view records for each establishment.

Reviewing the EEO-4 Report

◈	From Payroll Master (G07), choose **Governmental Reports** From Governmental Reports (G0724), choose **Federal/State/Local Reports** From Federal/State/Local Reports (G07241), choose **EEO-4 Employment Data**

Reviewing the EEO-4 Analysis Report

Employers must report specific employee information to the Equal Employment Opportunity Commission (EEOC) on an annual basis.

EEOC To verify that your organization meets the salary guidelines established by the EEOC, review use the EEO-4 Analysis report.

You submit the EEO-4 report at the end of the fiscal year using the Jurisdiction Control Number (JCN) assigned by the EEOC. The EEOC recommends using June 30 as the end of the fiscal year.

This report groups employees into the standard EEO job categories, and sorts them by EEO ethnic codes and salary ranges by gender. The EEO-4 report lists the number of employees in each salary range and ethnic group according to their job function. The report lists the information in the following combinations:

- Ethnic and gender distribution by job category

- Ethnic and gender distribution by job category and pay range

- Totals for ethnic and gender representation by job function for full-time, part-time, and newly hired employees

The EEOC has defined job functions to use for grouping and reporting information. Set up one of the payroll category codes to track these job function codes for each of your employees. The following are the EEOC-defined job functions and their corresponding codes:

Category Code	Description
01	Financial Administration / General Control
02	Streets and Highways
03	Public Welfare
04	Police Protection
06	Natural Resources / Parks and Recreation
07	Hospitals and Sanitariums
08	Health
09	Housing
10	Community Development
11	Corrections
12	Utilities and Transportation
13	Sanitation and Sewage
14	Employment Security, State Governments Only
15	Other

The number of employees a jurisdiction or company has will determine how the report is formatted. For jurisdictions with fewer than 1000 full-time employees, the report lists all job functions with fewer than 100 employees separately and combines the numbers into one total. Job functions with more than 100 employees will be listed and totaled separately.

For jurisdictions with 1000 or more employees, the report lists and totals each job function separately regardless of how many employees are included in that job function.

The EEO-4 report contains the following sections for reporting information to the EEOC:

- Full-Time Employees
- Other Than Full-Time Employees
- New-Hire Employees

Employees who are active and have an employment status that is not considered full-time are included in the Other Than Full-Time Employees section of the report.

If an employee's start date falls within the range of dates that you are reporting, the employee is considered a new hire for EEOC reporting purposes. If the new hire is a full-time employee, information for that employee is included in both the New-Hire Employees and Full-Time Employees sections of the EEO-4 report. Part-time new-hire employees are included only in the New-Hire Employees section of the report and are not included in the Other Than Full-Time Employees section of the report.

The report prints the totals for each job category and for each home company or home business unit. It also prints totals by job description and company for full-time employees.

Information for this report is from the Employee Master table (F060116).

Contact the EEOC for more information about regulations for EEO-4 reporting.

```
068514                               JD Edwards World                        Page -        3
                                       EEO-4 Report                          Date -  6/24/17
          A Model Financial/Distribution      Full Time Employees
          8055 East Tufts Avenue  Suite          By Company
          Denver
                    CO 80237
                                   Reporting Period: 07/01/16 thru 06/30/17
                 Annual Salary
                                 Total | . . . . . . . Male . . . . . . . . | . . . . . . . Female . . . . . . . .
      Job Categories     (thousands)  Empls | White  Black  Hisp.  Asian  Indian | White  Black  Hisp.  Asian  Indian
  ----------------------- ------------ ------ | ------ ------ ------ ------ ------ | ------ ------ ------ ------ ------
  Officials and Managers      .0 - 15.9       |                                   |
                            16.0 - 19.9       |                                   |
                            20.0 - 24.9       |                                   |
                            25.0 - 32.9       |                                   |
                            33.0 - 42.9    2  |        1                          |   1
                            43.0 - 54.9    1  |                                   |   1
                            55.0 - 69.9       |                                   |
                            70.0 - PLUS    1  |                            1      |
                                        ------ | ------ ------ ------ ------ ------ | ------ ------ ------ ------ ------
           Job Category Total    4  |        1                    1  |   2
                                          Total Male. . .    2        Total Female. .     2
  Professionals              .0 - 15.9       |                                   |
                            16.0 - 19.9       |                                   |
                            20.0 - 24.9       |                                   |
                            25.0 - 32.9    1  |   1                               |
                            33.0 - 42.9       |                                   |
                            43.0 - 54.9       |                                   |
                            55.0 - 69.9    1  |   1                               |
                            70.0 - PLUS       |                                   |
                                        ------ | ------ ------ ------ ------ ------ | ------ ------ ------ ------ ------
           Job Category Total    2  |   2                          |
                                          Total Male. . .    2        Total Female. .
```

See Also

- *Assigning Category and Geographic Data Codes* in the *U.S. Payroll Guide, Volume 1* for more information about assigning category codes.

Processing Options

See .

Reviewing the EEO Staff Utilization Report

> From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **Federal/State/Local Reports**
> From Federal/State/Local Reports (G07241), choose **EEO Staff Utilization Report**

The EEO Staff Utilization report lists information by job level, job description, and business unit. You can compile information by ethnicity and gender for each business unit and obtain totals and percentages. This report lists job categories by ethnic categories by the following:

- Total hours worked

- Hours worked by males

- Hours worked by females

- Total number of employees

- Male employees

- Female employees

This report is based on the EEO Staff Utilization workfile (T068902).

```
   068900                                    JD Edwards World                            Page    -        5
                                        EEO Staff Utilization Report                      Date    -  5/08/17
                                                                                          Beginning - 01/01/17
                                                                                          Ending   - 03/31/17
           701 Corporate Administration
                                          Total    Hours   Hours    Total     Male    Female
           EEO  Minority Description       Hours    Male    Female Employees Employees Employees
           ---  ----------------------- --------- --------- -------- --------- --------- ---------
    0A-3   Financial Analyst
                                             .
White (Not of Hispanic Origin)            256.00   256.00                 2        1
           02   Black                      256.00            256.00                         1
           03   Hispanic
           04   Asian or Pacific Islander
           05   American Indian/Alaskan Native
                                         --------- --------- -------- --------- --------- ---------
           Total                      .    512.00   256.00   256.00       2        1        1
     Group Total of   Financial Analyst
White (Not of Hispanic Origin)            256.00   256.00                 2        1
           02   Black                      256.00            256.00                         1
           03   Hispanic
           04   Asian or Pacific Islander
           05   American Indian/Alaskan Native
--------- --------- -------- --------- --------- ---------
Total Financial Analyst                    512.00   256.00   256.00       2        1        1
    Total Minorities        1  Minority % 050    Total Females      1 Female % 050
```

Processing Options

See EEO Staff Utilization Report (P068900).

Reviewing the Vet100 Report

To review a summary of the number of employees in each EEO job category who are either disabled veterans or Vietnam era veterans, review the Veterans Employment (VETS-100) report. You use this report to satisfy government reporting requirements for veterans.

The federal government requires that you submit the VETS-100 report in magnetic media format. You use a work file build program to print the report and generate the magnetic media file.

Working with the VETS-100 report includes the following tasks:

- Generating the VETS-100 report

- Deleting a VETS-100 ID

Generating the VETS-100 Report

✦	From Federal/State/Local Reports (G07241), choose **VETS-100 Reporting** From VETS-100 Workfile Build (G072412), choose **VETS-100 Workfile Build**

When you build the VETS-100 work file, the system generates the magnetic media file (F060434) and a printed copy of the report for you to review. If you notice an error on the report, you can make the necessary corrections and then rebuild the work file. Each time you rebuild the work file for the same version of the report, the new information overwrites the existing information in the F060434 file.

The report lists employees in each EEO job category who are disabled veterans or Vietnam-era veterans. It singles out new hires, or those employees who were hired during the report period that you have specified in your processing options.

The magnetic media version of the report displays totals by company, according to government requirements. Although you can specify any valid date range, for government reporting purposes, the date range is one year.

The print version of the report contains separate columns for new hires and current employees and provides two totals for each company. The first total is categorized by home business unit and company, and indicates by EEO job category the number of employees who are disabled veterans and the number who are Vietnam-era veterans. The second total indicates the number of new hires who are disabled veterans and the number who are Vietnam-era veterans.

The following table contains information about the totals in the columns on the report.

Totals	Description
Totals in the Employee column	This column includes only those employees with a start date before or during the specified reporting period and who remained active for the specified reporting period. It does not include employees who were terminated during the reporting period.
Totals in the New Hire column	This column includes only those employees with a start date during the specified reporting period, regardless of whether these employees were also terminated within the reporting period. Employees who are hired during the reporting period and who are still active employees appear in both the New Hire and the Employee columns.
Totals in the Special Disabled Veterans columns	This column includes only those employees with a Yes (Y) value in the Disabled Vet field in the Employee Master table (F060116). Disabled veterans who are either employees or new hires have separate columns on the report.
Totals in the Vietnam-Era Veterans column	This column includes only those employees with a Veteran (V) status in the Veteran field in the Employee Master table.
Totals in the Total Both Veterans and Non-Veterans column	This column includes the total number of employees in the specified EEO Job Category, Home Business Unit, and Home company, regardless of their veteran status.

To generate the VETS-100 report

1. On VETS-100 Work file Build, complete the following field:
    ▪ VETS-100 ID

2. To associate an existing version of the report with this VETS-100 ID, enter the version identifier in the following field:
    ▪ Version

    You can assign a version to only one VETS-100 ID.

3. To set up a new version of the report, press F1 and then press F8 in the following field:
    ▪ Version

    See *Adding, Revising, or Renaming a DREAM Writer Version* in the *Technical Foundation Guide* for information on setting up a version.

4. To print the report and generate the magnetic media file, choose the Submit function twice.

```
080434                                  JD Edwards World                       Page Number       2
                                   Veterans' Employment Report                 Date         2/27/18
                                           (VETS-100)
                                   by Business Unit and Company

                                   01/01/17  through  12/31/17

                                     . . . Employees . . .      . . . . . . . New Hires . . . . . . . .
                                     Special      Vietnam       Special      Vietnam      Total, Both
                                     Disabled       Era         Disabled       Era        Veterans and
              EEO Job Category       Veterans     Veterans      Veterans     Veterans     Non-Veterans
       ----------------------------- ------------ ------------ ------------ ------------ ---------------

       Home Company . . . . 001        A Model Accounting Company
       Home Business Unit . .          701 Corporate Administration
       ------------------- ------------ -----------------------------
       001 Officials and Managers                                                                   1
       003 Technicians                      2                                                        1
       004 Sales                            1                         1            1                 5
       008 Laborers    (Unskilled)                       1                         1                10
                                     ------------ ------------ ------------ ------------ ---------------
          Home Cost Center . . Corporate Administration    3           2            1            1            17
                                     ------------ ------------ ------------ ------------ ---------------
          Home Company . . . . A Model Accounting Company   3           2            1            1            17
```

Deleting a VETS-100 ID

> From Federal/State/Local Reports (G07241), choose **VETS-100 Reporting**
> From VETS-100 Workfile Build (G072412), choose **VETS-100 Version Review**

You can assign a report version to only one VETS-100 ID. If you inadvertently assign a version to a second VETS-100 ID, the system displays an error message when you attempt to submit the work file build. To avoid confusion, it is best to delete the invalid VETS-100 ID. You use the VETS-100 Version Review programs to delete invalid or obsolete VETS-100 IDs.

To delete a VETS-100 ID

On VETS-100 Version Review, choose the Delete VETS-100 ID option to delete an invalid ID. This report follows the format of the federal government's VETS-100 report. Although you can specify any valid date range, the report usually spans one year for government reporting purposes.

The report contains separate columns for new hires and current employees and provides two totals for each company. The first total is categorized by home business unit and company, and indicates by EEO job category the number of employees who are disabled veterans and the number who are Vietnam era veterans. The second total indicates the number of new hires who are disabled veterans and the number who are Vietnam era veterans.

The report also shows the total of both veteran and non-veteran new hires.

Processing Options

See Veterans' Employment by B.U. & Company (P080434).

Creating SUI Tapes

From Payroll Master (G07), choose **Governmental Reports**
From Governmental Reports (G0724), choose **SUI Magnetic Media**
From **SUI Magnetic Media** (G07242), choose an option

The state unemployment insurance (SUI) magnetic media programs are specific to each state. Each state's program creates a magnetic tape with the state unemployment insurance data in the format required by the state. There is no generic magnetic media program.

