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Contract Calendars

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Contract Calendars

Overview

Many public service organizations, such as school districts and public safety agencies, work with yearly contracts that specify the number of days employees work. Contract Calendars enable school districts and agencies to administer pay according to a contract year. The enhancements to Contract Calendar functionality provide additional automation and flexibility to school districts and agencies to pay employees on contract calendars. These enhancements allow you to:

- Attach a calendar to employees with an hourly pay class
- Automate certain values, such as Number of Periods to Pay
- Use additional functionality in the calendar processes, such as the enhanced detach and delete functions
- Attach an initial calendar to groups of employees
- Control the display of information, such as Annualized Salary and the Contract Calendar Setup program
- Derive salary information based on the Pay Rate Source value as often as necessary for a variety of situations

To use the enhanced functionality, you must complete the following Contract Calendar tasks:

- Setting Up Contract Calendar Information
- Set up Employees and Jobs
- Attach a Contract Calendar to an Employee or Job
- Attach a Calendar to Groups of Employees Initially
- Prepare a Pre-Payroll Run

Setting Up Contract Calendars Information

You must set up default information for Contract Calendars that applies to your entire system.

Setting up Contract Calendars includes the following tasks:

- Set up Human Resources History Constants
- Set up Contract Calendar constants
- Set up User Defined Codes (UDCs)
- Set up Data Dictionary Items

- Set up Pay Types
- Set up DBAs
- Set up Contract Calendars and Workdays

Before You Begin

- Set up dates that are not standard working days, for example holidays or parent / teacher conference days, in UDC 05 / HL prior to creating the Contract Calendar. This ensures the correct day value for each day in the calendar. The day value is set up in the Description-2 field. When the system creates the Contract Calendar, it assigns each date a day value of one standard working day (1.00), unless you specify a different amount in UDC 05 / HL. If you leave the Description-2 field blank, the day value is zero or the equivalent to an unpaid holiday.
- Run the Convert Day Values in F08931 program on menu A91-A91PC00002 (G97U02) to convert values in the Day Value and Sum of Day Values Remaining fields in the Contract Calendar Day Values table (F08931).

Note: This conversion program can be run only once. JD Edwards World recommends that you backup your F08931 table prior to running the conversion, in case you need the original data from this table.

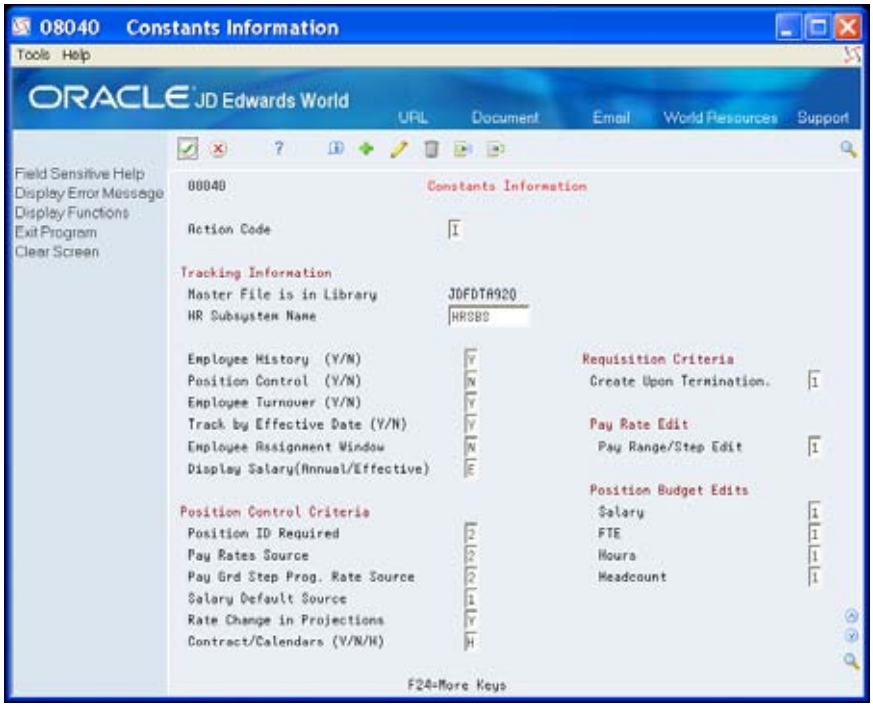
To set up human resources history constants

From Human Resources (G08), choose Employee History
From Employee History (G08H1), enter 29
From Constants &History/Turnover Setup (G08H4), choose Constants Information

You use the Constants Information program (P08040) to activate the contract calendar functionality in your system. The system stores this information in the HR ONLY - History Constants table (F08040).

On Constants Information, complete the following field and click Change.

- Contract Calendars (Y / N / H)



Field	Explanation
Contract Calendars (Y / N / H)	A field that specifies whether you are using Contract Calendars to identify the work days for a group of employees. Y = Contract Calendars are used - Salaried employees only N = Contract Calendars are not used H = Contract Calendars are used - Salaried and Hourly employees NOTE: The value of 'H' is only applicable to US Payroll at this time.

