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JD Edwards World

Time Accounting Guide

Version A9.1

Revised - July 18, 2008

JD Edwards World
Time Accounting Guide

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JD Edwards World Release A9.1 Documentation, Revised - July 18, 2008

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Contents

5 Timecard Post

6 Summary Timecard History

7 Timecard History Review

1 Overview

Overview to Time Accounting

The ongoing management of worldwide labor expenses and billings can be the core of your organization. JD Edwards World Time Accounting system offers you a timesaving and versatile solution. It allows you to capture labor expenses and transfer the data to the general ledger, job costing, and billing.

The Time Accounting system allows you to:

- Enter employee time
- Create journal entries for the general ledger

For example, you might want to pass the timecard information to the general ledger for job cost purposes.

System Integration

The Time Accounting system integrates with other JD Edwards World systems to simplify your processes and facilitate communication within your organization. Integrating Time Accounting with other systems saves time and reduces 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 Time Accounting system integrates with the following JD Edwards World systems:

- General Accounting
- Equipment/Plant Management
- Work Order Management
- Job Cost
- Shop Floor Control
- Service Billing
- Contract Billing
- Address Book

System	Explanation
General Accounting	You can set up your Time Accounting system to integrate with the General Accounting system so that Time Accounting automatically updates general ledger transactions and account balances. The Time Accounting system can create and post transactions to the general ledger using the accounting instructions you define.
Equipment/Plant Management	You can use the Time Accounting system to enter labor and equipment time. Then, you use the Equipment/Plant Management system to: ▪ Charge a job for use of equipment ▪ Track labor for equipment maintenance
Work Order Management	You can use the Time Accounting system to enter employee labor and equipment usage by a work order. You can use the Work Order Management system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects, service calls, and manufacturing projects.
Job Cost	You can use the Time Accounting system to enter labor and equipment time by day. Then, you use the Job Cost system to analyze the labor and equipment costs for a job to budgeted costs for a job.
Shop Floor Control	You can set up your Time Accounting system to integrate with the Shop Floor Control system so that Time Accounting can track actual labor costs for comparison to standard costs to manufacture items.
Service and Contract Billing	The Service and Contract Billing systems use labor hours for employees and equipment usage from the Time Accounting system to bill customers for services rendered. The systems process the transactions in the Payroll Transaction History table (F0618) and create corresponding work file transactions in the Service Billing Workfile (F4812) by document types. The Service and Contract Billing systems can revise and correct account coding errors in the payroll transactions and update the Payroll Transaction History table with the corrections.
Address Book	The Address Book system contains the employees' names and addresses.

System Features

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

Task	**Description**
Track complete employee information	You can enter information by employee for: ▪ Personal data, such as address, phone numbers, and original hire date. ▪ Job data, such as the type of job, multiple pay rates, salary, hourly and billing rates. ▪ Profile data, such as languages, licenses and skills of an employee.
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 employee with equipment. ▪ Simplify timecard entry by defining default job information at the employee or group level. ▪ Automatically create overtime pay from regular hours.
Review timecard history information	You can review historical timecard information online or print reports.

Terms and Concepts

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

- Information about the employee
  - Job type versus job
  - Pay frequency
- Employee pay information
  - Pay types (transactions)
  - Record types
  - Recharge rates
- Automatic Accounting Instructions (AAIs)

Information About the Employee

Job Type Versus Job

In the Time Accounting 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 branch or plant location, 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. Typical pay frequencies include weekly, biweekly, semi-monthly, and monthly.

Pay Information

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.

Record Types

You establish record types for each employee so the system can process timecard information. You assign each employee a record type. The system processes the following record types:

- Payroll only
- Payroll and recharge
- Recharge only

Recharge Rates

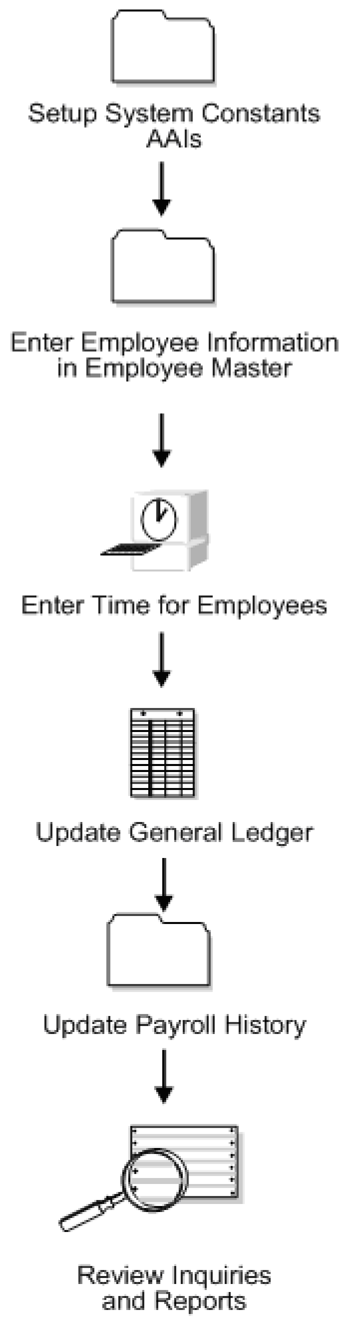
A recharge rate is a labor billing rate. This rate is used to bill customers for an employee’s services regardless of the employee’s earnings rate. Each employee can have one recharge rate in the employee master, or can have multiple billing rates based on labor distribution instructions or occupational pay rates.

Automatic Accounting Instructions (AAIs)

You set up tables of AAIs that control the accounts to which the system posts journals entries. When you generate timecard journals, the system creates a journal entry of every calculation for every employee included in the batch. After the system creates and summarizes journal entries, it passes them to the general ledger.

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

Time Accounting System Flow



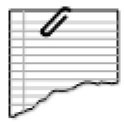
Tables Used by Time Accounting

Number	Name	Description	Prefix
F060116	Employee Master	Contains each employee's address number, salary, hourly and billing rates, and instructions for flat burden computations.	YA
F069096	Payroll General Constants	Controls processing of Time Accounting information, such as Standard hours per pay period information and non-U.S. payroll information.	YK
F06904	Automatic Distribution Rules	Contains the rules for creating the debit and credit entries from the timecard information for the Payroll Journal Detail table (F06290) and the Account Ledger table (F0911).	Y#
F06914	Payroll Journal Entry Summarization Rules	Controls the level of detail the system uses when it creates and posts the payroll journal details to the Account Ledger table (F0911).	JG
F06116	Employee Transactions Detail	Contains timecard information by employee by pay period prior to being posted to the Payroll Transaction History table (F0618).	YT
F0618	Payroll Transaction History	Contains posted timecard information by employee by pay period.	YT
F06146	Payroll Month PDBA Summary History	Contains summarized payroll journal history by employee. Maintains monthly payroll information based on the pay period end date.	YN

Menu Overview

The Time Accounting system contains the following menus.

Time Accounting Master Menu G05

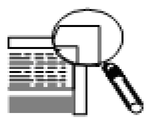


Daily Operations

* Employee Information G0511
* Employee Master/Profile Reports G05111
* Change Control and Monitoring G05112
* Time Entry G0512
* Edit Uploaded Timecards G05121
* Timecard Post and History Update G0513

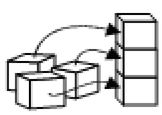
Periodic Operations

* Timecard History G052



Advanced and Technical Operations

* Advanced/Technical Operations G053



Setup Operations

* Time Accounting Setup G054
* Additional Constants and Tables G0541

2 Employee Information

Overview to Employee Information

Objectives

- To enter information about employees to track labor costs
- To enter job-related information to track compensation by job
- To create, change, and update an employee's master record

About Employee Information

You can use your Time Accounting system to track detailed information about employees. Use this information to analyze and report on employees by jobs or business units.

The system supports and maintains the following types of information:

- Employee master
- Employee profile

Complete the following tasks:

- Enter employee information
- Enter additional employee information
- Enter employee multiple job information
- Work with employee profile data
- Review employee information
- Revise employee information

Employee Master

Before you can track time and labor or recharge distribution for an employee, you must create a record for each employee. This record contains personal, company, job, pay, and billing information for the employee.

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

After you create a record of employee information, you can:

- Make changes, corrections, or updates

- Review the information, as necessary
- Terminate employment
- Reactivate employment

Employee Profile

The Time Accounting system also gives you the flexibility to track any type of information that your organization needs. You can use the profile data feature to track entire categories of auxiliary information for your employees, such as job skills, languages, or professional licenses. The system makes it easy to search on this information to locate employees who meet specific criteria.

Enter Employee Information

Entering Employee Information

Before you can track time and labor or recharge distribution for an employee, you must create a record for each employee.

To create an employee record, the system guides you through a series of forms. To enter a record for the employee, you must enter information on all the forms in the series. The system saves the record only after you complete this sequence.

After you add a new employee record to the database, that record is immediately available to use for time entry and reporting purposes. When you add an employee record, the system updates the Employee Master table (F060116).

This section contains the following:

What You Should Know About

An alternative entry method	You can also use the Basic Employee Data form to enter an employee. You might use the alternative method if you are entering only non-confidential data, such as pay rates or billing rates. See *Entering Basic Employee Data.*

Entering Employee Master Information

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Employee Entry**

Before you can track time and labor or recharge distribution for an employee, you must create a record for each employee. This record contains identification, job, and pay information for the employee.

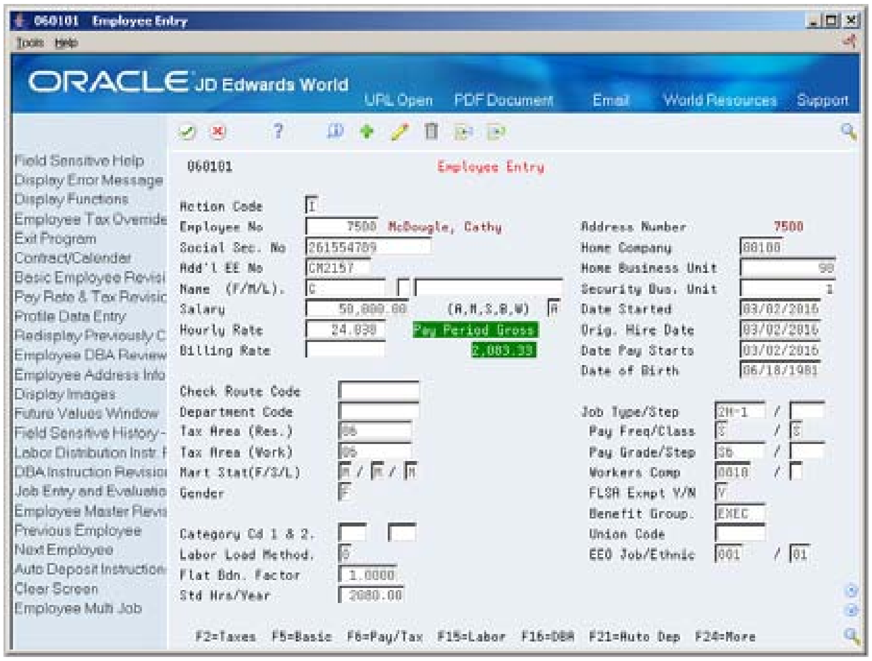
Some examples of employee identification include name, gender, and social security number. By entering location identification, you can classify employees by common company factors, such as home business unit and home company.

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

Time Accounting requires information for at least one tax area even though no taxes are calculated.

To enter employee master information

On Employee Entry



1. Complete the following required fields:

- Employee Number
- Social Security Number
- Home Company
- Home Business Unit
- Name
- Tax Area (Residence)
- Tax Area (Work)
- Pay Frequency
- Pay Class
- EEO Category
- Ethnic Category

Although the Time Accounting system does not calculate taxes, the Tax Area fields are required fields. The EEO Category and Ethnic Category fields are required unless you define blank as a valid value for these fields.

2. To enter pay rate information, complete one of the following fields:
   - Salary
   - Hourly Rate
3. To enter a recharge hourly billing rate, complete the following field:
   - Billing Rate
4. To override system-supplied dates, complete the following fields:
   - Date Started
   - Original Hire Date
   - Date Pay Starts

   The system uses the current system date for the start, original hire, and pay start dates.
5. To override system-supplied values, complete the following fields:
   - Security Business Unit
   - FLSA Exempt
   - Marital Status
   - Standard Hours per Year
6. To override system-supplied values for flat burden information, complete the following fields:
   - Labor Load Method
   - Flat Burden Factor
7. To include additional information, complete the following optional fields:
   - Additional Employee Number
   - Category Code 1
   - Category Code 2
   - Date of Birth
   - Check Route Code
8. To include additional job-related information, complete the following optional fields:
   - Job Type
   - Job Step
   - Workers Compensation
   - Union Code

   After you complete these steps, follow the steps to enter address information.

Field	Explanation
Employee No	A number that uniquely identifies an entry in the Address Book system. You can use this number to identify employees and applicants. This field accepts the identification in one of three forms: ▪ A 1- to 8- digit employee (address book) number. ▪ A 9-digit Social Security (tax ID) number with leading zeros. ▪ A 9- to 8- digit "other" number (alternate, old, third employee) preceded by a slash (/). *Form-specific information* If you leave this field blank, the system automatically assigns the next available employee number.
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.
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.

Field	Explanation
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
EEO Cat / 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.

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.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Billing Rate</td><td>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</td></tr>
<tr><td>Date Started</td><td>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.</td></tr>
<tr><td>Orig. Hire Date</td><td>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).</td></tr>
<tr><td>Date Pay Starts</td><td>The date that an employee is eligible to receive pay through 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).</td></tr>
</table>

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Security Bus. Unit</td><td>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.</td></tr>
<tr><td>FLSA Exmpt Y / N</td><td>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.</td></tr>
<tr><td>Marital Status</td><td>A user defined code (07 / MS) that specifies the employee's marital status. If you are using only the Time Accounting system without either the Payroll or Human Resources systems, the system does not calculate taxes. However, you must enter a value in order to exit the form. You can accept the default value.</td></tr>
</table>

Field	Explanation
Hours per Standard 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
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
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.
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
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. 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.
Date of Birth	The employee's date of birth.
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.
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.
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.

What You Should Know About

Deleting employee records

You cannot delete an employee record on Employee Entry if the employee has historical information in the system. JD Edwards World suggests correcting erroneous employee master information using the following methods:

- Correct the field value on the appropriate form
- Correct the history information

Pay rate computations	Depending on the values in the Pay Frequency and Pay Class fields, the system automatically computes the value for the field you leave blank for the pay rate information. For example, you can specify a pay frequency of semi-monthly and a class of salary. When you enter an annual salary of $100,000, the system automatically computes an hourly rate of $48.077. The system also displays the pay period gross rate after you enter the employee information. It uses the pay frequency/class and salary information to compute this amount. However, if you specified a pay class of hourly and enter an hourly rate of $48.077, the system does not compute the salary amount and display the pay period gross rate.
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 automatically verifies that the social security number is unique. The system does not allow duplicate social security numbers.
Tax information	The Time Accounting system requires tax information as part of entering the employee information. However, the system does not calculate tax information. Although a processing option controls the method for assigning tax areas, you must always manually enter the residence and work tax areas. The Vertex GeoCoder is not applicable to Time Accounting.
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 ▪ Tax Withholding Instructions The Pay Grade/Step, Benefit Group, and Workers Compensation fields are not applicable to Time Accounting. The full functionality of the Contract Calendar function is dependent on the Payroll or Human Resources system. To access the Job Information Revisions function, you must have the Human Resources system.

Processing Options

See Employee Initial Entry (P060101).

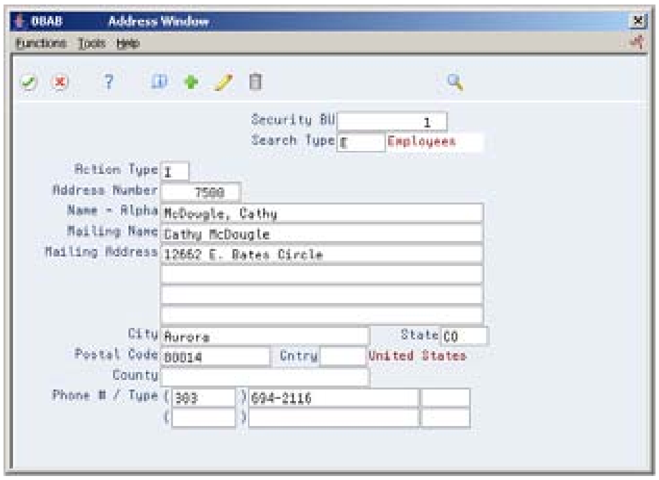
Entering Employee Address Information

After you complete the steps to enter employee master information, you must enter address information.

When you enter an employee's address information, the system updates the Human Resources Participant table (F08901).

To enter employee address information

On Address Window



1. Complete the following fields and press Enter:
   - Mailing Address
   - City
   - State
   - Postal Code
   - County
   - Phone 1
   - Phone Type
2. To override the system-supplied value, complete the following field:
   - Country

   The system default value is the country where the company is located.
3. Complete the following optional fields:
   - Phone 2
   - Phone Type

   After you complete this task, follow the steps to 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.

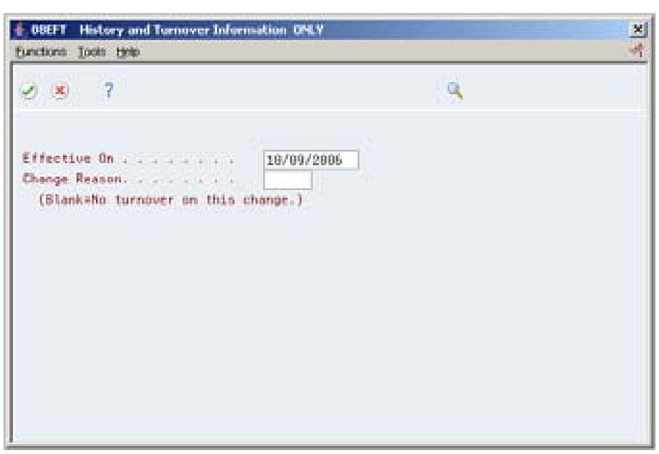
Entering History and Turnover Information

Depending on how you set up your system constants for history and turnover information, after you complete the steps to enter employee address information, you must 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.

To enter history and turnover information

On History and Turnover Information ONLY



To override system-supplied values, complete the following fields and press Enter:

- Effective On
- Change Reason

After you complete this task, follow the steps to enter tax information.

Field	Explanation
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.
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.

Entering Tax Information

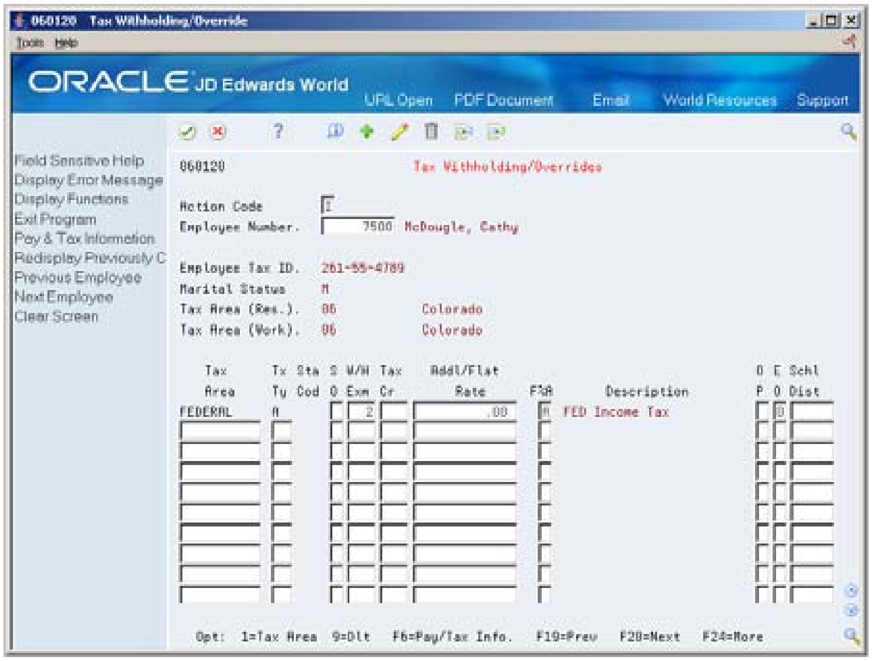
Depending on how you set up your system constants for history and turnover information, after you complete the steps to enter history and turnover information or address information, you must enter tax information.

For Time Accounting, you must enter tax information to complete the task of entering an employee. The Time Accounting system does not calculate tax information. Any information that you enter regarding taxes can be used for informational purposes. As an alternative, you can create a standard tax area number when you set up tax area information and assign that tax area to all of your employees.

Any additional values you enter for tax areas, other than the standard tax area, are informational only and are not applicable to Time Accounting.

To enter tax information

On Tax Withholding / Overrides (F2)



1. Complete the following field and press Enter:
   - Withholding Exemptions
2. Choose the Exit Program function.

   The system returns to Employee Entry and displays the following in the upper portion of the form:

Added Key = XXXXXXXX

Note: XXXXXXXX is the employee number.

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, use this field 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.

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 reporting purposes or other requirements of your company.

Entering additional employee information is optional. When you enter additional information, you can simplify system processes. For example, you can simplify the time entry process by entering labor distribution instructions for an employee. By entering labor distribution instructions, you can choose a function on an employee time entry form that copies the instructions that you have entered for the employee.

This section contains the following:

- Entering Basic Employee Data
- Entering Labor Distribution Instructions
- Defining Occupational Pay Rate Tables
- Entering Dates, Eligibility, and EEO Information
- Entering International Employee Information
- Entering User Defined Information for Employees

Entering Basic Employee Data

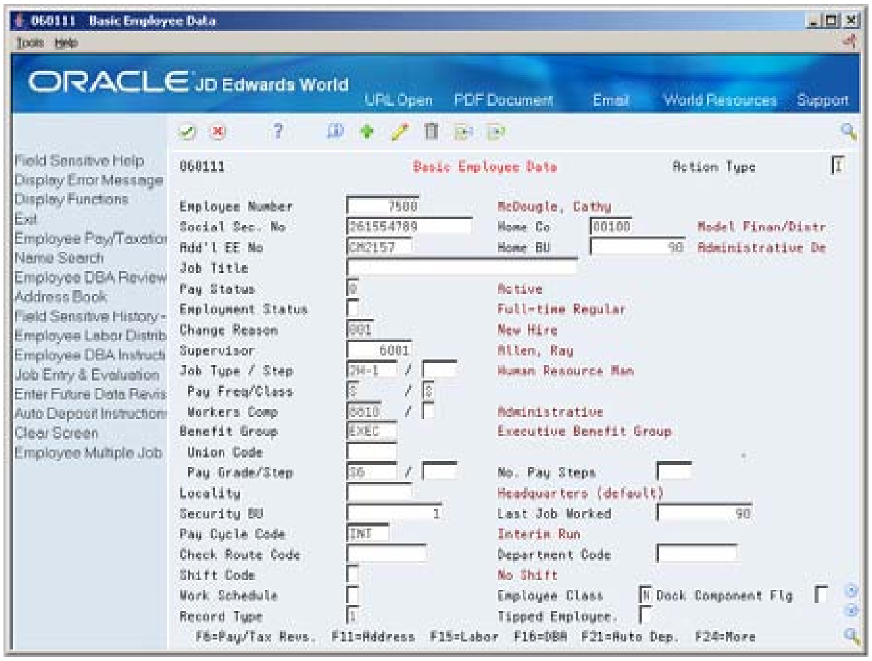
	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Basic Employee Data**

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 might use this method to enter a large number of new employees into your system. The Time Accounting system allows you to limit the information that users can access, for example, you might want to limit temporary employees from accessing salary information. Employees with access to more sensitive information would use the Employee Entry program to update the initial record.

You can also enter other employee data, such as the record type code that identifies employees whose timecards are processed using recharge only.

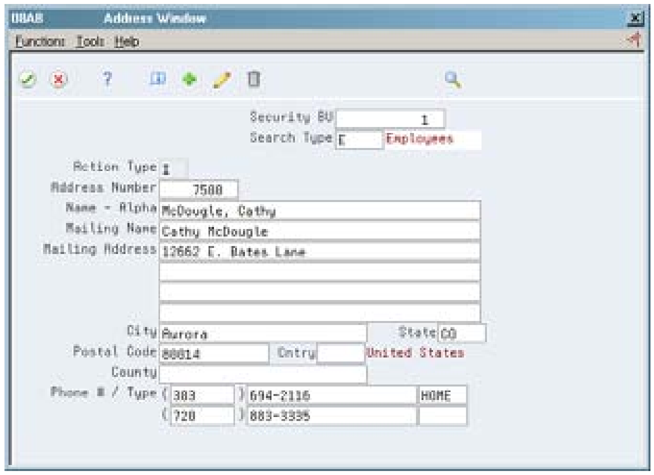
To enter basic employee data

On Basic Employee Data



1. To assign a specific employee number, complete the following field:
   - Employee Number
2. Complete the following fields:
   - 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
   - Locality
   - Shift Code
   - Work Schedule Code
   - Record Type
   - Employee Classification Status
4. To override system-supplied information, complete the following fields:

- Last Job Worked
- Pay Cycle Code



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

- Mailing Address
- Phone Number

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

6. On History and Turnover Information Only, to override system-supplied values, complete the following fields and press Enter:

- Eff. Date
- Change Reason

Field	Explanation
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.
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.
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.

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

What You Should Know About

Setting processing options

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

Functionality the for 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 Labor Distribution Instructions

From Time Accounting System (G05), choose Employee Information
From Employee Information (G0511), choose Employee Entry

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 by allowing you to retrieve the instructions when you manually enter timecards.

Use labor distribution instructions to:

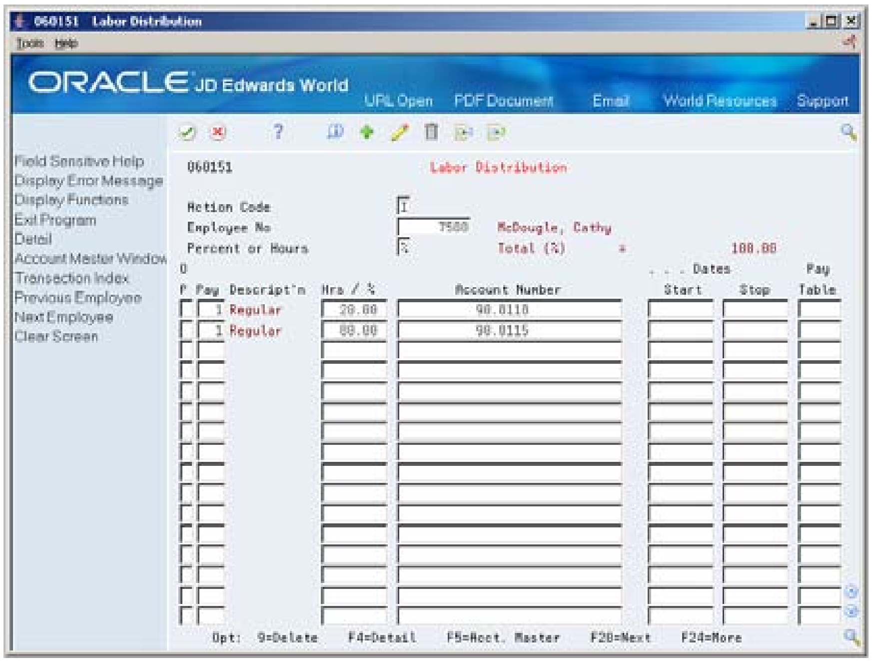
- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours

- 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

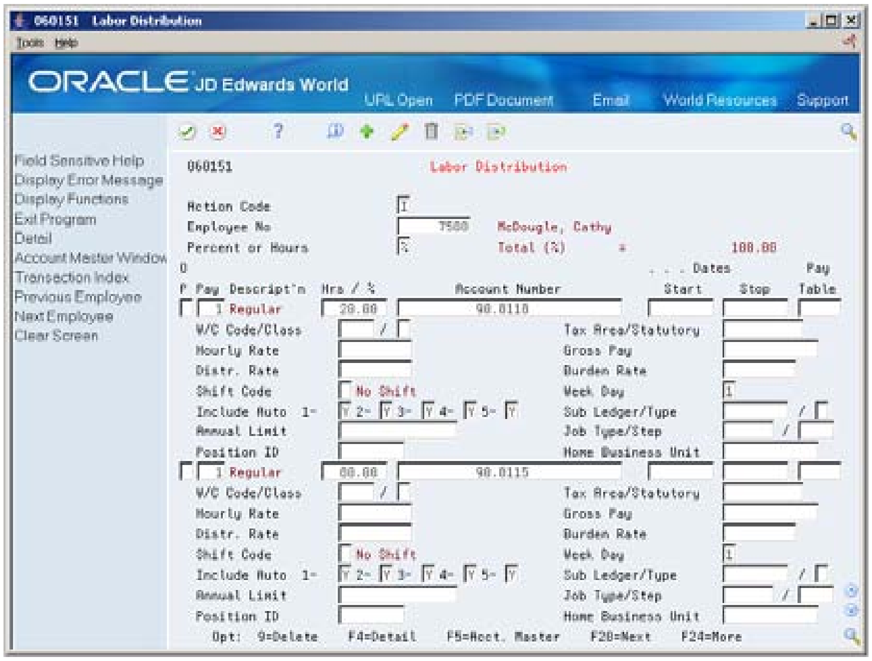
On Employee Entry

1. To locate an employee, complete the following field:
   - Employee Number
2. Choose the Labor Distribution Instruction Revisions function.