When you create the tape, the system generates a corresponding audit report for your review. You typically run this program quarterly, but you can run it as often as required by your state. The information provided in the report and tape is based on the Taxation Summary History table (F06136).

```
  068306                                      JD Edwards World                        Page -           1
                                           Colorado Magnetic Media                    Date -     6/30/17
R  Py Py Employer  St    Employer
C  Qt Yr  Tax ID  Co     Number                             Employer's Name
-  -- -- --------- -- -----------          --------------------------------------
E  06 12 843292881 CO    304                A Model Payroll Company
R     S.S.                                  No State Quarterly State Quarterly State Quarterly Start Termn
C     Number             Employee Name      WW   Wage Amount   Taxable Wages   Excess Wages   Mt/Yr Mt/Yr
-  --------- ------------------------------ -- --------------- --------------- --------------- ----- -----
S  523785321 Walters, Annette                3        510.00          510.00             .00  05 11
S  343298761 Jackson, John                   5        451.92          451.92             .00  10 07
S  058432559 Easter, Melvyn                  8        485.57          485.57             .00  11 02
```

Reviewing SUI Continuation Listings

> ◈ From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **SUI Continuation Lists**
> From **SUI Continuation Lists** (G07246), choose the listing for the state you want to review

The SUI continuation listings report includes detailed information about unemployment insurance for state reporting purposes. You can use the generic form of the report or the specific program that meets your state's requirements. The information provided in the continuation listings report is based on the Taxation Summary History table (F06136). The reports include the following information:

- Total gross and taxable wage information

- Gross and taxable amounts by employee

- Totals for each tax identification number

```
                             STATE RETURN
     Tax Id. # - 00112345632         Quarter Ended   Pg #    Name of State
   A Financial Company - for Trai    03/31/17          1     Colorado
   7900 East Union
   Denver
                  CO 80237        GRAND TOTALS ALL WAGE REPORT SHEETS
                                  Gross Wages    Txble Wages    Excess Wages
                                                   32,499.96
                                   38,141.74                     5,583.28
     Soc Sec No    Name of Employee  Gross Wage    Txble Wage       Excess
   -----------  --------------------  ------------  ------------  -------------
     523-78-5321 Walters, Annette      9,999.96      9,999.96          .00
     343-29-8761 Jackson, John        12,499.98     10,000.00     2,499.98
     058-43-2559 Easter, Melvyn       13,141.80     10,000.00     3,083.30
     476-43-8269 Abbot, Dominique      2,500.00      2,500.00          .00
     Pg Tot                          38,141.74     32,499.96     5,583.28
```

```
     Tax Id. # - 00112345632         Quarter Ended   Pg #    Name of State
   A Financial Company - for Trai    03/31/17          2     Colorado
   7900 East Union
   Denver
                  CO 80237
   Totals:  Tax ID: 00112345632
   ---------------  --------------
   Gross Wages. . .    38,141.74
    Excludable. . .        58.50
   Gross Reportable    38,083.24
    Excess Wages. .     5,583.28
    Taxable Wages .    32,499.96
    Tax Paid. . . .       259.99
   Total Employees.    4
```

Reviewing SUI Summary Reports

> ◈ From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **SUI Continuation Lists**
> From **SUI Continuation Lists** (G07245), choose the listing for the state you want to review

The SUI summary report lists basic information about amounts due to the state for unemployment insurance and disability insurance. There is a generic form of the report that lists:

- Employee and employer information

- Total gross and taxable wage information

- Excludable and excess wage amounts

- Contribution rates
- Totals for each state

The information provided in the summary report is based on the Taxation Summary History table (F06136).

```
068200                                  JD Edwards World                            Page –          6
                                       Generic SUI Summary                          Date –      7/13/17
A Financial Company – for Training     Company No. :  00001               Quarter Ending : 03/31/17
7900 East Union                        Tax Id. No. :  00112345632         Name of State  : Colorado
Denver
        CO  80237                                                         Employees Paid : 1 mo. –      4
                                                                          (each month) 2 mo. –      3
                                                                                       3 mo. –      3
                          Employee SUI    Employer SUI    Employee SDI    Employer SDI
                         --------------  --------------  --------------  --------------
(1) Gross Wages Paid                       38,141.74
(2) Excludable Wages Paid                      58.50
(3) Gross In-Excess                         5,583.28
                         --------------  --------------  --------------  --------------
(4) Taxable Wages                          32,499.96
(5) Contribution Rates                         .0080
(6) Contributions Due                         259.99
*********************
(7) Total Amount Due                          259.99
```

Processing Tax Information at Year-End

> ⬥ From Payroll Master (G07), choose **Governmental Reports**
> From Governmental Reports (G0724), choose **Year End Processing**

Each year, JD Edwards World sends out year-end processing instructions that contain the latest information on preparing for and running W-2s, T4s, and 1099s, as well as associated magnetic media.

To prepare for and perform year-end processing, you:

- Run your payroll history integrity reports
- Perform the year-end rollover closing procedures
- Review your system setup to ensure the accuracy of your constants and master table records
- Run the five steps of the year-end processing cycle

See Also

- The current year-end processing guide for detailed procedures on performing successful year-end processing

Creating SUI Tapes

The state unemployment insurance (SUI) magnetic media programs are specific to each state. Each state's program creates a magnetic tape with the state unemployment insurance data in the format required by the state. There is no generic magnetic media program.

When you create the tape, the system generates a corresponding audit report for your review. You typically run this program quarterly, but you can run it as often as

required by your state. The information provided in the report and tape is based on the Taxation Summary History table (F06136).

Creating SUI Diskette/Electronic Media

From Payroll Master (G07), choose **Governmental Reports**
From Governmental Reports (G0724), choose **SUI Diskette/Electronic Media**
From **SUI Electronic Media** (G07242), choose an option

The state unemployment insurance (SUI) diskette/electronic file programs are specific to each state. Each state's program creates an electronic file with the state unemployment insurance data in the format required by the state. There is no generic electronic file program.

When you create the file or diskette, the system generates a corresponding audit report for your review. You typically run this program quarterly, but you can run it as often as required by your state. The information provided in the report and electronic file is based on the Taxation Summary History table (F06136).

Work with Job, Trust, and Union Reports

Working with Job, Trust, and Union Reports

You use job, trust, and union reports to satisfy government and union reporting requirements. Job billing registers provide information about the costs billed under a contract to an owner or outside agency.

Reviewing job, trust, and union reports includes the following tasks:

- Creating the Job Billing Register Workfile
- Reviewing the Job Billing Detail Register
- Reviewing the Job Billing Summary Register
- Reviewing the Job Billing Health and Welfare Detail Register
- Reviewing the Job Billing Health and Welfare Summary Register
- Reviewing the Job Billing Workers Compensation by Job Register
- Reviewing the Job Billing General Liability by Job Register
- Reviewing the Union Distribution Report
- Reviewing the Health and Welfare Report by Employee
- Reviewing the Health and Welfare Report by Payee and Employee
- Reviewing the Health and Welfare Report by Payee and Union
- Reviewing the Certified Payroll Register

Creating the Job Billing Register Workfile

> From Payroll Master (G07), choose **Job, Trust, and Union Reports**
> From Job, Trust, and Union Reports (G0716), choose **Job Billing Register**

You must create the Job Billing Register workfile (T063200) before you can print job billing registers. When you run this program, identify which job billing registers you want to print.

The job billing registers provide detailed back-up for costs billed under a contract to an owner or outside agency. You can run the billing registers at any time. You can run any one register, a combination of registers, or all of them together.

The information provided in the job billing register reports is based on the Payroll Transaction History table (F0618) and the Burden Distribution table (F0624). Maintaining the Burden Distribution table is an optional process. The system does not maintain it automatically.

The system only uses actual timecards to create the workfile. Recharge timecard information does not apply.

The Time Accounting system does not calculate actual burden. Therefore, all reports contain only applicable flat burden amounts.

Before You Begin

- Create the Burden Distribution table (F0624). See *Setting Up Business Unit Burden Rules.*

- Create report versions for each of the job billing reports you want to generate that are listed in the processing options.

- Set up the rules controlling the burden distribution records. See *Setting Up AAIs for Time Accounting.*

Processing Options

See Job Billing Register (P063200).

Reviewing the Job Billing Detail Register

The Job Billing Register Detail report lists each employee's hours and labor distribution amount. The register provides totals by business unit or job for the following:

- Hours

- Distributed amount

- Burden amount

This report corresponds to the entry you make for form ID number P063201 when you create the job billing workfile.

```
063201                                    JD Edwards World                          Page     -          2
                                     Job Billing Register - Detail                  Date     -    8/02/17
                                                                                    From Date -   06/01/17
                                                                                    Thru Date -   06/30/17
  Bus. Unit      5001  Main Terminal Building
 . . . . . . Employee . . . . . . . . . Job . . . . . . Transaction . . . . .          Distr.
   Number           Name          Craft Step Type      Description        Rate   Hours   Amount    Actual Burden
 ----------- ------------------------- ------ ---- ---- ------------------------ -------- ---------- -------------- -------------
     7560 Marchiano, Jay        63    A    1 Regular              18.250   16.00    292.00         44.90
                                                                         ---------- -------------- -------------
                                         Marchiano, Jay                    16.00    292.00         44.90
     7558 Mekos, David          67    J    1 Regular              22.750   16.00    364.00         51.16
                                                                         ---------- -------------- -------------
                                         Mekos, David                      16.00    364.00         51.16
     7550 Morrell, Jason        62         1 Regular              23.000   16.00    368.00         51.80
                                                                         ---------- -------------- -------------
                                         Morrell, Jason                    16.00    368.00         51.80
     7552 Muha, Robert          67    A.2  1 Regular              13.650   16.00    218.40         45.18
                                                                         ---------- -------------- -------------
                                         Muha, Robert                      16.00    218.40         45.18
     7560 Marchiano, Jay        63    A    1 Regular              18.250   32.00    584.00         77.96
                                           100 Overtime 1.5       27.375    2.00     54.75          7.30
                                                                         ---------- -------------- -------------
                                         Marchiano, Jay                    34.00    638.75         85.26
     7558 Mekos, David          67    J    1 Regular              22.750   24.00    546.00         72.91
                                           100 Overtime 1.5       34.125    3.00    102.38         13.67
                                                                         ---------- -------------- -------------
                                         Mekos, David                      27.00    648.38         86.58
     7550 Morrell, Jason        62         1 Regular              23.000   24.00    552.00         73.68
                                                                         ---------- -------------- -------------
                                         Morrell, Jason                    24.00    552.00         73.68
     7552 Muha, Robert          67    A.2  1 Regular              13.650   24.00    327.60         64.06
                                           100 Overtime 1.5       20.475    3.00     61.43         12.01
                                                                         ---------- -------------- -------------
                                         Muha, Robert                      27.00    389.03         76.07
     7560 Marchiano, Jay        63    A    1 Regular              18.250    8.00    146.00         19.49
                                                                         ---------- -------------- -------------
                                         Marchiano, Jay                     8.00    146.00         19.49
     7558 Mekos, David          67    J    1 Regular              22.750   16.00    364.00         48.58
                                                                         ---------- -------------- -------------
                                         Mekos, David                      16.00    364.00         48.58
     7550 Morrell, Jason        62         1 Regular              23.000   16.00    368.00         49.14
                                                                         ---------- -------------- -------------
                                         Morrell, Jason                    16.00    368.00         49.14
     7552 Muha, Robert          67    A.2  1 Regular              13.650   16.00    218.40         42.70
                                                                         ---------- -------------- -------------
                                         Muha, Robert                      16.00    218.40         42.70
     7560 Marchiano, Jay        63    A    1 Regular              18.250   24.00    438.00         58.47
                                           100 Overtime 1.5       27.375    1.00     27.38          3.66
                                                                         ---------- -------------- -------------
```

Processing Options

See <u>Job Billing Register - Detail (P063201)</u>.

Data Selection for Job Billing Detail Register

You can change the data selection for this register.

Data Sequence for Job Billing Detail Register

Do not change the data sequence.

Reviewing the Job Billing Summary Register

The Job Billing Summary Register provides totals by business unit or job for the following:

- Hours
- Gross pay
- Deduction amounts
- Actual burden (optional)

- Deduction amounts (only with the Payroll system)

- Actual burden (optional only with the Payroll system)

This report corresponds to the entry you make for form ID number P063211 when you create the job billing workfile.

```
063211                                    JD Edwards World                                              3
                                   Job Billing Register - Summary                        Date      -  8/02/17
                                                                                         From Date - 06/01/17
                                                                                         Thru Date - 06/30/17
 Business Unit.        5002 Automated Transit System
 Company. . . . 00050      A Model Construction Mgmt Co
    . . . . Pay Information . . . .                      . . . . . . . . . Burden Information . . . . . . . . . .
 Pay  Description   Hours        Gross      Ben. TT Description Total Gross   Excludable Taxable Gross Rate    M    Amount
 --- ------------ ---------- -------------- ---- -- ------------ -------------- ----------- -------------- -------- - -----------
   1 Regular       1104.00     24,904.90    C                    25,945.86    24,021.63     1,924.23     6.200  %     119.30
 105 Overtime  .5   104.00      1,040.96    E  Social Secur      25,945.86                 25,945.86     6.200  %   1,608.64
                                            H  State Unempl      25,945.86                 25,945.86     5.700  %   1,478.89
                                            Q  Medicare Pai      25,945.86                 25,945.86     1.450  %     376.20
                                               Health/Co.                                               45.000  $     450.00
                                               Dental/Co.                                                8.640  $      86.40
                                               Life Ins/Co.                                              2.000  3     283.84
                   ---------- --------------                                                                        ------------
 Automated Trans
```

Processing Options

See Job Billing Register - Summary (P063211).

Data Selection for Job Billing Summary Register

You can change the data selection for this register.

Data Sequence Job Billing Summary Register

Do not change the data sequence.

Reviewing the Job Billing Health and Welfare Detail Register

The Job Billing Health and Welfare Detail Register lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The register provides the total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

This report corresponds to the entry you make for form ID number P063121 when you create the job billing workfile.

```
   063121                                    JD Edwards World                        Page    -      2
                                          Job Billing H & W - Detail                 Date    -  8/02/17
                                                                                     From    -  06/01/17
                                                                                     Thru    -  06/30/17

 Business Unit.        5001  Main Terminal Building
 Company. . . . 00050        A Model Construction Mgmt Co
          . . Job . .
 Union   Type  Step   Number      Employee Name      Pay Descrip   Hours     Gross Pay   Ben Descrip      Rate   M    Amount
 ------  ----- ----  ---------   ---------------    ------------  ---------  ----------  ------------------  -  ----------
 4000   Electricians
        67    J       7558 Mekos, David             Regular         88.00    2,002.00  Flat Burden                  32.76
                                                    Overtime 1.5     4.00      136.51
                                                                 ----------- -------------
                             Mekos, David                           92.00    2,138.51
                                                                 ----------- -------------
                             Journeyman                             92.00    2,138.51
                                                                 ----------- -------------
                             Laborer                                92.00    2,138.51
                                                                 ----------- -------------
                             Electricians                           92.00    2,138.51                           32.76
 7000   Laborer
        62           7550 Morrell, Jason            Regular         88.00    2,024.00  Flat Burden                  33.12
                                                                 ----------- -------------
                             Morrell, Jason                         88.00    2,024.00
                                                                 ----------- -------------
                                                      .             88.00    2,024.00
                                                                 ----------- -------------
                             Foreman                                88.00    2,024.00
        67    A.2    7552 Muha, Robert              Regular         88.00    1,201.20
                                                    Overtime 1.5     6.00      122.86
                                                                 ----------- -------------
                             Muha, Robert                           94.00    1,324.06
                                                                 ----------- -------------
                             Apprentice 2                           94.00    1,324.06
                                                                 ----------- -------------
                             Laborer                                94.00    1,324.06
                                                                 ----------- -------------
                             Laborer                               182.00    3,348.06                           33.12
 8000   Operators
        63    A      7560 Marchiano, Jay            Regular         88.00    1,606.00  Flat Burden                  26.28
                                                    Overtime 1.5     3.00       82.13
                                                                 ----------- -------------
                             Marchiano, Jay                         91.00    1,688.13
                                                                 ----------- -------------
                             Apprentice                             91.00    1,688.13
                                                                 ----------- -------------
                             Operator                               91.00    1,688.13
                                                                 ----------- -------------
                             Operators                              91.00    1,688.13                           26.28
                                                                 ----------- -------------
                             Main Terminal Building               365.00    7,174.70                           92.16
```

Processing Options

See Job Billing Health and Welfare - Detail (P063121).