To set up contract calendar constants

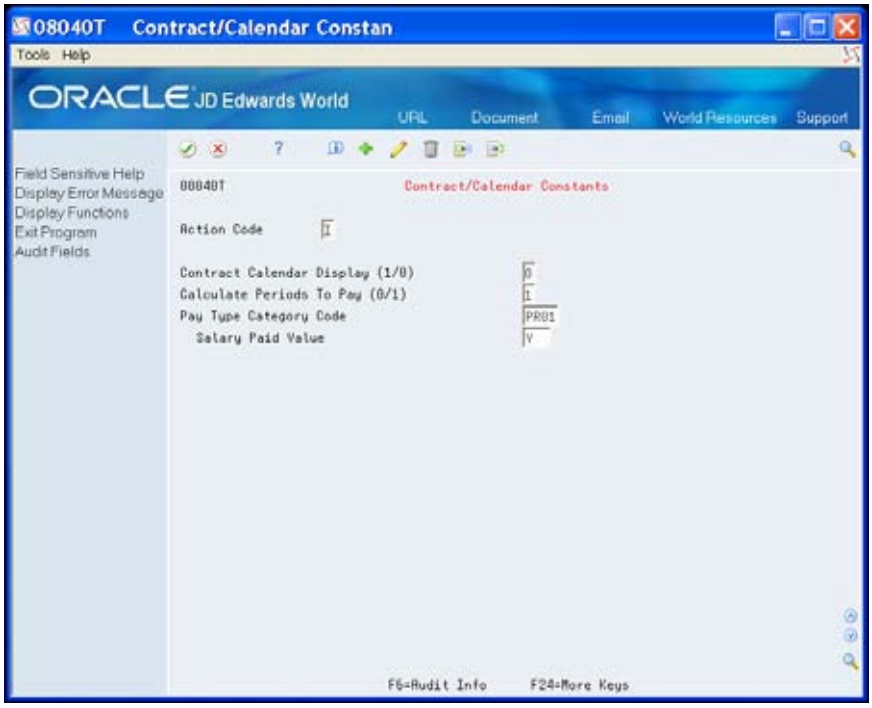
	From Human Resources (G08), choose **Employee History** From Employee History (G08H1), enter 29 From Constants &History/Turnover Setup (G08H4), choose **Contract Calendar Constants**

You use the Contract Calendar Constants program (P08040T) to define some of the contract calendar features in your system. The system stores this information in the HR ONLY - Contract Calendar Constants table (F08040T).

On Contract Calendar Constants, complete the following fields and click Add.

- Contract Calendar Display (1 / 0)

- Calculate Periods to Pay (1/0)
- Pay Type Category Code
- Salary Paid Value



Field	Explanation
Contract Calendar Display (1/0)	A flag that indicates whether or not the user wants the Employee Contract Calendar Setup program to automatically display whenever an employee is added to the Employee Master AND the Contract Calendar flag is turned on in the HR History Constants. 0 = No 1 = Yes (Default)
Calculate Periods to Pay (1/0)	A flag that indicates whether or not the user wants the system to automatically calculate the periods to pay in the Employee Contract Calendar Setup program. 0 = No (Default) 1 = Yes If yes AND the Contract Calendars flag is turned on in the HR History Constants, then Periods to Pay will automatically be calculated based on the Calendar's start and end dates, the Employee's start and end dates, and the associated record in the Master Pay Cycles.

Field	Explanation
Pay Type Category Code	The pay type category code that you use to identify the pay types to be included in some calculations. Valid category codes for pay types are PR01 through PR10. If you enter a pay type category code here, you must enter values in the associated UDC table for the category code. The values entered will be used to identify the pay types to be included. For example, category code PR01 is associated with UDC 07/T1. If you enter PR01 in this field, you must enter value(s) in UDC 07/T1. The value(s) you enter in the UDC are then attached to the pay types you want to include by entering a value in the category code field of the pay type. When a program performs a calculation that needs to know which pay type records to include, it will look for pay types that have one of the values in the UDC table associated with the category code specified in this field.
Salary Paid Value	This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization. *Screen-specific information* The value you will use to identify the pay types that should be included when calculating the salary paid field. This value must also be entered in the UDC associated with the Pay Type category code you have chosen to use for this purpose. For example, if you chose to use category code PR05, then you must make sure the value entered in this field is in UDC table 07/T5. Valid category codes for pay types are PR01 through PR10. Their associated UDC tables are 07/T1 through 07/T0.

To set up UDCs

From Human Resources (G08), enter UDC

If you want contract calendars to automatically calculate the Number of Periods to Pay, you must associate a master pay cycle with the contract calendar. When you attach the calendar, the system refers to the master pay cycle to determine the number of periods. You must enter the name of the Master Pay Cycle in the Description 2 field for each of the Contract Calendar codes in UDC 05/CT.

1. On General User Define Codes, locate UDC 05/CT.

2. Complete the following field and click Change.

- Description 2

To set up data dictionary items

From Human Resources (G08), enter DD

You must modify some data items to take advantage of the Accumulated Wages and Dock Pay features.