3. On Labor Distribution, complete the following fields:
   - Percent or Hours
   - Pay Type
   - Hours Worked or %
   - Account Number
4. If you choose an hourly method of distribution, complete the following optional fields:
   - Start Date
   - Stop Date

5. Access Detail.



6. To enter recharge billing information, complete the following fields:

- Distribution Rate
- Burden Rate

7. To enter pay rate information, complete the following fields:

- Hourly Rate
- Gross Pay

8. To override system-supplied information, complete the following fields:

- Workers Compensation Code
- Shift Code
- Week Day

9. Complete the following optional field:

- Home Business Unit

Field	Explanation
Percent or Amount	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.
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.
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.

Field	Explanation
Rate - Distribution (or Billing)	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
Rate - Recharge Burden	An hourly rate to be used when charging 'burden' associated with the actual billing (recharge) amounts.

What You Should Know About

Workers compensation code

The processing options for labor distribution instructions indicate where to find the workers compensation code.

Multiple active jobs

If you specify multiple active jobs on Employee Multiple Job Entry, you must enter the home business unit, job code, and job step for each job. The system uses the default value in the Position field if you leave it blank.

Labor distribution is used to override position ID accounts or AAIs both in the multiple job and single job environment. The total of all jobs 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

Processing Options

See Labor Distribution (P060151).

See Also

- *Copying Labor Distribution Instructions (P061121)*

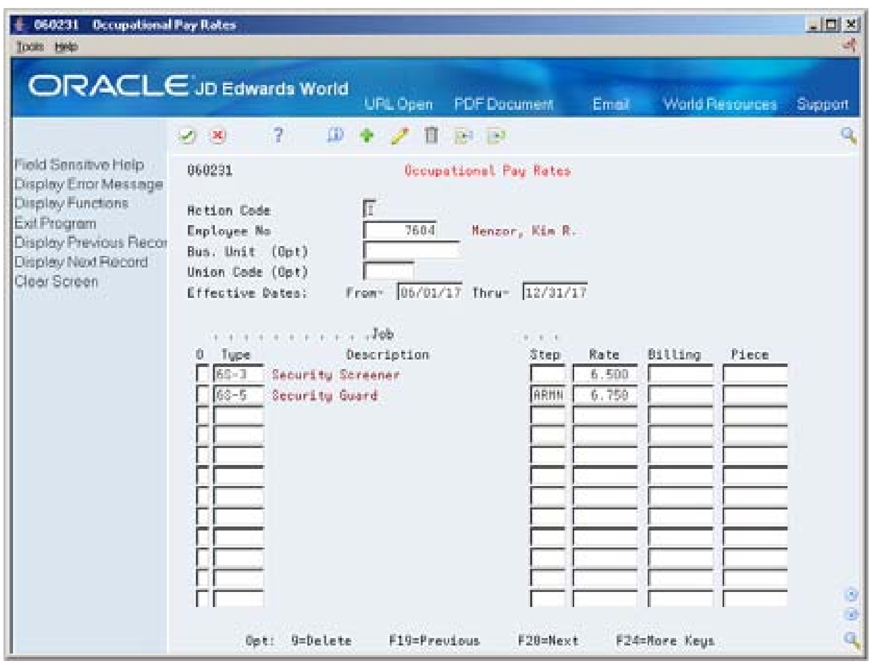
Defining Occupational Pay Rate Tables

From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), 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 required fields:
   - Employee Number
   - Effective Dates
   - Job Type
2. Complete the following optional field:
   - Job Step

3. Complete the following fields, as applicable:

- Hourly Rate
- Billing Rate

Field	Explanation
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.
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

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 from 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

Entering Dates, Eligibility, and EEO Information

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), choose **Dates, Eligibility, and EEO**

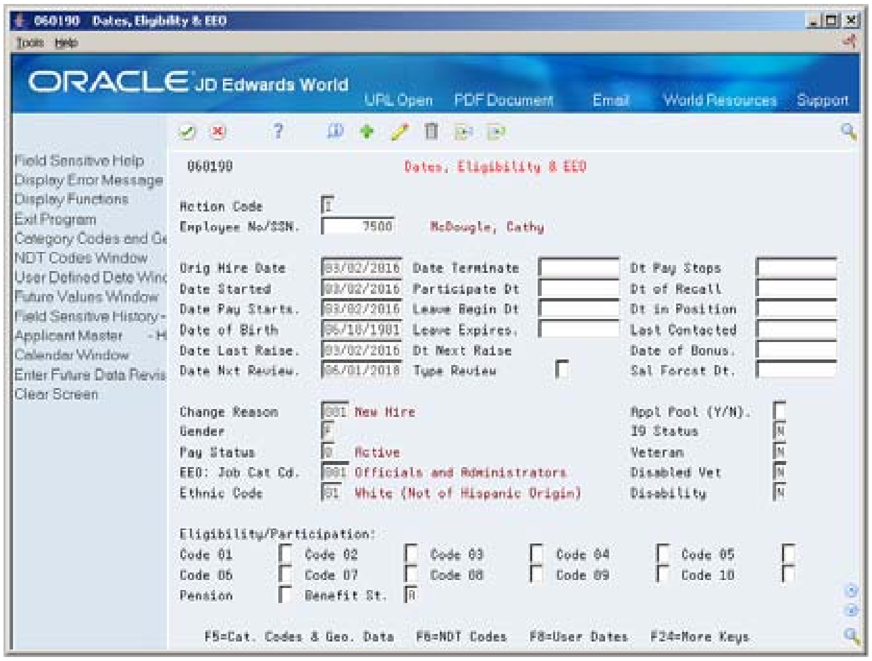
You enter dates, eligibility, and EEO information for reporting purposes or for any other business requirements. You can enter dates and EEO data, such as:

- Date of the employee's next review
- Date an employee's leave of absence expires
- Date of the last contact with a seasonal employee
- U.S. employee's I9 status

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 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. Complete the following field:
   - Employee Number
2. To enter additional date information, complete the following fields as appropriate:
   - 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 fields as appropriate:
   - Eligibility Codes 01-10
4. To enter EEO information, complete the following fields as appropriate:

- Applicant Pool
- I9 Status (U.S. only)
- Veteran
- Disabled Veteran
- Disability

Field	Explanation
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

What You Should Know About

Change reason information

The system updates the change reason information using the most recent information in the Human Resources History table (F08042). A system constant controls whether the system updates the table.

Terminated employees

When you complete the date terminated information, depending on your system constants, the system displays the History and Turnover Information form. When you complete the change reason on History and Turnover Information, the system updates the change reason on the Dates, Eligibility and EEO form.

You must manually update the pay status and applicant pool information. If the pay status code is alphabetic, the system does not allow any information for the employee's time entry. Based on the employee's pay status, the system displays the termination date on the time entry form.

You can only update the applicant pool information after you enter a termination date for an employee. If you update the applicant pool status to No, the system updates the employee search value to X to identify the employee as terminated. If you update the status to Yes, the system changes the employee search value to A for applicant. The full functionality of updating applicant pool information is dependent on the Human Resources system.

See *Revising the Status of an Employee.*

Processing Options

See Extended Employee - Dates, Eligibility (P060190).

See Also

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

Entering International Employee Information

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **International Data**

If your company has international employees, you can use Employee International Data to record information, such as maiden name, alien registration number, and country code. For Canadian employees, you can also enter information that is required for Canadian employment equity.

To enter international employee information, complete the following tasks:

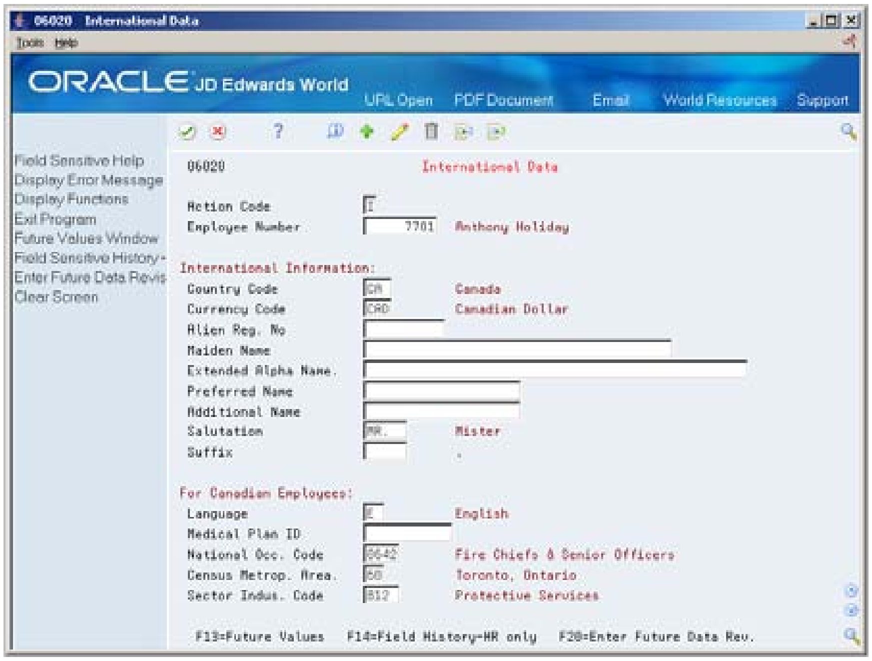
- Enter personal information for international employees
- Enter additional information for Canadian employees

Before You Begin

- To track personal and employment equity information for Canadian employees, verify that the employees' home company is Canadian.
- Verify that the International Flag is set to Y (Yes) for Company 00000 in the payroll company constants.

To enter personal information for international employees

On Employee International Data



Complete any of the following optional fields:

- Country Code
- Currency Code
- Alien Registration Number
- Maiden Name
- Extended Alpha Name
- Preferred Name
- Additional Name
- Salutation
- Suffix

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.

Field	Explanation
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.

To enter additional information for Canadian employees

On Employee International Data

1. Complete the following fields:

- Language
- Medical Plan ID

2. To enter Canadian employment equity information, complete the following fields:

- National Occupation Classification
- Census Metropolitan Area
- Sector Industrial Code

Field	Explanation
National Occ. Code	A code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes. For more information about NOC codes, see the Canadian Employment Equity documentation. *Form-specific information* You enter the default value for National Occupational Classification (NOC) codes at the job level. This default value does not appear on the Employee International Data form. However, any value you enter in this field on Employee International Data overrides the default value that you entered at the job level. The override value appears on the Employee International Data form.

Field	Explanation
Census Metrop. Area	A code that identifies the Census Metropolitan Area code of work. Valid codes are defined by the Canadian government and can be found in the Canadian Employment Equity documentation.
Sector Indus. Code	A code that identifies the Sector Industrial Code. These codes are defined by the Canadian government and can be found in the Canadian Employment Equity documentation.

What You Should Know About

Canadian values for visible minorities	The user defined code table for Ethnic Code (07/M) stores values for visible minorities. (Visible minorities are people who belong to ethnic groups other than Caucasian, such as Southeast Asian or Latin American.)
Alternate form display	The system checks the payroll company constants in the Time Accounting system to determine if the company is Canadian. If the value in the Country Code field is a non-blank value, the system displays the Canadian employee information in the lower portion of the form.

Entering User Defined Information for Employees

After you add an employee, you can add information to the employee's record. Typically, this information is unique to your organization or your industry. For example, you might need to track the dates which employees' drivers' licenses expire.

JD Edwards World provides codes and fields that make it easy for you to track this information. You define these codes and fields when you set up your system.

When you enter employee information, you enter values in the codes and fields that you have defined.

Entering user defined information for employees includes:

- Entering category and geographic data codes
- Entering user defined dates

Entering Category and Geographic Data Codes

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), choose **Category Codes and Geographic Data**

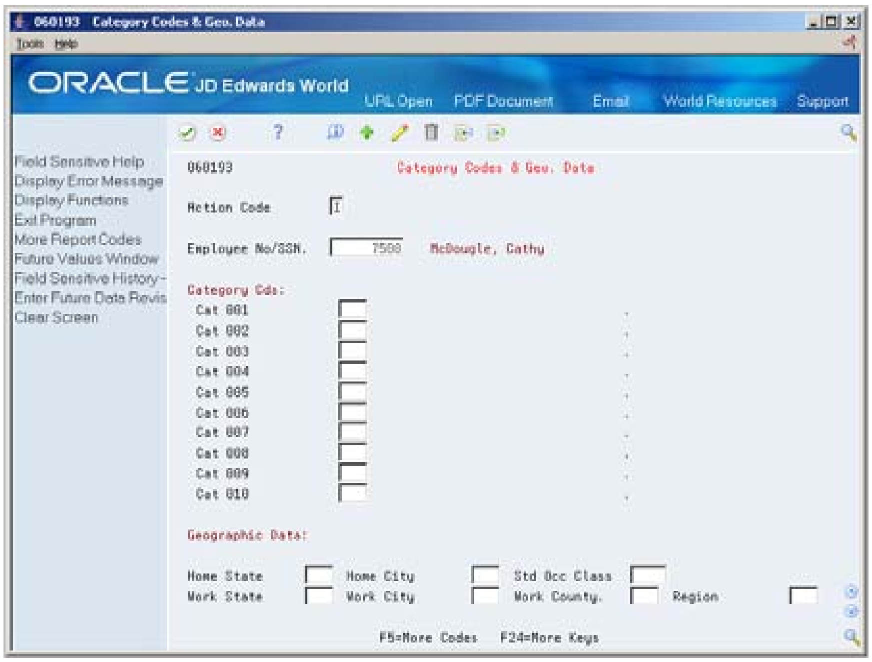
You can use these category and geographic data codes for reporting and analysis purposes.

For example, you might assign employees to a category code that you define 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 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 enter category and geographic data codes

On Category Codes and Geographic Data



1. To locate an employee, complete the following field:
   - Employee Number/SSN
2. Complete the following fields as necessary:
   - Category Codes 1-20
3. For Time Accounting, complete the following fields for informational purposes only:
   - Home State
   - Work State
   - Home City
   - Work City
   - Standard Occupational Class
   - Work County
   - Region

Entering User Defined Dates

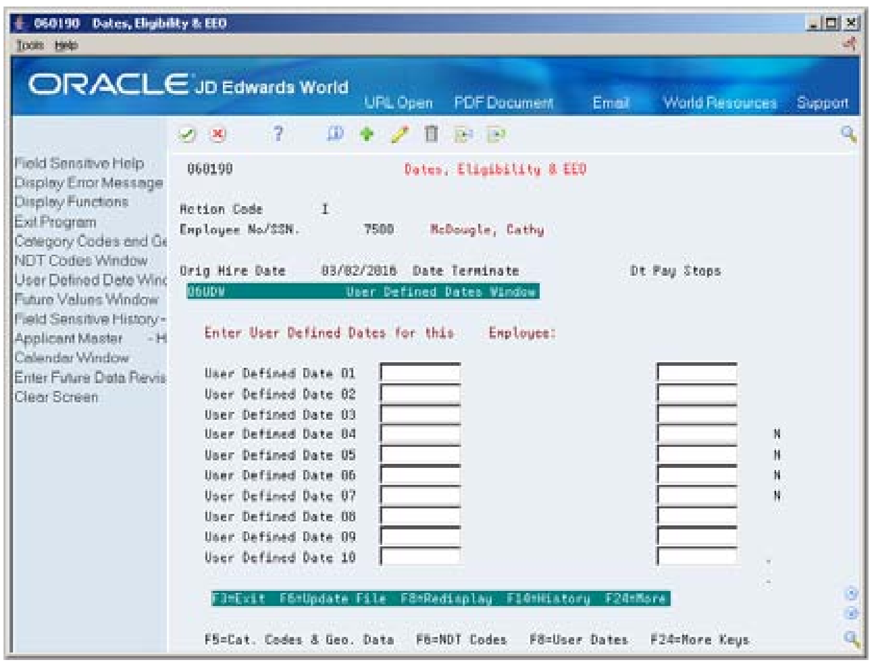
From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Dates, Eligibility, and EEO**

When you define codes and fields, you enter a name (label) for the information you want to track. For example, you might enter Drivers License Expiration Date for user defined date field 1. You can use user defined dates for reporting and analysis purposes.

To enter user defined dates

On Dates, Eligibility, and EEO

1. To locate an employee, complete the following field:
   - Employee Number/SSN
2. Choose the User Dates function.



3. On User Defined Dates Window, complete the following fields:
   - User Defined Dates 1-10

Field	Explanation
User Defined Date 01	A user defined date. Because this field is not linked to any specific function or application within the system, you can use this date for any purpose needed by your company. For example, you can use this date field to track the expiration of a license or certification.

What You Should Know About

Functionality for the Time Accounting system	Category codes and geographic data have limited functionality and can only be used with some reporting capabilities. For full functionality, this information is dependent on the Human Resources system.

See Also

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

Enter Employee Multiple Job Information

Entering Employee Multiple Job Information

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), choose **Employee Multiple Job Entry**

You enter information on multiple jobs for an employee who holds more than one job or position. Entering multiple job information offers flexibility, such as entering start and stop dates for each job.

Entering multiple job information allows you to:

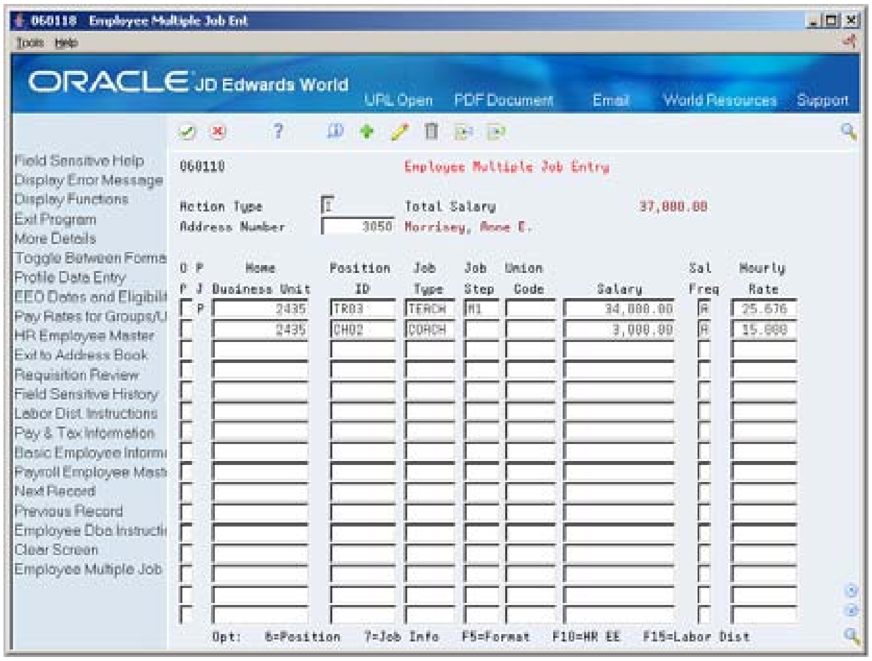
- Track separate job and pay information for each job.
- Define job start and stop dates for each position.
- Avoid entering timecards for an hourly employee by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked.
- Set an employee to autopay status for 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.) Autopay status can be used only when an employee has a pay class defined as salaried, or when an hourly employee has pay on standard hours defined.

For example, 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.

All jobs for a group of employees must use the same pay frequency, such as semi-monthly.

To enter employee multiple job information

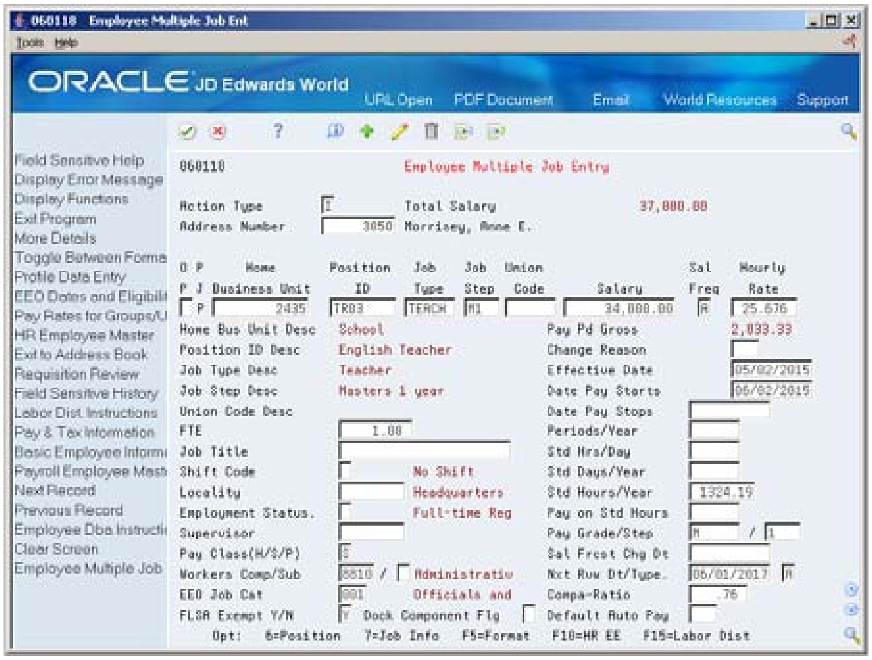
On Employee Multiple Job Entry



1. **1.** Complete the following required fields:
   - Address Number
   - Home Business Unit
2. **2.** Complete one of the following fields:
   - Salary
   - Hourly Rate
3. **3.** To designate the type of pay, complete the following field:
   - Pay Class

   If you enter an hourly rate and a pay class of hourly, when you complete entering the multiple job information the system calculates the annual salary amount and enters it in the Salary field. It enters A for annual as the salary frequency.

   If you enter a salary amount and a pay class of A, the system automatically calculates the hourly rate.
4. **4.** Complete the following optional fields:
   - Position ID
   - Job Type
   - Job Step
   - Union Code
5. **5.** Access More Details (F4).



6. To override the system-supplied information, complete the following fields:
   - Change Reason
   - Effective Date
   - Shift Code
   - Locality
   - Standard Hours per Year
   - Employment Status
   - FLSA Exempt
   - EEO Job Category
7. To enter pay information for the job, complete the following optional fields:
   - Date Pay Starts
   - Date Pay Stops
   - Periods per Year
   - Standard Hours per Day
   - Standard Days per Year
   - Pay on Standard Hours
8. Complete the following optional fields:
   - Full Time Equivalents
   - Supervisor
   - Next Review Date
   - Next Review Type

- Default Auto Pay

Field	Explanation
Std Hours/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
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.
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

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).

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 Time Accounting system, you specify the types of profile information you want to track for your employees for reporting purposes. It has no effect on time entry.

This section contains the following:

- Entering Profile Data
- Copying 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*.

What You Should Know About

Functionality for the Time Accounting system	If you have the Time Accounting system and do not have the Human Resources system, you can track profile data for employees only.

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 data (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 consists of the following tasks:

- 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, in data type sequence, the form for each type of data you chose. When you exit the current form, the system automatically displays the form for the next type of data that you chose, until you complete updating all profile data.

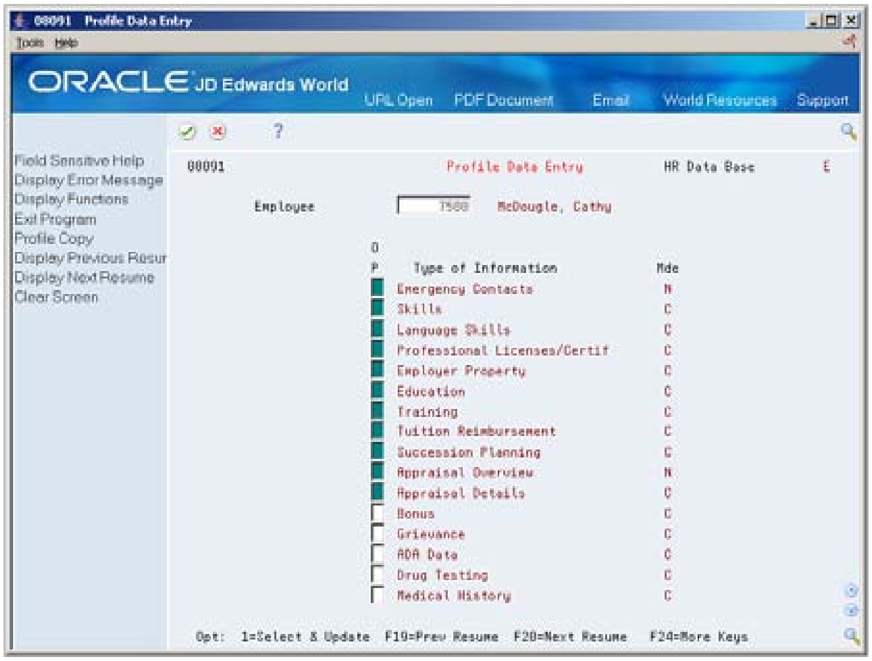
Entering Profile Data in Narrative Format

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), 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.

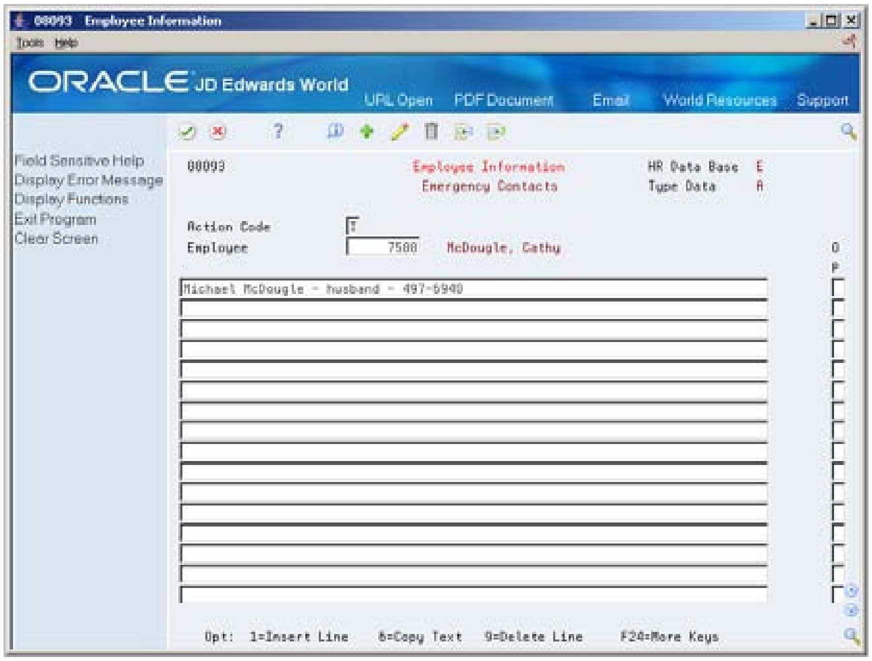
To enter profile data in narrative format

On Profile Data Entry



1. To locate the employee for whom you want to enter profile data, complete the following field:
   - Employee
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
Mde	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 selected information, choose the Delete Line option.