Data Selection Job Billing Health and Welfare Detail Register

You can change the data selection for this register.

Data Sequence Job Billing Health and Welfare Detail Register

Do not change the data sequence.

Reviewing the Job Billing Health and Welfare Summary Register

The Job Billing Health and Welfare Summary Register provides total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

This report corresponds to the entry you make for form ID number P063122 when you create the job billing workfile.

```
 063122                                    JD Edwards World                              Page    -        3
                                        Job Billing H & W - Summary                      Date    -   8/02/17
                                                                                         From    -  01/01/17
                                                                                         Thru    -  12/31/17
 Business Unit       5002  Automated Transit System
            00050          A Model Construction Mgmt Co
 Union  Description            Job Ty Job  Pay Descrip   Hours    Gross Pay   Ben Descrip   Rate   M    Amount
 ------ ------------------------ ----- ---- ----------- ---------- ------------- ------------- -------- - -----------
                               6G-2        Regular       596.00     7,658.60  Health/Co.   45.000  $     1,848.71
                                           Overtime .5    42.00       269.88  Dental/Co.    8.640  $       354.96
                                                      ---------- ------------- Life Ins/Co.  2.000  3       679.24
                               .                       638.00     7,928.48  401(k) Co.     .020  %         6.27
                                                      ---------- -------------
       Purchasing Manager                               638.00     7,928.48
                               64    JR   Regular       760.00    16,948.00
                                           Overtime .5    52.00       579.80
                                                      ---------- -------------
       Junior                                           812.00    17,527.80
                               64    SR   Regular       608.00    17,024.00
                                           Overtime .5    52.00       728.00
                                                      ---------- -------------
       Senior                                           660.00    17,752.00
                                                      ---------- -------------
       Engineer                                        1472.00    35,279.80
                               64-1       Regular       760.00    19,760.00
                                           Overtime .5    52.00       338.00
                                                      ---------- -------------
                               .                       812.00    20,098.00
                                                      ---------- -------------
       Designer                                         812.00    20,098.00
                               64-5       Regular       104.00     1,248.00
                                                      ---------- -------------
                               .                       104.00     1,248.00
                                                      ---------- -------------
       Spec Typist                                      104.00     1,248.00
                               65         Regular       768.00    18,124.80
                                           Overtime .5    60.00       708.00
                                                      ---------- -------------
                               .                       828.00    18,832.80
                                                      ---------- -------------
       Draftsperson                                     828.00    18,832.80
                                                      ---------- -------------
                               .                       3854.00    83,387.08                         2,889.18
                                                      ---------- -------------
       Automated Transit System                        3854.00    83,387.08                         2,889.18
```

Processing Options

See Job Billing Health and Welfare - Summary (P063122).

Data Selection Job Billing Health and Welfare Summary Register

You can change the data selection for this register.

Data Sequence Job Billing Health and Welfare Summary Register

Do not change the data sequence.

Reviewing the Job Billing Workers Compensation by Job Register

The Job Billing Workers Compensation by Job Register lists detailed information for workers compensation calculations for each employee within a business unit or job. In addition to providing a grand total workers compensation amount for the company, the register provides the following totals by business unit and job classification:

▪ Total hours

▪ Total gross pay

▪ Excludable gross pay

▪ Reportable gross pay

- Workers compensation amount

This report corresponds to the entry you make for form ID number P063301 when you create the job billing workfile.

```
063301                                        JD Edwards World                         Page    –        4
                                           Job Billing - W/C by Job                     Date    –   8/02/17
                                                                                        From –     01/01/17
                                                                                        Thru –     12/31/17
 Job. .        6001 Protective Services
 Sub Cl
Worker Comp Code                     Total     Total     Excludable    Excludable   Reportable   Base    D  Wrkrs Comp
    Employee Name       Empl. No.    Hours     Gross      Description    (Gross)      (Gross)     Rate    M    Amount
----------------------- ----------- ---------- ---------- ------------ ------------ ------------ --------- - ------------
7720 Patrol Agency
   Malwitz, Terry M.        7600     300.00    2,747.50   O/T Premium     122.50       2625.00   .00004 %      11.10
   McFadden, Jeanine P.     7602     292.00    2,132.00   O/T Premium     234.00       1898.00   .00004 %       8.03
   Menzor, Kim R.           7604     328.00    2,523.75   O/T Premium     359.25       2164.50   .00004 %       9.15
   Moylan, Joseph L.        7606     288.00    2,334.50   O/T Premium     246.50       2088.00   .00004 %       8.78
                                    ---------- ----------              ------------ ------------            ------------
      Patrol Agency
                                    ---------- ----------              ------------ ------------            ------------
      Protective Services
```

Processing Options

See Job Billing – Work Center by Job (P063301).

Data Selection Job Billing Workers Compensation by Job Register

You can change the data selection for this register.

Data Sequence Job Billing Workers Compensation by Job Register

Do not change the data sequence.

Reviewing the Job Billing General Liability by Job Register

The Job Billing General Liability by Job Register lists detailed information for general liability calculations for each employee within a business unit or job. In addition to providing a grand total general liability amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- General liability amount

This report corresponds to the entry you make for form ID number P063302 when you create the job billing workfile.

```
063302                                        JD Edwards World                             Page   -        4
                                         Job Billing - PL & PD by Job                       Date   -  8/02/17
                                                                                            From -   01/01/17
                                                                                            Thru -   12/31/17
 Job. .      6001 Protective Services
 Wrk Comp Sub Class
 Genl Liability Code              Total      Total    Excludable     Excludable   Reportable   Base   D  Genl Liab
    Employee Name      Empl. No.  Hours      Gross    Description     (Gross)      (Gross)     Rate   M   Amount
 -----------------------  ----------- ----------  ------------  ------------  ------------  ------------  --------- -  ------------
 GENL General Liability
    Malwitz, Terry M.        7600   300.00   2,747.50   O/T Premium        122.50      2625.00  .00190 %      5.01
    McFadden, Jeanine P.     7602   292.00   2,132.00   O/T Premium        234.00      1898.00  .00190 %      3.60
    Menzor, Kim R.           7604   328.00   2,523.75   O/T Premium        359.25      2164.50  .00190 %      4.13
    Moylan, Joseph L.        7606   288.00   2,334.50   O/T Premium        246.50      2088.00  .00190 %      3.97
                                   ---------- ------------               ------------ ------------              ------------
       General Liability
                                   ---------- ------------               ------------ ------------              ------------
       Protective Services
```

Processing Options

See Job Billing - PL & PD by Job (P063302).

Data Selection Job Billing General Liability by Job Register

You can change the data selection for this register.

Data Sequence Job Billing General Liability by Job Register

Do not change the data sequence.

Reviewing the Union Distribution Report

> From Payroll Master (G07), choose **Job, Trust, and Union Reports**
> From Job, Trust, and Union Reports (G0716), choose **Union Distribution Report**

The Union Distribution Report lists detailed information by union about each employee's work hours per pay period. You use this report mainly to satisfy union reporting requirements.

The report provides the following information:

- Hours worked for each pay period for each employee
- Total hours worked for the month
- Total gross pay
- Employee totals
- Union totals
- Grand totals for the entire report

The information provided in this report is based on the Payroll Transaction History table (F0618).

```
063151                                    JD Edwards World                        Page      -      2
                                       Union Distribution Report                  Date      -  8/02/17
                                                                                  Period End - 04/26/17
Union: 7000    Laborer
                                  . . . . . Actual Hours Worked In Pay Period . . . . .
      Employee Name      Employee No  Period 1   Period 2   Period 3   Period 4   Period 5  Total Hours     Gross Pay
-----------------------  -----------  ---------  ---------  ---------  ---------  ---------  -------------  -------------
Morrell, Jason              7550        24.00      40.00      40.00      40.00                  144.00        3,312.00
Muha, Robert               7552        26.00      43.00      42.00      43.00                  154.00        2,170.36
                                      ---------  ---------  ---------  ---------  ---------  -------------  -------------
      Laborer                           50.00      83.00      82.00      83.00                  298.00        5,482.36
                                      ---------  ---------  ---------  ---------  ---------  -------------  -------------
      Grand Totals                      50.00      83.00      82.00      83.00                  298.00        5,482.36
```

Processing Options

See [Union Distribution Report (P063151)](#).

Reviewing the Health and Welfare Report by Employee

> ✦ From Payroll Master (G07), choose **Job, Trust, and Union Reports**
> From Job, Trust, and Union Reports (G0716), choose **by Employee**

The Health and Welfare Report by Employee provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. You use this report mainly to satisfy union reporting requirements.

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

The system treats all employees who are not covered by a plan or union as a group. Totals for each group are shown on a Union Total Information Page that follows the last member of the group. The report lists the following:

- Gross pay earned

- Related deductions, benefits, and accruals

- Basis for the deductions and benefits

- Employee totals

- Totals for payee/union

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)

- DBA Detail History (F0619)

Before You Begin

- Set the data selection the same for the following reports:

  - Health and Welfare Report by Employee

  - Health and Welfare Report by Payee and Employee

- Health and Welfare Report by Payee and Union

```
063112                                   JD Edwards World                          Page    -        6
                                       Health & Welfare by Employee                 Date    -   7/13/17
                                                                                    From    -  04/01/17
                                                                                    Thru    -  04/30/17
Union  4000    Electricians
. . . . . . . Employee . . . . . . .    . .Pay Type.                      .Ded/Benefit Info.        M
    Number           Name            No.   Description    Hours   Gross Pay  Code   Description    Rate   H    Amount
----------- ------------------------- --- --------------- --------- -------------- ---- --------------- -------- - -------------
      7554 Machock, Kevin               1 Regular         24.00        609.60  1000 Health Ins.    13.5000 $       13.50
                                      100 Overtime 1.5     2.00         76.20  1010 Dental Ins.     5.5000 $        5.50
                                                                              2000 Savings %        .0500 %       34.29
                                                                              5000 Union Dues     30.0000 $       30.00
                                                                              7000 401(k)           .0500 %       34.29
                                                                              7001 401(k) Co.       .5000 %       17.15
                                                                              8001 Vacation        1.0000 2        3.33
                                                          --------- --------------                          -------------
            PPED 04/05/17 . . . . . . . .
                                                          26.00        685.80                                   138.06
      7554 Machock, Kevin               1 Regular         40.00      1,016.00  1000 Health Ins.    13.5000 $       13.50
                                                                              1010 Dental Ins.     5.5000 $        5.50
                                                                              2000 Savings %        .0500 %       50.80
                                                                              7000 401(k)           .0500 %       50.80
                                                                              7001 401(k) Co.       .5000 %       25.40
                                                          --------- --------------                          -------------
            PPED 04/12/17 . . . . . . . .
                                                          40.00      1,016.00                                   146.00
      7554 Machock, Kevin               1 Regular         40.00      1,016.00  1000 Health Ins.    13.5000 $       13.50
                                      100 Overtime 1.5     3.00        114.30  1010 Dental Ins.     5.5000 $        5.50
                                                                              2000 Savings %        .0500 %       56.52
                                                                              7000 401(k)           .0500 %       56.52
                                                                              7001 401(k) Co.       .5000 %       28.26
                                                          --------- --------------                          -------------
            PPED 04/19/17 . . . . . . . .
                                                          43.00      1,130.30                                   160.30
      7554 Machock, Kevin               1 Regular         40.00      1,016.00  1000 Health Ins.    13.5000 $       13.50
                                                                              1010 Dental Ins.     5.5000 $        5.50
                                                                              2000 Savings %        .0500 %       50.80
                                                                              7000 401(k)           .0500 %       50.80
                                                                              7001 401(k) Co.       .5000 %       25.40
                                                          --------- --------------                          -------------
            PPED 04/26/17 . . . . . . . .
                                                          40.00      1,016.00                                   146.00
      7554 Machock, Kevin               1 Regular         32.00        812.80  1000 Health Ins.    13.5000 $       10.90
                                      100 Overtime 1.5     1.00         38.10  1010 Dental Ins.     5.5000 $        4.44
                                                                              2000 Savings %        .0500 %       42.55
                                                                              5000 Union Dues     30.0000 $       24.22
                                                                              8001 Vacation        1.0000 2        2.69
                                                          --------- --------------                          -------------
            PPED 05/03/17 . . . . . . . .
                                                          33.00        850.90                                    84.80
                                                          --------- --------------                          -------------
            Address Number . . . . . . . .
                                                         182.00      4,699.00                                   675.16
      7558 Mekos, David                 1 Regular         24.00        546.00  1000 Health Ins.    13.5000 $       13.50
                                      100 Overtime 1.5     2.00         68.25  1010 Dental Ins.     5.5000 $        5.50
                                                                              2000 Savings %        .0100 %        6.14
                                                                              5000 Union Dues     30.0000 $       30.00
                                                                              7000 401(k)           .0400 %       24.57
                                                                              7001 401(k) Co.       .5000 %       12.29
```

Processing Options

See [Health and Welfare by Employee (P063112)](#).