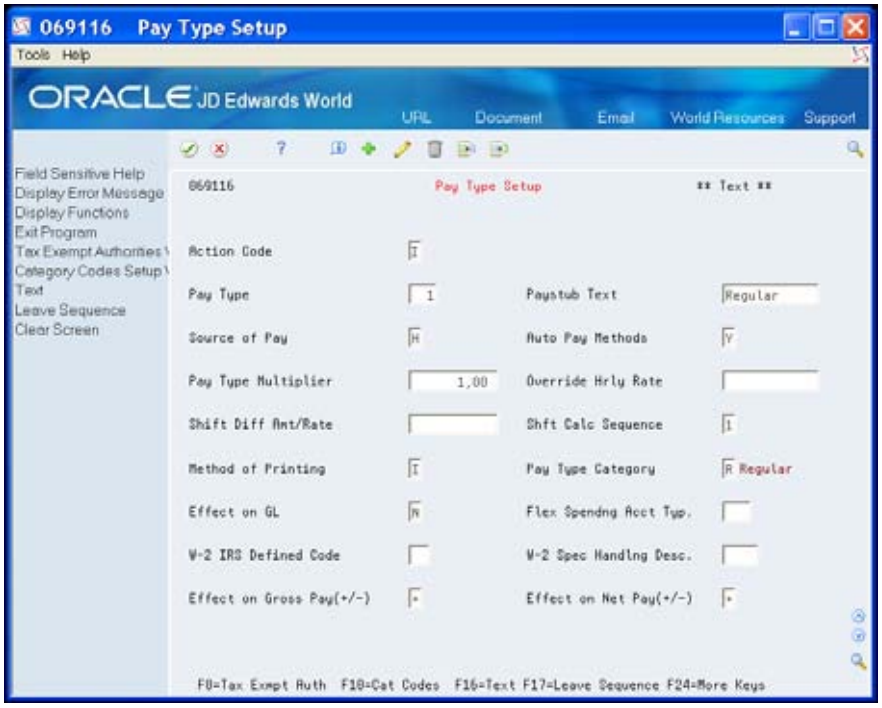
1. On Data Dictionary, locate the #RAW Data Item.
2. Enter the pay type you want to use to accumulate wages in the following field and click Change.
   - Default Value
3. Locate the #DOK Data Item.
4. Enter the pay type you want to use to dock pay in the following field and click Change.
   - Default Value

To set up pay types

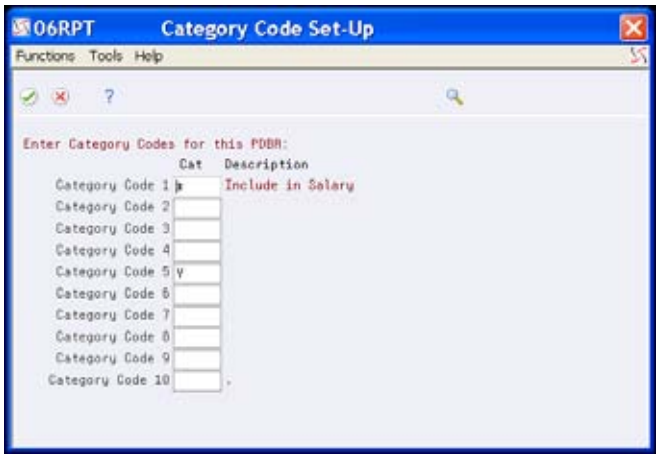
From Pay/Deductions/Benefits Setup (G0742), choose Pay Type Setup

If you want to specify which pay types to include in the Salary Paid calculations, you must enter a value in the category code for the Pay Types. You should modify a value for the category code you specify in the Pay Type Category Code field in the Contract Calendar Constants. The value you enter should match the value you specify in the Salary Paid Value field in the Contract Calendar Constants.