Revising narrative format information	To change selected information, use the Change action. Type over the information or choose the Field Exit function to remove all information from a line.
Information display	The system displays any text on the form exactly as you enter it.

Entering Profile Data in Code Format

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), 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.

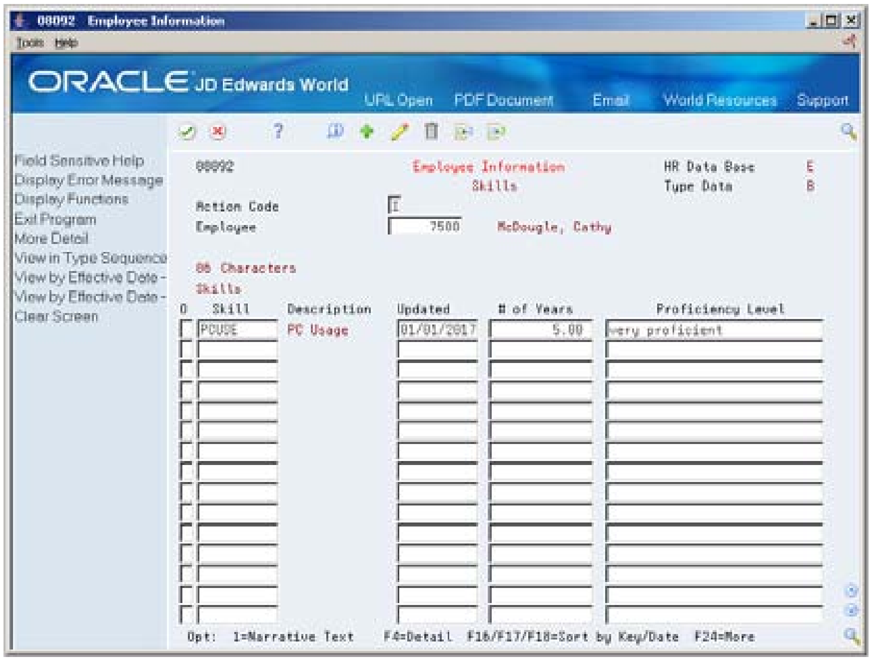
To enter profile data in code format

On Profile Data Entry

1. To locate the employee for whom you want to enter profile data, complete the following field:
   - Employee
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 code information for each column defined in the code format.
5. To add additional information in narrative format, use the Change action and choose the Narrative Text Option.
6. Enter the narrative text 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 can copy all of one employee's profile data to another employee's record.

You can 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 consists of the following tasks:

- Copying narrative text
- Copying all profile data for an employee

Copying Narrative Text

	From Time Accounting System (G05), choose Employee Information From Employee Information (G0511), 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 can copy any narrative information that is associated with a code format data type. For example, assume that:

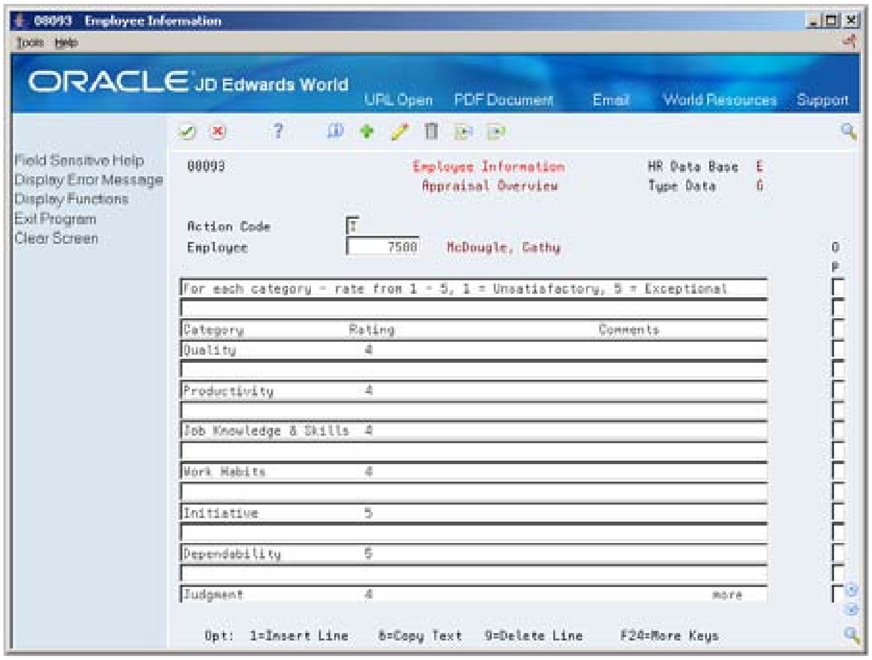
- A group of employees attended the same training class
- You track training information in code format
- You need to enter a description of the class as narrative text

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 records for all the other employees who attended the class.

To copy narrative text

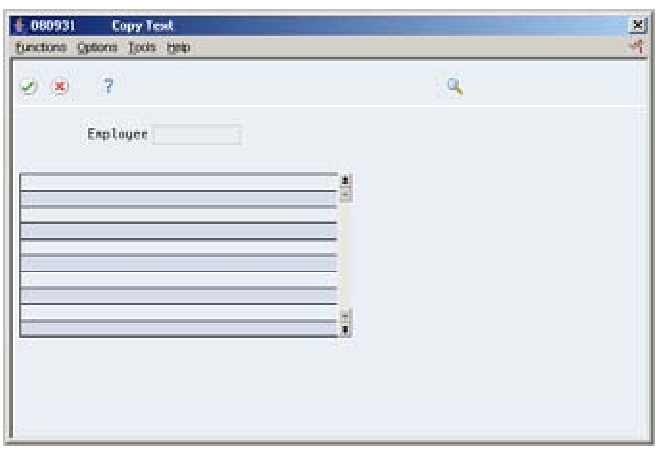
On Profile Data Entry

1. To locate the employee for whom you want to copy information, complete the following field:
   - Employee
2. Choose the Select and Update option to access the data type into which you want to copy narrative format information.



3. For the first non-blank line in the lower portion of the form, choose the Copy Text option.

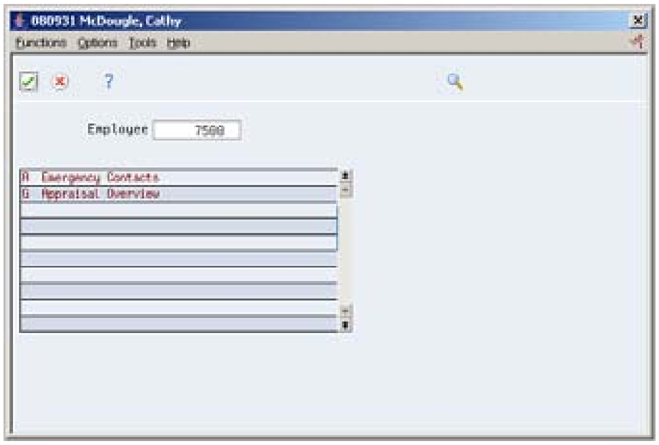
4. Use the Change action.



5. On Copy Text, complete the following field with the employee number of the employee from whom you want to copy information:

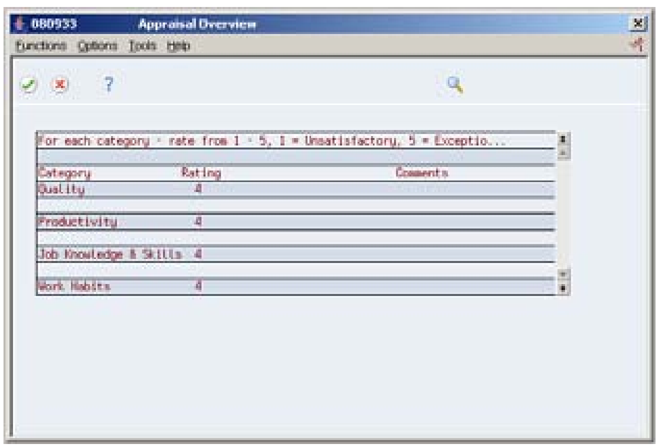
   - Employee

   The system lists the types of profile data that contain narrative information for that employee.



6. Choose the Select option to specify the data type from which you want to copy information.

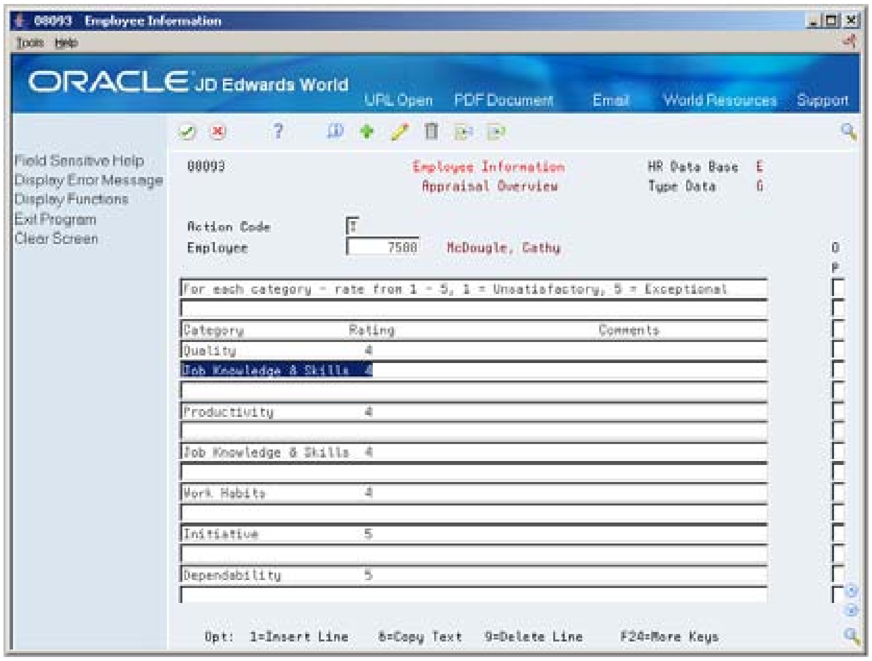
   The system displays the narrative information for that employee and data type.



7. On the data type form, choose the Select option to specify the lines of text you want to copy.

   Caution: You must select and add lines for each display of the text one form at a time. Otherwise, if the text exceeds one form length and you select specific lines on multiple forms, and then press Enter, the system only adds the lines that are currently displayed.

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

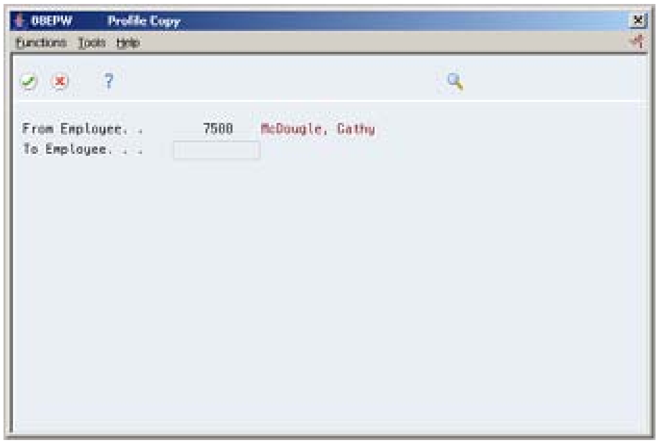
From Time Accounting System (G05), choose Employee Information
From Employee Information (G0511), choose Profile Data Entry

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. To locate the employee whose profile data you want to copy, complete the following field:
   - Employee
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.

   The system adds the profile data to the employee's record and redisplays Profile Data Entry with the information of the From Employee.

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 consists of the following tasks:

- Reviewing profile data for a specific employee
- Reviewing profile data by data type
- Working with multi-skill search

Reviewing Profile Data for a Specific Employee

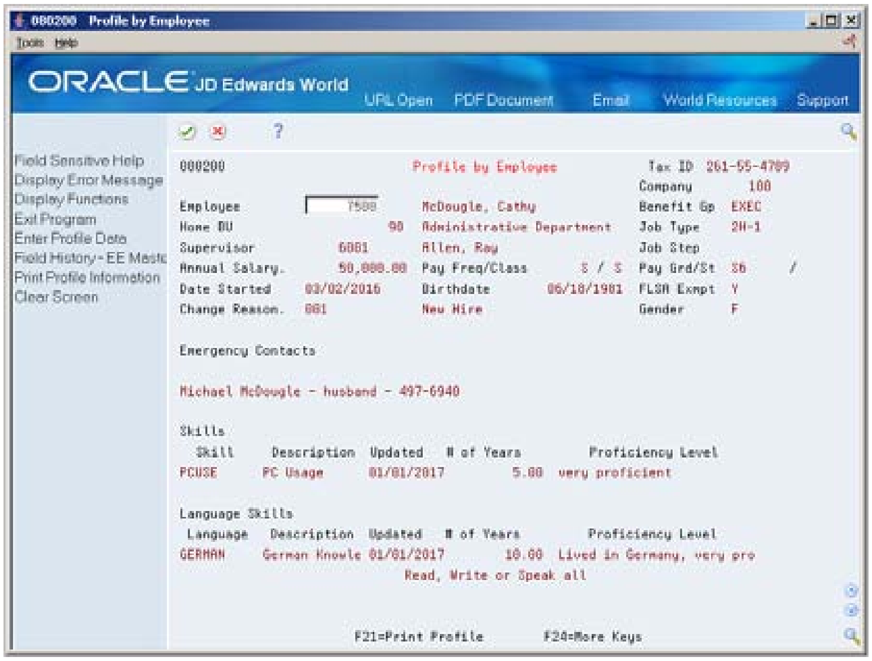
From Time Accounting System (G05), choose Employee Information
From Employee Information (G0511), choose Profile by Employee

You can review complete information for a specific employee in an easy-to-read, resume-style format.

You can also print employee resumes 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).

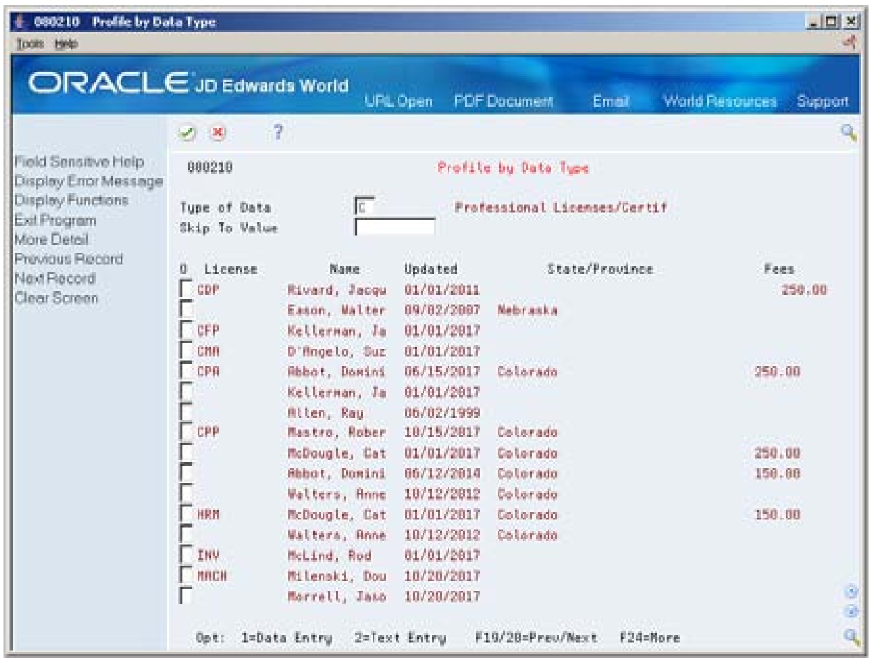
Reviewing Profile Data by Data Type

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), 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.

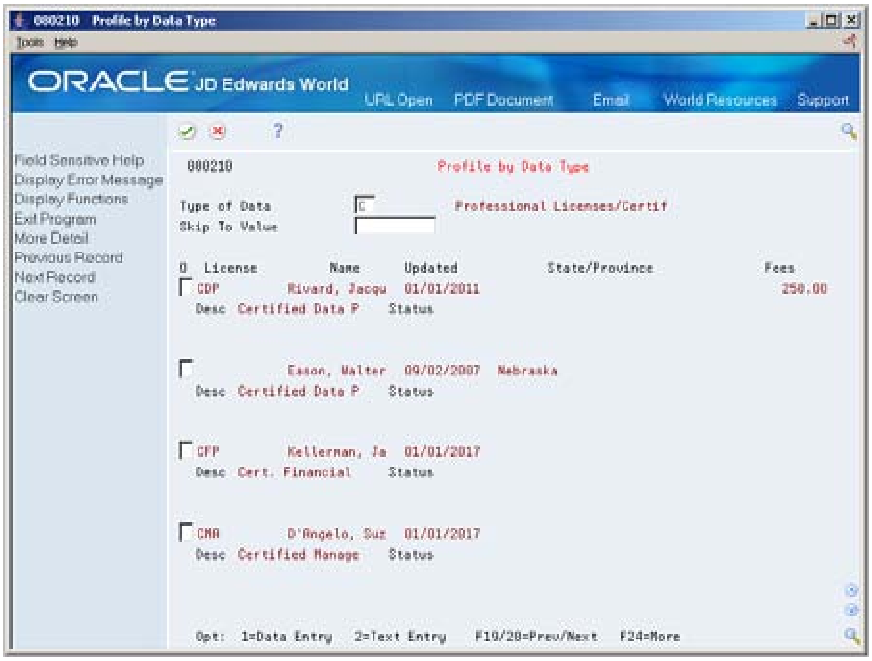
To review profile data by data type

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. Access More Detail (F4).



Processing Options

See Profile by Data Type (P080210).

Working with Multi-Skill Search

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), 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

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

For the Time Accounting system, you can search the Employee database only. For full functionality, the performance depends on the Human Resources system.

To work with multi-skill search

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. Access Details (F4).

Field	Explanation
And Or	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.
Data Type	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
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.

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 consists of the following tasks:

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

See Also

- *Reviewing Profile Data* for information for reviewing profile data online

Reviewing the Employee Profile Data Report

From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Employee and Master Profile Reports** From Employee Master and Profile Reports (G05111), 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 a 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- Alphabetical Sequence (P080410).

Reviewing the Employees by Data Type Report

From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Employee and Master Profile Reports** From Employee Master and Profile Reports (G05111), choose **Employees by Data Type**

When you need to review a list of all employees for whom you have entered information 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.

```
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           09/01/09          Nebraska
       7704 Rivard, Jacques         01/01/11                                                               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              06/01/09
       2022 Kellerman, James        01/01/17
                                                                                                       ------------
                                                           Total for: Certified Public Acc                 250.00
 License   . . . . . CPP        Certified Payroll Professional
       6002 Abbot, Dominique        06/12/14          Colorado                                             150.00
       7505 Mastro, Robert          10/15/17          Colorado
       7500 McDougle, Cathy         01/01/17          Colorado                                             250.00
       2006 Walters, Annette        10/13/13          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        10/13/13          Colorado
                                                                                                       ------------
                                                           Total for: Certified HR Manager                 150.00
```

Processing Options

See Employee Info by Data Type - Alpha Seq (P080400).

Reviewing the Employee Profile Workfile

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), choose **Employee and Master Profile Reports**
From Employee Master and Profile Reports (G05111), choose **Employee Profile Workfile**

You can print a World Writer 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 and another knows German. However, 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 these employees on the report, you must build the Employee Profile Workfile (T08092WF) before you run the World Writer 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 create 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 -
                                     Using Work File T08092WF                      Date -  5/11/19

Address     User    Effective    User
 Number   Def Code    Date        ID
-------- ---------- --------- ----------
    6002 XXXXXXXXXX 02/26/16  SS788627
    6002 MR         03/15/17
    6002 XXXXXXXXXX 02/26/16  SS788627
    6002 XXXXXXXXXX 02/26/16  SS788627
    6002 XXXXXXXXXX 02/26/16  SS788627
    6002 XXXXXXXXXX 02/26/16  SS788627
    6010 PCUSE      01/01/17
    6010 XXXXXXXXXX 02/26/16  SS788627
    6010 CDP        09/01/08
    6010 KEYOFC     01/10/09
    6010 XXXXXXXXXX 02/26/16  SS788627
    6010 XXXXXXXXXX 02/26/16  SS788627
    6010 XXXXXXXXXX 02/26/16  SS788627
    6010 XXXXXXXXXX 02/26/16  SS788627
    6010 ALCOHOL    10/10/11
    6010 COCAINE    10/10/11
```

Review Employee Information

Reviewing Employee Information

You can print reports that make it easy to review information for a large group of employees. The Time Accounting system provides a variety of reports that you can use to review and verify employee information.

This section contains the following:

- Reviewing the Employee Roster
- Reviewing the Employee Roster with Rate Report
- Printing Employee Master Labels

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

Reviewing the Employee Roster

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Employee Master/Profile Reports** From Employee Master/Profile Reports (G05111), choose **Employee Roster**

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

- Home company
- Business unit
- Basic dates
- Job type and step
- Pay status
- EEO status (U.S.)

```
  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 06/18/82 03/03/17 0
Kraton, Ralph          7503 750-37-5037               00100           90        0A-10       M M 02 02 002 01 8810 07/07/67 07/27/17 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 05/13/78 01/03/16 0
Mayeda, Donald         7506 516-55-4710               00100           90 7000   8M-3   2    M S 00 02 007 01 5651 08/11/90 03/03/17 0
Moralez, Jesus         7510 217-45-4719               00100           90        4A-1        M S 01 01 007 03 8810 03/01/88 12/01/17 0

        Administrative Department             6
Allen, Ray             6001 798-52-5841               00100          110        A1          M S 02 02 001 05 8810 01/01/70 08/15/10 0
        Headquarters                          1
Ebby, Chester A.       5127 577-12-3142               00100          419        2H-5        M M 00 00 002 01 8810 07/15/70 03/15/17 0
Easter, Melvyn         6000 058-43-2559               00100          419        4A-2        M M 04 04 005 02 8810 06/23/74 08/17/10 0
        Administration                        2
Kellerman, James       2022 202-22-0222               00100          451 7000   0A-1        M M 02 02 002 01 8810 07/27/74 07/01/17 0
        Accounting Department                 1
Mai, Tien              7508 316-65-4710               00100          800        7H-1        F M 02 02 007 04 5651 08/15/95 06/03/16 0
        Rockies Bar & Grill                   1
        Model Finan/Distrib Co (Mktg)        11