See Also

- *Printing Multiple Reports (P063100)*

Reviewing the Health and Welfare Report by Payee and Employee

◈	From Payroll Master (G07), choose **Job, Trust, and Union Reports**
	From Job, Trust, and Union Reports (G0716), choose **by Payee and Employee**

The Health and Welfare Report by Payee and Employee, also called the Union Trust Report, provides a detailed breakdown of the deductions and benefits from employee payments for all payees/providers. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

This report is organized by provider (payee). It lists amounts by employee within a union (group plan) with a group total page, and prints an accumulated listing within the payee across all unions (group plans). The report lists the following:

- Hours and gross pay basis for the deductions listed

- All deductions assigned to the payee for each employee

- Employee totals

- Report divided by payee/provider

- Totals for each payee

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)

- DBA Detail History (F0619)

```
063132                                      JD Edwards World                              Page    -        4
                                     Health & Welfare by Payee & Employee                 Date    -  7/13/17
                                                                                           From   -  04/01/17
Provid    5215                                                                            Thru    -  04/30/17
        Fidelity Investments
        143 Cambridge Circle West                      Union Code .
        Boston                        MA 02982
. . . . . . . Employee . . . . . . . .   . .Pay Type.                       .Ded/Benefit Info.        M
    Number          Name            No.   Description    Hours    Gross Pay  Code  Description  Rate   H   Amount
---------- ----------------------- ---  --------------- --------- -------------- ---- --------------- --------- - ------------
     2006 Walters, Annette          1 Regular            88.00    1,666.66  8023 401(k) Fund   .2500  %       25.00
                                                        --------- --------------                            -------------
                              Pay Period Ending Date . . . .   88.00    1,666.66                              25.00
                                                        --------- --------------                            -------------
                              Address Number . . . . . . .   88.00    1,666.66                                25.00
     2129 Jackson, John             1 Regular            88.00    2,083.33  8023 401(k) Fund   .2500  %       15.63
                                                        --------- --------------                            -------------
                              Pay Period Ending Date . . . .   88.00    2,083.33                              15.63
                                                        --------- --------------                            -------------
                              Address Number . . . . . . .   88.00    2,083.33                                15.63
                                                        --------- --------------                            -------------
                              Provider/Trustee . . . . . . .  176.00    3,749.99                              40.63
```

See Also

- *Printing Multiple Reports (P063100)*

Processing Options

See [Health & Welfare by Payee & Employee (P063132)](#).

Reviewing the Health and Welfare Report by Payee and Union

	From Payroll Master (G07), choose **Job, Trust, and Union Reports** From Job, Trust, and Union Reports (G0716), choose **by Payee and Union**

The Health and Welfare Report by Payee and Union lists deductions and benefits assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements. The report lists the following:

- Hours and gross pay basis by pay period for the deductions listed

- Figures by union for the payee/provider in each pay period

- Totals for each payee/provider

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)

- DBA Detail History (F0619)

```
063142                                    JD Edwards World                              Page    -        2
                                    Health & Welfare by Payee & Union                   Date    -  7/13/17
Provider.    5151                                                                       From    - 04/01/17
        Machinists, Local 1100                                                          Thru    - 04/30/17
                            Pay                                         DBA                    M
Union        Description    Typ  Description    Hours    Gross Pay. . . No  Description   Rate  H   Amount
------  ----------------------  ---  --------------  -----------  --------------  ----  ------------------  ---------  -  --------------
1100    Machinists Local         1 Regular           40.00         600.00  5000 Union Dues     25.0000 $       25.00
                                                   -----------  --------------                              --------------
              Pay Period Ending Date . . . .         40.00         600.00                                         25.00
                                                   -----------  --------------                              --------------
              Machinists Local                       40.00         600.00                                         25.00
                                                   -----------  --------------                              --------------
              Provider/Trustee . . . . . . .         40.00         600.00                                         25.00
```

See Also

- *Printing Multiple Reports (P063100)*

Processing Options

See [Health and Welfare by Payee and Union (P063142)](#).

Reviewing the Certified Payroll Register

> From Payroll Master (G07), choose **Job, Trust, and Union Reports**
> From Job, Trust, and Union Reports (G0716), choose **Certified Payroll Register**

The Certified Payroll Register lists detailed information regarding certified jobs (typically government contracts). This register is essential for meeting government reporting requirements. The report lists detailed information by employee for the following:

- Total hours worked (regular, overtime, and other)

- Equal Employment Opportunity data

- Employee payment information

- Fringe benefits detail, if requested
- Totals for each certified job

The information provided in this register is based on the following tables:

- Business Unit Master (F0006)
- Employee Tax Exemptions/Overrides (F06017)
- Paycheck Summary (F06156)
- Tax Ledger (F06166)
- DBA Detail History (F0619)
- Payroll Transaction History (F0618)
- Burden Distribution (F0624)

You can identify combinations of job types and job steps that you want to print on the register.

Before You Begin

- Set the Certified Payroll Register flag to Y (Yes) for the business unit constants
- Set up job types and job steps that you need to print for reporting purposes

See Also

- *Setting Up Business Unit Constants (P069051)*
- *Setting Up Job Classification Constants (P06923)*

```
06371                                      JD Edwards World                          Page      -      2
                                       Certified Payroll Register                    Date      -  7/13/17
                                                                                     Period End - 06/14/17
A Model Construction Mgmt Co.                                                        Period No. -     06
2200 JD Edwards World Avenue
Denver   CO 80237                      Job No.:        5001
                                       Main Terminal Building
                                       Master Project
                                       $2.7 Billion Budget

Soc.Sec.No  FMS Dep S  Cat Mn Craft  Step. Regular.      . . Overtime . .     Other      Total    . Check Detail. .  . . . .Fringe Detail. .
Name/Address             Wrk Date  Hours   Rate    Hours   Rate    Hrs.      Hours                 Amount
                         Description Amount      Description      Amount
------------------------------ ----------- ------- -------- ------- -------- ------ ------- ---------- ------------ ------------- ---------------
 489-44-5890  S    2 M  006 01 63     A
Jay Marchiano            06/08/17    8.00  18.250    2.00  27.375    10.00   200.75                          83334
2939 Marine              06/10/17    8.00  18.250                    8.00   146.00  Gross Pay     1,012.88
Boulder                  06/12/17    8.00  18.250                    8.00   146.00  FED Income T    192.39
CO 80224                 06/13/17    8.00  18.250                    8.00   146.00  FED FICA w/h     62.79
                                   -------         -------         ------ --------- ---------- FED Medicare    14.68
                         Operator   32.00           2.00            34.00   638.75  CO Departmen     44.83
                                                                                    Health Ins.      12.00
                                                                                    Dental Ins.       5.50
                                                                                    Garnishment     320.09
                                                                                    Savings %        40.52
                                                                                    Net Pay         320.08
                                    32.00           2.00            34.00   638.75  -------         -------
```

Processing Options

See <u>Certified Payroll Report (P06371)</u>.

10 Journal Entry Processing Prior to the Payroll Cycle

Overview to Journal Entry Processing Prior to the Payroll Cycle

Objectives

- To process journal entries between payroll cycles

About Journal Entry Processing Prior to the Payroll Cycle

Labor intensive companies that want to monitor and analyze labor expenses on a daily basis typically process journal entries prior to the payroll cycle. The information for these journal entries comes directly from timecards.

Process Journal Entries Prior to the Payroll Cycle

Processing Journal Entries Prior to the Payroll Cycle

Labor intensive companies that want to monitor and analyze labor expenses on a daily basis typically process journal entries prior to the payroll cycle. Unlike the journal entries that are created during the final update step of the payroll cycle, the information for journal entries that are processed prior to the payroll cycle comes directly from timecards.

You can create and post labor distribution (T2s), flat burden (T2s), recharge (T4s), and equipment journals (T5s) to the General Accounting system daily, or any time between payroll cycles. You use the General Accounting system and the Job Cost system tools to report and analyze this information. The system processes any remaining unposted current timecards and any journals associated with payments in the next payroll cycle.

To process journal entries prior to the payroll cycle, complete the following tasks:

- Generating Timecard Pro Forma Journal Entries
- Rerunning the Timecard Journal Batch Proof Report
- Reviewing Batch Information
- Posting Timecard Journal Entries to the General Ledger
- Deleting an Unposted Batch of Journal Entries

Generating Timecard Pro Forma Journal Entries

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Generate Timecard Journals**

Generating pro forma journal entries for timecards allows you to create pro forma,, journal entries. The system creates the actual journal entries for the daily journal entries when you post the journals to the general ledger.

When you generate timecard pro forma journal entries you can do the following:

- Calculate monthly benefits only when you process the last timecards for the calendar month
- Specify the G/L date for the journal entries
- Select timecards based on a date range

- ▪ Calculate monthly benefits only when you process the last timecards for the calendar month (Payroll system only)

In addition to generating pro forma journal entries, this program generates the Timecard Journal Batch Proof report. You review this report to verify the accuracy of the transactions the system generated from the journal data. This report includes individual entries and totals for document type, period, the company, and a grand total for the batch report.

```
  06229                                      JD Edwards World                          Page -          3
                                        Timecard Journal Batch Proof                   Date -      7/30/17
  Timecard Journals         Batch  6068278
                     Account Description      Asset     G/L Account    . . . . . . . .  Amounts . . . . . . . .
  Co   FY PN DT  Refn2  Employee JBCD  JBST Explanation             Subldg-Ty-Phase    Debit          Credit        Units         LT
  ----- -- -- --  ------  ---------------------  ----------- --------------------------  --------------  --------------  -------------  --
  00050 18 07 T2 Payroll Labor Distribution
               AW071017 Accrued Payroll                          50.4205                                 1,893.86-                    AA
               FB071017 Burden                                   5001.1343.01100         120.42                                       AA
               FC071017 Flat Burden Clearing Acc                 50.4334                                  120.42-                      AA
               LD071017 Regular                                  5001.1341.01100         1,893.86                        92.00  AA
                                                                                        --------------  --------------  -------------
                                                           Document/Period Total        2,014.28        2,014.28-       92.00
                                                                                        --------------  --------------  -------------
                                                           Company Total . . . .        2,014.28        2,014.28-       92.00
                                                                                        --------------  --------------  -------------
                                                           Grand Total . . . . .        2,014.28        2,014.28-       92.00
```

Processing Options

See [Generate Timecard Journals Batch Proof (P06229)](#).

Rerunning the Timecard Journal Batch Proof Report

⬥ From Payroll Master (G07), choose **Interims and Special Post**
From Interims and Special Post (G0721), choose **Print Journal Edit**

You rerun the Timecard Journal Batch Proof report when you want to print the report without creating journal entries. This is the same report that the system prints when you generate the pro forma journals for timecards. You can rerun this report as many times as necessary.

To rerun the Timecard Journal Batch Proof report

On Print Journal Edit

To submit the job for processing, complete the following field:

- ▪ Enter Batch Number to Print

Reviewing Batch Information

⬥ From Payroll Master (G07), choose **Interims and Special Post**
From Interims and Special Post (G0721), choose **Timecard Journal Batch Review**

You review a batch of pro forma journal entries to verify that the entries for the timecards within the batch do not have errors before you post them. You can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range.

The Payroll system uses batch types to group the various kinds of journal entries. You can review the batches of pro forma journal entries for the following:

- Those created during the special post when you generated timecard journals prior to the payroll cycle

- Those created during a standard pay period processing

The Payroll system processes the following batch types when you process journal entries prior to the payroll cycle:

Type	Description
Batch type 5	Pro forma journal entries created when you generated timecard journals during a special post prior to the payroll cycle.
	You cannot review the actual detail of the journal entries for this batch type. You can review summary information only.
Batch type P	Actual journal entries created when the system posted journals to the general ledger. This batch type is equivalent to batch type 7 for standard pay cycle journal entries.
	To review the detail of these journal entries, choose the General Journal Review function.

The Time Accounting system uses only batch type 5 and a description of time to group the journal entries. You can review summary information only. You cannot review the detail for the journal entries that the system creates when you generate timecard journals. You must review the Timecard Journal Batch Proof report to locate any errors.

To review batch information

On Timecard Journal Batch Review

Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

Field	Explanation
Batch Status	A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:
	blank Unposted batches that are pending approval or have a status of approved.
	A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.
	D Posted. The batch posted successfully.
	E Error. The batch is in error. You must correct the batch before it can post.
	P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).
	U In use. The batch is temporarily unavailable because someone is working with it.

See Also

- *Reviewing Batches of Payroll Journal Entries (P06260)*

Posting Timecard Journal Entries to the General Ledger

> From Payroll Master (G07), choose **Interims and Special Post**
> From Interims and Special Post (G0721), choose **Post Payroll Journals to G/L**

You post timecard pro forma journal entry batches to update your general ledger. When you post pro forma journal entries, the system creates the actual journal entries (F0911), then automatically posts them to the Account Balances table (F0902).

When you post journal entries, the system prints the following reports:

- Posting Edit report
- General Ledger Posting Journal

Review the Posting Edit report for any applicable posting errors. The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Timecard Journal Batch Proof report. However, the General Ledger

Posting Journal prints the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

What You Should Know About

Posting errors

If this program encounters any errors, the system creates the actual journal entries in the Account Ledger table, but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.

See *Posting Journal Entries Manually.*

See Also

- *Reviewing the Posting Edit Report (P09800)* for a report sample
- *Setting Up Journal Summarization Rules (P06914)*
- *Reviewing the General Ledger Posting Journal (P09800)* for a report sample

Processing Options

See General Ledger Post (P09800).

Deleting an Unposted Batch of Journal Entries

From Payroll Master (G07), choose **Interims and Special Post**
From Interims and Special Post (G0721), choose **Delete Unposted Batch of Journals**

You delete an unposted batch of pro forma, or preliminary, journal entries when the batch contains errors and you must correct the time entries before you rerun the batch.

To delete an unposted batch of pro forma journal entries

On Delete Unposted Batch of Journals

Complete the following field:

- Enter Batch Number to Delete

What You Should Know About

Timecards in an active payroll ID

If you mistakenly delete any pro forma batch containing timecards that are included in an active payroll ID, you must rerun the payroll journal entries step.

Benefit calculations	If you delete a pro forma batch that includes benefit calculations for employees who are part of the active payroll run, you must rerun pre-payroll processing for any active payroll ID.
Locked timecards	All timecards selected for processing are coded with the batch number assigned by the system. If you try to access the timecards, they are locked and are displayed in protected mode. You can unlock them only if you delete the batch.

11 Processing Options

Employee Information Processing Options

Employee Initial Entry (P060101)

Processing Option	Processing Options Requiring Further Description

* These Processing Options Control:
 * * P060101 = Employee Entry
 * * P060111 = Basic Employee Data *
 	
 1.   Security Business Unit will be updated to the employee's Address Book record.
 	
 Note: This must be set the same as P0801.
 	
      Enter '1' for Yes or ' ' for No.
 	