1. On Pay Type Setup, perform one of the following:
   - Enter a new Pay Type
   - Locate a Pay Type



2. Choose Category Codes Setup Window (F10) to access a list of category codes for pay types.

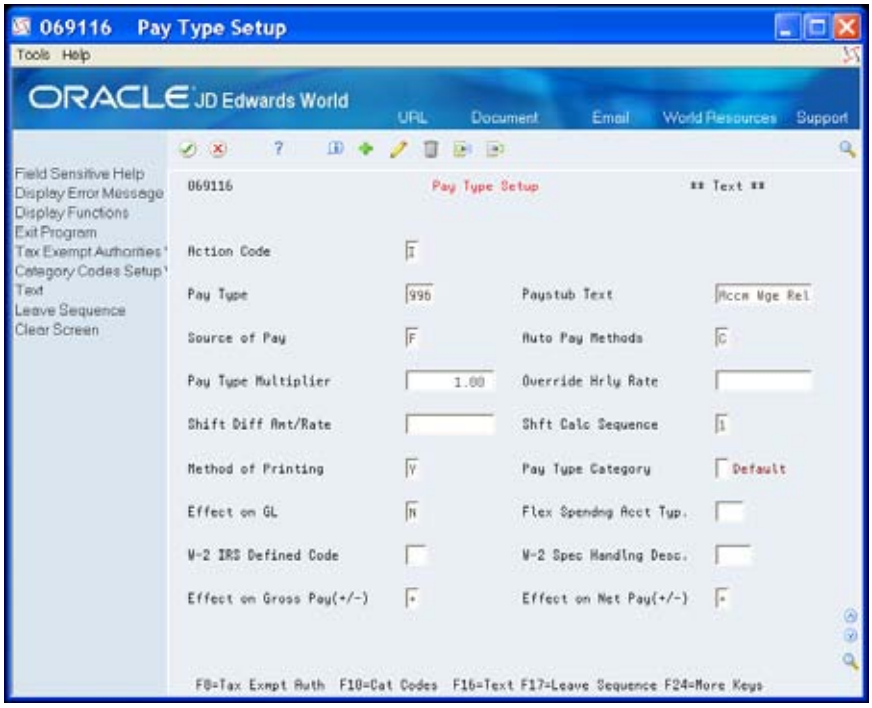


3. On Category Code Set-Up, complete the appropriate Category Code field.

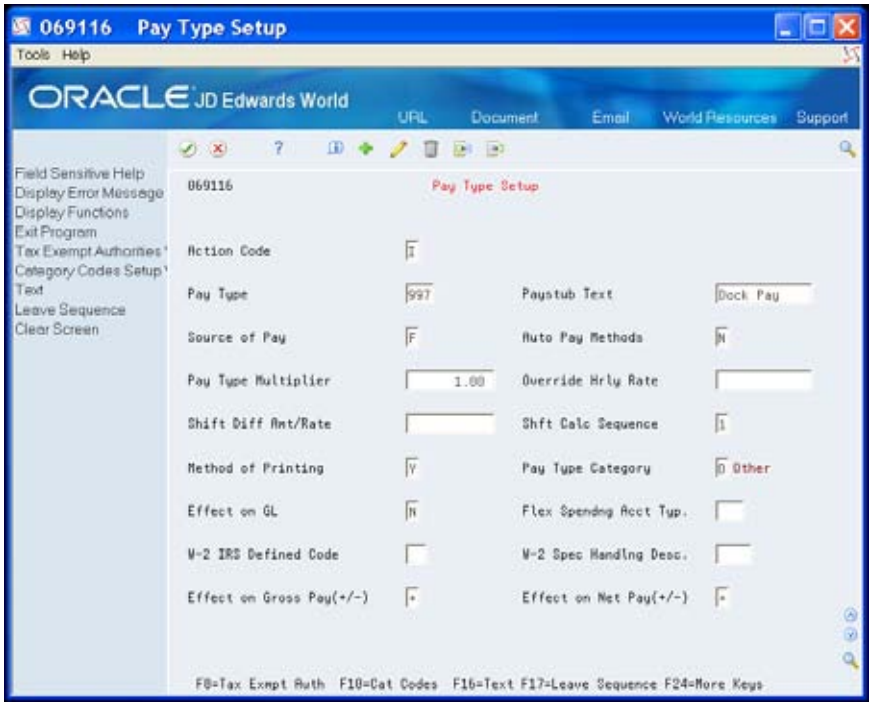
You enter the value in the Category Code field for each pay type should match the value in the Pay Type Category Code field in the Contract Calendar Constants.

4. Click Add or Change.

If you use accumulated wages, set up the pay type that you entered in the Relief of Accrued Wages (#RAW) data item with the following values in order to relieve accumulated wages:



If you use dock pay, set up the pay type that you entered in the Dock Pay (#DOK) data item with the following values in order to dock an employee's pay:



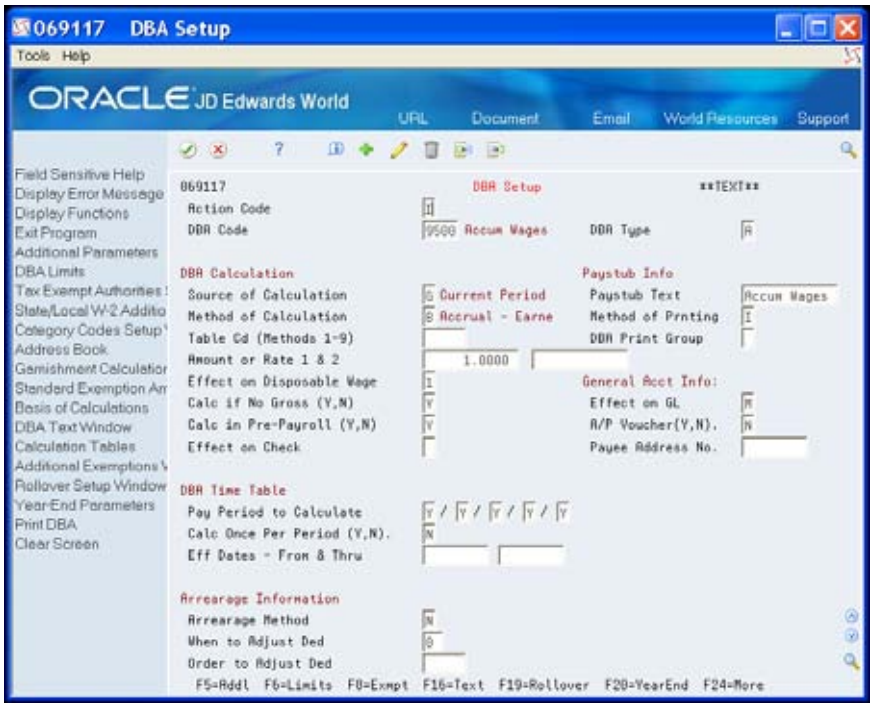
To set up a DBA

	From Pay/Deductions/Benefits Setup (G0742), choose DBA Setup

If you use accumulated wages, you must set up DBA 9500 in order to relieve accumulated wages.

> **Note:** Do not include the Accumulated Wages (996) or the Dock Pay (997) Pay Types in the Basis of Calculation or the system does not pay accumulated wages in full.

1. On DBA Setup, perform one of the following:
   - Enter a new DBA for 9500
   - Locate DBA 9500

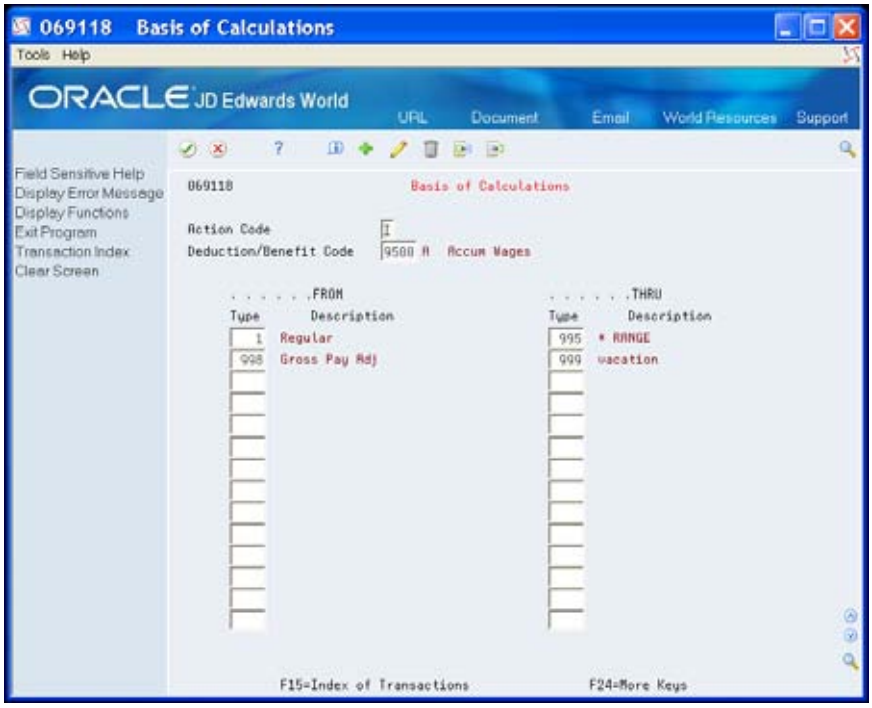


2. Enter B in the Method of Calculation field.

3. Enter M in the Effect on GL field.

   You must complete these fields for the system to save records in the Accumulated Wages Distribution File table (F0628).

4. Choose Basis of Calculations (F15).



5. On Basis of Calculations exclude 996 and 997 in the Pay Type fields.

To set up a contract calendar and work days

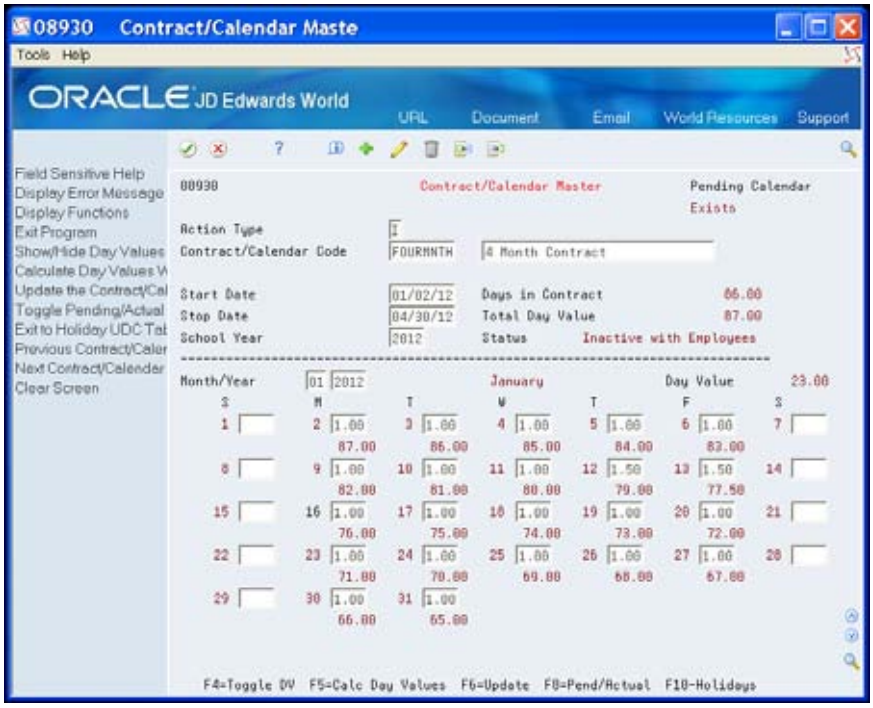
	From Payroll Pay Grade/Calendar Setup (G0749), choose **Contract Calendar Master**