        Grand Total                          11
```

Processing Options

See Employee Roster (P064011).

Reviewing the Employee Roster with Rate Report

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Employee Master/Profile Reports** From Employee Master/Profile Reports (G05111), choose **Employee Roster with Rate**

The Employee Roster with Rate report lists all or a selected group of employees entered in the system. 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 time accounting data and the date of change
- Work and residence tax areas
- Employment status
- Termination or change status
- Contract employee information
- Residence status
- 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        Empl No      Salary     Rate   S Ex Residence Work Loc. S ng S E I S M Rte  F C x  Co     Bus. Unit
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                                                                                                             ----- ------------
McDougle, Cathy                7500    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    07/11/16
Kraton, Ralph                  7503    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                    7504    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
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                                                  0 1.0000 00 00 08/15/17 07/31/17            1 Y AB709431T  P0801      05/01/16
Mastro, Robert                 7505    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                 7506    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
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                                                  0 1.0000 00 00          08/31/17            1 Y DEMO       P063901    03/01/15
Moralez, Jesus                 7510    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                     6001    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. . . . .
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                                                  0 1.0000 00 00 06/01/17 04/15/17            1 Y RS908297   P060161     7/12/16
Ebby, Chester A.               5127    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
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                                                  0 1.0000 00 00 01/01/17                     1 Y AB709431T  P0801      05/01/16
Easter, Melvyn                 6000    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. . . . .
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                                                  0 1.0000 00 00 05/08/16 04/17/17            1 Y DEMO       P060101    05/08/16
Kellerman, James               2022    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                      7508     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 Report (P064021).

Printing Employee Master Labels

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), choose **Employee Master/Profile Reports**
From Employee Master/Profile Reports (G05111), choose **Employee Mailing Labels**

When you need to send information to your employees' home address, you can print Cheshire mailing labels. This report prints standard-sized, four-up labels and provides a laser label format. The addresses that print on the labels are from the Address Book Master table (F0101), based on the Employee Master table (F060116). You cannot use this program to print any labels other than Cheshire labels.

Raymond Allen 410 17th Avenue Fairfax VA 22040	Leslie Derrick 198 Pine Avenue North York On M5R6T5 Canada	Melvyn Easter 1601 Old Bayshore Highway Burlingame CA 94010	Jorge Escalante 2807 Bridgeford Drive Sacramento CA 95833
Jack Hawkins 555 IBM Plaza Chicago IL 62207	Debra Johnson 10895 Highway 65 Pittsburgh PA 56412	John Martin 103 West End Drive Aurora IL 62287	Cathy McDougle 12662 East Bates Circle Aurora CO 80014

Revise Employee Information

Revising Employee Information

After you add an employee record to the database, you can change, correct, or update the employee's information as necessary. When an employee receives a promotion, you usually update the employee's salary and job type.

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 set up your system to store historical records of the employee information you revise. You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

When you revise any information for which you are tracking history, the system displays a window on which you must enter an effective date. If you are also tracking turnover information, you must enter a change reason as well. The system stores historical information in the Human Resources History table (F08042). The system stores turnover information in the Employee Turnover Analysis table (F08045).

Functionality is limited in the Time Accounting system. For optimum performance and functionality, you need the Human Resources system.

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

- Promotions
- Raises
- Leaves of absence
- Transfers

Revising employee information consists of the following tasks:

- Revising the status of an employee
- Processing future changes for any data item
- Processing mass changes

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

See Also

- *About Employee History and Turnover (P08042)*

Revising the Status of an Employee

	From Time Accounting System (G05), choose Employee Information From Employee Information (G0511), choose Termination/Rehire

You revise the status of an employee if there is a change to the employee and employer relationship, such as the employee's pay or employment status. 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 the status of an employee includes:

- Terminate an employee
- Rehire an employee

See Also

- *Terminating an Employee (P060161)* in the *Human Resources Guide*
- *Rehiring an Employee (P060161)* in the *Human Resources Guide*

Terminating an Employee

A terminated employee is an employee who has stopped working for your organization. Typical termination reasons include:

- Retirement
- Resignation
- Layoff

For terminated employees, you enter information so that you can:

- Keep your employee information current
- Report on terminated employees
- Prevent terminated employees from having timecard information entered in the Time Accounting system

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:

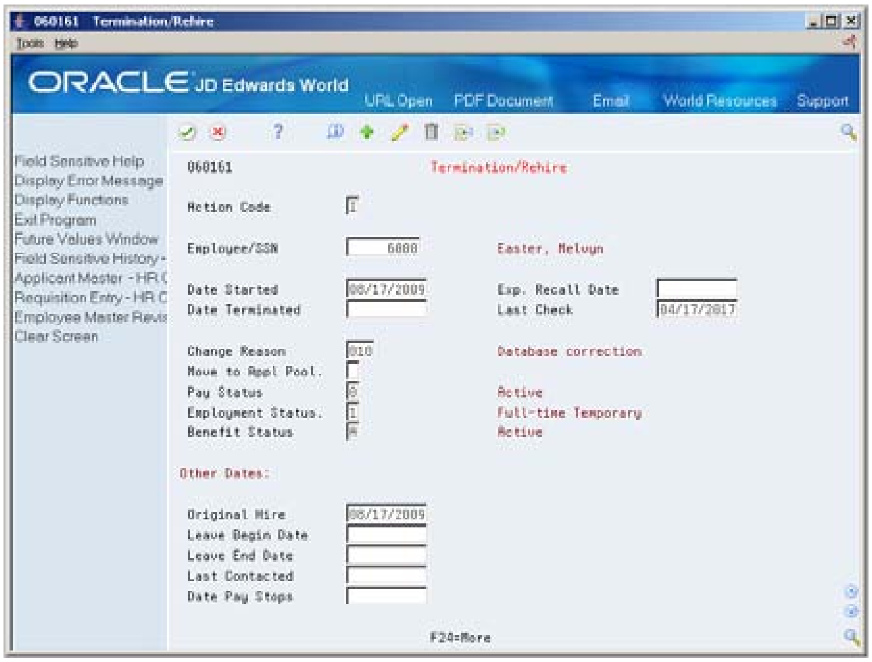
Termination Method	Explanation
Indicate a termination date and continue pay	Enter the termination date and a numeric pay status if your company needs to continue to enter time for an employee. You can set up numeric statuses that determine processing for the last check for a terminated employee. A numeric pay status allows you to process any final timecard information for as long as necessary. A numeric pay status allows you to enter time regardless of the actual termination date.

Termination Method	Explanation
Indicate a termination date and cease pay	Using an alpha pay status prevents you from entering timecard information in the Time Accounting system.

JD Edwards World recommends setting up a special numeric pay status to indicate that an employee has been terminated and that your company needs to continue to enter timecard information. When the final timecard information 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.

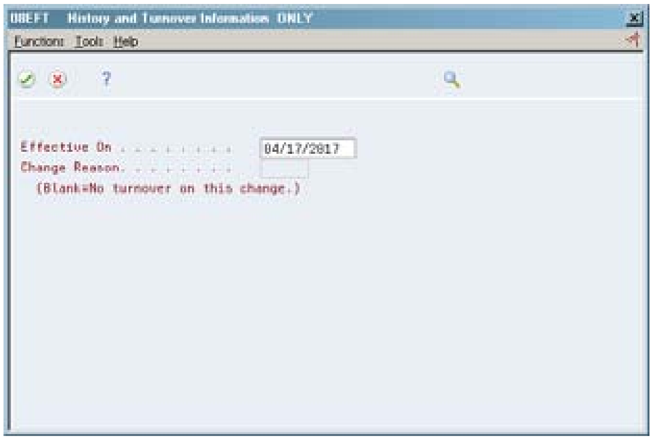
To terminate an employee

On Termination / Rehire



1. To locate an employee, complete the following field:
   - Employee / SSN
2. Complete the following fields:
   - Date Terminated
   - Expected Recall Date (if appropriate)
   - Move to Applicant Pool
3. Change the following fields from a numeric to an alphabetic code and press Enter:
   - Change Reason
   - Pay Status

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



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

- Effective On
- Change Reason

5. If you are using the JD Edwards World Human Resources system and are creating requisitions, you can 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.
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).

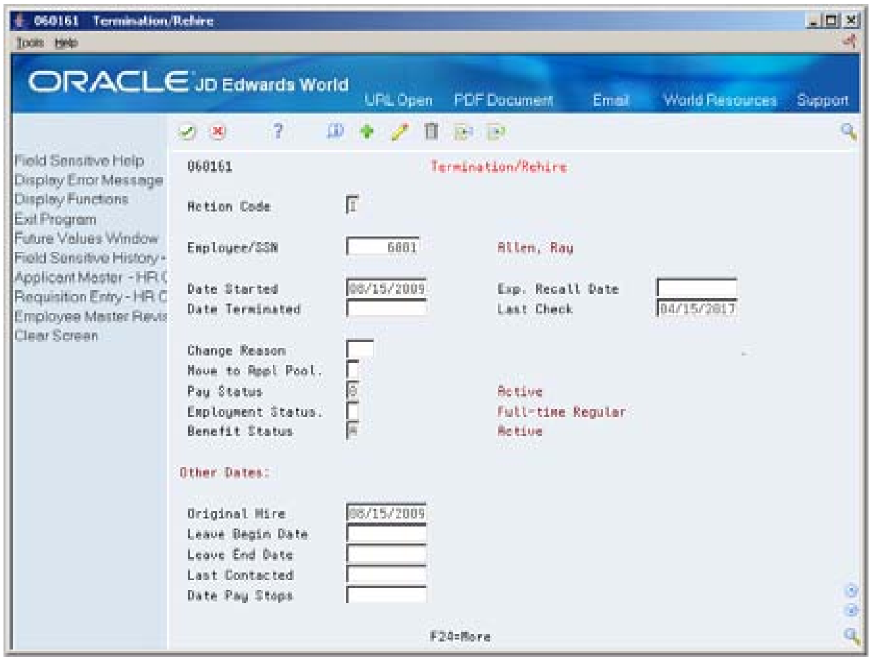
Field	Explanation
Change Reason	A user defined code (07/T) that indicates: ▪ The reason that an active employee's record was changed. ▪ The reason that an employee was terminated. ▪ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change 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.
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.

Rehiring an Employee

In some cases you might need to rehire an employee who previously worked for your organization. For example, a seasonal business might terminate all seasonal employees at the end of the season and rehire those employees at the beginning of the following season.

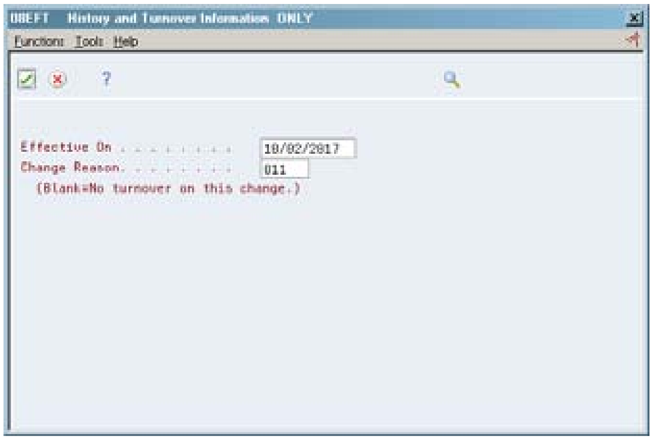
To rehire an employee

On Termination / Rehire



1. To locate an employee, complete the following field:
   - Employee / SSN
2. Complete the following fields:
   - Date Started
   - Employment Status
3. Change the following fields from an alphabetic to a numeric code:
   - Change Reason
   - Pay Status
4. 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.



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

- Effective On
- Change Reason

Processing Options

See Extended Employee - Termination / Rehire (P060161).

Processing Future Changes for Any Data Item

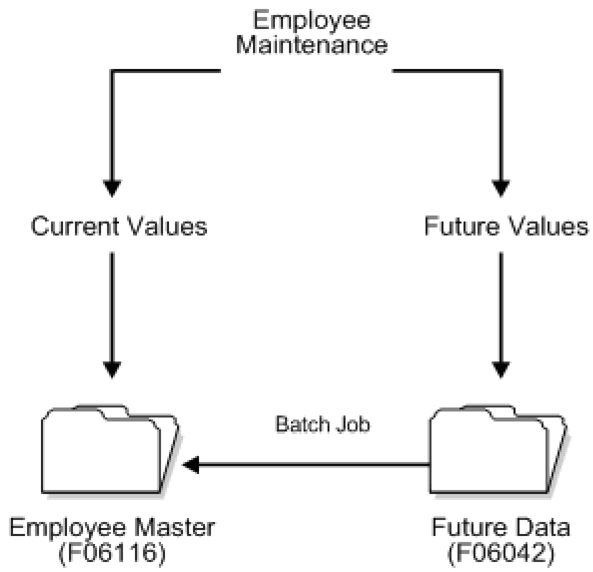
You enter future changes to specify that a change for an individual employee takes effect on a future date. For example, if an employee changes from one business unit to another on a certain date, you enter the new information prior to the employee actually changing business units.

You process the changes by requesting a batch job that updates employee records.

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

- Entering future changes
- Updating employee master records

The graphic below illustrates how the system processes future data changes:



Before You Begin

- Choose the data items (fields) that you will allow this program to change. See *Choosing Fields for Future Data Revisions.*

Entering Future Changes

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Employee Entry**

Alternatively, you can access Employee Master Revisions from the Change Control and Monitoring menu.

When you enter future changes, you can:

- 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

After you enter future changes, you can run a program that updates the Employee Master table.

You can use this program to enter changes for only one employee at a time.

To enter future changes

On Employee Entry

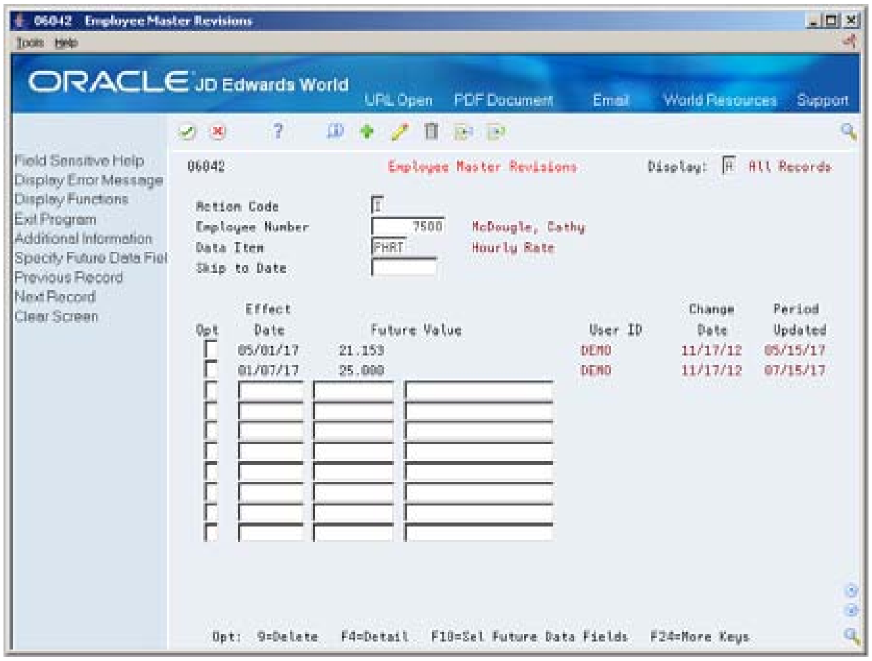
1. To locate the employee whose data item you want to change, complete the following field:

- Employee Number

2. Place your cursor on the field containing the value you want to change.

3. Choose the Enter Master Revisions function.

The system displays the data item name that corresponds to the field you choose on Employee Entry.



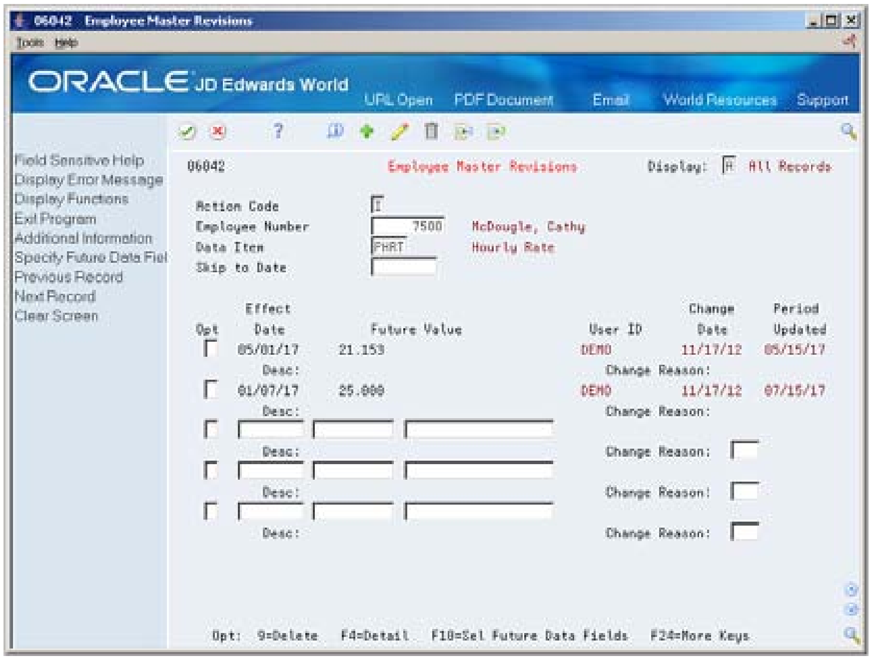
4. On Employee Master Revisions, review the following fields:

- Employee Number
- Data Item
- Display

5. Complete the following fields:

- Effective Date
- Future Value

6. Access the detail area (Additional Information).



7. Complete the following optional field:

- Change Reason

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

Field	Explanation
Future 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. *Form-specific information* The new information for the field. You can enter more than one change for the same field if you use different effective dates.

What You Should Know About

Hourly and salary rates

When you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. When you enter a future value for hourly rate, the system recalculates the annual salary.

Terminating an employee

When you terminate 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 the Employee Master Revisions program.

Future Values	You can access the Future Values window to review previous changes for the field where your cursor is located. You cannot access Future Values if the field where your cursor is located is not specified as a valid field for future changes. 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. ▪ When you use the Human Resources History table to monitor changes made to the Employee Master, the system updates the Human Resources History table (F08042) with turnover and history records for all future data changes.
Selecting the data item	To display the Valid Data Items window when the data item is invalid, choose Field Sensitive Help with your cursor in the Data Item field.
Displaying processed records	Depending on the value you enter in the Display field, you can choose to display processed, unprocessed, or all revisions.

Updating Employee Master Records

> From Time Accounting System (G05), choose Employee Information
> From Employee Information (G0511), choose Change Control and Monitoring
> From Change Control and Monitoring (G05112), choose Employee Master Update

After you enter future changes for one or more employees, you must 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.

See Also

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

Processing Mass Changes

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), 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 apprentice plumbers have been promoted. Because of the promotion, their hourly rate increases from $9.00 per hour to $10.75.
- Your company is restructuring departments. You must change the category code for all employees who are 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 the old and the new data
- Override the mass change data and effective date for specific employees
- Apply changes immediately or at a later date

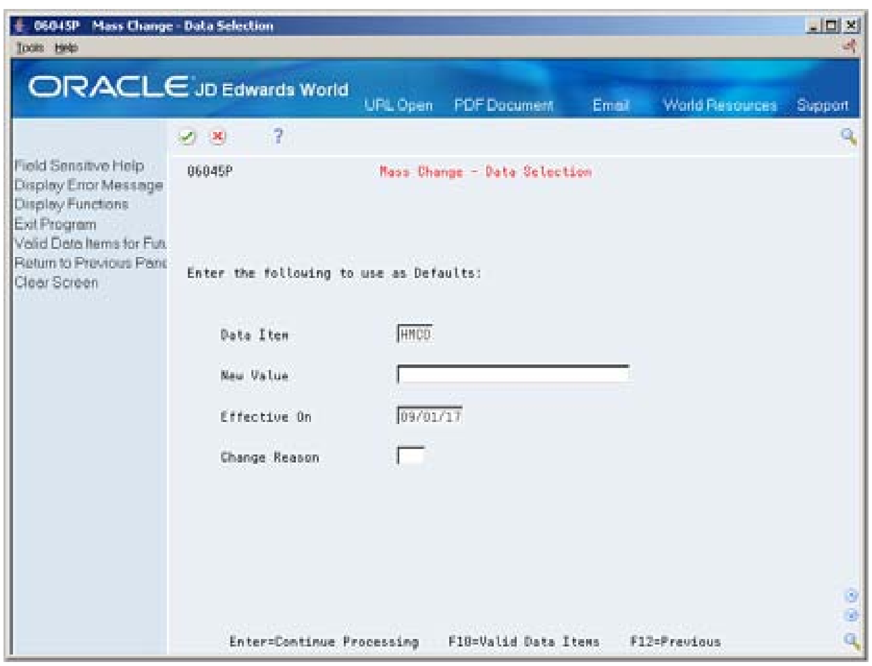
Before You Begin

- Create a report 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. Choose a version.



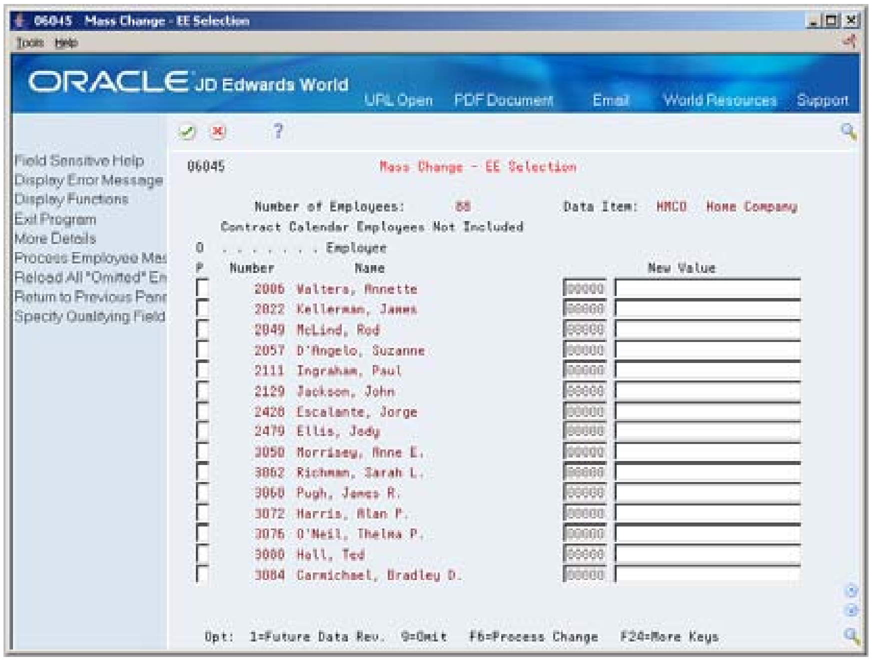
2. On Mass Change - Data Selection, complete the following fields and press Enter:
   - Data Item
   - New Value

- Effective On Date
- Change Reason

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

    - Method

    The system displays a list of employees that have been selected for the change.



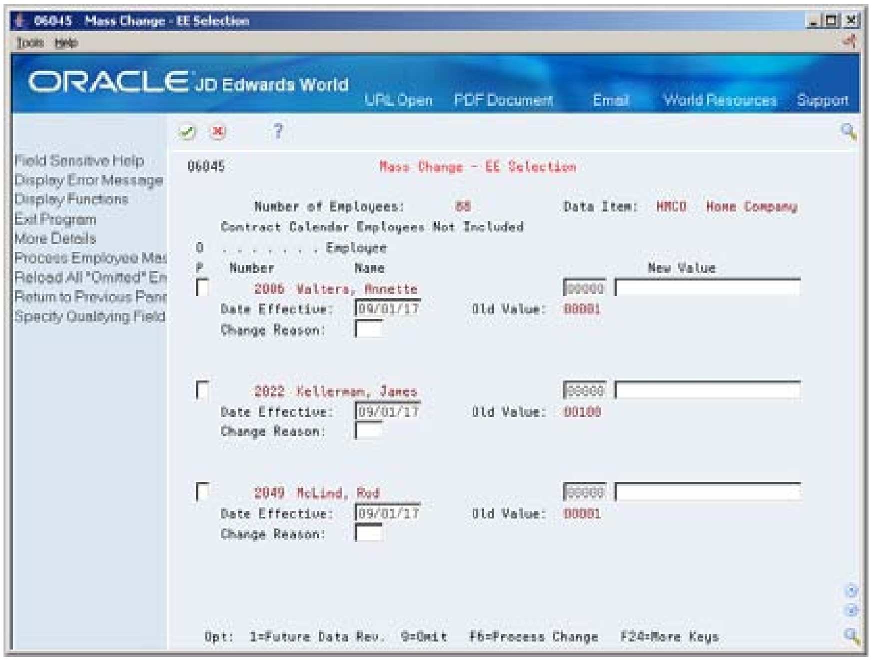
4. On Mass Change - Employee Selection, review the list of employees that will be affected by the mass change.
5. Change the following field if necessary:

    - New Value

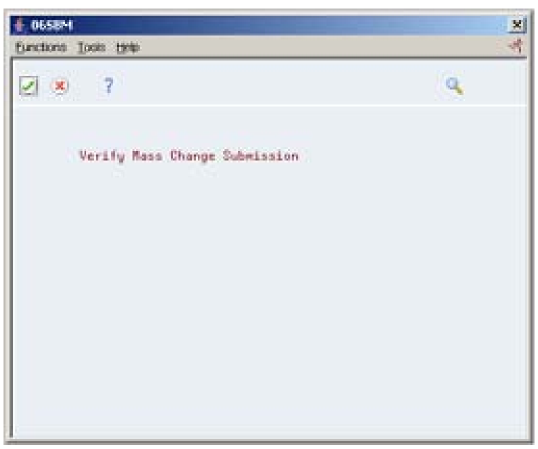
6. Choose one of the following options if necessary:

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

7. Access the detail area to review additional information.



8. Change the following fields if applicable:
   - Effective Date
   - Change Reason
9. Choose the Process Change function.



10. Press Enter to verify.

What You Should Know About

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.

3 Employee History and Turnover

Overview to Employee History and Turnover

Objectives

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

About Employee History and Turnover

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

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

Working with employee history and turnover information consists of the following tasks:

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

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

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

- Consider an employee for another position
- Monitor employee movement within your company

The system constants control whether the system can update history and turnover information. For optimum performance and functionality, you must use the Human Resources system.

What Is Employee Master History?

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

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

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

The history records include the following information:

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

What Is Employee Multiple Job History?

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

Why Is the Change Reason Code Important?

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

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

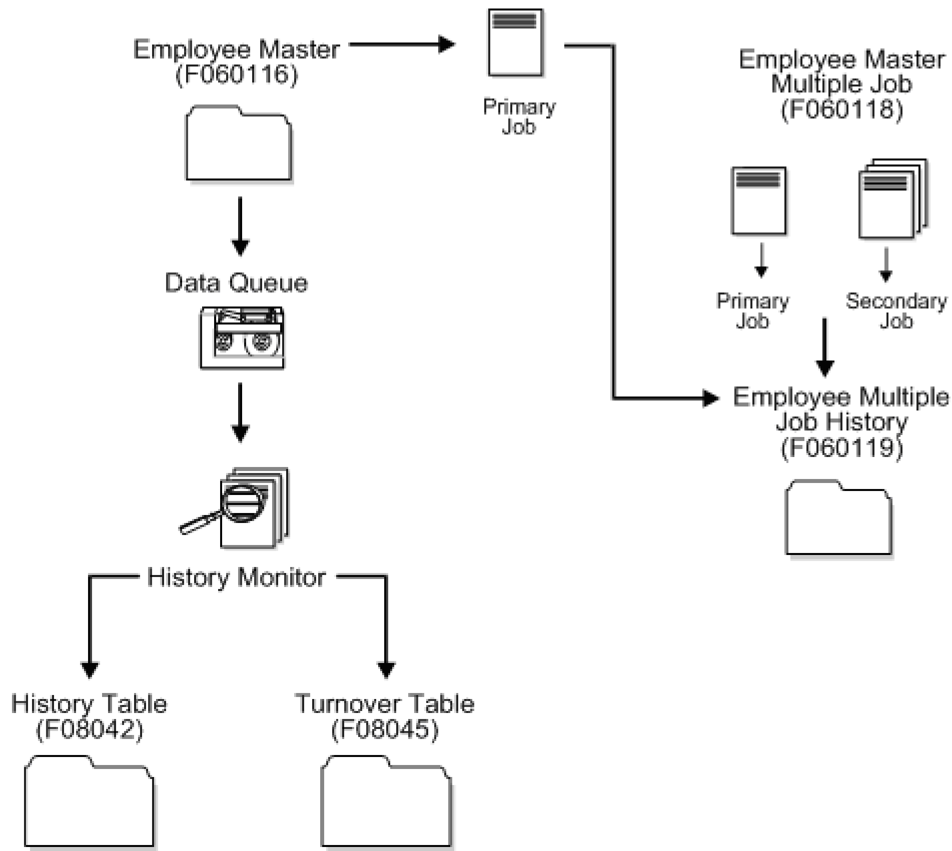
You define change reason codes in the user defined code table 07/T. When you define change reason codes, it is important to note that alphabetic codes have a negative effect on turnover. Conversely, numeric codes have a positive effect on turnover.

Where Does the System Store History and Turnover Records?

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

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

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



Work with Employee History Records

Working with Employee History Records

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

This section contains the following:

- Reviewing Employee History
- Correcting Employee History

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

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

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

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

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

Before You Begin

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

See Also

- *Entering Employee Information (P060101)*

- *Understand History and Turnover Tracking (P08042)*
- *Purging History Records (P080860)*

Reviewing Employee History

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Change Control and Monitoring** From Change Control and Monitoring (G05112), choose **Employee History Inquiry**

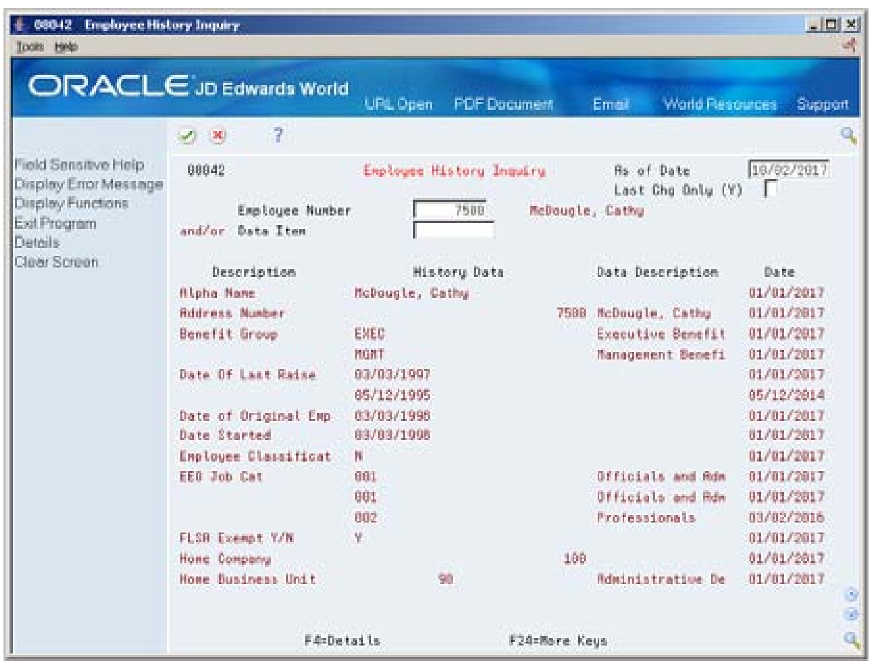
You can set up your constants so that the system creates history records for employees whenever you change employee information. You might want to review this history to:

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

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

To review employee history

On Employee History Inquiry



1. Complete the following field:
   - Employee Number
2. Complete any of the following optional fields:
   - As of Date

- Last Change
- Data Item

3. Access the detail area (F4).

4. Review the information.

Field	Explanation
As of Date	The date for which you want to review employee history and employee turnover. Any history or turnover that has an effective date after the date you enter in this field does not appear on the form. If you do not enter a date, the system date is the default date. In the history or turnover purge programs, all data with an effective date (data item EFTO) on or before this date will be purged. You must enter this date.
Last Chg Only (Y)	A code that defines whether the form displays only employee history changes made through the date you indicate in the As of Date field. Valid codes are: Y Yes, display only the history changes in effect through the As of Date. N No, display all changes. Blank The same as N. **Note:** Since changes are based on effective date, if two changes were made on the same date, the form shows both changes.

What You Should Know About

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

Processing Options

See Employee History Inquiry (P08042).

Correcting Employee History

From Time Accounting (G05), enter 27
From Advanced and Technical Operations (G053), choose Update History Data

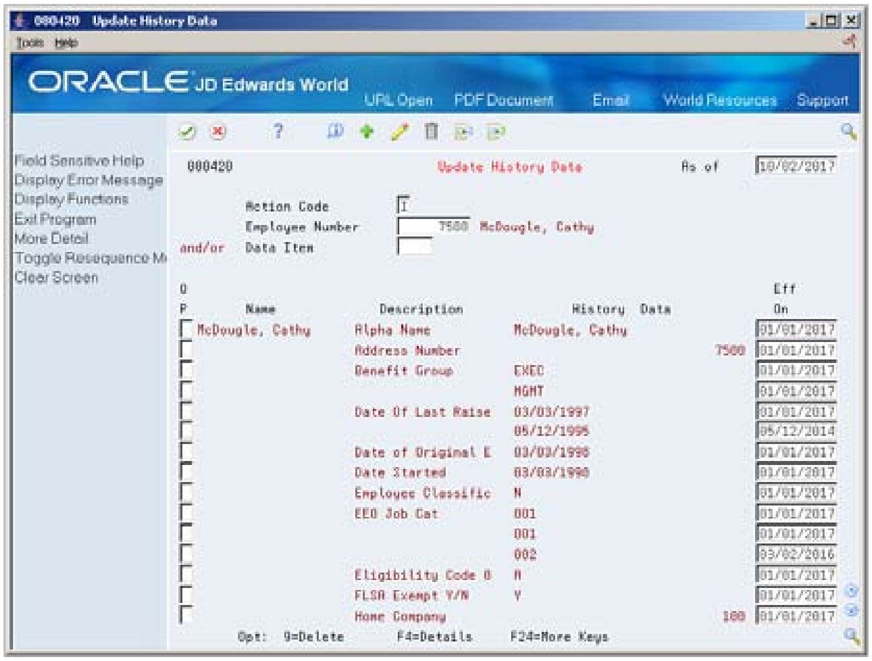
Each time you make an entry in an employee record, the system creates a record in the corresponding history table. If you make a mistake when you enter employee information and then correct the error, you must delete the incorrect record from the corresponding history table to maintain an accurate history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

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

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

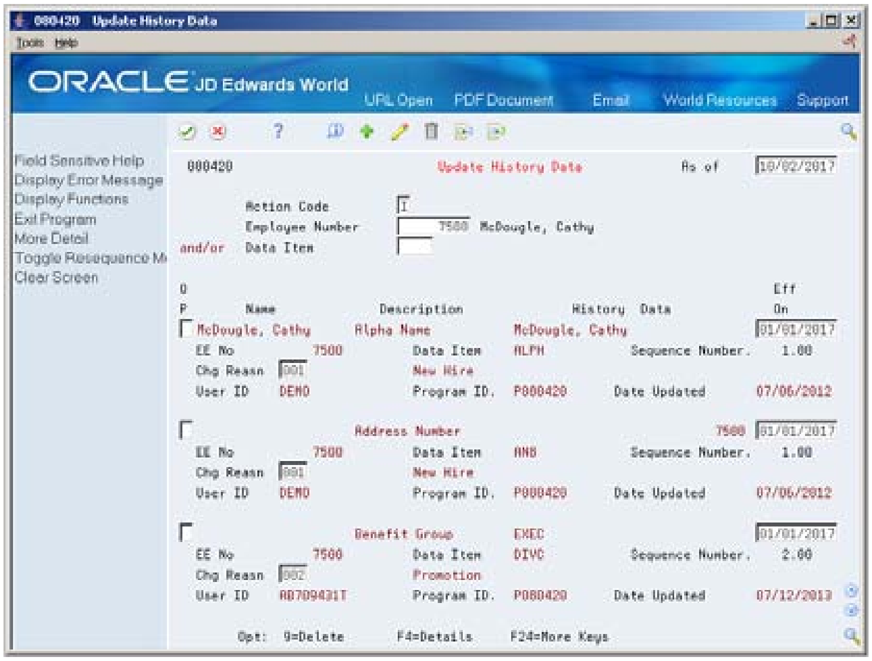
To correct employee history

On Update History Data



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

4. Access the detail area (F4).



5. Correct the information in the following optional field:

- Change reason

See Also

- *Correcting Turnover Records (P080451)*

Review Employee History Reports

Reviewing Employee History Reports

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

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

This section contains the following:

- Reviewing the Employee History Log
- Reviewing the Salary History Analysis Report
- Creating the Last History Change Workfile
- Reviewing the Last Change in History Report

Reviewing the Employee History Log

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Change Control and Monitoring** From Change Control and Monitoring (G05112), choose **Employee History Log**

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