 2.   Choose the Edit for Workers Comp Code
      '1' = Edit against User Defined Codes
      '2' = "Hard" Error if Blank
      '3' = "Soft" Error if Blank (Default)
 	
 3.   Display the Social Security Number (Tax ID) on Inquiry and Change.
      Enter '1' for Yes or ' ' for No.
 	
 4.   All new employees will be added to the COBRA Dep/Beneficiary file.
      Enter '1' for Yes or ' ' for No.
 	
 5.   Enter your display preference for the Salary and Hourly Rate.
      ' ' or '1' = Always Display
      '2' = Do Not Display on Inquiry
      '3' = Never Display	

Processing Option	Processing Options Requiring Further Description
6. When adding new employees through the Employee Setup screen, enter the default format for the Mailing Name in Address Book. (Optional) ' ' = Name entered in Employee Entry will not be used in the address book window. You must also enter the name in the window. '1' = John Doe (No middle initial) '2' = John R. Doe '3' = Doe, John R. (Alpha Name value)	

Note: For users who have the double byte flag turned on in the JDE System Values, a default of ' ' is used.

7. Enter the method for assigning Tax Areas. ' ' = manually enter Work and Res. Tax Areas. (Default) '1' = allow Work and Res. Tax Areas to be left blank. '2' = use GeoCoder to update Work and Res. Tax Areas.	

Note: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas.

8. When an employee is deleted, the profile data will also be deleted Enter '1' for yes or ' ' for no	
9. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS and CHANGES depending on which of the following options are selected. ' ' = Edit Job Type/Step against UDCs & use Data Dictionary for defaults. '1' = Default Job Info ONLY when blank. '2' = Default Job Info & Category Codes ONLY when the field is blank. '3' = Default Job Info WHETHER OR NOT the field is blank. '4' = Default Job Info & Category Codes WHETHER OR NOT the field is blank.	

Processing Option	Processing Options Requiring Further Description
10. Enter '1' when you are using the Job Information file, as specified in processing option 9, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit-Job Cross Reference file (F08005). If processing option 9 is set to 'Default Only When Blank', then the Cross Reference file values will 'Default Only When Blank'. Likewise, if processing option 9 is set to 'Always Default', the Cross Reference file values will 'Always Default'.	
11. For an Add, enter the default value for the Benefit Status field which displays on the Dates, Eligibility & EEO screen. **Note:** This code is used for Batch Enrollment in Benefits.	

Labor Distribution (P060151)

Processing Option	Processing Options Requiring Further Description
1. Choose how you wish the Worker's Comp Code to default: '1' = From the Employee Master file regardless if the field in the Employee Labor Distribution fold area is Blank. '2' = From the Employee Master file Only if the field is left Blank '3' = From the Data Dictionary if the field is left Blank. (Default)	

Employee DBA Instructions (P060181)

Processing Option	Processing Options Requiring Further Description
BENEFITS ADMINISTRATION:	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to allow changes on the employee DBA instructions screen for DBAs that are attached to benefit plans/options. A blank means changes may only be initiated through the benefits administration programs.	
EDIT/DEFAULT OPTIONS: 2. Enter '1' to default the job type from the employee master record. Enter '2' to default the job type AND the job step from the employee master record. The default is blank (' ') and will not default any employee job information from the employee master record. (PLEASE NOTE: Regardless of this processing option's setting, any DBA with a deduction method of 'B' will have the job type, job step, home business unit, and position defaulted from the employee master record or multiple job file primary job.)	

Auto Deposit Instructions (P065011)

Processing Option	Processing Options Requiring Further Description
1. Enter the Originating Bank Number:	
2. Enter the Service Class Code:	
3. Enter the Standard Entry Class:	

Employee Pay & Tax Information (P060121)

Processing Option	Processing Options Requiring Further Description
1. Enter the method for assigning Tax Areas. ' ' = manually enter Work and Res. Tax Areas. (Default) '1' = allow Work and Res. Tax Areas to be left blank. '2' = use GeoCoder to update Work and Res. Tax Areas. NOTE: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas. 2. Enter '1' to receive a warning message if Std Hrs/Day and the Std Days/Year is equal to Blank.	

Employee Job Entry (P060118)

Processing Option	Processing Options Requiring Further Description

SET VIDEO DISPLAY:
 	
1. Enter your display preference for the Salary and Hourly Rate.
 	
    ' ' or '1' = Always Display
 	
    '2' = Do not Display on Inquiry
 	
    '3' = Never Display
 	
2. Enter a '1' next to each to suppress its display:
 	
    Workers Comp/Sub
 	
    FLSA Exempt
 	
    Union Code
 	
    EEO Job Category
 	
    Shift Code
 	
    Job Step
 	
    Hourly Rate	

Processing Option	Processing Options Requiring Further Description
3. To display the Address Book European Tax ID Number in the Address Book window select '1' for Yes. Enter '1' for Yes. Enter ' ' for No.	
EDIT/DEFAULT OPTIONS:	
4. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS or CHANGES, depending on which of the following options are selected. ' '=Edit Job Type/Step against UDC's and use DD for defaults. '1'=Default Job Info ONLY when blank '2'=Default Job Info and Category Codes ONLY when blank. '3' Always default Job Information. '4' Always default Job & Cat. Codes	
5. Enter '1' when you are using the job Information File, as specified in processing option 4, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit - Job Cross Reference file (F08005). If processing option 4 is set to 'Default Only When Blank', then the Cross Reference file values will 'De- fault Only When Blank'. Likewise, if processing option 4 is set to 'Always Default', the Cross Reference file values will 'Always Default'.	
6. Enter a '1' if you want F18 to exit to Canadian Payroll Employee Setup program (P070101). Default of blank will exit to US Payroll Employee Setup program (P060101).	
WHEN CHANGING AN EMPLOYEE JOB:	
7. Enter a '1' to automatically redisplay the information.	

Employee Information (P08092)

Processing Option	Processing Options Requiring Further Description

REVIEW SELECTION CRITERIA:
 	
 1. Enter the Profile Data Base code for the type to be reviewed:
 	
    A = Applicants
    E = Employees
    J = Jobs
    H = Case Numbers
    P = Dep/Beneficiaries
    R = Requisitions
    A default of blank will select Employees
 	
 2. Enter the specific Type of Data on which to inquire.
 	
 A default of blank will use the first data type within the data base.	

Profile by Employee (P080200)

Processing Option	Processing Options Requiring Further Description

1. Enter the Record Code for the type of information that you wish to review as follows:
 	
    A = Applicants
    E = Employees (default value)
    H = Injury/Illness Case Number
    J = Jobs
    P = Dependents/Beneficiaries
    R = Requisitions
 	
 2. For Detailed Employee Inquiry Only:
 	
 Enter a '1' if you do not wish to display the employee's salary information.
 	
 (Default of blank will display the information.)	

Processing Option	Processing Options Requiring Further Description
3. For Detailed Employee Inquiry Only: Enter a '1' if you do not wish to display the employee's Social Security Number. (Default of blank will display the number.)	

Inquiry by Employee (P080210)

Processing Option	Processing Options Requiring Further Description
1. Enter the Profile Data Base name for the type of information you wish to review as follows: A = Applicants E = Employees (default value) J = Jobs H = Case Number P = Dependents/Beneficiaries R = Requisitions	
2. Enter the specific Type of Data on which to inquire within the chosen database.	
3. 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 (Pay Status numeric).	

Employee Profile Multiskills Search (P080250)

Processing Option	Processing Options Requiring Further Description
INITIAL SEARCH CRITERIA:	

Processing Option	Processing Options Requiring Further Description
1. Enter the search criteria code you want to direct your search: A = Search for Applicants E = Search for Employees B = Search for both types. A default of blank will display both Applicants and Employees	
ACTIVE EMPLOYEE CRITERIA: 2. To limit the search to only active employees, enter the Pay Statuses, separated by commas, that define an active employee. A blank will search for all employees.	
EMPLOYMENT STATUS CRITERIA: 3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or *ALL for all employment statuses. The typical default for full time regular is a blank, so a blank followed by a comma must be entered to include this in the search.	
APPLICANT STATUS CRITERIA: 4. To limit the search to specific application statuses, enter the application statuses, separated by commas, or blank for all application statuses. Since this field is two characters wide, you should always enter two characters between commas including a blank if necessary. For example, to search for 5 and 99, the entry would be: 5 ,99 (NOT 5,99).	
APPLICATION DATE CRITERIA: 5. Enter the earliest application date to limit the search. Only applications on or after this date will be included in the list. A blank will search through all applications, regardless of date.	

Employee Profile - Alphabetical Sequence (P080410)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to bypass printing text information on the report. (Default of blank will print the text.)	
2. Enter a '1' if you wish to bypass printing the employee's salary information. (Default of blank will print the information.)	
3. Enter a '1' if you wish to bypass printing the Social Security number. (Default of blank will print the number.)	

Employee Info by Data Type - Alpha Seq (P080400)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to bypass printing text information on the report.	

Employee Roster (P064011)

Processing Option	Processing Options Requiring Further Description
If you wish to print full employee address, enter a 'Y'. (Y/N)	

Employee Roster with Rate (P064021)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number you wish to print. A = Address Book Number S = Social Security Number O = Additional Employee Number	

Employee Labor Distribution (P06106P)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number to print A = Address Book Number S = Social Security Number O = Additional Employee Number	

Employee DBA Instructions (P06106D)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number you wish to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number	
2. Enter a year for a prior year Remaining Balance. Blank is the default for the current year Remaining Balance. *Note: If it is January, and you have not run Year End Processing (Rollover), you must enter the previous year.	

Extended Employee - Termination/Rehire (P060161)

Processing Option	Processing Options Requiring Further Description
1. Enter the candidate requisition status, with a status of type 'DET', for the system to use when you terminate an employee. This will detach the employee from all reqs that the employee has a candidate requisition status type of 'FIL'. (The candidate requisition status type is defined in the special handling code of the user defined code 08/CN)	

Processing Option	Processing Options Requiring Further Description
2. Enter the default value for Requisition Status when an employee is terminated and a requisition is created. (F1 for valid values)	
3. Enter a '1' to have the termination date default into the date pay stops field. Leave this blank if the termination date should not default into the date pay stops field.	
Note: If FSA claims are being used, leave this field blank so that the employee will not have a date in the date pay stops field and will still be included in the payroll.	

Employee Master Update (P06394)

Processing Option	Processing Options Requiring Further Description
Enter the Pay Period Ending Date that you would like the Future Values Records (in F06042) to be "tagged" with: (Today's date will be used if left blank.)	

Time Entry Processing Options

Time Entry by Individual (P061121)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Hourly Rate from Employee Multiple Job File will be used.	The processing options for multiple jobs operate in conjunction with each another. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F060116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record.

2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.
 	
If you entered Regular Pay Rate in Union Table, enter Pay Type code here.
 	
If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.
 	
If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".
 	
    Regular - Blank
 	
    Overtime - A
 	
    Doubletime - B
 	
    Tripletime - C
 	
    Holiday - D
 	
NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.	

Processing Option	Processing Options Requiring Further Description
3. Enter '1' if using Multiple Jobs feature. (Please refer to program helps for information about this processing option).	The processing options for multiple jobs operate in conjunction with each another. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F060116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record.
4. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid.)	
5. Enter '1' to have date and batch loaded from the first timecard for this employee.	
6. Enter '1' to display batch statistics on request.	
7. Enter '1' to prevent changes and deletes to records locked to another user.	The time entry records for employees who are included in an active payroll cycle display a message that the employee is locked. Typically, only the person who initiated payroll cycle processing should change locked timecards. Leave this processing option blank to give other users access to locked timecards. When you change a locked timecard, you must run a pre-payroll only for the changes. See *Processing Pre-Payroll for Changes Only*.
8. Enter '1' to edit Pay Type with job type and step from the Classification/Pay Cross Reference screen.	
9. Enter '1' to use Zero Billing Rate.	
10. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
11. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry.	
12. Enter '1' to automatically split time based on Labor Distribution or Position Account Distribution instructions. Default is ' ' and time will not be split unless F2 is used during Time Entry.	
13. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	

Time Entry by Job (Business Unit) (P061161)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	
2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also. If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular". Regular - Blank Overtime - A Doubletime - B Tripletime - C Holiday - D	
NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.	
3. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	

Processing Option	Processing Options Requiring Further Description

5.   Enter one of the following Header Info. Update Options:
 	
    (default = 0)
 	
    0 = Update time cards with header info. during an add only.
 	
    1 = Update time cards with header info. during an add and change.
 	
NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings.
 	
6.   Enter one of the following Check Route Code Update Options:
 	
    0 = Update Master only if Blank
 	
    1 = Always Update Master
 	
    2 = Do Not Update Master
 	
7.   Enter one of the following Cost Code window formats:
 	
    (default=1)
 	
    1 = Business Unit.Object.Subsidiary
 	
    2 = Business Unit.Subsidiary.Object
 	
8.   Enter '1' to have heading fields clear when you press Enter.
 	
9.   Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen.
 	
10. Enter '1' to use Zero Billing Rate.
 	
11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field.
 	
12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area.
 	
13. Enter '1' to request Canadian Employee Entry. Enter ' ' to request US Employee Entry.
 	
    (default = ' ')	

Daily Labor (P061191)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	

2.   If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.
 	
If you entered Regular Pay Rate in Union Table, enter Pay Type code here.
 	
If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.
 	
If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".
 	
    Regular - Blank
    Overtime - A
    Double time - B
    Triple time - C
    Holiday - D	

Note: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.	
3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid)	
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	

Processing Option	Processing Options Requiring Further Description
5. Enter one of the following Header Info. Update Options: (default = 0) 0 = Update time cards with header Info. during an add only. 1 = Update time cards with header Info. during an add and change. **Note:** Header Info. Changes only allowed when Option No. 4 is set to load headings. 6. Enter one of the following Check Route Code Update Options: 0 = Update Master only if Blank 1 = Always Update Master 2 = Do Not Update Master 7. Enter one of the following Cost Code window formats: (default=1) 1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object 8. Enter '1' to have heading fields clear when you press Enter. 9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. 10. Enter '1' to use Zero Billing Rate. 11. Enter the beginning day of the week where Monday='1' Tuesday='2', etc. (Default or ' ' is Monday) 12. Select what day of the week should be in column one of the time entry screen. (Mon = 1, Tues = 2, etc.) 13. Enter '1' to have default cursor on action code. Enter '0' to have default cursor on Employee Number field. 14. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry.	