Use the Contract Calendar Master program (P08930) to add and update the Contract Calendar Master table (F08930) that includes all calendars to which you can attach an employee.

A calendar contains a start date and a stop date to indicate the length of time the contract is valid, a school year, the number of workdays, and so forth.

Use the Contract Calendar Master program (P08930) to add and update the Contract Calendar Day Values table (F08931), which contains all of the valid workdays within a calendar and a value for each workday.

> **Note:** Many of the fields now include two decimals. This allows you to establish work days to the hundredths position, for example 1.25.



Setting up Employees and Jobs

Use one of the Employee Entry programs (P060101 on the Employee Information menu G0711, P070101 on the Canadian Employee Information menu G07711, or P0801 on the Benefits Administration menu G08B1 or on the Employee Information menu G08E1) to set up an employee. Use the Employee Multiple Job Entry program (P060118) to set up secondary jobs for an employee.

Depending on how you set the Contract Calendar Display (1/0) field in the Contract Calendar Constants, the Employee Contract Calendar Setup program (P08932), which is now a full screen, can display when you add an employee or a secondary job.

The type of information that you must enter for each employee, as well as the way the system calculates salaries or hourly rates, varies depending on the pay rate source that you specify in the Human Resources Constants. JD Edwards World made changes to how and when it calculates the salaries or hourly rates. For example, when you delete or detach a calendar, the system recalculates the employee's salary or hourly rate based on the pay rate source instead of using the Current Salary that is on the Contract Calendar.

The pay rate sources that you can continue to choose include:

- Pay Rate table
- Pay Grade Step table
- None (no default)

JD Edwards World recommends that you do *not* copy employee records if you plan to attach a contract calendar to the employee. When you copy employee records,

some of the values the system copies might be incorrect for the new employee, such as the standard hours per year, salary, or hourly rate. These values are critical to ensure accurate calculations.

After you attach a calendar to an employee, you can only change the periods to pay information in the Employee Contract Calendar Setup program. The system uses this value in the contract calendar calculations; therefore you cannot change it using any other program.

Attaching a Contract Calendar to an Employee or Job

On the Employee Entry programs, the system only displays the contract calendar for the primary job. To access contract calendars for a secondary job, you must use the Employee Multiple Job Entry program.

An employee can have multiple calendar records for a single job representing various time frames in the contract calendar. For example, an employee is a teacher from 9/01/09 through 12/31/09 on the contract calendar and receives a promotion to a principal. There is a different contract salary from 1/01/10 through 6/02/10 for the same contract calendar.

To attach a calendar to an existing employee, choose the Contract Calendar function exit from one of the Employee Entry programs to access the Employee Contract Calendar Setup program.

Use any of the following new functionality:

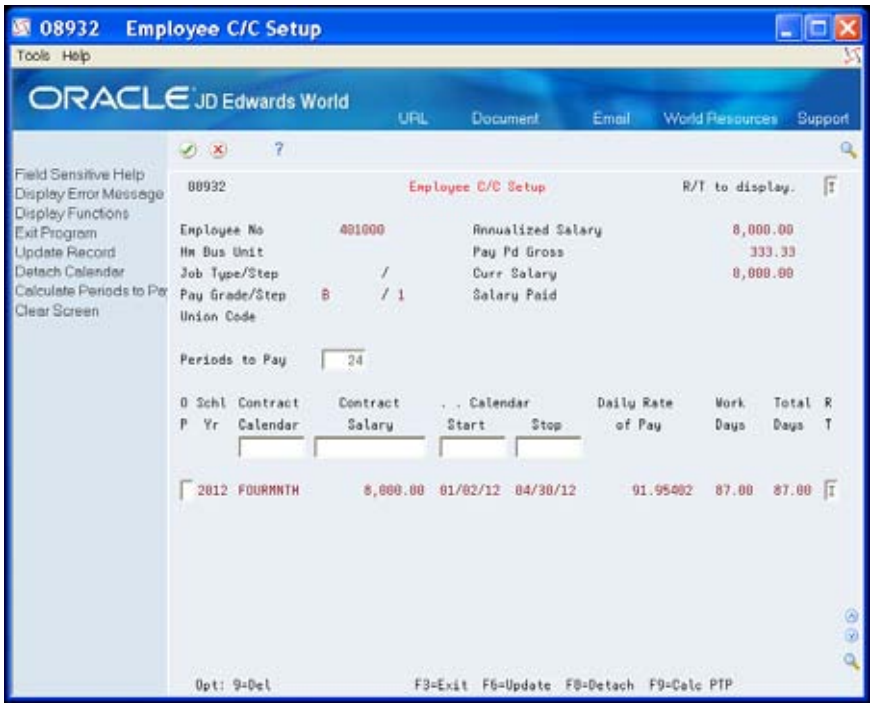
- Use Detach Calendar (F8) for any of the following reasons; however, you must first complete any payouts before you detach the calendar:
  - You attach a contract calendar to an employee in error.
  - Employee transfers to a different position before the contract calendar dates expire and no longer works under a contract calendar. For example, a teacher transfers to an administrative position.
  - You want to attach a new calendar, but want to leave the records for historical purposes to prove inclusions and exclusions in the salary calculations. You can payout a current calendar, detach it, and add a different calendar.
  - You want to add another calendar without detaching the current calendar. The last calendar you enter becomes the active calendar. For example, a salary increase scenario where you add the same calendar with a different salary.
- Use the Calculate Periods to Pay (F9) to have the system automatically calculate the periods to pay. If you set the Calculate Periods to Pay (0/1) field in the Contract Calendar Constants, the system calculates Periods to Pay based on the following:
  - Calendar Start/Stop Dates on the Employee Contract Calendar Setup screen
  - Pay Cycle Code attached to the calendar in UDC 05/CT