```
 080423                                                JD Edwards World                                  Page - . . .        9
                                               All Employees by Home Business Unit                       Date - . . .  6/25/17
                                                     01/01/17 Thru  12/31/17

Employee                 Data                                                                               Effectv   Seq
 Number      Name        Item   Description       History Data       Description      On    Number Change Reason        Changed By
-------- --------------- ---- --------------- -------------------- --------------- -------- ------ -------------------- ----------
Home Business Unit .          419 Administration
-------------------- ------------ -------------------------------
                         PHRT Hourly Rate. .               26.000                  01/15/17                             DEMO01
                                                            18.000                 01/01/17                             DEMO01
                         PSDT Date Pay Starts 08/17/90                             01/01/17                             DEMO01
                         SAL  Annual Salary.            54,080.00                  01/15/17                             DEMO01
                                                          37,440.00                01/01/17                             DEMO01
                         SALY Pay Class(H/S/P H                                    01/01/17                             DEMO01
                         SSN  Employee Tax ID 058-43-2559                          01/01/17                             DEMO01
                         TARA Tax Area (Work) 06                                   01/01/17                             DEMO01
                         TARR Tax Area (Res.) 06                                   01/01/17                             DEMO01
                         TRS  Change Reason.  07                                   03/01/17                             DEMO01
                                               98                                  01/15/17                             DEMO01
                                               010                 Database correc 01/01/17   1.00 010 Database correct DEMO
                                               04                                  01/01/17                             DEMO01
                         UPMJ Date Updated .  10/17/11                             03/01/17                             DEMO01
                                               04/04/15                            01/01/17   1.00                      DEMO
                                               10/14/11                            01/01/17                             DEMO01
                         WCMP Workers Comp .  8810                 Administrative  01/01/17   2.00                      DEMO
                                                                    No Worker’s Com 01/01/17  1.00 010 Database correct DEMO
                                               8810                Administrative  01/01/17                             DEMO01
Home Business Unit .          451 Accounting Department
-------------------- ------------ -------------------------------
    2022 Kellerman, Jame DT   Date Terminated 07/01/17                             07/01/17   1.00 TE  Termination-Elig BARCLAY
                         HMCU Home Business U         451          Accounting Depa 06/26/17   1.00 010 Database correct DEMO
                         PAST Pay Status . .  9                    Terminated, Las 07/01/17   1.00 TE  Termination-Elig BARCLAY
                         POS  Position ID. .  4510A-1                              06/26/17   1.00 010 Database correct DEMO
                         TRS  Change Reason.  TE                   Termination-Eli 07/01/17   1.00 TE  Termination-Elig BARCLAY
                         UPMJ Date Updated .  03/31/16                             07/01/17   1.00 TE  Termination-Elig BARCLAY
                                               06/26/15                            06/26/17   1.00 010 Database correct DEMO
Home Business Unit .          701 Corporate Administration
-------------------- ------------ -------------------------------
    2006 Walters, Annett ALPH Alpha Name . .  Walters, Annette                     01/01/17                             DEMO01
                         AN8  Address Number                  2006 Walters, Annett 01/01/17                             DEMO01
                         DIVC Benefit Group.  MGMT                 Management Bene 01/01/17                             DEMO01
                         DSI  Date of Origina 06/03/16                             01/01/17                             DEMO01
                         DST  Date Started .  06/03/16                             01/01/17                             DEMO01
                         ECNT Employee Classi N                                    01/01/17                             DEMO01
                         EEOJ EEO Job Cat. .  001                  Officials and M 01/01/17                             DEMO01
                         E001 Eligibility Cod Y                                    01/01/17                             DEMO01
                         E010 Eligibility Cod A                                    01/01/17                             DEMO01
                         FLSA FLSA Exempt Y/N Y                                    01/01/17                             DEMO01
                         HMCO Home Company .                     1                 01/01/17                             DEMO01
                         HMCU Home Business U         701          Corporate Admin 01/01/17                             DEMO01
                         HM04 Disability . .  N                                    01/01/17                             DEMO01
                         IFN  First Initial ( A                                    01/01/17                             DEMO01
                         IH   Hrs/Yr . . . .               2080.00                 01/01/17                             DEMO01
                         JBCD Job Type . . .  1M-2                 Project Leader  01/01/17                             DEMO01
```

Processing Options

See Employee History Log (P080423).

Reviewing the Salary History Analysis Report

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Change Control and Monitoring** From Change Control and Monitoring (G05112), choose **Salary History Analysis**

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

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

080424 JD Edwards World Page - . . . 2
Employee Salary History Date - . . . 3/05/17
All Employees by Home Business Unit

01/01/17 Thru 12/31/17

Employee Number	Name	Pay Status	Empl Stats	Job Type	Pay Grade	Grad Step	Compa-Ratio	P C	Salary/Hourly	Percnt Change	Change Reason	Effectv On
7500	McDougle, Cathy	Active		Human Resourc	S4		1.05	S	40,000.00			01/01/17
		Active		Human Resourc	S6		0.79	S	44,000.00	10.00	Promotion	02/15/17
		Active		Human Resourc	S6			S		100.00-		07/01/17
7504	Meade, Jane	Active			S4		0.92	S	35,000.00			01/01/17
7506	Mayeda, Donald	Active		Clerk				H	7.500			01/01/17
7510	Moralez, Jesus	Active					0.67	H	6.500			01/01/17
6001	Allen, Ray	Active			S7		0.73	S	48,800.00			01/01/17
		Active		President	S7		1.05	S	70,000.00	43.44		03/17/17
5127	Ebby, Chester A.	Active		EEO Specialis				S	25,000,00		Automated Con	01/01/17
6000	Easter, Melvyn	Active	Full-time	Secretary			2.57	H	18.000			01/01/17
		Active	Full-time	Foreman			3.71	H	26.000	44.44		01/15/17
2006	Walters, Annette	Active		Project Leade			0.70	S	40,000.00			01/01/17
2111	Ingraham, Paul	Active		Laborer	H5			S	35,000.00			03/15/17
2129	Jackson, John	Active		Financial Ana			1.26	S	50,000.00			01/15/17
6002	Abbot, Dominique	Active	Full-time	Financial Ana	S4		0.74	S	28,000.00			01/01/17
6010	Eason, Walter	Active		Laborer				H	18.000			01/01/17
7701	Anthony Holiday	Active		Fire Fighter			1.34	H	11.250		Automated Con	01/01/17
7702	Derrick, Leslie	Active		Financial Ana			2.54	H	37.500		Automated Con	01/01/17
7703	Bellas, Debbie	Active		Financial Ana			1.34	S	53,000.00		Automated Con	01/01/17
7704	Rivard, Jacques	Active		Payroll Manag			1.04	S	43,620.00		Automated Con	01/01/17
7508	Mai, Tien	Active					0.54	H	5.250			01/01/17

Processing Options

See Salary History Analysis (P080424).

Creating the Last History Change Workfile

From Time Accounting System (G05), choose **Employee Information**
From Employee Information (G0511), choose **Change Control and Monitoring**
From Change Control and Monitoring (G05112), choose **Last History Change Workfile**

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

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

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

Processing Options

See Last History Change Workfile (P0804500).

Reviewing the Last Change in History Report

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Change Control and Monitoring** From Change Control and Monitoring (G05112), choose **World Writer**

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

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

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

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

Before You Begin

- Create the Last History Change Workfile. This workfile compiles the information for the report.

Work with Records for Multiple Job History

Working with Records for Multiple Job History

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

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

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

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

This section contains the following:

- Reviewing Multiple Job History for an Employee
- Deleting Multiple Job History Records

Reviewing Multiple Job History for an Employee

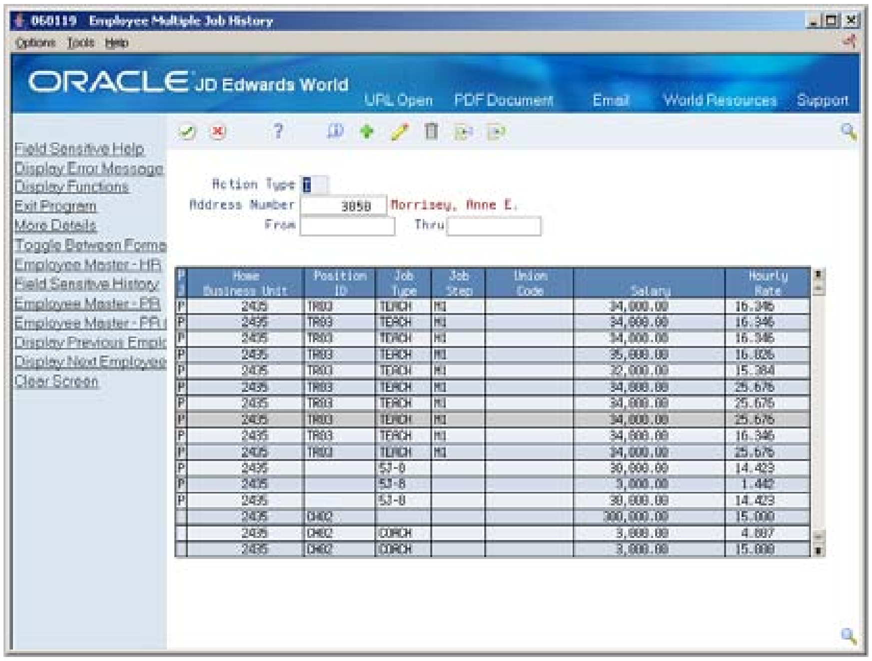
	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Change Control and Monitoring** From Change Control and Monitoring (G05112), choose **Employee Multiple Job History**

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

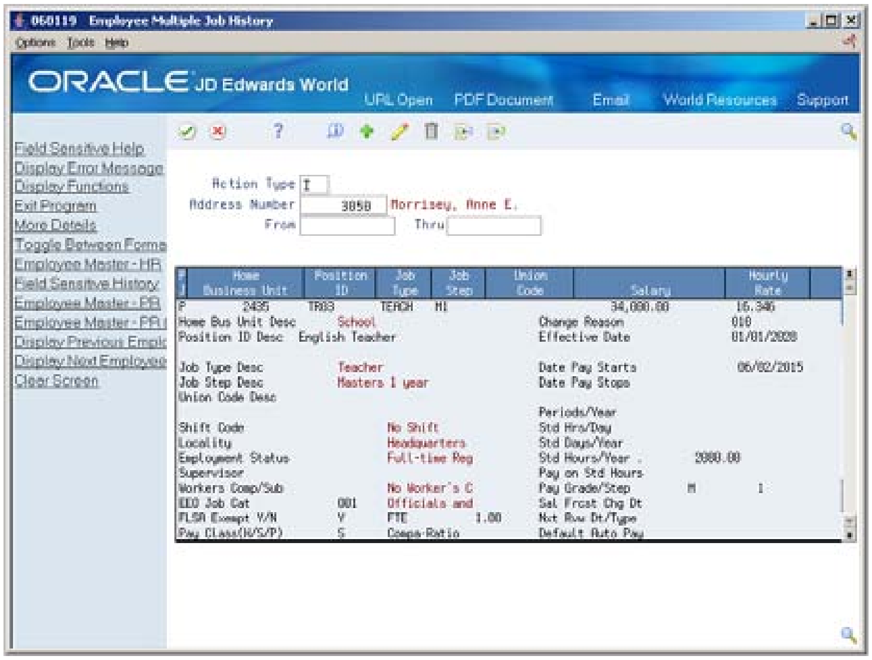
- Determine which jobs the employee has held during the same period of time
- Review the employee's wage information for each job

To review multiple job history for an employee

On Employee Multiple Job History



1. Complete the following field:
   - Address Number
2. To narrow the search, complete any of the following optional fields:
   - Select From
   - Select Through
3. Access More Details (F4).



4. Review the information.

Deleting Multiple Job History Records

	From Time Accounting System (G05), choose **Employee Information** From Employee Information (G0511), choose **Change Control and Monitoring** From Change Control and Monitoring (G05112), choose **Employee Multiple Job History**

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

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

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

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

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

Before You Begin

- Enter the correct information on Employee Multiple Job Entry

To delete multiple job history records

On Employee Multiple Job History

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

Correct Turnover Records

Correcting Turnover Records

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose Update Turnover Data

When employee assignment information changes (such as when an employee changes jobs or moves to a new business unit within your organization), you must correct the employee's record to reflect the change.

Caution: You must specify in your system constants that you want the system to create turnover records of the information you changed when you update employee records. Turnover records also show employee movement that results from new hires and terminations.

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

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

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

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

- Change reason code
- Home company
- Home business unit
- Job number
- Check route

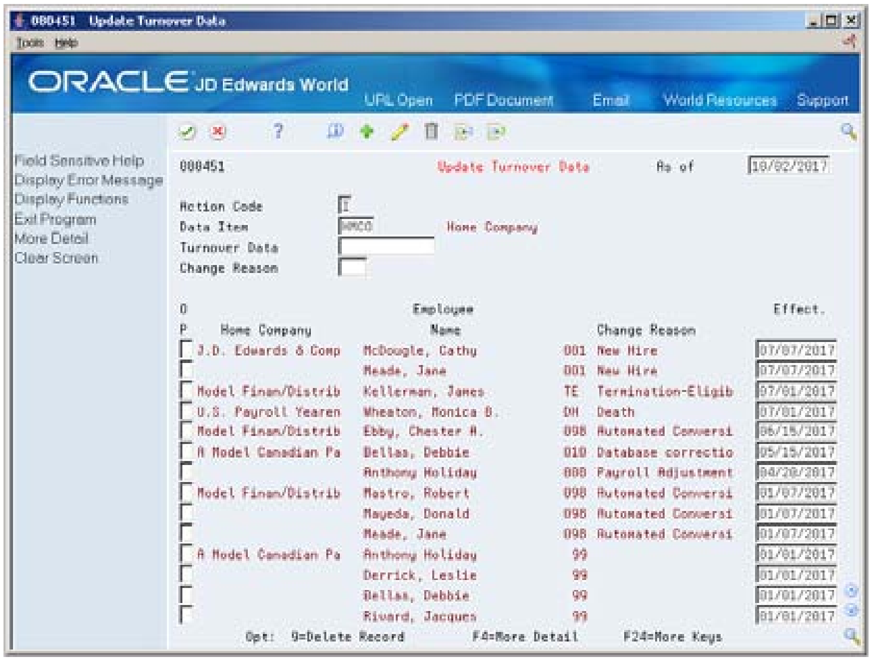
To maintain the accuracy of your historical information, you should also delete the duplicate employee history records.

See Also

- *Correcting History Records (P080420)*

To correct turnover records

On Update Turnover Data



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

Field	Explanation
Data Item	A data item, such as home business unit or home company, for which you are tracking employee turnover. To specify the data items for which you are tracking employee turnover, use user defined code table 08/TF. JD Edwards World provides four codes. If necessary, you can change the description of these codes. However, do not change the four-letter code. For example, one of the codes provided is HMCO (Home Company). You can change the Home Company description, but do not change the letters HMCO.
Turnover Data	The data that is specific to the type of turnover being tracked. For home business unit, this field would contain an individual business unit name. For home company, it would contain a company name. For jobs, it would contain a job type (data item JBCD), followed by a job step (data item JBST). For check route codes, the field would simply contain the code. *Form-specific information* This field is optional. You can use it to limit the information that appears on the form. If you do not put a code in this field, all turnover information for the data item appears.

4 Time Entry

Overview to Time Entry

Objectives

- To track labor by employee
- To understand the different time entry methods and when to use them

About Time Entry

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

- By employee
- By job or business unit
- By day
- By employee with equipment
- For shop floor control

You can also use different time entry methods for different groups of employees. For example, if a group of employees work in the same business unit or job, you can streamline time entry for that job. When you enter labor by job or business unit, you can enter the job number once for the entire group.

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

Time entry consists of the following tasks:

- Entering labor by employee
- Entering labor by job or business unit
- Entering labor by employee with equipment
- Entering daily labor
- Entering labor for shop floor control
- Entering recharge information
- Working with timecard information
- Generating overtime timecards automatically
- Working with uploaded timecard information

Enter Labor by Employee

Entering Labor by Employee

You can use several methods to manually enter labor. When you need to enter labor for individual employees, entering by employee is usually the most convenient method.

This section contains the following:

- Entering Labor Information by Employee
- Calculating an Employee's Hourly Rate
- Entering Work Order Information
- Copying Labor Distribution Instructions

Labor information is composed of essential information and system-supplied information. Essential labor information is the minimum information required to track an employee's labor. When you enter essential labor information for an employee, the system supplies a pay rate and some additional information, such as business unit and account number. In some cases, you might need to temporarily override an employee's system-supplied 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.

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

See Also

- *Appendix A — Timecard Derivation Sequence* for information on how the system derives timecard information

Entering Labor Information by Employee

	From Time Accounting System (G05), choose **Time Entry** From Time Entry (G0512), choose **Labor by Employee**

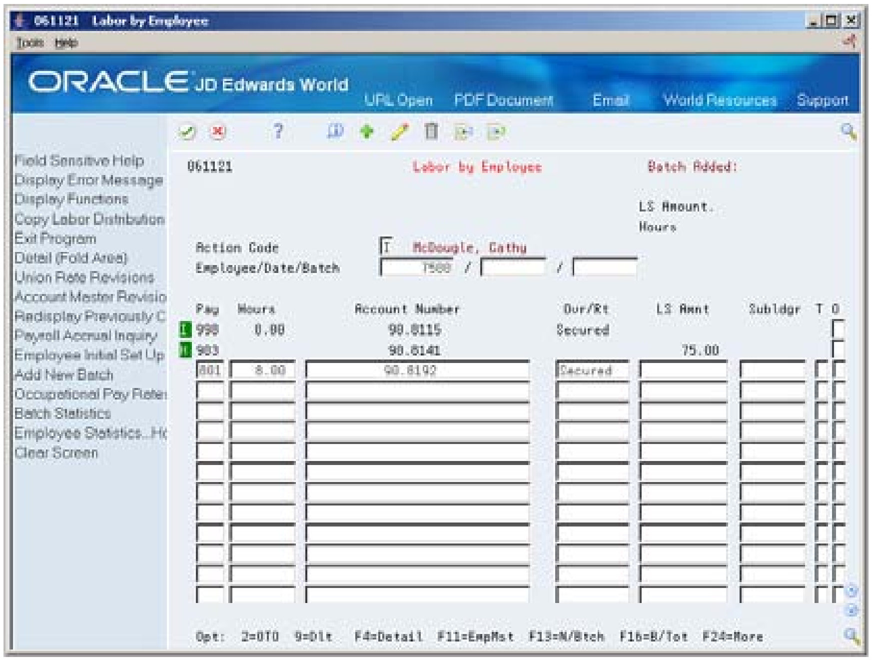
Essential labor information is the minimum information required to track an employee's labor. When you need to enter timecards for individual employees, entering labor by employee is usually the most convenient method.

When you enter essential labor 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. You can change the system-supplied information when you enter essential labor information or at a later time.

To enter labor information by employee

On Labor by Employee



1. Choose the Add New Batch function (F13).

   The system uses next numbers to assign the batch number and displays it in the upper portion of the form to the right of the Batch Added field.

2. Complete the following fields:

   - Employee
   - Date
   - Pay

3. Complete one of the following fields:

   - Hours
   - Lump Sum Amount

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

   - Account Number
   - Over/Rate

5. Access the detail area.
6. To override system-supplied information, enter values in any of the following fields:
   - Job Type
   - Job Step
   - Job Location (Jobl)
   - Shift Code
   - Shift Differential
   - Shift Method (Percent or Amount)
   - Date Worked (Dtwk)
   - Home Company
   - Home Business Unit
   - Explanation
   - Record Type

Field	Explanation
Employee No	A number that uniquely identifies an entry in the Address Book system. You can use this number to identify employees and applicants. This field accepts the identification in one of three forms: ▪ A 1- to 8- digit employee (address book) number. ▪ A 9-digit Social Security (tax ID) number with leading zeros. ▪ A 9- to 8- digit "other" number (alternate, old, third employee) preceded by a slash (/).
Date - Worked	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.

Field	Explanation
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.
Hours	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.
LS Amnt	A lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs.

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 (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* 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

Field	Explanation
Ovr / Rt	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.
Job Type (Craft) Code	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.
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.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Shift Code</td><td>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.</td></tr>
<tr><td>Amount - Shift Differential</td><td>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).</td></tr>
<tr><td>Percent or Amount</td><td>A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are:

H The amount in the Shift Differential field is added to the hourly rate.

% The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate.</td></tr>
<tr><td>Dtwk</td><td>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.</td></tr>
<tr><td>Hmco</td><td>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.</td></tr>
<tr><td>Hmbu</td><td>The number of the business unit in which the employee generally resides.</td></tr>
<tr><td>Expl</td><td>An optional explanation that prints on the Time and Pay Register.</td></tr>
</table>

Field	Explanation
Rcty	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.

What You Should Know About

Adding a timecard entry to an existing batch	Each line on Labor by Employee represents a timecard entry. To add a new entry to an existing batch, enter the timecard information and use the Change action. Do not choose to add the entry. If you use the Add action, the system duplicates the existing timecard information and adds the duplicated information along with the new information to the existing batch.
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.
Displaying batch statistics	When you choose the Batch Statistics function, the system displays the total number of labor records, employee records, hours, and dollars for the batch. The system updates the information each time you make changes to the time entry batch. A processing option controls whether you can display batch statistics.
Displaying the pay rate	When the pay rate is derived from the Employee Master, the system displays Secured in the Over/Rate field. When you enter a pay rate on the form, the system overrides the system-supplied pay rate.
Batch numbers	Batch numbers must be unique. You can set up the processing options to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose the New Batch function the system generates a batch number that you can enter in the Batch Number field. Alternatively, you can enter your own unique batch number.

Calculating an Employee's Hourly Rate

	From Time Accounting System (G05), choose **Time Entry** From Time Entry (G0512), choose **Labor 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 in the following forms:

1. Time Entry - hourly rate information
2. Pay Rates for Groups / Union - 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

Unless you set the processing options differently, the system uses the above sequence to derive an employee's hourly rate.

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-supplied 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 Labor by Employee

1. Complete the steps for entering labor information.
2. To override the system-supplied hourly rate, complete the following field:
   - Override / Rate
3. Access the detail area.
4. Complete any of the following fields:
   - Uprate
   - Shift Code (Sh)
   - Shift Differential (D)
   - Percent or Amount (M)

Field	Explanation
Ovr/Rt	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.
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.

Field	Explanation
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 Labor Information by Employee (P061121)*

Entering Work Order Information

	From Time Accounting System (G05), choose Time Entry From Time Entry (G0512), choose Labor 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 Labor by Employee

1. Complete the steps for entering labor information.
2. Complete the following fields:
   - Account Number
   - Subledger
   - Subledger Type
3. Access the detail area (F4).
4. Complete the following optional field:
   - Subledger Phase (Sb.P)

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Account Number</td><td>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
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</td></tr>
<tr><td>Subldgr</td><td>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.</td></tr>
</table>

Field	Explanation
Subledger Type	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.
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 Labor Information by Employee (P061121)*

Copying Labor Distribution Instructions

From Time Accounting System (G05), choose **Time Entry**
From Time Entry (G0512), choose **Labor 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:

- 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 by hour

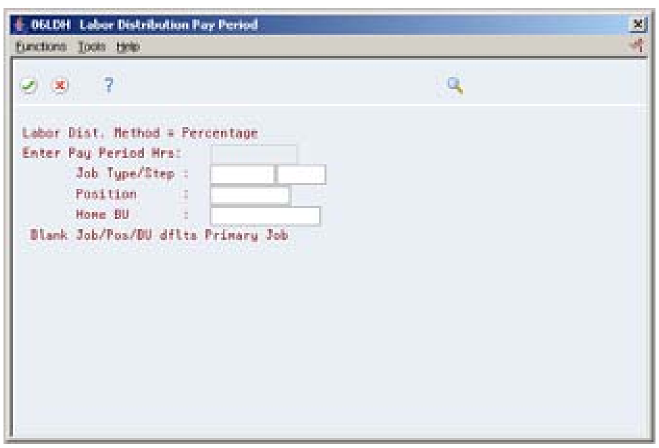
On Labor by Employee

1. Complete the following fields:
   - Employee
   - Date
   - Batch
2. Choose the Copy Labor Distribution Instructions function.
3. Accept the timecard information as displayed or make changes to any of the fields as needed for this entry.
4. Complete the steps to enter the timecard.

To copy labor distribution instructions by percentage

On Labor 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 (P051121).

Enter Labor by Job or Business Unit

Entering Labor by Job or Business Unit

	From Time Accounting (G05), choose Time Entry From Time Entry (G0512), choose Labor by Job or Business Unit

You can streamline time entry when you enter timecards 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, such as the job worked. Then, you can enter individual information for each employee in the group.

Labor information is composed of essential information and system-supplied information. Essential labor information is the minimum information required to pay an employee.

When you enter timecards by job or business unit, you can track detailed information about a job site, such as the superintendent or foreman for the job by using category codes.

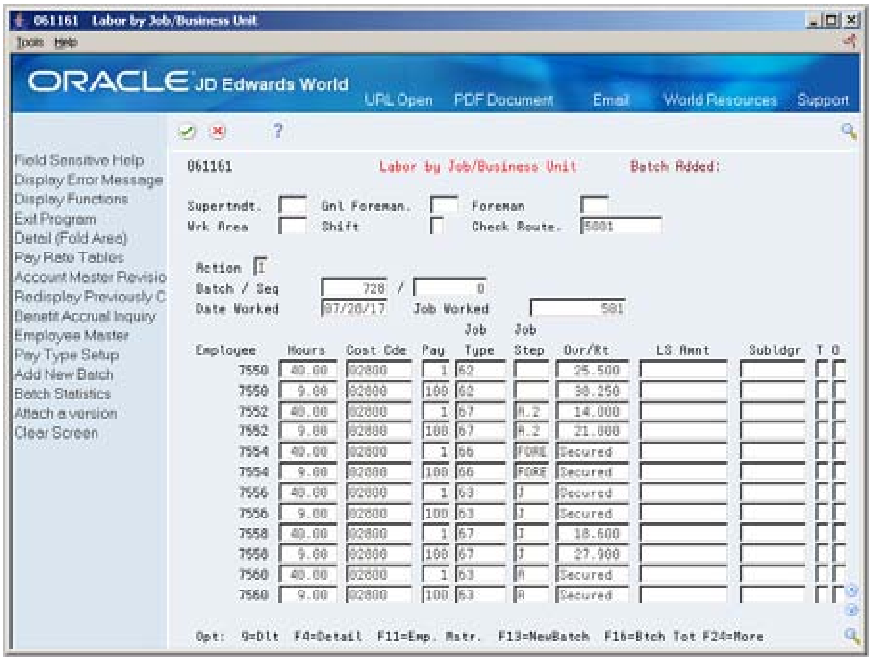
By accessing the detail area, you can enter additional information about the job, such as shift code and site information. The shift code identifies daily work shifts. You can use it to add a percent or amount to the hourly rate for a timecard. The site information you enter applies to all timecards in the batch.

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

Note: This program supports Import/Export functionality. See Technical Foundation for more information.

To enter labor by job or business unit

On Labor by Job or Business Unit



1. Complete the following optional fields:
   - Superintendent
   - General Foreman
   - Foreman
   - Work Area
   - Shift
2. Complete the following fields:
   - Batch
   - Date Worked
   - Job Worked
3. To add essential labor information for each employee working on the job, complete the following fields:
   - Employee
   - Hours
   - Pay Type
   - Cost Code
4. Access the detail area (F4).
5. To override the system-supplied information, complete the following fields:
   - Explanation

- Object Worked
- Job Location
- Record Type
- Home Company
- Home Business Unit