Processing Option	Processing Options Requiring Further Description
15. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	
16. Enter '1' to have Labor Distribution on Accounts for this employee:	
17. Enter '1' if using Multiple jobs features:	

Time Entry by Individual (P061171)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	

2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.
 	
If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".
 	
    Regular - Blank
    Overtime - A
    Double time - B
    Triple time - C
    Holiday - D
 	
Note: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.	

3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid).	

Processing Option	Processing Options Requiring Further Description
4. Enter '1' to have heading date and batch to be loaded from the first subfile record.	
5. Enter '1' to display batch statistics on request.	
6. Enter '1' to prevent changes and deletes to records locked to another user.	
7. Enter '1' to edit Pay Type from Classification/Pay X-Ref.	
8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR)	
9. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry.	
10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	

Time Entry by Individual with Tips (P066011)

Processing Option	Processing Options Requiring Further Description
1. Enter the Pay Types to be used for the following Tax Status Types: 1 - xxx 2 - xxx 3 - xxx 4 - xxx 5 - xxx	
2. Enter the default 'Tax Status' code for Tips: (Allowed Values 1 to 5)	
3. Enter the default Pay Basis to be used when entering sales. C = Cash S = Sales G = Charge O = Others	

Processing Option	Processing Options Requiring Further Description
4. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used	

5. If the Union Table is selected, Enter the Pay Type to be used for each of the following categories.
 	
If the Occupational Table is selected, only Enter the Pay Type for "Regular".
 	
   Regular - Blank
 	
   Overtime - A
 	
   Doubletime - B
 	
   Tripletime - C
 	
   Holiday - D	

6. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
7. Enter '1' to have heading dates and batch to be loaded from the first subfile record.	
8. Enter '1' to display batch statistics on request.	
9. Enter '1' to assign employee Job Type into the subsidiary.	
10. Enter '1' to prevent changes and deletes to records locked to another user.	
11. Enter '1' to use summarized Job Code based on Business Unit.	
12. Enter '1' to edit Pay Type from Classification/Pay X-Ref.	
13. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
14. Enter '1' to request Canadian Employee Entry. Enter ' ' to request US Employee Entry. (Default = ' ')	

Time Entry by Job with Tips (P066021)

Processing Option	Processing Options Requiring Further Description

1. Enter the Pay Types to be used for the following Tax Status Types:
 	
    1 - xxx
    2 - xxx
    3 - xxx
    4 - xxx
    5 - xxx	

2. Enter the default 'Tax Status' code for Tips: (Allowed Values 1 to 5)	

3. Enter the default Pay Basis to be used when entering sales.
    C = Cash
    S = Sales
    G = Charge
    O = Others	

4. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	

5. If the Union Table is selected, Enter the Pay Types to be used for each of the following categories.
 	
If the Occupational Table is selected, only Enter the Pay Type for "Regular".
    Regular - Blank
    Overtime - A
    Doubletime - B
    Tripletime - C
    Holiday - D	

6. Enter the default tips overtime pay type:	
7. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
8. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	

Processing Option	Processing Options Requiring Further Description

9. Enter one of the following Header Info. Update Options:
 	
  (default = 0)
 	
  0 = Update time cards with header info during an add only
 	
  1 = Update time cards with header info during an add and change.
 	
NOTE: Header info. Changes only allowed when proc opt 8 is set to load headings.	

10. Enter one of the following Check Route Code Update Options:
 	
  0 = Update Master only if Blank
 	
  1 = Always Update Master
 	
  2 = Do Not Update Master	

11. Enter one of the following Cost Code window formats:
 	
  (default=1)
 	
  1 = Business Unit.Object.Subsidiary
 	
  2 = Business Unit.Subsidiary.Object	

12. Enter '1' to assign Employee Job Type into the subsidiary.	
13. Enter '1' to use summarized Job Code based on Business Unit.	
14. Enter '1' to have heading fields clear with each update.	
15. Enter '1' to edit Pay Type from Classification/Pay X-Ref.	
16. Enter '1' to request Canadian Employee Entry. Enter ' ' to request US Employee Entry. (Default = ' ')	

Sales Entry / Allocation (P06603)

Processing Option	Processing Options Requiring Further Description
Select Sales Entry or Allocation to be used for this screen. (E/A)	
To have the batch number automatically assigned select 'Y'. (Y/N) F13 Invalid	
To process Tip Emp. only enter a 'Y'.	
Select a 'Y' to load Employee and Hours Worked based upon Pay Types and Date Range. (Y/N)	
Required If = Y Pay Type:	
From:	
Thru:	
Date Worked:	
From:	
Thru:	

Tip Processing/Sales Posting (P066901)

Processing Option	Processing Options Requiring Further Description
1. Enter the two-digit YEAR to be posted (Example: 17)	
IMPORTANT NOTES	
A. The YEAR entered above must be the same year requested for Pay Period End Date in Data Selection.	
B. The DATE RANGE specified in Data Selection should not exceed one year. (Example: 1/1/17 - 12/3/17)	

Tip Allocation Process (P066201)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of Pay Period End dates to be processed.	
From:	
Through:	

Processing Option	Processing Options Requiring Further Description

2. Enter the type of processing to be performed:
 	
    '1' = Allocation Proof Reporting
 	
    '2' = Update Transaction History File	

3. Enter 'Y' to exclude 'Other Sales' in Gross Receipts. (Y/N)	
4. Enter 'Y' to exclude 'Service Charge Sales' in Gross Receipts. (Y/N)	

5. Enter the method to be used to calculate Allocated Tips:
 	
    ' ' - IRS Allocation Method (default)
 	
    '1' - Flat % Allocation Method	

6. If update Transaction History file, enter the Accrual Code where the tip allocation is to be posted.	
7. Enter '1' to process a summarized time period. (default = ' ' : process pay period)	

8. If summarizing, enter the following information to put on allocation records:
 	
    Pay Period Month:
 	
    Period Number in the Month:
 	
    Pay Period End Date:	

9. Enter '1' to replace existing allocations for the months specified. CAUTION: The replace option will replace all the months' allocations for the month(s) in the from-through date range.	

Tip Credit Generation (P066101)

Processing Option	Processing Options Requiring Further Description

1. Enter the range of work dates which will be included in this process:
 	
    FROM work date:
 	
    THRU work date:	

2. Enter '1' to Create 'Tip Credit' records. (1/0)	

Processing Option	Processing Options Requiring Further Description
3. Enter the Pay Type to be used for the 'Tip Credit' records:	

Batch Summary by Date (P061201)

Processing Option	Processing Options Requiring Further Description

1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column. e.g. Regular From Pay Type - 001 " Thru Pay Type - 010
 	
    Regular Hours - From Pay Type
 	
    " " - Thru Pay Type
 	
    Overtime (1.5) - From Pay Type
 	
    " " - Thru Pay Type
 	
    Overtime (2.0) - From Pay Type
 	
    " " - Thru Pay Type(more)
 	
    Sick Hours - From Pay Type
 	
    " " - Thru Pay Type
 	
    Vacation Hours - From Pay Type
 	
    " " - Thru Pay Type
 	
    All Other Hours - From Pay Type
 	
    " " " - Thru Pay Type
 	
Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.
 	
2. To have Column 7 heading say "Gross Pay", enter an 'E'.
 	
    To have it say "Equipment Units/Hours", enter a 'U'.	

Batch Summary by Batch (P061211)

Processing Option	Processing Options Requiring Further Description
1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column. e.g. Regular From Pay Type - 001 " Thru Pay Type - 010 Regular Hours - From Pay Type " " - Thru Pay Type Overtime (1.5) - From Pay Type " " - Thru Pay Type Overtime (2.0) - From Pay Type " " - Thru Pay Type Sick Hours - From Pay Type " " - Thru Pay Type Vacation Hours - From Pay Type " " - Thru Pay Type All Other Hours - From Pay Type " " " - Thru Pay Type **Note:** If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types. 2. To have the Column 7 heading say "Gross Pay", enter an 'E'. To have it say "Equipment Units ⁄ Hours", enter 'U'.	

Tip Summary Review (P066061)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of Pay Types to be included in each of the respective columns. Do not enter any pay types defined as "Tips"; tips will be handled independently. Regular Hours - From Pay Type " " - Thru Pay Type Overtime Hours - From Pay Type " " - Thru Pay Type Other Hours - From Pay Type " " - Thru Pay Type (roll)	
2. Enter a 1 to include Interim Check records in the column totals. (Default = 0)	
3. For Employee display format enter: "1" = Employee Number "2" = Employee SSN "3" = Additional Employee Number	

Payroll Exception Report (P063191)

Processing Option	Processing Options Requiring Further Description
1. For weekly employees, enter Minimum hours. Maximum hours.	
2. For biweekly employees, enter Minimum hours. Maximum hours.	
3. For semimonthly employees, enter Minimum hours. Maximum hours.	
4. For monthly employees, enter Minimum hours. Maximum hours.	

Processing Option	Processing Options Requiring Further Description
5. Enter the maximum allowable pay rate.	
6. Enter the minimum allowable pay rate.	
7. Specify From and Thru date if being run stand alone. From date(MM/DD/YY) Thru date(MM/DD/YY)	
8. Enter the type of Employee number to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number	

Sales Entry Register (P063071)

Processing Option	Processing Options Requiring Further Description
Select the type of employee number you wish to print on the report. 'A' = Address Book Number (Default) 'S' = Social Security Number 'O' = Third Employee Number	

Employee Time Sheets - Active Employees (P06338)

Processing Option	Processing Options Requiring Further Description
1. Enter the day on which the pay period begins. 0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday	

Processing Option	Processing Options Requiring Further Description
2. Enter the date on which this pay period begins.	
3. Enter the pay period ending date.	
4. Enter the number of additional lines to be printed per employee.	
5. Enter the type of Employee Number to be printed: A - Address Book Number S - Social Security Number O - Additional Employee Number	
6. Print Hourly Rate (Y/N)	

Generate Accumulated Wages Timecards (P063910)

Processing Option	Processing Options Requiring Further Description
Enter Pay period beginning date. Enter Pay period ending date. Is this a payoff (Y/N)? If this is a payoff, enter the date to be paid through.	

Payroll Batch File Revisions (P0601Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW: 1. Enter a '1' to view the Batch Review screen prior to working with the Payroll Batch File Revisions. The default value of blank will take you directly to Time Entry.	
FORMAT CONTROL: 2. Enter the default screen format as follows: 1 - Time Entry by Individual 2 - Time Entry by Job	

Processing Option	Processing Options Requiring Further Description
BATCH NUMBER: 3. Enter a '1' to have the batch number automatically assigned. If set to '1', F13 will be invalid.	
HEADING FIELDS: 4. Enter a '1' to load heading fields from FIRST subfile record. 5. Enter a '1' to have heading fields clear with each update. If left blank, fields will not clear.	

TIME ENTRY BY JOB:
 	
6. Enter the Cost Code Window Format as follows:
 	
    1 - BU.OBJ.SUB (Default)
 	
    2 - BU.SUB.OBJ	

SPECIAL EDITS: 7. Enter '1' to update Account Number or Business Unit, Object and Subsidiary fields while doing an add or change. '0' is the default and will not update the Account Number or Business Unit, Object and Subsidiary fields. **Note:** If in Time Entry by Individual and you enter a blank Account Number, the Job Worked field will not be updated with blanks.	

Payroll Batch File Processing (P06110Z)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE: 1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
AUTOMATIC PURGE:	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.	
ERROR FILE: 3. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040). If left blank, no records will be written to the file.	
DW VERSION FOR PAYROLL BATCH SERVER: 4. Select the DREAM Writer version for Payroll Batch Server (XT06116Z1). The default value is XJDE0001. This should only be changed by persons responsible for system-wide setup.	

Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS: 1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE: 2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

Payroll Batch Server (XT06116Z1)

Processing Option	Processing Options Requiring Further Description
PAY RATES:	

Processing Option	Processing Options Requiring Further Description
1. If you wish to use the Employee Occupational Pay Rate Table enter an (E). If you wish to use the Union Table enter a (U). If left blank, neither will be used.	
PAY TYPES: 2. If you selected Occupational Pay Rates, enter the pay type for Regular Pay.	
3. If you selected Union Rates, enter the pay type to be used for each of the following categories: Regular - Overtime - A Double time - B Vacation - C Holiday - D 4. Enter a '1' to edit Pay Type from Classification Pay X-REF. If left blank, editing will not occur.	
BATCH NUMBER: 5. Enter a '1' to have batch numbers automatically assigned. If left blank, batch numbers will not be assigned by the program.	
RECORD LOCKS: 6. Enter a '1' to prevent changes and deletions to a record locked by another user. If left blank, changes and deletes will be allowed	

Payroll Cycle Processing Options

Auto Deposit (P06233)

Processing Option	Processing Options Requiring Further Description

AUTO DEPOSIT ADVICE PRINTING OPTIONS:
 	
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.)
 	
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.)
 	
3. Enter Employee Number Identification option:
 	
    blank = Address book No.
 	
    2 = Social Security No.
 	
    3 = Third Employee No.
 	
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.	

Processing Option	Processing Options Requiring Further Description
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'	

Print Checks (P06231)

Processing Option	Processing Options Requiring Further Description

CHECK PRINTING OPTIONS:
 	
 1. Enter the program name that translates check amounts from numbers to words.
 	
 (See User Defined Codes, system code 98, record type "CT" for program numbers.)
 	
 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.)
 	
 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.)
 	
 4. Enter Employee Number Identification option:
 	
     blank = Address book No.
 	
     2 = Social Security No.
 	
     3 = Third Employee No.	

Processing Option	Processing Options Requiring Further Description
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".	

Payroll Positive Pay Bank Work File Build (P062361)

Processing Option	Processing Options Requiring Further Description
PAYMENT INFORMATION: 1. Enter a '1' to format the Check Date in Gregorian (MDY) format. If left blank, the date will be Julian.	
HEADER/TRAILER RECORDS: 2. Enter a '1' to bypass writing the Header and Trailer records to the file. If left blank, Header and Trailer records will be written.	
REPORT OPTION: 3. Enter a '1' to print a summary report. If left blank, a detail report will be printed.	
BANK TAPE: 4. Enter the following default values: Device Name Tape Density Label Name Blocksize New Volume Name New Owner ID File Name	

Create Payroll Journal Entries (P06220)

Processing Option	Processing Options Requiring Further Description
1. Enter a 'Y' to display the accrual factor and override accounting date.	
2. Enter a '1' to copy labor hours to the units for premium labor entries. This only applies when the premium portion of overtime is split from the labor entry.	