  - Associated records in the Master Pay Cycles where the Pay Period Ending Date falls between the Calendar Start / Stop Dates on the Employee Contract Calendar Setup screen

- Use delete (enter 9 in the Option field) to completely remove a calendar and any details about it. For example, you attached the wrong calendar.
- Enter O (omit) in the Record Type to Display field for any of the following reasons:
  - Base the salary field calculations on specific records.
  - Omit a record from the salary calculations.

The system stores the information in the Contract Salary Work File (F08932) and also updates the following new tables that contain additional fields for the Contract Calendar functionality:

- Employee Master Tag File (F060116T). A tag file to the Employee Master (F060116) that stores contract calendar information for the primary job.
- Employee Multiple Jobs Tag File (F060118T). A tag file to the Employee Multiple Job File (F060118) that stores contract calendar information for secondary jobs.
- Employee Multiple Jobs History Tag File (F060119T). A tag file to the Employee Multiple Job History File (F060119).



Field	Explanation
Annualized 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. *Screen-specific information* Depending on how you set the processing option for this program, this field might not display.
Pay Period Gross	The amount the employee will be paid each pay period during the contract year, regardless of hours worked. It is calculated as follows: (Current Salary - Salary Paid) / Periods to Pay

Field	Explanation
Current Salary	The amount that the employee is to be paid for a job that is associated with a contract calendar. The system uses all active contract calendar entries to calculate the current salary. Active entries are those with a record type of I (include). Contract calendar entries appear in the Contract Calendar Window. To calculate the current salary for an employee, the system: ▪ Calculates the amount to be paid for each active entry in a contract calendar (the total day value for the entry multiplied by the entry's daily rate of pay). ▪ Adds together the amount to be paid for each active entry. *Screen-specific information* Total salary for all included records (Omit Record Option = I). Each included record's salary is calculated as follows and then accumulated: Daily Rate of Pay * Work Days
Salary Paid	The salary paid to an employee between the time that you attach the employee's record to a contract calendar and the time that you change any of the contract calendar information. If you are using the J.D. Edwards Payroll system, the system retrieves the salary paid before change from payroll history. If you are not using J.D. Edwards Payroll, you must enter the appropriate amount in this field when you change contract calendar information for an employee. *Screen-specific information* Any amounts already paid to the employee from the Payroll Transaction History File (F0618) where the Pay Period Ending Date falls between the Start and Stop dates on the calendar. Depending on how you set the Pay Type Category Code and Salary Paid Value field in the Contract Calendar Constants, certain pay types may be excluded from this calculation.

Field	Explanation
Periods 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. For employees with contract calendars attached, this value is updated on the Employee C/C Setup screen. Before pressing F6 on the Employee C/C Setup screen, make sure that the value displayed in this field matches the number of periods used to calculate amounts for the contract calendar being attached. *Screen-specific information* The number of pay periods in the contract over which the employee will be paid the salary amount. The system uses this number to calculate the annualized salary and pay period gross amount.
Omit Record Option (RT)	A field that denotes which records to include in a contract salary calculation. Valid values are: I Include this contract and salary information in the current calculation (default). O Omit this contract and salary information in the current calculation. Blank Display both the included and the omitted records and include them in the calculation. The value you enter in the RT to Display field determines the records that display as well as the records that you want the system to include or omit in the calculation. For example, if you enter I in this field for the RT to display, the system displays only records with a value of I in the list of contracts attached to this employee. To review both omitted and included records, leave the RT to Display field blank. If you do not want the system to include one or more of the contract records in the current calculation, you must enter O on the line for that record.

Processing Options

See Employee Contract Calendar Setup (P08932).