- Tax Area

Field	Explanation
Job Worked	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 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 (\WO.).

What You Should Know About

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 to an existing batch	Each line on Labor by Job or Business Unit represents a timecard entry. To add a new entry to an existing batch, enter the timecard information and use the Change action. Do not choose to add the entry. If you use the Add action, the system duplicates the existing timecard information and adds the duplicated information along with the new information to the existing batch.

Displaying batch statistics When you choose the Batch Statistics function, the system displays the total number of labor records, employee records, hours, and dollars for the batch. The system updates the information each time you make changes to the time entry batch. A processing option controls whether you can display batch statistics.

Batch numbers Batch numbers must be unique. You can set up the processing options to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose the New Batch function the system generates a batch number that you can enter in the Batch Number field. Alternatively, you can enter your own unique batch number.

Category codes Labor by Job or Business Unit uses category codes one through four. You name and define these category codes when you set up your Time Accounting system.

See Also

- *Work with PC Import/Export* in the *Technical Foundation guide.*
- *Appendix A — Timecard Derivation Sequence* for information on how the system derives timecard information

Processing Options

See Time Entry by Job (Business Unit) (P051161)

Enter Labor by Employee with Equipment

Entering Labor by Employee with Equipment

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Labor by 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

The full functionality of this program requires integration with the Fixed Assets and Equipment Plant / Management systems.

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 labor entry. Use this program when you need to:

- Track complete equipment information for both billing and maintenance
- Track equipment hours separate from employee payroll hours

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

Method	Description
Labor by Employee	Use employee timecard hours to track equipment repaired or maintained hours. Use this method when you do need to track equipment maintenance time in the Fixed Assets or Equipment Maintenance systems. You cannot create a billing for equipment used to perform a job.
Labor by Job or Business Unit	Tracks complete equipment information. Allows you to enter equipment maintenance information as well as create a billing for equipment used at a job site.
Daily Labor	Tracks complete equipment information. Allows you to enter equipment information by day for equipment maintained and to create a billing for equipment used at a job site.

Before You Begin

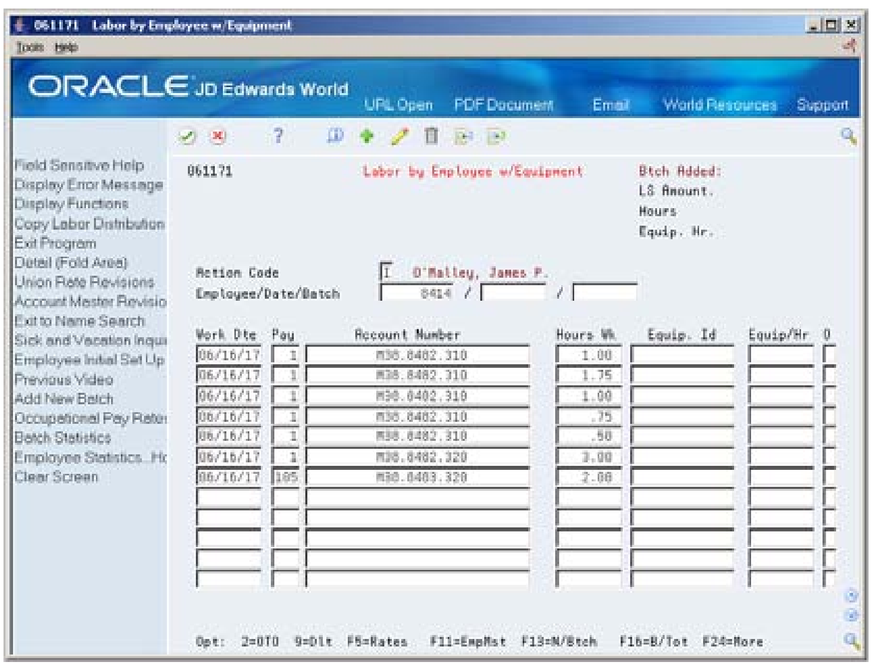
- Set up equipment numbers on Equipment Master. See *Creating an Equipment Master Record* in the *Equipment Billing Guide*.
- Set up rate tables and rate groups in the Job Cost system. See *Setting Up Equipment Billing* in the *Equipment Billing Guide.*
- Set up an AAI table for the equipment distribution journal type (ED). See *Setting Up AAIS for Labor, Billings, and Equipment Distribution*.

See Also

- *Appendix A — Timecard Derivation Sequence* for information on how the system derives timecard information
- *Entering Labor Information by Employee (P061121)*
- *Entering Recharge Information (P051121)*

To enter labor by employee with equipment information

On Labor by Employee with Equipment



1. Complete the steps for entering timecard information.
2. To identify the equipment that the employee uses to perform a job, complete the following fields:
   - Equipment ID
   - Equipment Hours
3. Access the detail area (F4).

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 used to perform a job, 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 Worked On	The ID number for the equipment that an employee maintained or repaired, but did not use. For example, an employee might change the oil in the company dump truck. Use this field to direct labor expenses to this piece of equipment.
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 to an existing batch

Each line on Labor by Employee with Equipment represents a timecard entry. To add a new entry to an existing batch, enter the timecard information and use the Change action. Do not choose to add the entry.

If you use the Add action, the system duplicates the existing timecard information and adds the duplicated information along with the new information to the existing batch.

Copying timecard fields

You can duplicate any field of timecard information to the next line on the form. Use the designated dup key on your keyboard.

Displaying batch statistics

When you choose the Batch Statistics function, the system displays the total number of labor records, employee records, hours, and dollars for the batch. The system updates the information each time you make changes to the time entry batch. A processing option controls whether you can display batch statistics.

Batch numbers

Batch numbers must be unique. You can set up the processing options to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose the New Batch function the system generates a batch number that you can enter in the Batch Number field. Alternatively, you can enter your own unique batch number.

Processing Options

See Time Entry by Individual (P061171).

Enter Daily Labor

Entering Daily Labor

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Daily Labor**

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.

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

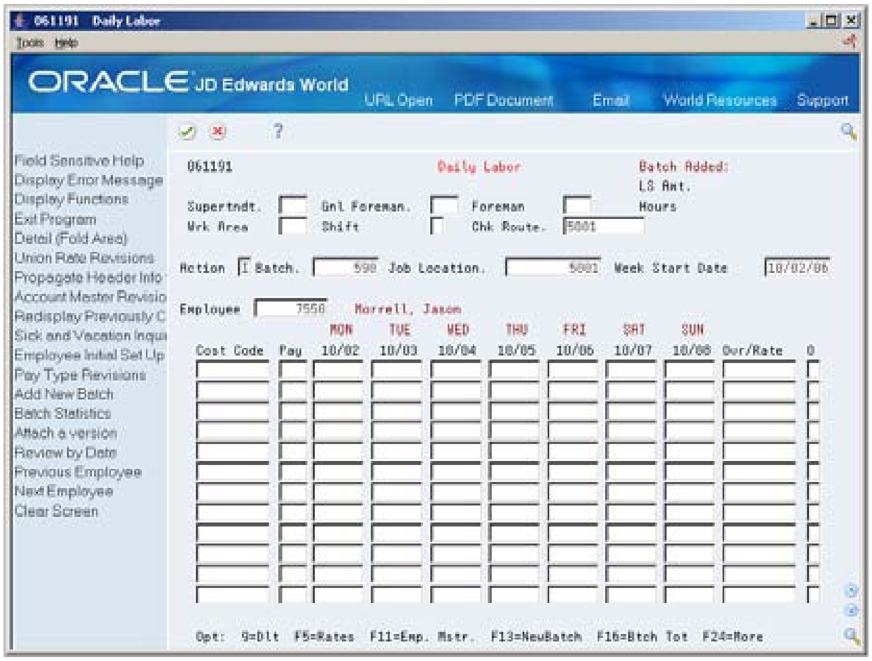
> **Note:** This program supports Import/Export functionality. See Technical Foundation for more information.

See Also

- *Appendix A — Timecard Derivation Sequence* for information on how the system derives timecard information.
- *Work with PC Import/Export* in the *Technical Foundation guide.*

To enter daily labor

On Daily Labor



1. Complete the following fields:
   - Batch
   - Job Location
   - Week Start Date
   - Employee
   - Cost Code
   - Pay Type
   - Hours (by day)
2. Complete the following optional fields:
   - Superintendent
   - General Foreman
   - Foreman
   - Work Area
   - Shift
3. Access the detail area (F4).
4. To override the system-supplied information, complete the following fields:
   - Job Worked
   - Job Type

- Job Step
- Tax Area
- Object Worked
- Home Business Unit
- Home Company
- Record Type

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

Adding a timecard entry to an existing batch	Each line on Daily Labor represents a timecard entry. To add a new entry to an existing batch, enter the timecard information and use the Change action. Do not choose to add the entry. If you use the Add action, the system duplicates the existing timecard information and adds the duplicated information along with the new information to the existing batch.
Category codes	Daily Labor uses category codes one through four. You name and define these category codes when you set up your Time Accounting system.
Reviewing timecards	You can use Daily Labor 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.
Displaying batch statistics	When you choose the Batch Statistics function, the system displays the total number of labor records, employee records, hours, and dollars for the batch. The system updates the information each time you make changes to the time entry batch. A processing option controls whether you can display batch statistics.

Batch numbers	Batch numbers must be unique. You can set up the processing options to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose the New Batch function the system generates a batch number that you can enter in the Batch Number field. Alternatively, you can enter your own unique batch number.

Processing Options

See Daily Labor (P061191).

Enter Labor for Shop Floor Control

Entering Labor for Shop Floor Control

	From Time Accounting (G05), choose Time Entry From Time Entry (G0512), choose Labor by Shop Floor Control

When you produce items, such as oak desks, you need to record the hours spent on the production and the number of items completed. You might have signed a contract to produce a large quantity of desks at a standard price for your suppliers. During the year, as you produce the desks, it is easier to apply a standard cost and production amount per hour amount for each desk produced.

If you also use a work order to track groups of desks produced, you can track the actual hours and costs to produce each group of desks. Then, once a year, you can compare actual hours and costs to the standard hours and costs to determine whether a large variance exists between these amounts. If a variance exists, you can adjust the standard production costs and the standard price to your suppliers accordingly.

The Time Accounting system integrates with the Shop Floor Control system so that you only have to enter an employee's hours and quantities produced once. The single entry saves time and reduces the risk of data entry error, while ensuring that data across both systems is consistent.

You record time information in the Time Accounting system as well as in the Manufacturing system by using a work order so you can maintain accurate manufacturing accounting and costing data. You record hours and quantities per work order, by employee based on a work order routing step, by type of hour, such as machine or labor hours.

After you enter hours and quantities, you can review and revise them before you post them to the Manufacturing system for further tracking and cost accounting.

By entering shop floor information using the Time Accounting system, you can:

- Designate hours as setup, labor, or machine related, and record them against a specific routing operation for the process
- Record the quantity of pieces completed and scrapped by the employee against a specific routing operation for the process
- Enter the status of a routing operation for a process
- Enter hours and quantities for the work orders

You can use processing options to enter:

- A work order status code beyond which entries to the work order cannot be made

- The document type associated with shop floor activity

The system concurrently updates the Hours and Quantities form in the Shop Floor Control system from the timecard information you enter on Labor by Shop Floor Control.

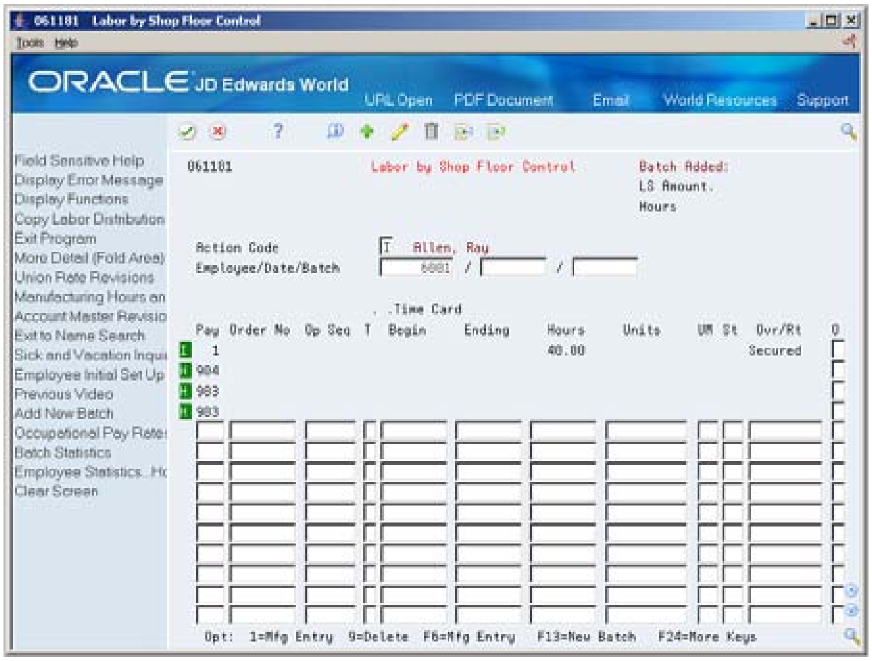
For example, you might issue work order 1170 for 125 oak desks. The work order would contain a series of operation sequence routing steps itemizing how to gather and assemble parts. The work order might contain a parts list itemizing the parts required for production of oak desks.

Time entry might consist of the following entries for the first two operation sequence routing steps:

Step	Description
Sequence 10	Time Entry Information & Type: Employee Labor - 1.5 hours setup ▪ Units completed and status code are not applicable Machine Hours - 3.0 hours setup ▪ Units completed and status code are not applicable
Sequence 20	Time Entry Information & Type: Employee Labor - 4 hours labor ▪ 125 units completed Machine Hours - 4 hours machine usage ▪ Status Code 35 - waiting for inspection

To enter labor for shop floor control

On Labor by Shop Floor Control



1. **1.** Choose the Add New Batch function.

   The system uses next numbers to assign the batch number and displays it in the upper portion of the form to the right of the Batch Added field.

2. **2.** Complete the following fields:
   - Employee
   - Date
   - Batch Number

3. **3.** Complete the following fields for each operation sequence routing step:
   - Pay Type
   - Order Number
   - Operation Sequence Number (Op Seq)

4. **4.** Complete either of the following fields to enter the timecard information:
   - Time Card Begin and Ending
   - Hours

   The system calculates the hours if you enter the Time Card Begin and Ending information. If you enter only hours' information, the system populates the Time Card Begin and Ending information with 00:00:00.

5. Complete the following optional fields:

- Type
- Units
- Units of Measure
- Status

Field	Explanation
Order No	The number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Op Seq	In routings, this number is used to sequence the fabrication or assembly steps in the manufacture of an item. You can track costs and charge time by operation. In bills of material, this number designates the routing step in the fabrication or assembly process that requires a specified component part. You define the operation sequence after you create the routing for the item. The Shop Floor Control system uses this field in the backflush/preflush by operation process. In engineering change orders, this number is used to sequence the assembly steps for the engineering change. Skip To fields allow you to enter an operation sequence that you want to begin the display of information. You can use decimals to add steps between existing steps. For example, use 12.5 to add a step between steps 12 and 13.
Type of Hours	A code to indicate the type of time entered. Valid codes are: 1 Run Labor Hours 2 Setup Labor Hours 3 Machine Hours 4 Quantities Completed 5 Quantities Scrapped 9 Miscellaneous (piece rate bonus and so forth)
Unit of Measure as Input	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).
St	A user defined code (31/OS) that identifies the current status of a work order or engineering change order as the operation steps in the routing are completed.

Processing Options

See Manufacturing/Payroll Time Entry (P061181).

See Also

- *Entering Payroll Hours and Quantities (P061181)* in the *Shop Floor Control Guide*

Enter Recharge Information

Entering Recharge Information

You enter recharge information when you need to bill for labor services. You enter information to these programs the same as you would for the other time entry programs. The system designates the timecard entries as record type 3 for recharge processing.

This section contains the following:

- Entering Recharge Timecards by Employee
- Entering Recharge Timecards by Job or Business Unit

What You Should Know About

Adding a timecard entry to an existing batch	Each line on the recharge timecard program forms represents a timecard entry. To add a new entry to an existing batch, enter the timecard information and use the Change action. Do not choose to add the entry. If you use the Add action, the system duplicates the existing timecard information and adds the duplicated information along with the new information to the existing batch.
Batch numbers	Batch numbers must be unique. You can set up the processing options to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose the New Batch function the system generates a batch number that you can enter in the Batch Number field. Alternatively, you can enter your own unique batch number.

Entering Recharge Timecards by Employee

> From Time Accounting (G05), choose Time Entry
> From Time Entry (G0512), choose Recharge Time by Employee

As an alternative, you can access Recharge Time by Employee directly from Equipment/Plant Management menus. Choose Equipment Work Orders from the main menu. From the Equipment Work Orders menu, choose Work Order Processing. From the Work Order Processing menu, choose Time Entry by Employee.

Enter recharge timecards by employee when you want to bill the employee's labor services. When you use this time entry method, the system uses the billing rate. It derives this rate from information you have entered on one of the following forms:

- Pay Rates for Groups/Unions
- Occupational Pay Rates
- Employee Entry

After you enter an employee record, you can specify the record type to control how the system is to process the employee's timecard information in the time entry programs. However, when you use the recharge timecard programs, the system disregards this value and processes all timecards as record type 3 (recharge processing).

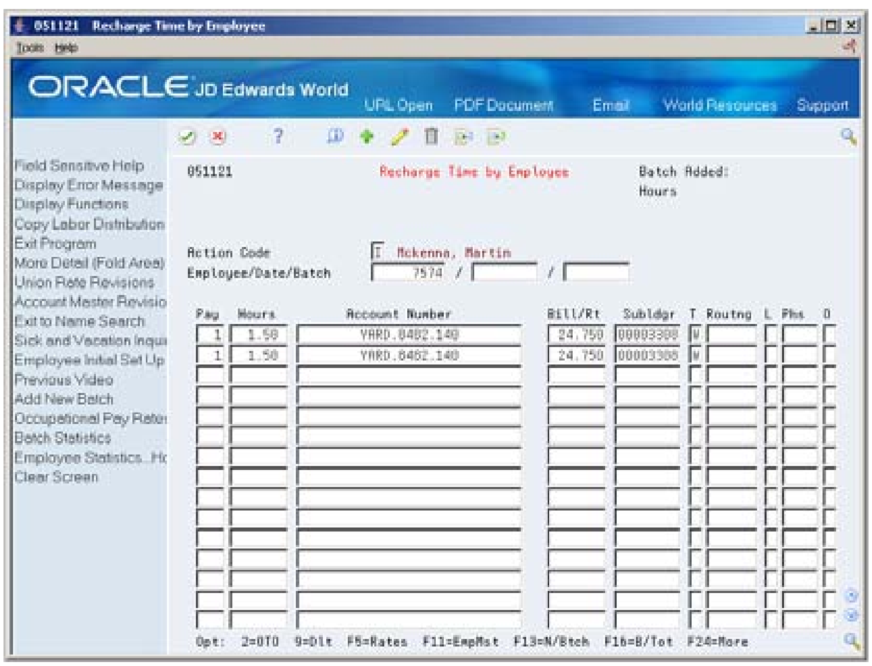
When you enter recharge timecards by employee, the system supplies additional information depending on how your system is set up.

See Also

- *Entering Work Order Time by Employee for Maintenance (P051121)* in the *Equipment/Plant Maintenance Guide* for information about entering charges for equipment use and associated labor
- *Entering Labor Information by Employee (P061121)*
- *Entering Basic Employee Data (P060111)*
- *Copying Labor Distribution Instructions (P061121)*

To enter recharge timecards by employee

On Recharge Time by Employee



1. Choose the Add New Batch function.

   The system uses next numbers to assign the batch number and displays it in the upper portion of the form to the right of the Batch Added field.

2. Complete the following fields:

   - Employee
   - Date Worked
   - Pay Type
   - Hours

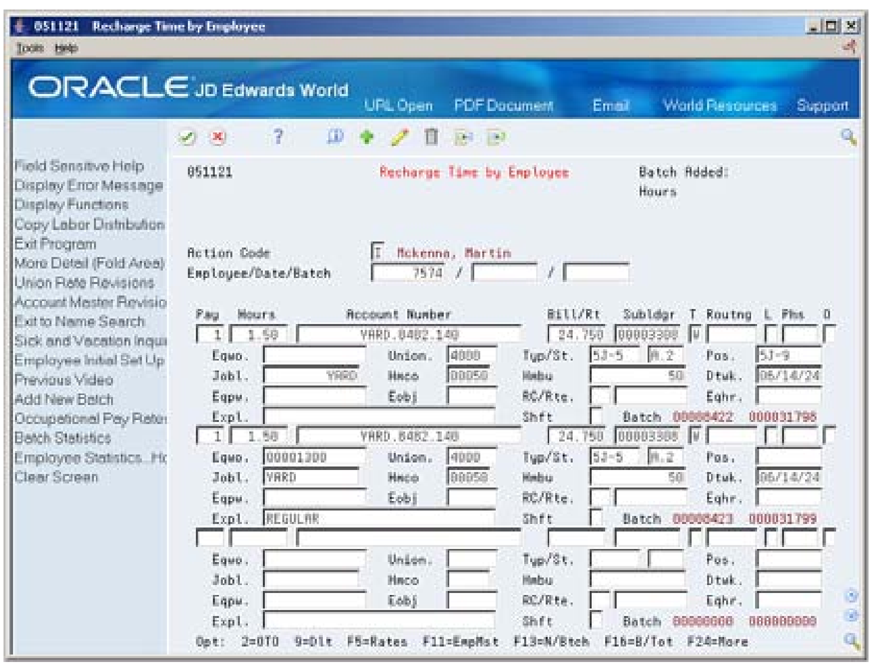
3. To override system-supplied information, enter values in any of the following fields:

   - Account Number
   - Billing Rate (Bill / Rt)

4. Complete the following optional fields:

   - Subledger
   - Subledger type
   - Routing

5. Access the detail area (F4).



6. Complete the following optional fields:

   - Equipment Worked On (Eqwo)
   - Union
   - Equipment Object

- Equipment Rate Code (RC)
- Equipment Billing Rate (Rt)
- Equipment Hours

7. To override system-supplied information, complete any of the following optional fields:
   - Job Type
   - Job Step
   - Home Company
   - Home Business Unit
   - Explanation

Field	Explanation
Bill / Rt	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 is 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 does 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 ▪ Labor by Employee ▪ Labor by Job or Business Unit ▪ Daily Labor ▪ Labor by Employee with Equipment ▪ Labor by Shop Floor Control ▪ Recharge Time by Employee ▪ Recharge by Job or Business Unit

What You Should Know About

Displaying batch statistics

When you choose the Batch Statistics function, the system displays the total number of labor records, employee records, hours, and dollars for the batch. The system updates the information each time you make changes to the time entry batch. A processing option controls whether you can display batch statistics.

Processing Options

See Recharge Time by Employee (P051121).

Entering Recharge Timecards by Job or Business Unit

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Recharge by Job or Business Unit**

As an alternative, you can access Recharge Time by Job or Business Unit directly from Equipment/Plant Management menus. Choose Equipment Work Orders from the main menu. From the Equipment Work Orders menu, choose Work Order Processing. From the Work Order Processing menu, choose Time Entry by Shop or Business Unit.

Enter recharge timecards by job or business unit to streamline time entry when you need to bill labor services for a group of employees who work in the same 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.

This program disregards the record type associated to the employee and processes the timecards you enter as recharge timecards.

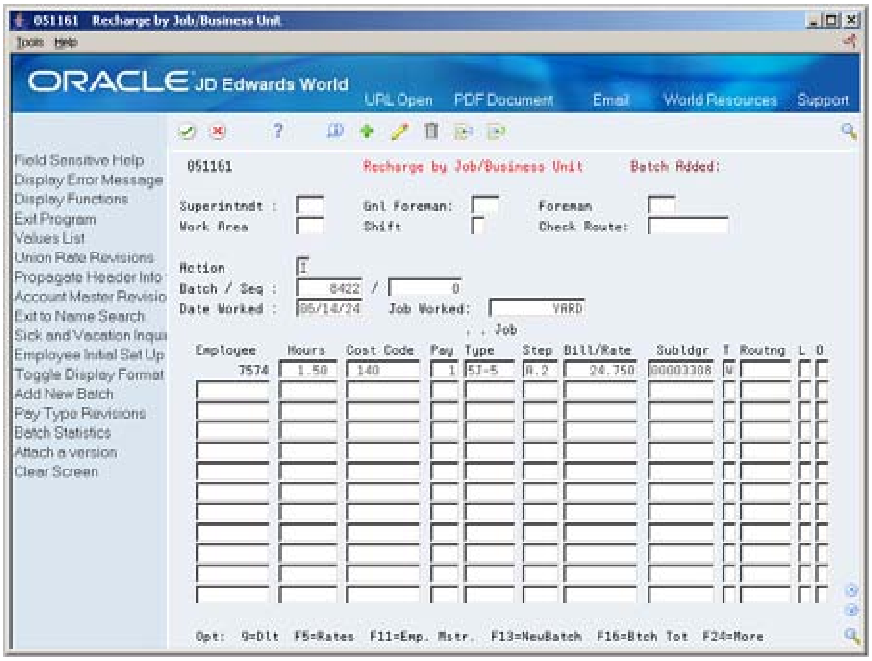
When you enter recharge timecard information by job or business unit, the system supplies additional information depending on how your system is set up.

See Also

- *Entering Equipment Billing Information (P051161)* in the *Equipment Billing Guide*
- *Entering Work Order Time by Job or Business Unit (P051161)* in the *Equipment/Plant Maintenance Guide*

To enter recharge timecards by job or business unit

On Recharge by Job or Business Unit

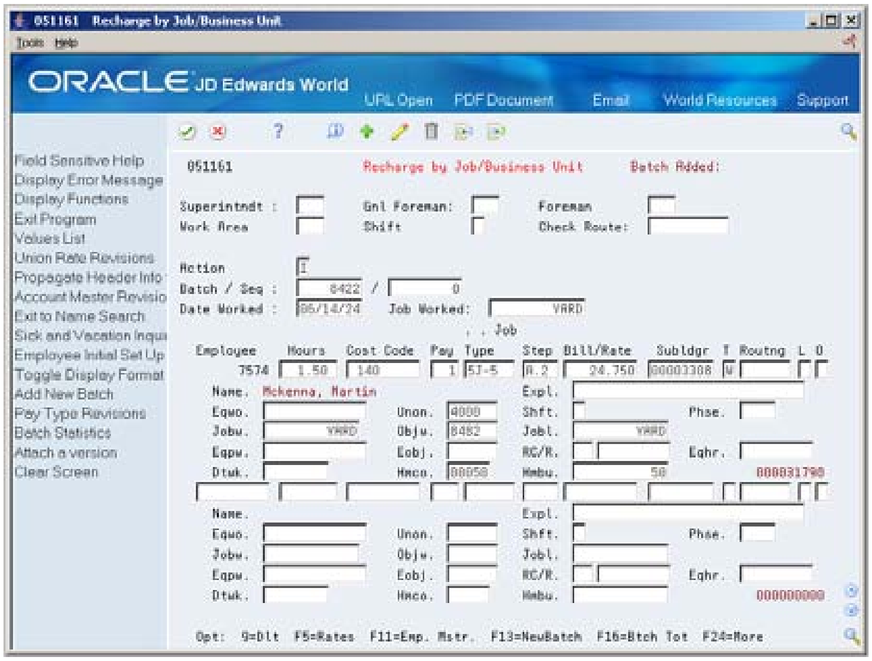


1. Choose the Add New Batch function.

   The system uses next numbers to assign the batch number and displays it in the upper portion of the form to the right of the Batch Added field.

2. Complete the following fields:
   - Date Worked
   - Job Worked
3. For each employee working on the job, complete the following fields:
   - Employee
   - Hours
   - Pay Type
4. To override system-supplied information, complete any of the following fields:
   - Cost Code
   - Job Type
   - Job Step
   - Billing Rate
5. Complete the following optional fields:
   - Subledger
   - Subledger Type
   - Routing Step

6. Access the detail area (F4).



7. To override system-supplied information, complete any of the following fields:

- Explanation
- Phase
- Job Worked
- Object Worked
- Job Location
- Home Company
- Home Business Unit

8. Complete the following optional fields:

- Equipment Worked On (Eqwo)
- Union
- Equipment Worked (Eqpw)
- Equipment Object
- Equipment Rate Code (RC)
- Equipment Billing Rate (Rt)
- Equipment Hours

What You Should Know About

Alternate form display	If the recharge timecards contain equipment billing information, you can change the display format for the form by choosing the Toggle Display Format function. The system toggles the equipment billing information out of the detail area of the form into the main portion of the form. A processing option also controls whether the form displays equipment information in the main portion of the form or in the detail area.

Processing Options

See Recharge by Job or Business Unit (P051161).

Work with Timecard Information

Working with Timecard Information

After you enter timecards, but before you generate timecard journals, 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.

This section contains the following:

- Reviewing Timecard Information by Batch
- Working with Time Entry Reports
- Printing the Employee Time Sheets Report
- Revising Timecards

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 summary, by date, or by pay type.

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

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 date or by job (business unit).

Depending on the method you choose, you can review totals for all pay types or one pay type at a time. Processing options control whether you display amounts for gross pay or equipment units and hours.

Reviewing timecard information by batch consists of the following tasks:

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

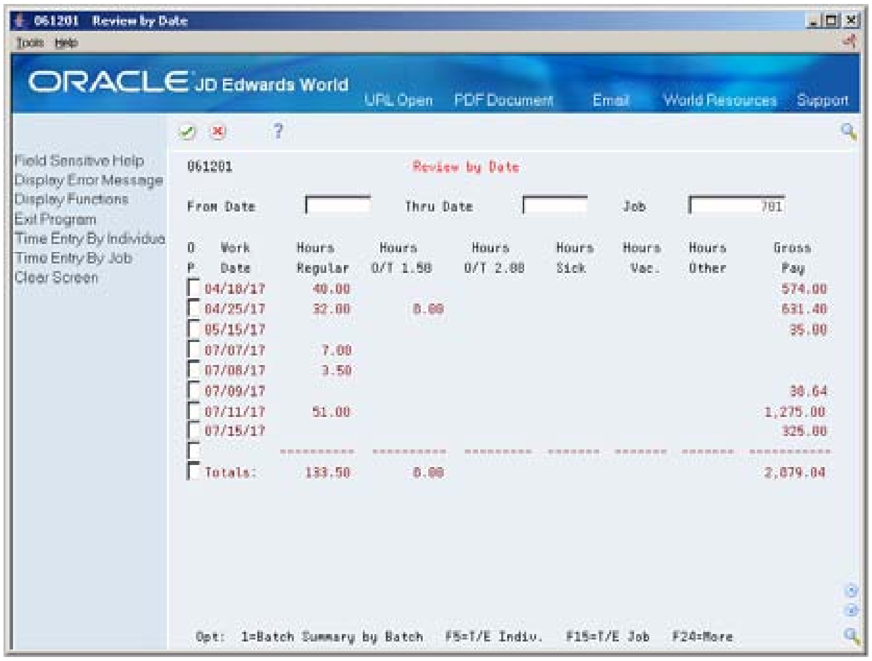
Reviewing Timecards by Date

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Review by Date**

To verify that timecard information is correct, you can review batches of current timecards that you entered within a specified pay period date or for a specific job (business unit). Processing options control how the system determines the amount of hours and 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

Displaying multiple batches	When you inquire on the form, you can display all unposted batches for all pay periods by leaving the date and job information blank. To display all batches for a specific job, regardless of pay period dates, enter the job number in the Job field.

Processing Options

See Batch Summary by Date (P061201).

Reviewing Batch Totals by Batch

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Batch Summary by Batch**

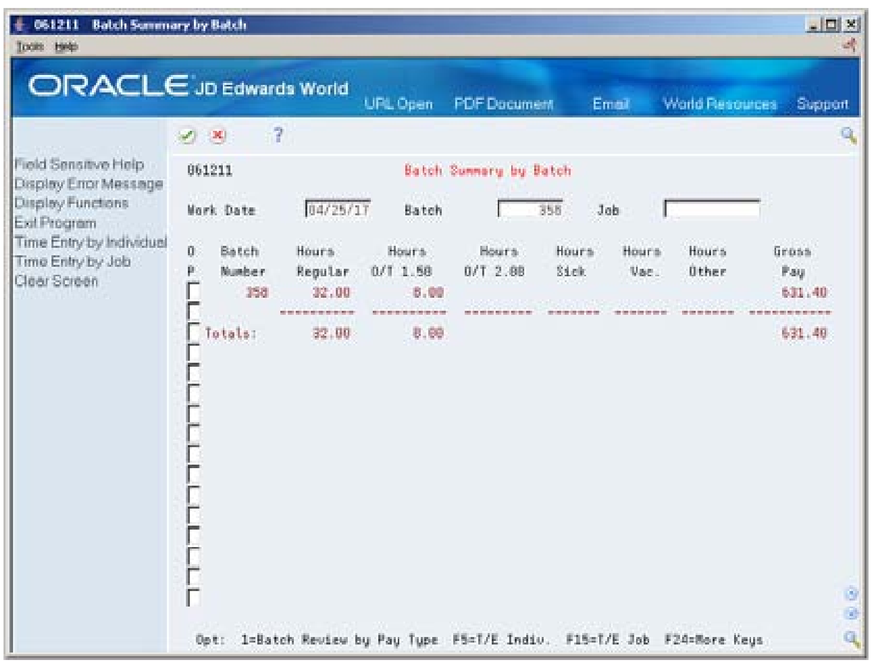
To verify that timecard information is correct, you can review batches of current timecards by work date, job, or batch.

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.

The display includes totals for ranges of pay types and gross pay. Additionally, it includes grand totals for all current batches within the work date.

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

Work date	If you use Daily Labor to enter timecard information, 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 Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Batch Summary by Pay Type**

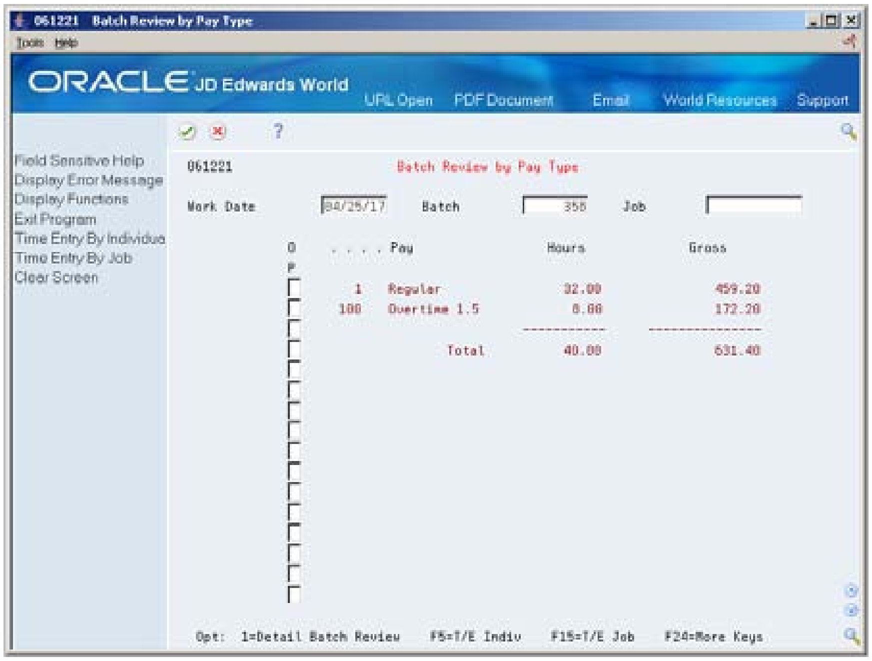
To verify that timecard information is correct, you can review the batch information by pay types for current timecards. You also can review the total hours and gross pay for each pay type.

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 use Daily Labor to enter timecard information, 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.

Reviewing Detail Batch Information

From Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Detail Batch Review**

To verify that current timecard information is correct, you can review detailed timecard information by batch and work date for a specific employee. You can further restrict the detail information the system displays by entering a job 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 use Daily Labor to enter timecard information, 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.

Working with Time Entry Reports

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

Working with time entry reports consists of the following tasks:

- Reviewing the Timecard Register
- Reviewing the Hourly Rates Exception report

Reviewing the Timecard Register

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Timecard Register**

Review the Timecard Register to verify that you have entered all required timecards. You can print reports for standard timecards, recharge timecards, or equipment timecards. You can use this report to compare the Time and Pay Entry Journal information to the actual timecard information to find errors and verify totals by employee.