Pay Period Journal Batch Proof (P06229)

Processing Option	Processing Options Requiring Further Description
This option will submit a batch job to print the Journal Proof for the specified Journal Batch. ENTER BATCH NUMBER TO PRINT	

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)	

General Liability Insurance Register (P063651)

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.	

Final Update Integrity Report (P06705)

Processing Option	Processing Options Requiring Further Description

1. Enter the type of employee number to print.
 	
  A = Address Book Number (Default)
  S = Social Security Number
  O = Other (Third) Employee Number	

General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION: 1. Enter Batch Number or Batch Date or Batch User ID	

PRINT SELECTION:
 	
2. Identify how to print amount fields on Post Journal:
 	
  '1' = to Millions (w/ commas)
  '2' = to Billions (w/o commas)
  Blank (Default) = No Journal Printed.	

Processing Option	Processing Options Requiring Further Description
3. Identify which account number to print on report: '1' = Account Number '2' = Short Account ID '3' = Unstructured Account '4' = (Default) Number Entered During Input	
FIXED ASSETS: 4. Enter a '1' to post F/A entries to Fixed Assets. **Note:** DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L. 5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING: 6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) 7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS: 8. Enter a '1' for 52 Period Post. **Note:** DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE:	

Processing Option	Processing Options Requiring Further Description
9. Identify when to update the Tax Work file (F0018): '1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File **Note:** When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'. 10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount 11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT: 12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION: 13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT: 14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.	

Processing Option	Processing Options Requiring Further Description
DETAILED CURRENCY RESTATEMENT: 15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running. 16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING: 17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file. **Note:** The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES: 18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period. Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.	
BATCH TYPE SELECTION: **Note:** This option should NOT be changed by User.	

Payroll History Processing Options

Net Cumulative/Payroll Month (P060911)

Processing Option	Processing Options Requiring Further Description

Do you wish to display Hours or Pieces
 	
    H = Hours Worked
 	
    P = Pieces Produced	

Transaction Ledger Inquiry (P060913)

Processing Option	Processing Options Requiring Further Description
Select the following to Sort by: '1' - to sort on the Work Dates '2' - to sort on the Check Dates	For the Time Accounting system, the option to sort by check date is not applicable as the system only recognizes general ledger dates and work dates. When you sort by work date, the line-by-line information on the Monthly Transaction Ledger form might not match the corresponding information that appears on Quarterly Balances/Payroll Month.
Select the following to Display: '1' - to display Gross Pay (Wages) '2' - to display the Recharge Amounts (Default Value)	

Transaction Ledger Inquiry (P060912)

Processing Option	Processing Options Requiring Further Description

Select the following to Sort by:
    '1' - to sort on the Work Dates
    '2' - to sort on the Check Dates	

Select the following to Display:
    '1' - to display Gross Pay (Wages)
    '2' - to display the Recharge Amounts (Default Value)	

Time & Pay Inquiry (P06099)

Processing Option	Processing Options Requiring Further Description

Select the following to Display:
    '1' - to display Gross Pay (Wages) *
    '2' - to display the Recharge Amounts (* - Default Value)	

Payroll Accrual Inquiry (P060931)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display accrued information.	
2. Enter a '1' if you do not want dollar amounts displayed.	
3. Enter a '1' to display Payroll Month history (F06146) for fiscal or anniversary DBAs. A value of blank will display Fiscal Anniversary (F06147) history.	

YTD Balances - Leave with Dock Pay (P060932)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display Payroll Month history (F06146). The default is to display history for the fiscal or anniversary year when it exists (F06147).	

Paycheck Review and Void (P060611)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display the checks in descending order by check date.	

Tax History by Company (P06416)

Processing Option	Processing Options Requiring Further Description
1. Enter Fiscal Year. (Enter the same year in Data Selection values.)	
2. Enter Thru Period Number.	
3. Enter the Company Number. (Blank defaults to all companies.) (Enter the same company or *ALL in Data Selection values.)	
4. Enter '1' to change report format to print amounts greater than $10 (Ten) million dollars. '0' is the default and will print format for amounts less than $10 (Ten) million dollars.	
NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.	

Tax History by Employee (P064161)

Processing Option	Processing Options Requiring Further Description

1. Enter Calendar Year.
 	
2. Enter Thru Period Number.
 	
3. Enter the employee number you wish to print:
 	
    (Default = 'A')
 	
    A = Address Book Number
 	
    S = Social Security Number
 	
    O = Third Employee Number
 	
NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.	

Employee Pay & Tax Register (P063231)

Processing Option	Processing Options Requiring Further Description

1. Select the employee number you wish to print.
 	
    A = Address Book Number (Default)
 	
    S = Social Security Number
 	
    O = Third Employee Number
 	
2. Enter the period end date. (MMDDYY)
 	
NOTE: This field is REQUIRED.
 	
3. Enter the type of history to print.
 	
    Blank = Month-to-Date
 	
    1 = Quarter-to-Date w/Monthly Balances
 	
    2 = Quarter-to-Date totals only
 	
    3 = Year-to-Date w/Monthly Balances
 	
    4 = Year-to-Date w/Quarterly Balances
 	
    5 = Year-to-Date totals only	

Processing Option	Processing Options Requiring Further Description
4. Print the detailed transactions associated with each balance. 'Y' = Yes ' ' = No (Dflt = ' ')	
5. Print multiple employees per page. Blank is one employee per page. 'Y' = Yes ' ' = No (Dflt = ' ') NOTE: The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail.	
6. Print Company totals. A blank will print the detail information. 'Y' = Yes ' ' = No (Dflt = ' ')	

Federal Taxation History Report (P06347)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print. A = Address Book Number (Default) S = Social Security Number O = Third Employee Number	

State/Local Taxation History (P06348)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of employee number to print. A = Address Book Number (Default) S = Social Security Number O = Third Employee Number	
2. If only one company is going to be used for this report, enter the company number. The default is blank and all companies will be used.	

DBA Register (P063102)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number you wish to print. A = Address Book Number S = Social Security Number O = Other	
2. Print MTD, QTD, YTD information: Y = Union, Job codes will not print. N = Current period info ONLY.	
3. Deductions to appear as negatives: (Y/N)	

401K Report (P063221)

Processing Option	Processing Options Requiring Further Description
1. Select Type of Employee # to print: 'A' - Address Book 'S' - Social Security Number 'O' - Additional Employee Number	

Processing Option	Processing Options Requiring Further Description
2. Select type of report required: ' ' - Current Amounts & MTD '1' - Current Amounts & QTD '2' - Current Amounts & YTD '3' - Monthly Amounts & QTD '4' - Monthly Amounts & YTD '5' - Quarterly Amounts & YTD	
3. Deductions to appear as negatives: '1' = Yes ' ' = No (Dflt = ' ')	
4. DBA codes to be listed separately: '1' = Yes ' ' = No (Dflt = ' ')	

Investment Report (P063251)

Processing Option	Processing Options Requiring Further Description
1. Select the type of Detail you wish to print on the report. P = Pay Period Detail M = Monthly Detail Q = Quarterly Detail A = Annual Detail	
2. Enter Employee Deduction Code.	
3. Enter DBA Code ranges to be used for Employee Investments: Fixed Inv. - Range 1 from Type " " thru " Range 2 from " " " thru " Equity Inv.- Range 1 from Type " " thru " Range 2 from " " " thru "	

Processing Option	Processing Options Requiring Further Description
4. Enter the Basic Benefit Code.	
5. Enter DBA code ranges to be used for Employer Matching Inv.	
Fixed Inv. - Range 1 from Type	
" " thru "	
Range 2 from "	
" " thru "	
Equity Inv.- Range 1 from Type	
" " thru " (More)	
Range 2 from "	
" " thru "	
6. Employee Investments will appear as negatives.	
1 = Yes	
' ' = No	
(dflt = ' ')	
7. Enter the Employee Number to print:	
A = Address Book	
S = Social Security Number	
O = Third Employee Number	

Time & Pay Entry Register (P063002)

Processing Option	Processing Options Requiring Further Description
1) Enter type of Time Cards that you wish to print:	
L = Labor Time Cards	
R = Recharge Time Cards	
E = Equipment Time Cards	
2) If 'L', enter Employee Number you wish to print:	
A = Address Book Number	
S = Social Security Number	
O = Third Employee Number	
3) Print the General Ledgers Account Number: (Y/N)	

PDBA History by Company (P06415)

Processing Option	Processing Options Requiring Further Description
1) Enter Fiscal Year	
2) Enter Thru Period Number	
3) Enter the Company Number (Blank defaults to all companies)	
4) Show hours on the Report (Y/N)	
Note: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.	

PDBA History by Employee (P064151)

Processing Option	Processing Options Requiring Further Description
1. Specify the thru calendar quarter for this payroll report. '1' = 1st Calendar Quarter '2' = 2nd " " '3' = 3rd " " '4' = 4th " " Default = '1'	
2. Enter the employee number you wish to print. (Default = 'A') A = Address Book Number S = Social Security Number O = Third Employee Number	
Note: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.	

Paycheck History Detail (P063181)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number you wish to print. A = Address Book Number S = Social Security Number O = Third Employee Number	
2. Enter the beginning date to be processed.	
3. Enter ending date to be processed.	

Analysis of Hours Report - Address Book Number (P063271)

Processing Option	Processing Options Requiring Further Description
1. Enter a two digit month. If left blank the system will use the current month.	
2. Enter the type of employee number to print. A = Address Book Number (Default) S = Social Security Number O = Third Employee Number	

Benefit Accrual Roster (P064501)

Processing Option	Processing Options Requiring Further Description
1. Enter the FROM date for the range.	
2. Enter the THRU date for the range.	
3. Enter a '1' to process fiscal and anniversary history. A blank will process payroll month history.	

Processing Option	Processing Options Requiring Further Description
4. Select the Employee Number to print: A = Address Book S = Social Security O = Third Employee	
5. Enter a '1' to process vacation and sick benefits/accruals ONLY.	
6. Enter a '1' to have vacation and sick dollar amounts printed on the report.	
Note: Dollars will not be printed for benefits/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.	
7. Enter a '1' to print the amount over limit.	
8. Enter the DBA codes to process or leave blank to process all. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
9. Enter a '1' to print current dollars or leave this processing option blank (' ') to print historical dollars.	
10. Enter a '1' to print the vacation and sick hour amounts as days. (Processing option 5 must be set to '1'.)	

YTD Balances - Leave with Dock Pay (P060932)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display Payroll Month history (F06146). The default is to display history for the fiscal or anniversary year when it exists (F06147).	

Business Unit Tip Allocation by EE (P066302)

Processing Option	Processing Options Requiring Further Description
1. Select the Employee Number you wish to Print. A = Employee Number (Default) S = Social Security Number 2. Select the type of 'Sales' you wish to print on report. ' ' = Cash + Charge (Default) '1' = Cash + Charge + Other '2' = Cash + Charge + Other + Service 3. Enter the range of the Pay Period: From: Thru:	

Establishment Summary Report - Tips (P066304)

Processing Option	Processing Options Requiring Further Description
1. Enter the 'From' date for the report. 2. Enter the 'Thru' date for the report. 3. For Gross Calculation Enter: "1" = Cash + Charge "2" = Cash + Charge + Other "3" = Cash + Charge + Service + Other	

Tip FICA Credit Generation (P066110)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of Pay Period End Dates that you require. From Date: Thru Date:	
2. Enter the current Federal Minimum Hourly Rate. i.e. 4.25	
3. Enter the current FICA tax rate. i.e. 7.65	

Form 8027 - Federal Tip Report (P066027)

Processing Option	Processing Options Requiring Further Description
1. Enter the year for which the report is to be processed. (2 characters)	
2. Enter "1" if the allocation of tips is based on good faith agreement. Default is blank.	
3. Enter the title of the person who will sign this report (15 characters)	
4. Enter the date you want to print next to the signer's title.	
5. Enter "1" for Final Return or "0" for Amended. Default = "1"	
6. Enter the company number that will represent the Corporate Headquarters address.	
7. Enter "1" if Tip Allocation is run other than calendar year.	
8. For Gross Calculation Enter: "1" = Cash + Charge "2" = Cash + Charge + Other "3" = Cash + Charge + Service + Other	

Processing Option	Processing Options Requiring Further Description
9. If tip allocation is based on hours- worked method, enter the number of days the business was open during the Calendar Year. NOTE: The total hours for the Cost Center will be divided by the number of days the business was open to derive the average number of employee hours worked per business day during the payroll period.	
10. Enter a "1" to combine charge tips and charge receipts in box 2.	

Employee Tip History (P06640)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of pay periods to be included in this Report: FROM - THRU -	
2. To summarize pay period information at the monthly level select a '1'.	
3. To summarize employee history select a '1'.	
4. Print tip hours Information select a '1'.	

Business Unit Tip History Report (P06641)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of pay periods to be included in this Report: FROM - THRU -	
2. To summarize pay period information at the monthly level enter a '1'. (1 ⁄ blanks)	
3. To summarize employee history enter a '1'. (1 ⁄ blanks)	

Sales Information Report (P066350)

Processing Option	Processing Options Requiring Further Description

Enter the range of pay periods to be included in this Report:
 	
    FROM -
 	
    THRU -
 	
To print a summary page select a 'Y'.(Y/N):	

Holiday Exception Report (P063401)

Processing Option	Processing Options Requiring Further Description

1.   Enter the range of pay periods to be included in this Report:
 	
    FROM -
 	
    THRU -	

2. Minimum number of hours to be worked to qualify for Holiday pay:	
3. Holiday Exception codes to be used: Less than 'Minimum Hours' worked	

Print Employee Timesheets (P066371)

Processing Option	Processing Options Requiring Further Description
1. Enter the Pay Period End Date for which the report is to cover.	
2. Enter a '1' to include all pay rates or '0' to use Employee Master rates. (Default = 1)	

3.   For Employee Display Format enter:
 	
    'A' = Employee Number
 	
    'S' = Employee SSN
 	
    'O' = Other Employee Number	

Interim Checks Processing Options

Interim Check Entry (P060531)

Processing Option	Processing Options Requiring Further Description
1. Enter your Job Queue name.	
2. Enter your Deduction number for Advances. (NOTE: This deduction MUST have the declining balance flag set to 'Y'.)	
3. Enter your Version Name or Number for Payroll Register (P063012).	
4. Enter the Program Number for Time Entry. (P061121, P066011 or P068011) NOTE: P061121 - Time Entry By Individual P066011 - With Tip Information P068011 - With Piecework Information	
5. Enter a '1' to verify the information entered on the Interim Check Entry screen. '0' is the default and will bypass the redisplay of this screen and will take you directly to Time Entry.	