Attaching a Calendar to Groups of Employees Initially

From Payroll Pay Grade/Calendar Setup (G0749), choose Attach Calendar to Employees

You use the Attach Calendar to Employees program (P08937) to attach a group of employees to a contract calendar the very first time. This program globally attaches a calendar to all employees that you specify in the Data Selection and the system assigns the same values you set in the processing options.

If you want to move employees to another calendar and recalculate salary information, use the Recalculate Contract Calendar Salary program (P08936).

To assign different start and stop dates or other values for other groups of employees, you must run this program multiple times with different values in the processing options each time you run the program.

You can run the program in proof or final mode. JD Edwards World recommends that you run the program in proof mode first to verify that the system correctly calculates all the amounts before you run it in final mode.

When you run this program, the system calculates the following information for each employee, based on the calendar and the values you enter in the processing options:

- Daily rate of pay
- Current salary
- Annualized salary
- Salary Paid (the salary an employee was paid before the employee received a pay change)

When you run the program in final mode, the system creates records with the calculated information in the Contract Salary Work File table (F08932) and updates the contract calendar related fields in the Employee Master (F060116) and Employee Multiple Job (F060118) tables.

Note: Ensure there is a value in the Current Salary field for every employee in the Employee Master table before you run this program. Alternately, if you have set the Pay Rate Source field on Constants Information to derive pay rate information from Pay Rate Tables or Pay Grade Step Tables, ensure that you have set up the appropriate pay rate or pay grade step tables. If not, the program cannot locate the pay rate information for the employees and it creates contract calendar records with blank Contract Salary amounts.

Processing Options

See Attach Calendar to Employees (P08937).

Preparing a Pre-Payroll Run

When you include the contract calendar employees in a pre-payroll run, their paychecks are based on their contract calendars. This also applies to hourly contract calendar employees, so you do not have to enter a timecard for them.

Frequently Asked Questions

Question	Answer
What is a Contract Calendar?	Many public service organizations, such as school districts, work under yearly contracts that specify the number of days the employees work. They can set up a calendar that identifies each date in the contract. If an organization uses different contracts for different types of employees or locations, they can set up more than one contract calendar.
How do I know if an employee or job is attached to a Contract Calendar?	Review the ACNCL field in the Employee Master table (F060116) or the YECNCL field in the Multiple Job File table (F060118). If this field contains a value, the employee or job is attached to a Contract Calendar and that field also contains the name of the Calendar from the Contract Calendar Master table (F08930). The message *Contract Calendar EE* displays in the upper right on the Employee Entry screens and *CC* displays on the Multiple Job screen in the far right.
Why won't the system allow me to attach a Contract Calendar to an hourly employee?	Verify that the Contract Calendars (Y / N / H) field is set to H on Constants Information. See *To set up human resources history constants*.

Question	Answer
What are Accumulated Wages?	In some organizations employees work for a specific number of contract days but prefer to receive payment for a different length of time. For example, a teacher works for 9 months, but prefers to be paid over a 12 month period. Employees might accumulate wages earned in the current pay period and elect to have the wages held to be paid at a later date. The Accumulated Wages process provides for this scenario and correctly accrues and expenses the wages. The system relies on DBAs that have a Method of B (accumulated wage DBA) and an Effect on G/L of M (to save records to the Accumulated Wages Distribution File (F0628)). Ensure you do *not* include the accumulated wage pay type or the dock pay type in the Basis of Calculation for the DBAs or the accumulated wages are not paid out in full. The system also relies on a Pay Type that you must set up as the default value in the Relief of Accrued Wages (#RAW) data item. You can accumulate wages for up to 50 jobs, but you must have a separate DBA for each job. The system processes this during the Journal Entries step of Payroll. You can generate timecards from Final Update or use Generate Timecard Journals on the Interim Checks and Special Post menu (G0721). If you delete or change an accumulated wage timecard, you *must* manually update the F0628 to reflect the change, for example DFU.
What are Leave Banks?	Some organizations provide employees with established hours of leave at the beginning of each contract, fiscal, or calendar year. These organizations might have more than one source of leave, often referred to as leave banks. For example, an employee might receive 20 hours of leave from the school district at the beginning of a contract and an additional 40 hours of leave from the State, thus two separate leave banks can exist. This process stocks employee's leave banks at the beginning of the appropriate year. The system relies on a Pay Type and DBAs for each leave bank. Ensure you do *not* include the leave bank pay type, accumulated wages pay type, or the dock pay type in the Basis of Calculation for the DBAs or the accumulated wages are not paid out in full. See *Set Up Earnings Information* in the *Canadian Payroll Guide* or *US Payroll Guide* for more information about Leave Banks.

Question	Answer
What is Dock Pay?	Some organizations deduct, or dock, an employee's pay when the employee takes leave in excess of the amount the employee has earned (stocked) in their leave banks. You must define this pay type as the default value in the Dock Pay (#DOK) data item. See *Set Up Earnings Information* in the *Canadian Payroll Guide* or *US Payroll Guide* for more information about Dock Pay.

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