```
 063001                                                     JD Edwards World                                               Page         11
                                                     Timecard 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
```

What You Should Know About

Reviewing timecard transactions	When the Posted column (P) contains a Y, the timecard transaction is a preliminary timecard journal.

Processing Options

See Time & Pay Entry Register with Employee Total (P063001).

See Also

- *Revising Timecards* for more information about preliminary timecard journals

Reviewing the Hourly Rates Exception Report

From Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Hourly Rates Exception Report**

The Hourly Rates Exception report lists employees that either exceed the maximum or fall below specified minimum pay rates and hours worked. 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

Processing Options

See Payroll Exception Report (P063191).

Printing the Employee Time Sheets Report

From Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Employee Time Sheets**

The Employee Time Sheets report lists employees, their job categories, job steps, and union codes. A processing option controls whether the report displays information for each employee's hourly rate. It also provides spaces for recording regular and overtime hours worked in a given week. Job foremen can use this report to enter hours worked on their jobs. 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 -  04/09/17
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

You might need to revise a timecard if you discover an error when you review timecards or time entry reports. You can revise unprocessed timecards any time before you generate preliminary timecard journals. Unprocessed timecards are timecards that have not yet been posted to the general ledger.

When you generate preliminary timecard journals, the system protects the timecard information by preventing changes. Each timecard 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. For example, if the form displays P in the untitled field, the system is retaining the timecard's transaction in a preliminary timecard journal. To revise the transaction, you must delete the preliminary journal containing the transaction.

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 revise unprocessed timecards, you perform the same steps as you use to change information on the timecard entry forms. You can use any of the time entry forms to revise unprocessed timecards except for daily timecards. When you review daily timecards you must use Daily Labor. You cannot use Daily Labor to review other types of timecards.

If 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.

See Also

- *Generating Timecard Journals (P062901)* for information about recreating journal entries without regenerating the batch
- *Deleting an Unposted Batch of Timecard Journals (P06227)* for information about recreating journal entries without regenerating the batch \

Generate Overtime Timecards Automatically

Generating Overtime Timecards Automatically

	From Time Accounting (G05), choose Time Entry From Time Entry (G0512), choose Automatic Timecard Generator

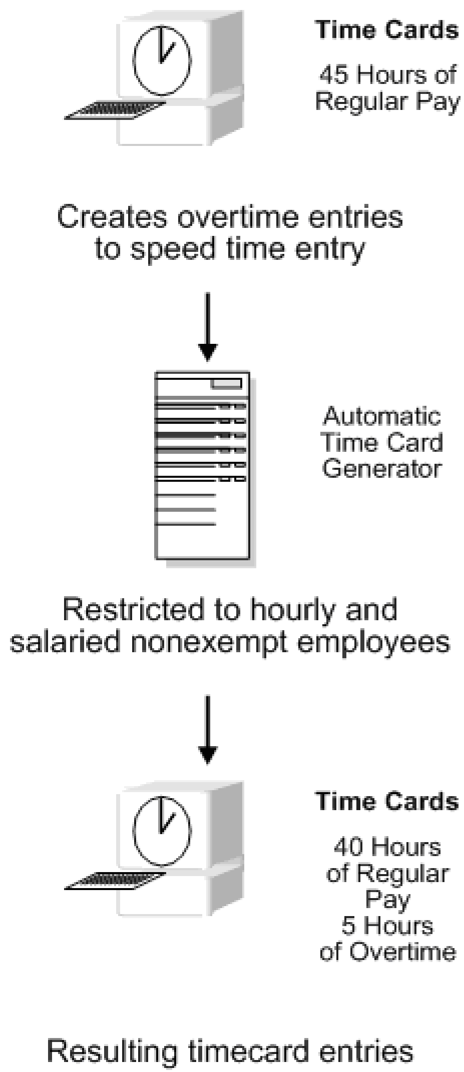
You can save time and minimize errors when computing overtime during time entry by automatically generating timecards for employees' overtime hours. Rather than entering timecards for overtime hours, you can enter all of an employee's hours on one timecard (using the pay type for regular pay), and then automatically generate the overtime timecards.

To generate overtime timecards automatically, you must use a program version that specifies the employees for whom you want to generate the overtime timecards. You can set up multiple versions that select different groups of employees, and you can enter different overtime calculation methods for each version.

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 second timecard for 5 hours of overtime and revises the original timecard to 40 hours.

The following graphic illustrates the process of generating overtime timecards automatically:



You should generate overtime timecards before you begin the timecard post cycle. You can generate overtime timecards automatically for employees on a weekly or bi-weekly basis. However, you can generate overtime timecards for only one week at a time. For example, to create overtime timecards one week at a time for employees who are bi-weekly, you must run the Automatic Overtime Generator program twice during the pay period.

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 the 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 the revised timecards and the overtime timecards the system automatically generated.

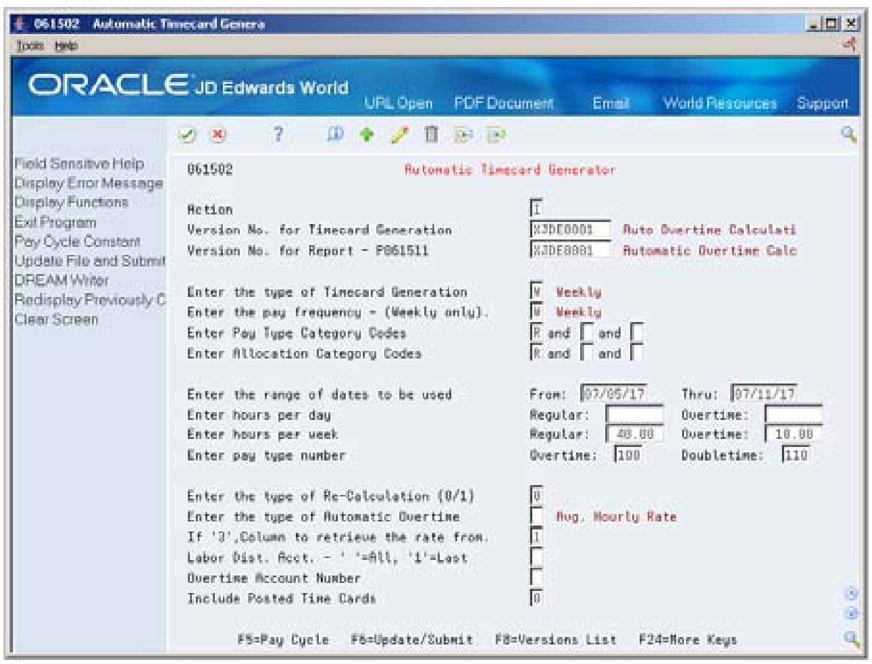
> **Caution:** The automatic timecard generator alters existing timecards and creates new ones. Before you use this program for the first time, JD Edwards World recommends that you back up your Employee Transactions Detail table (F06116). This allows you to recover your original information if you are not satisfied with the timecard information that this program creates.

Before You Begin

- Enter timecards for employees. See *Entering Labor by Employee*, *Entering Labor by Job or Business Unit*, *Entering Labor by Employee with Equipment Information*, or *Entering Daily Labor*.
- Create versions of the timecard generation program (P061501) and the Automatic Overtime Calculation report (P061511).

To generate overtime timecards automatically

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. 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
5. To calculate daily overtime, complete the following field:
   - Regular: Hours Per Day
6. To calculate weekly overtime, complete the following field:
   - Regular: Hours Per Week
7. If you pay doubletime when overtime exceeds a certain number of hours, complete one or both of the following fields:
   - Overtime (per day)
   - Overtime (per week)
8. If Type of Automatic Overtime is 3, complete the following field:
   - Column to Retrieve the Rate from
9. To specify accounting information, complete the following fields:
   - Labor Distribution Account
   - Overtime Account Number
10. To generate the timecards, choose the Update / Submit function.

    The system displays the following message in a window, “Verify Submission: Initial.”
11. Choose the Submit Job function to complete processing the timecards.

Field	Explanation
Enter the type of 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.
Pay Frequency	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.
Pay Type Category	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.
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 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. 7 Calculate overtime pay to include incentive bonuses: 1) Multiply regular rate x total hours to get amount. 2) Add bonus amount entered in time record to amount from step #1. 3) Divide amount from step #2 by total hours to get regular rate. 4) Multiply overtime hours by 1/2 of the regular rate from step #3 to get the additional overtime pay required by FLSA. (Only 1/2 time extra need be paid since straight time is accounted for in the hourly earnings and the bonus.) 5) Add the amount from step #2 to the amount from step #4 with the total being the weekly wage: Straight Time Earnings (1)+Bonus Amt+Addl OT Pay = Weekly wage.

Field	Explanation
Include Posted Time Cards	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
Hours Worked - Regular 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 - Regular Per Week	The number of regular hours in a week. When you process overtime timecards weekly, the system uses the value in this field to determine when to generate overtime hours. Hours in excess of this value (40, 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.
Hours Worked - Overtime Per Week	The number of overtime hours in a week. When you process overtime timecards weekly, 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 40 in the field for regular hours per week and 10 in the field for overtime hours per week, an employee receives doubletime pay for any hours worked in excess of 50 per week.
Code - Overtime Rate Column	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
Code - Labor Distribution Method	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	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.

```
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
```

What You Should Know About

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.
FSLA Exempt Y/N	A code that indicates whether the employee fits the rules of Fair Labor Standards Act and thus does not have to be paid for working overtime. This field must be populated with an 'N' for the employee to be included in Automatic Timecard Generation.

Work with Uploaded Timecard Information

Working with Uploaded Timecard Information

Uploaded timecard information is timecard information that has been entered and processed in third-party software. Typically, the third-party software processes payroll functions, such as producing paychecks, payroll reports, and year-end reports, but the timecard journals are not directly interfaced to the general ledger. 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 payroll processing, you can upload the timecard information, edit it, and use it to generate timecard journals that you will post to the general ledger.

This section contains the following:

- Revising Uploaded Timecard Information
- Reviewing the Batch File Register
- Creating a Version of the Batch Server
- Creating Timecards from Uploaded Information
- Purging Processed Batches

The timecard information you upload is stored in the Employee Transactions Batch table (F06116Z1) until you process it.

You must create a custom program to map and upload the timecard information from the third-party software into the Employee Transactions Batch table.

You can review the records in the Employee Transactions Batch table to verify that they are correct. If you find an error, you can easily make the necessary corrections.

You can also print the Batch File Register to verify that the uploaded batches are correct.

Before you can create timecards in the Employee Transactions Detail table (F06116) from uploaded information, you must create a version of the Batch Server program to determine how the system processes the pay rate and pay type information. When you process the uploaded timecard information, the system moves it to the Employee Transactions Detail table with all other time entry information.

After you update the Employee Transactions Detail table with the timecard information, you might not need to retain the processed batches. Therefore, you can purge the processed batches from the Employee Transactions Batch table (F06116Z1). When you purge this table, you conserve computer disk space and make it easier to locate unprocessed batches.

Before You Begin

- Upload timecard information
- See *Appendix C - Default Values for Upload Time Entry File (F06116Z1)*.

Revising Uploaded Timecard Information

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Edit Uploaded Timecards Menu** From Edit Uploaded Timecards Menu (G05121), choose **Batch File Review**

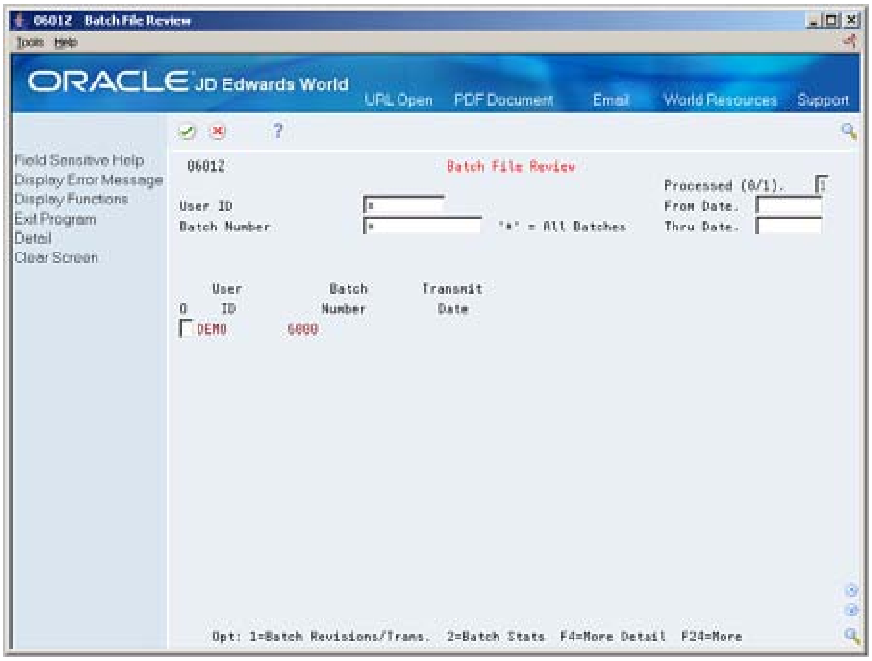
Before you create timecards in the Employee Transactions Detail table (F06116) from uploaded information, you can review the records to verify that they are correct. If you find an error, you can easily make the necessary corrections. Reviewing and revising uploaded records before you create timecards helps prevent errors in your regular timecard tables.

You use a custom program to upload transactions to the Employee Transactions Batch table (F06116Z1), where you can revise them.

When you revise uploaded information, you can set processing options to display records by individual or by job (business unit). The system allows minimal editing in this batch program. Full editing occurs during batch file processing.

To revise uploaded timecard information

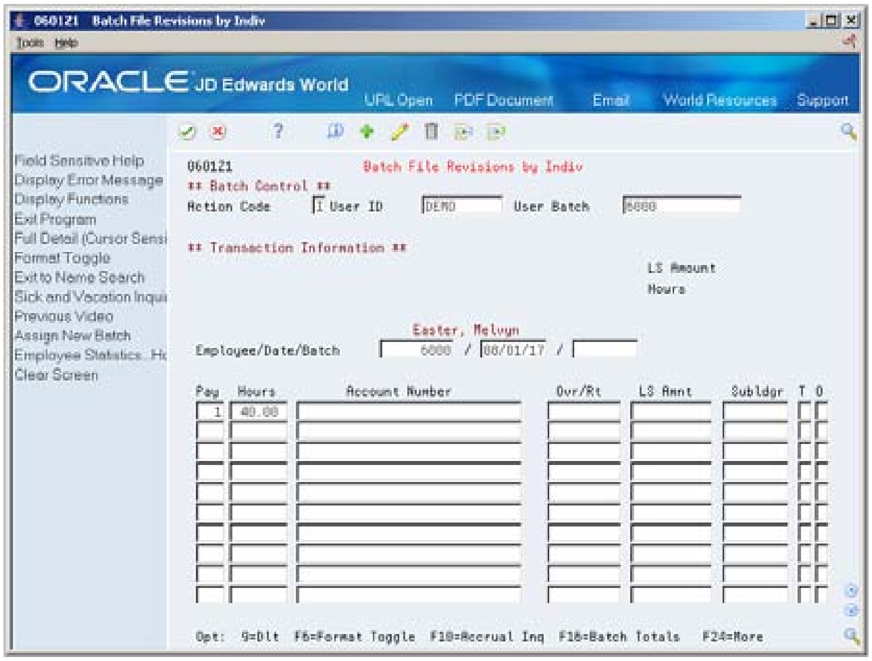
On Batch File Review



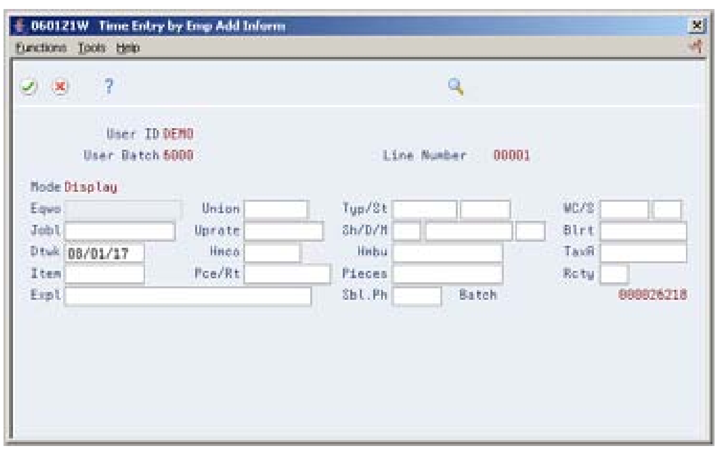
1. Complete the following fields:
   - Processed
   - User ID
2. To further limit your search, complete one or more of the following optional fields:
   - From Date
   - Thru Date
   - Batch Number

   If the system highlights the User ID field, the batch has been processed.
3. Access the detail area (F4).
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, position the cursor on the employee's record line.
8. Choose the Full Detail function.



9. On Additional Information, choose the Update function to revise any information.
10. Change or enter information in any of the fields.

    Enter corrections or override information only. The system provides information for the blank fields when you process the employee time entry information during Batch File Processing.
11. To review and revise another batch, exit to Batch Revisions.

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
Batch Number	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

Review printed information	To review printed information, you can also 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 Batch File Register*.
Revising processed information	You cannot use Batch File Revisions to revise processed batches. Instead, use the regular Time Entry forms.

Processing Options

See Payroll Batch File Revisions (P0601Z1).

What You Should Know About

Alternate form displays (1)	You can set this processing option to directly access the Batch File Review form prior to viewing the Batch File Revisions form. Depending on how you set the processing options, the form name and the information displayed in the upper portion of the form will change.

See Also

- *Entering Labor by Employee (P061121)* and *Entering Labor by Job or Business Unit (P061161)*

Reviewing the Batch File Register

From Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Edit Uploaded Timecards Menu**
From Edit Uploaded Timecards Menu (G05121), choose **Batch File Register**

After you revise uploaded timecard information, you can print the Batch File Register to verify that the timecards are correct. This report is similar to the Timecard Register that you print after you manually enter timecards.

See Also

- *Reviewing the Timecard Register (P063001)*

Creating a Version of the Batch Server

From Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Edit Uploaded Timecards Menu**
From Edit Uploaded Timecards Menu (G05121), choose **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 the Batch File Processing program.

Do not run the Batch Server program from the menu. Typically, you create a version of this program only once, and reuse the version each time you create timecards from the Batch File Processing program.

Processing Options

See Payroll Batch Server (XT06116Z1).

Creating Timecards from Uploaded Information

From Time Accounting (G05), choose **Time Entry**
From Time Entry (G0512), choose **Edit Uploaded Timecards Menu**
From Edit Uploaded Timecards Menu (G05121), choose **Batch File Processing**

You must create timecards from uploaded information to 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 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 and Transaction Error reports
- 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 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).

What You Should Know About

Purging processed transactions (2)	You can set this processing option to purge processed transactions from the batch after the system creates the transactions in the Employee Transactions Detail table (F06116). The system deletes the transaction and does not save it. If you want to save the purged transactions to a special table, use the Batch File Purge program. See *Purging Processed Batches* for more information.

Data Sequence for Batch File Processing

Do not change the data sequence for Batch File Processing. Changing the sequence will cause unexpected results.

Purging Processed Batches

	From Time Accounting (G05), choose **Time Entry** From Time Entry (G0512), choose **Edit Uploaded Timecards Menu** From Edit Uploaded Timecards Menu (G05121), choose **Batch File Purge**

After you create 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, 2001, the system creates a file in a library called JDE013101. In addition, 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).

5 Timecard Post

Overview to Timecard Post

Objectives

- To review timecard information and post it to the general ledger

About Timecard Post

Posting timecards allows you to convert timecard information into the Payroll Journal (Detail) table (F06290) and post it to the general ledger. Posting timecards consists of converting the Employee Transactions Detail table (F06116) into the Payroll Journal (Detail) table. This allows you to review the preliminary timecard journals and approve them for posting. If you discover errors when you review the timecard journals, such as an invalid account, you must delete the timecard journal batch, correct the errors and regenerate the journal information. When the journals are error-free and approved for posting, you generate the Account Ledger table (F0911) and the Account Balances table (F0902) for the general ledger for the timecard transactions.

Process Timecard Journals

Processing Timecard Journals

To transfer timecard information to the general ledger, you must process timecard journals. Processing timecard journals is a two step procedure. In the first step, you generate timecard journals. When you generate journals, the system updates the Payroll Journal (Details) table (F06290), the Burden Distribution table (F0624), and creates the Timecard Journal Batch Proof report. If errors exist in the journal batch, you correct the errors, delete the batch, and regenerate the timecard journals. When the batch is error-free, you complete processing the timecard journals.

When you perform the second step, posting the journals to the general ledger, the system creates, posts, and removes the timecard batch details from the Payroll Journal (Detail) table (F06290). The Time Accounting system creates and posts the following journal types to the General Accounting system:

- Labor distribution (T2s)
- Flat burden (T3s)
- Recharge (T4s)
- Equipment (T5s)

This section contains the following:

- Generating Timecard Journals
- Rerunning the Timecard Journal Batch Proof Report
- Reviewing Timecard Journal Entry Batch Information
- Posting Timecard Journal Entries to the General Ledger
- Reviewing Timecard Journal Entries on the Posting Edit Report
- Reviewing Timecard Journal Entries on the G/L Posting Journal
- Deleting an Unposted Batch of Timecard Journals

Generating Timecard Journals

	From Time Accounting (G05), choose **Timecard Post and History Update** From Timecard Post and History Update (G0513), choose **Generate Timecard Journals**

Generating journals for timecards allows you to create preliminary journal entries. The system creates the actual journal entries for the daily journal entries when you post the journals to the general ledger.

Generating timecard journals allows you to:

- Specify the G/L date for the journal entries
- Select timecards based on a date range

In addition to generating preliminary journals, the system creates the Timecard Journal Batch Proof report. This report includes individual entries and totals by document type, period, the company, and a grand total for the batch report. You review this to verify the accuracy of the transactions the system generated from the journal data.

You can reprint the report as many times as necessary.

See Also

- *Rerunning the Timecard Journal Batch Proof Report (P06229)*