Payment Reconciliation Processing Options

Payroll Bank Reconciliation (P063241)

Processing Option	Processing Options Requiring Further Description

Print employees' names and number on the report. (Y or N)
 	
Select employee number to print:
 	
    A = Address Book Number
 	
    S = Social Security Number
 	
    O = Third Employee Number
 	
Note: If employee's wages are deposited to more than one account, and you wish to print all accounts, you must specify Subsequent Check Control number EQ *ALL in the DREAM Writer data selection.	

Periodic Reports Processing Options

941 Worksheet (P068500)

Processing Option	Processing Options Requiring Further Description
1. Enter the quarter number being processed. 1st Quarter = 1 2nd Quarter = 2 3rd Quarter = 3 4th Quarter = 4	
2. Enter the FICA tax rate as a decimal fraction (e.g., 06.2% entered as .062)	
3. Enter the Medicare tax rate as a decimal fraction (e.g., 1.45% entered as .0145) The detail wage list will show employee withholding for Social Security and Medicare. These amounts will be doubled on the 941 tax return to reflect employee and employer taxes. For example, .062 will appear on the 941 report as .124 and .0145 will appear on the 941 report as .0290.Tax Adjustments: Options 4-8 are for entering adjustments for lines 7c-7g of the 941 form. If the adjustment has already been entered into tax history, leave the option(s) blank.	
4. Enter current quarter's adjustments for tips and group-term life insurance. (Format: 999999999.99)	
5. Enter current year's income tax withholding. (Format: 999999999.99)	
6. Enter prior quarter's social security and Medicare taxes. (Format: 999999999.99)	

Processing Option	Processing Options Requiring Further Description
7. Enter any special additions to federal income tax. (Format: 999999999.99)	
8. Enter any special additions to Social Security and Medicare. (Format: 999999999.99)	
9. Enter total deposits for this quarter, including overpayment applied from a prior quarter. (Format: 999999999.99)	
10. Enter 'Y' to receive a refund for an overpayment. Answering 'N' will apply overpayments towards your next return. (The default is 'Y')	
11. Enter the state abbreviation where deposits were made -OR- Enter 'MU' if deposits were made in multiple states. (Default is 'MU')	
12. Enter an 'M' if you were a monthly schedule depositor for the entire quarter – OR- Enter an 'S' if you were a semiweekly schedule depositor for any part of this quarter. (Default is 'M')	
13. Enter 'Y' to print the Detail Wage List. Default is 'N'.	
14. Enter 'Y' to create F068500 records. (941 Federal Tax History Summary) Default is 'N'.	

940 Quarterly Worksheet (P068502)

Processing Option	Processing Options Requiring Further Description
1. Specify the calendar quarter to be included in this payroll report. Calendar Quarter 1 - Enter a 1 " " 2 - Enter a 2 " " 3 - Enter a 3 " " 4 - Enter a 4 2. Report inclusion/exclusions: '1' to include pension employees, '2' to include contract employees, '3' to include all employees. Default is ' ' for exclusion of pension and contract employees.	

940 Annual Worksheet (P068503)

Processing Option	Processing Options Requiring Further Description
1. Enter 'Y' if you are required to pay unemployment contributions to only one state. (If 'N' skip 2 and 3.) (The default is 'Y') 2. Enter 'Y' if you paid all state unemployment contributions by Jan 31 (If 'N' skip question 3.) (The default is 'N') 3. Enter 'Y' if all wages that were taxable for FUTA tax are also taxable for your state's unemployment tax. (The default is 'N') 4. Enter 'Y' if you pay all wages in a state other than New York. (The default is 'Y') Enter the percentage used to calculate the following taxes. Example: If the percentage is 6.2% enter .062	

Processing Option	Processing Options Requiring Further Description
5. The FUTA Tax rate (The default is .008)	
6. The Gross FUTA Tax rate (The default is .062)	
7. The Maximum Credit rate (The default is .054)	
8. Enter 'Y' to receive a refund for an overpayment. Answering 'N' will apply overpayments towards your next return. (The default is 'Y')	

State Income Tax Report (P068400)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of dates to be included in this report: From Date: Thru Date:	
2. Report inclusion/exclusions: '1' to include pension employees, '2' to include contract employees, '3' to include all employees. Default is ' ' for exclusion of pension and contract employees.	

Local Income Tax Report (P068401)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of dates to be included in this report - From Date: Thru Date:	

Processing Option	Processing Options Requiring Further Description
2. Enter '1' to print the employees address. Default = ' '.	
3. Enter '1' to print employees with no wages. Default = ' '.	

Workers Compensation/General Liability Report (P06343)

Processing Option	Processing Options Requiring Further Description

Enter type of report to be processed:
 	
    W = Workers Compensation Ins. Report
 	
    G = General Liability Ins. Report	

Report Heading Date Stipulation:
 	
    From -
 	
    Thru -
 	
Note: Dates are for documentation only.
 	
Use DW selections for date range.	

Select which employee number to print:
 	
    A = Address Book Number
 	
    S = Social Security Number
 	
    O = Other Employee Number If you wish to display County/Provincial Information enter 'Y'. (Y/N)
 	
Default = N	

Workers Compensation/General Liability Summary (P06343)

Processing Option	Processing Options Requiring Further Description

Enter type of report to be processed:
 	
    W = Workers Compensation Ins. Report
 	
    G = General Liability Ins. Report	

Processing Option	Processing Options Requiring Further Description

Report Heading Date Stipulation:
 	
    From -
 	
    Thru -
 	
Note: Dates are for documentation only.
 	
Use DW selections for date range.	

Select which employee number to print:
 	
    A = Address Book Number
 	
    S = Social Security Number
 	
    O = Other Employee Number If you wish to display County/Provincial Information enter 'Y'. (Y/N)
 	
Default = N	

EEO-1 Maintenance & Survey (P05851)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' if you are a multi-establishment employer and your locations for reporting EEO-1 are a parent company with subsidiary companies. Leave blank if you are a multi-establishment employer and your locations for reporting are a company with home business units.	

EEO-4 Report (P068514)

Processing Option	Processing Options Requiring Further Description
1. Please enter starting salary for each salary range below. Enter real dollars, i.e., 8000 instead of 8,000 or 8.0. Beginning Salary for Range 1 " Range 2 " Range 3 " Range 4 " Range 5 " Range 6 " Range 7 " Range 8	
2. Enter Beginning Date of Report Period Enter Ending Date.	
3. Enter address book number of jurisdiction being reported.	
4. Enter Jurisdiction Control Number.	
5. Enter the Employment Status Code(s) to identify full time employees. (Enclose in quotes and separate with a space. Ex: ' ' '1' '2')	
6. Enter the data item for the payroll category code (ex. P001 - P020) that contains the employee's function code	
7. Enter address book number of EE0-4 Contact Person.	
8. Enter address book number of Company EE0-4 Contact Person reports to.	
9. Enter address book number of Certifying Official.	

EEO Staff Utilization Report (P068900)

Processing Option	Processing Options Requiring Further Description
1. Enter From date:	
2. Enter To date:	

Processing Option	Processing Options Requiring Further Description
3. Enter non-ethnic code:	
4. To select only one business unit, enter the business unit number. (It must be right adjusted in the first twelve characters.) Leave blank to print all business units.	

Veterans' Employment by B.U. & Company (P080434)

Processing Option	Processing Options Requiring Further Description

Enter the Beginning and Ending dates for the reporting period.
 	
    Beginning Date -
 	
    Ending Date -
 	
Enter the 9 digit Dun and Bradstreet ID number.	

Railroad Retirement BA-3a (P068513)

Processing Option	Processing Options Requiring Further Description
1. Enter Maximum RUIA Compensation.	
2. Enter Maximum Tier I Compensation.	
3. Enter Maximum Tier II Compensation.	

4.   Enter the type of output desired:
 	
    1 = Magnetic tape
 	
    2 = Report
 	
    3 = File (File name is F068513)	

5. Enter the Payroll Location number.	
6. If "3" for File was selected in Option 4 above, enter the name of the library where the file should reside.	

Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
1. Enter range of Dates to be included in the processing: From - Thru	

2. Enter type of date ranges as above:
    Wrk Dt/PPED - ' ' = Work Dates
    '1' = Pay Per. End	

3. Enter '1' to produce :
    Job Billing Register Detail P063201
    Job Billing Register Summary P063211
    Job Billing H & W Detail P063121
    Job Billing H & W Summary P063122
    Job Billing W/C by Job P063301
    Job Billing PL & PD by Job P063302	

4. Enter version number for:
    Job Billing Register Detail P063201
    Job Billing Register Summary P063211
    Job Billing H & W Detail P063121
    Job Billing H & W Summary P063122
    Job Billing W/C by Job P063301
    Job Billing PL & PD by Job P063302	

Job Billing Register - Detail (P063201)

Processing Option	Processing Options Requiring Further Description

1. Detail or summary:
    ' ' = Detail
    '1' = Summarize	

2. Select employee number to print:
    A = Address Book Number
    S = Social Security Number
    O = Third Employee Number	

Processing Option	Processing Options Requiring Further Description
3. Enter '1' to include payroll burden costs. '0' = No '1' = Yes **Note:** YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT THEM.	

Job Billing – Work Center by Job (P063301)

Processing Option	Processing Options Requiring Further Description
1. Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number 2. Include payroll burden costs: ' ' = No '1' = Flat Burden '2' = Actual Burden	
Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.	

Job Billing Health & Welfare - Detail (P063121)

Processing Option	Processing Options Requiring Further Description
1) Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number	
2) Include payroll burden costs: ' ' = No '1' = Flat Burden '2' = Actual Burden	

Processing Option	Processing Options Requiring Further Description
Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.	

Job Billing Health & Welfare - Summary (P063122)

Processing Option	Processing Options Requiring Further Description
1) Include payroll burden costs: ' ' = No '1' = Flat Burden '2' = Actual Burden	
Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.	

Job Billing Register - Summary (P063211)

Processing Option	Processing Options Requiring Further Description
1. Include payroll burden costs: ' ' = No '1' = Yes	
NOTE: YOU MUST HAVE CREATED DETAILED:	
BURDEN RECORDS (F0624) TO REPORT THEM.:	
2. Summarize benefits: ' ' = Do not summarize '1' = Summarize by benefit '2' = Summarize all benefits	

Job Billing - PL & PD by Job (P063302)

Processing Option	Processing Options Requiring Further Description
1. Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number 2. Include payroll burden costs: ' ' = No '1' = Flat Burden '2' = Actual Burden	
Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.	
3. General Liability set up as 'GENL' on Worker's Comp Table: '1' = Yes	

Certified Payroll Report (P06371)

Processing Option	Processing Options Requiring Further Description
1. Enter the Pay Period Ending Date to be processed. 2. Enter '1' to display deductions in total or a default of blank will cause the deductions to display in detail. 3. Enter '1' to display "Fringe Detail". IF PRINTING "FRINGE DETAIL", THE FORM WIDTH MUST BE SET TO 162.	

Health & Welfare by Payee & Union (P063142)

Processing Option	Processing Options Requiring Further Description

1) Enter range of dates to be included in the processing:
 	
    From -
 	
    Thru -
 	
2) Above dates by Pay Period End, or Work Dates:
 	
    ' ' = Work Dates
 	
    '1' = Pay Per. End
 	
2) Enter '1' for a total page by payee.	

Union Distribution Report (P063151)

Processing Option	Processing Options Requiring Further Description
Specify the Pay Period Ending Date to be printed on this report. **Note:** This date is informational; you need to specify the date range in data selection to be processed.	

Health & Welfare by Employee (P063112)

Processing Option	Processing Options Requiring Further Description
1) Enter range of dates to be included in the processing: From - Thru -	
2) Enter type of date range as above Work/PPED - ' ' = Work Dates '1' = Pay Per. End	
3) Enter '1' for a total page by payee.	
4) Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number	

Health & Welfare by Payee & Employee (P063132)

Processing Option	Processing Options Requiring Further Description
1. Enter Range of dates to be included in the processing: From - Thru –	
2. Enter type of date ranges as above: Wrk Dt/PPED- ' ' = Work Dates '1' = Pay Per. End	
3. Enter '1' for a total page by payee.	
4. Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number	
5. Enter 'Y' to suppress print of wages.	

Journal Entry Processing Prior to the Payroll Cycle Processing Options

Generate Timecard Journals Batch Proof (P06229)

Processing Option	Processing Options Requiring Further Description
This option will submit a batch job to print the Journal Proof for the specified Journal Batch. ENTER BATCH NUMBER TO PRINT	

General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION: 1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION: 2. Identify how to print amount fields on Post Journal: '1' = to Millions (w/ commas) '2' = to Billions (w/o commas) Blank (Default) = No Journal Printed. 3. Identify which account number to print on report: '1' = Account Number '2' = Short Account ID '3' = Unstructured Account '4' = (Default) Number Entered During Input	
FIXED ASSETS:	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to post F/A entries to Fixed Assets. **Note:** DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L. 5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING: 6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) 7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS: 8. Enter a '1' for 52 Period Post. **Note:** DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE: 9. Identify when to update the Tax Work file (F0018): '1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File **Note:** When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	

Processing Option	Processing Options Requiring Further Description
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT: 12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION: 13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT: 14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT: 15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running. 16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	

Processing Option	Processing Options Requiring Further Description
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file. **Note:** The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES: 18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period. Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.	
BATCH TYPE SELECTION: **Note:** This option should NOT be changed by User.	

Index

Miscellaneous

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