```
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 17 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).

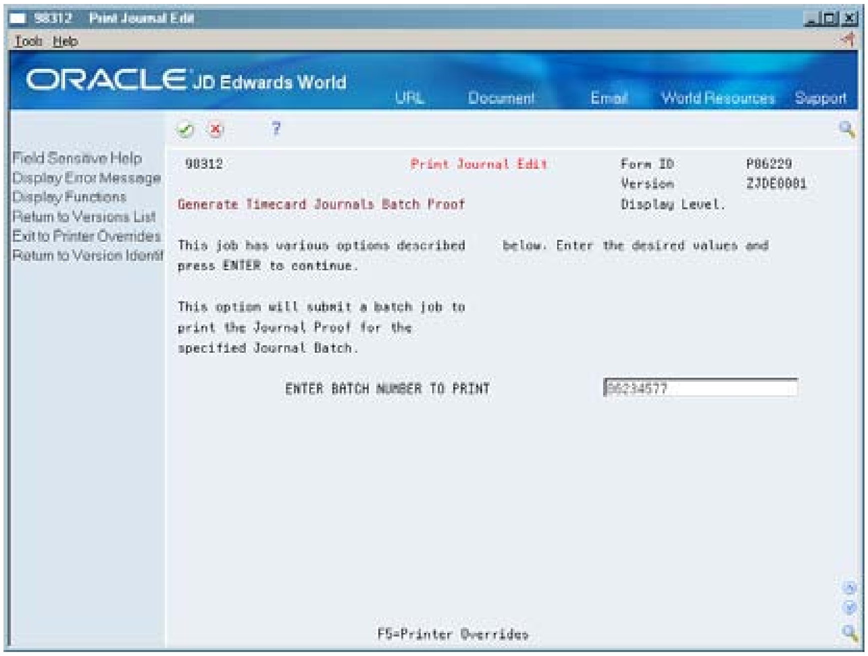
Rerunning the Timecard Journal Batch Proof Report

	From Time Accounting (G05), choose **Timecard Post/History Update** From Timecard Post and History Update (G0513), choose **Print Journal Edit**

You can reprint the Timecard Journal Batch Proof report after you have generated timecard journals. This is the same report that the system prints when you generate the preliminary 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



Complete the following field:

- Enter Batch Number to Print

Reviewing Timecard Journal Entry Batch Information

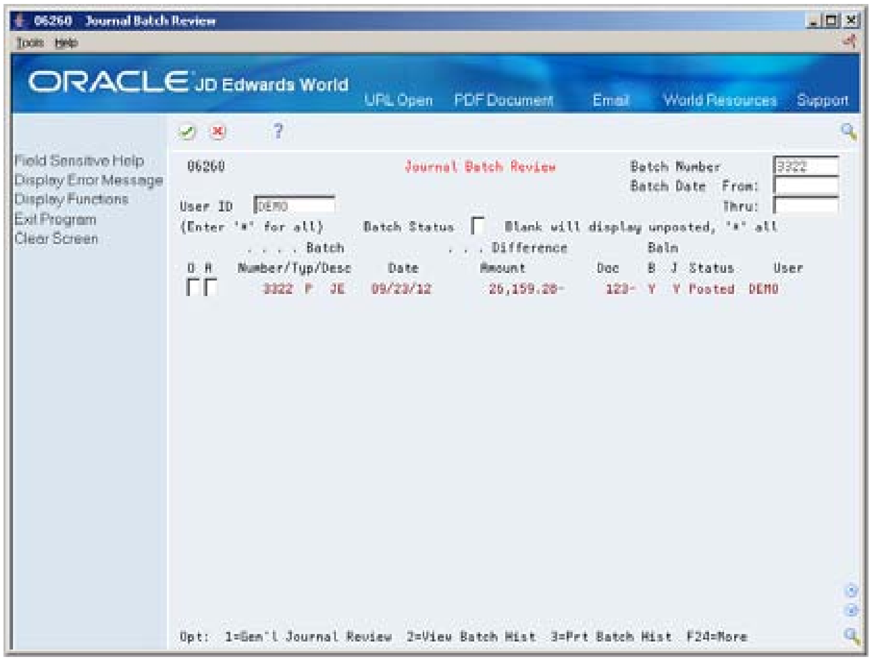
	From Time Accounting (G05), choose **Timecard Post and History Update** From Timecard Post and History Update (G0513), choose **Journal Batch Review**

You can review the batch header information for preliminary journal entries to verify that the entries for the timecards within the batch do not have errors and are approved for posting before you generate and post timecard journals. You can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range.

The system uses a batch type of 5 and a description of time to group the journal entries. 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. You can only review the batch summary information on this form.

To review timecard journal entry batch information

On Journal Batch Review



1. Complete the following field:
   - User ID
2. To further limit your search, complete one or more of the following fields:
   - 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.

What You Should Know About

Posted timecard journal information	The system creates actual journal entries when it posts the information from the preliminary timecard journals to the general ledger. To review the detail of these journal entries, choose the General Journal Review function. It changes the batch type from 5 to P and the description to JE to indicate that the batch was successfully posted to the Account Ledger table (F0911) and the Account Balances table (F0902). To view the batch header information, you must enter a batch status of D for posted or an * (asterisk) for all journals.

See Also

- *Rerunning the Timecard Journal Batch Proof Report (P06229)*

Posting Timecard Journal Entries to the General Ledger

From Time Accounting (G05), choose Timecard Post and History Update
From Timecard Post and History Update (G0513), choose Post Journals to G/L

You post timecard journal entry batches to update your general ledger. When you post the preliminary journal entries, the system creates the actual journal entries and updates the information for account balances.

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. Because the batch contains actual journal entries, you must use a General Accounting post program.

See *Posting a Batch of Journal Entries*.

Processing Options

See General Ledger Post (P09800).

Reviewing Timecard Journal Entries on the Posting Edit Report

When you post journal entries, the system creates the Posting Edit report for your review. Review the Posting Edit report for any applicable posting errors.

```
09800                                        JD Edwards World                                          Page          5
                                   General Ledger Post - Payroll Vouchers                              Date    7/23/17
                                             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 Timecard Journal Entries on the G/L Posting Journal

When you post journal entries, the system creates the General Ledger Posting Journal for your review.

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.

```
 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          - 07/22/17
                                                            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)*

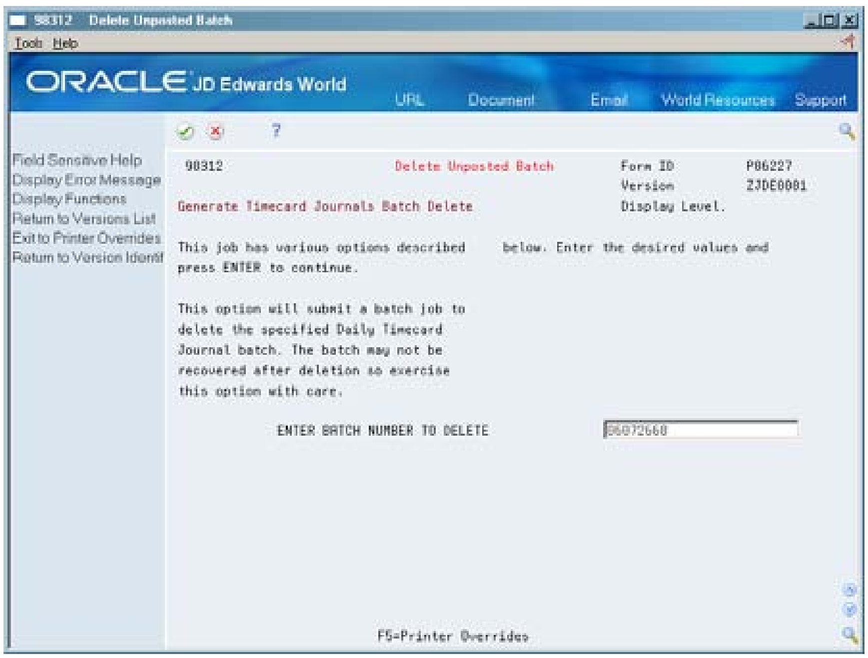
Deleting an Unposted Batch of Timecard Journals

From Time Accounting (G05), choose **Timecard Post and History Update**
From Timecard Post and History Update (G0513), choose **Deleted Unposted Batch**

You delete an unposted batch of timecard journals when the batch contains errors and you must correct the time entries before you regenerate the corrected timecard journals.

To delete an unposted batch of timecard journals

On Delete Unposted Batch of Journals



Complete the following field:

- Enter Batch Number to Delete

6 Summary Timecard History

Overview to Summary Timecard History

Objectives

- To update transaction balances
- To revise incorrect timecard history

About Summary Timecard History

Working with summary timecard history allows you to update transaction history detail and transaction history summary information. You summarize timecard history to provide inquiry and report capability on employee payroll balance information in addition to the line-by-line transaction information.

When you complete posting the payroll timecard transactions to the general ledger, the system updates the transaction history detail information. You can use the historical information to review the details for any employee's posted payroll transactions on a line-by-line basis.

Some reports, such as a quarterly employee earnings report, are composed of summarized historical payroll balances, rather than line-by-line details. The system maintains this summarized data in the Payroll Month PDBA Summary History table (F06146).

Although the total of all detail transactions should equal the summarized totals for each employee, you might need to revise incorrect history information. For example, if an automatic system backup interrupts the system update of the Payroll Month PDBA Summary History table, the system would summarize only part of the detail transaction. The result would be incorrect history information that you must revise to correct.

Work with Summary Timecard History

Working with Summary Timecard History

When you post timecards journals to the general ledger, the system only updates the Payroll Transaction History table (F0618). For additional reporting and inquiry purposes, you can compile all of the transaction history detail information from the Payroll Transaction History table and summarize it into a cumulative total. When you summarize the detail information, you create summary timecard history for employees.

When you create summary timecard history, the system updates the Payroll Month PDBA Summary History table (F06146) with current balances. The system uses this table to provide additional inquiry and report information.

If you find incorrect timecard history information after you have updated the Payroll Month PDBA Summary History table, you can manually revise it.

This section contains the following:

- Creating Summary Timecard History
- Revising Summary Timecard History

Creating Summary Timecard History

From Time Accounting (G05), choose **Timecard Post and History Update**
From Timecard Post and History Update (G0513), choose **Create Summary History** (P06146)

After you post timecards to the general ledger, you can create summary timecard history. When you post timecards to the general ledger, the system only updates the Payroll Transaction History table (F0618). When you create summary timecard history, the system uses the information in the Payroll Transaction History table (F0618) to recalculate pay type transaction totals.

By summarizing the detail information, you can review cumulative totals rather than line-by-line detail information. For example, you might receive an unemployment report and need to verify the totals for an employee based on the employee's work history data. You can review line-by-line detail information about the employee on certain forms that use data from the Payroll Transaction History table. To review a cumulative total, you must update the Payroll Month PDBA Summary History table. This table summarizes the data from each line of the Payroll Transaction History table and creates a cumulative total of updated balances.

It is important that the information in the Payroll Month PDBA Summary History table (F06146) is current since the system uses it for a number of reports and inquiries. For example, if you update the summary timecard history at the end of the month, there will be discrepancies between information from the Timecard Detail report and the Timecard History by Employee report during the month. These discrepancies occur because the system uses the Payroll Transaction History table for information on the Timecard Detail report and the Payroll Month PDBA Summary History table for the Timecard History by Employee report.

Before You Begin

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

Processing Options

See Repost DBAs to Payroll Month F06146 (P06146).

Revising Summary Timecard History

From Time Accounting (G05), enter 27
From Advanced and Technical Operations (G053), choose **Revise Summary History**

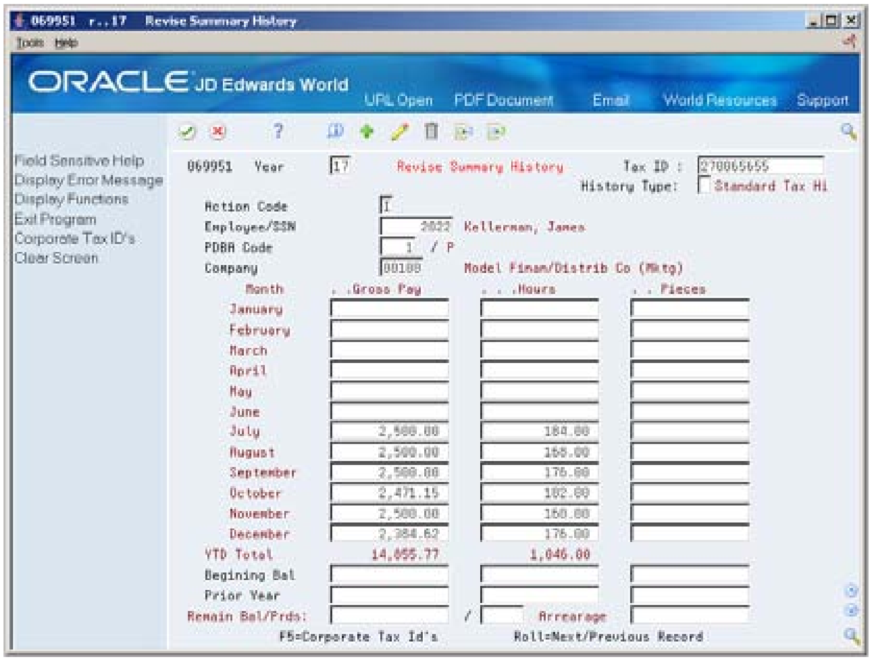
The system allows you to revise summary information by employee. You can access transaction history by year, history type, company, and tax ID. You might have assigned incorrect information to a pay type. For example, you might have 32 hours linked to an employee's sick pay that should be linked to vacation pay.

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

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

To revise summary timecard history

On Revise Summary History



1. To locate the employee information, complete the following fields:
   - Year
   - Employee/SSN
2. To further limit the employee information, complete any of the following fields:
   - Tax ID
   - History Type
   - PDBA Code
   - Company
3. Enter any necessary corrections by month for the following applicable fields:
   - Gross Pay
   - Hours

What You Should Know About

Functionality for the Time Accounting system	The following fields are not applicable to the Time Accounting system and should be left blank: ▪ Remaining Balance Amount Due ▪ Number of Deduction Periods ▪ Arrearage Amount

Updating summary timecard history information

When you manually revise the summary history for an employee, and then run the Create Summary Timecard History program, the system updates the summary information from the payroll transaction history details. Therefore, the update process overrides any manual revisions.

7 Timecard History Review

Overview to Timecard History Review

Objectives

- To review accuracy of timecard history
- To review billing and equipment costs

About Timecard History Review

Reviewing timecard history allows you to view monthly and cumulative balances for pay amounts and hours for an employee. You can use the displayed information for comparisons of quarterly or monthly report totals for an employee.

After you post timecard information for an employee, you can not view the posted information using time entry programs. However, you can display these transactions in both summary and detailed formats by reviewing the timecard history for an employee.

Reviewing timecard history consists of the following tasks:

- Reviewing transaction history
- Reviewing timecard history reports

Review Transaction History

Reviewing Transaction History

You can review timecard summary balances online for any employee with summary timecard history. This type of history is called transaction history.

This section contains the following:

- Reviewing Quarterly Balances by Payroll Month
- Reviewing Monthly Balances by Payroll Month
- Reviewing the Monthly Transaction Ledger
- Reviewing Timecard Detail History

Reviewing Quarterly Balances by Payroll Month

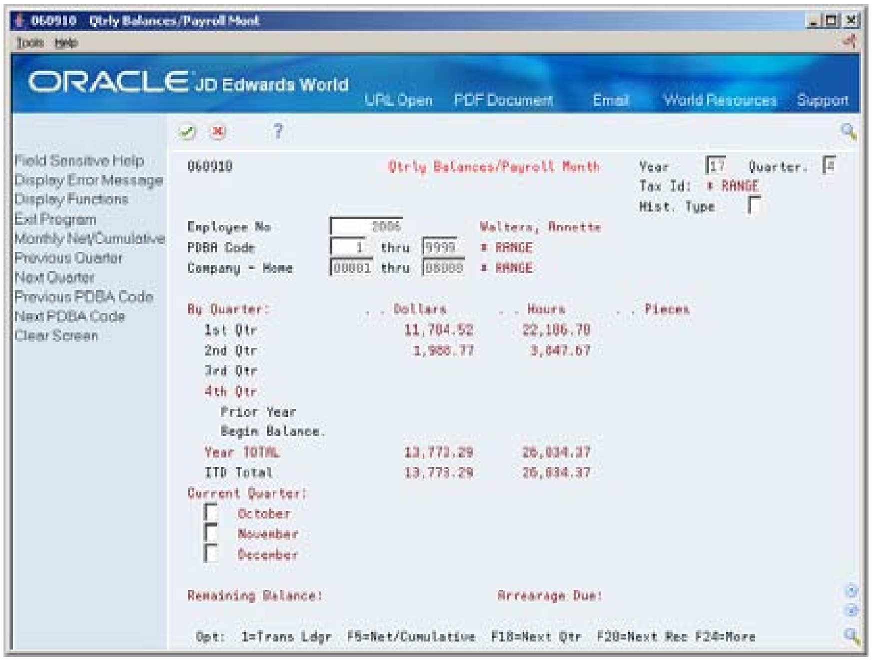
	From Time Accounting (G05), choose History Inquiries and Reports From Timecard History (G052), choose Quarterly Balances/Payroll Month

You can review the quarterly balances for any of the pay types that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and inception-to-date total amounts. You review PDBA balances based on quarters within a tax year.

The system retrieves information from the Payroll Month PDBA Summary History table (F06146).

To review quarterly balances by payroll month

On Quarterly Balances / Payroll Month



1. Complete the following field:
   - Employee Number
2. To display information for other than the current system quarter and year, 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	You can use the Transaction Ledger option to review the line-by-line 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 Quarterly Balances / Payroll Month.

Reviewing Monthly Balances by Payroll Month

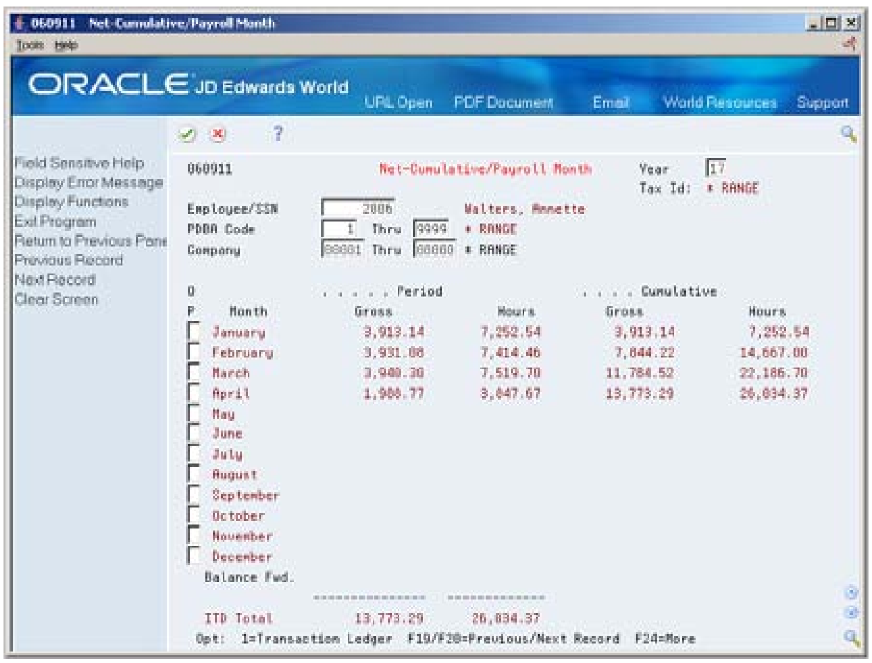
From Time Accounting (G05), choose **History Inquiries and Reports** From Timecard History (G052), choose **Net Cumulative/Payroll Month**

You can display an employee's cumulative monthly balances for any of the pay types for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts.

When you use the Net-Cumulative / Payroll Month program to review pay type balances, the system retrieves information from the Payroll Month PDBA Summary History table (F06146).

To review monthly balances by payroll month

On Net-Cumulative / Payroll Month



1. Complete the following field:
   - Employee Number
2. To display information for other than the current system year, 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	You can use the Transaction Ledger option to review the line-by-line 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 Net-Cumulative / Payroll Month.

Reviewing the Monthly Transaction Ledger

From Time Accounting (G05), choose History Inquiries and Reports
From Timecard History (G052), choose Monthly Transaction Ledger

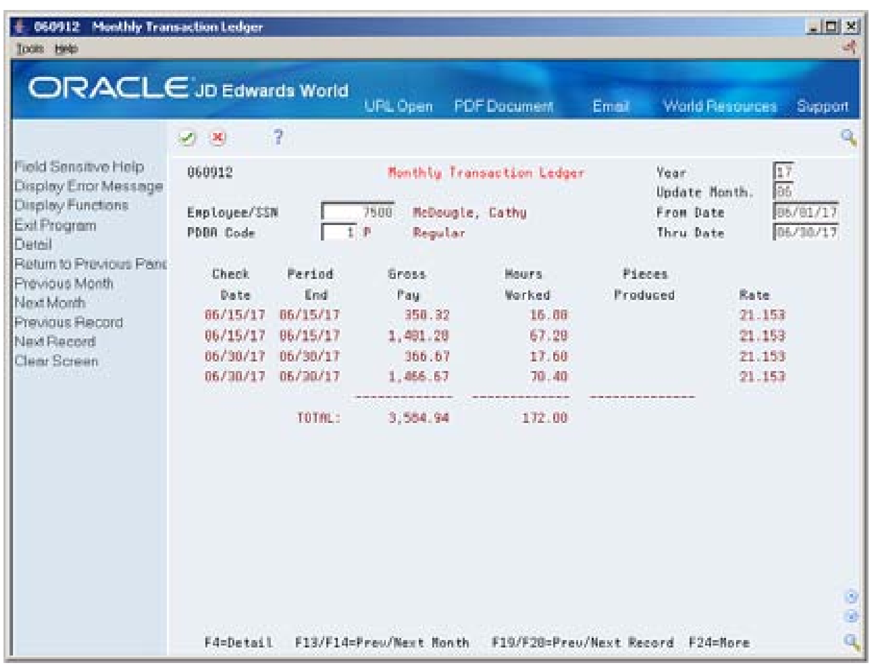
You can display an employee's line-by-line payroll transaction history by pay type by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display gross pay or recharge amounts. You use these transaction ledger programs to review detailed PDBA history for an individual employee.

You can locate specific PDBA transaction types 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 Payroll Transaction History table (F0618).

To review the Monthly Transaction Ledger

On Monthly Transaction Ledger



1. Complete the following field:
   - Employee Number
2. To display information for other than the current system month and year, 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 Timecard Detail History

From Time Accounting (G05), choose **History Inquiries and Reports**
From Timecard History (G052), choose **Timecard Detail**

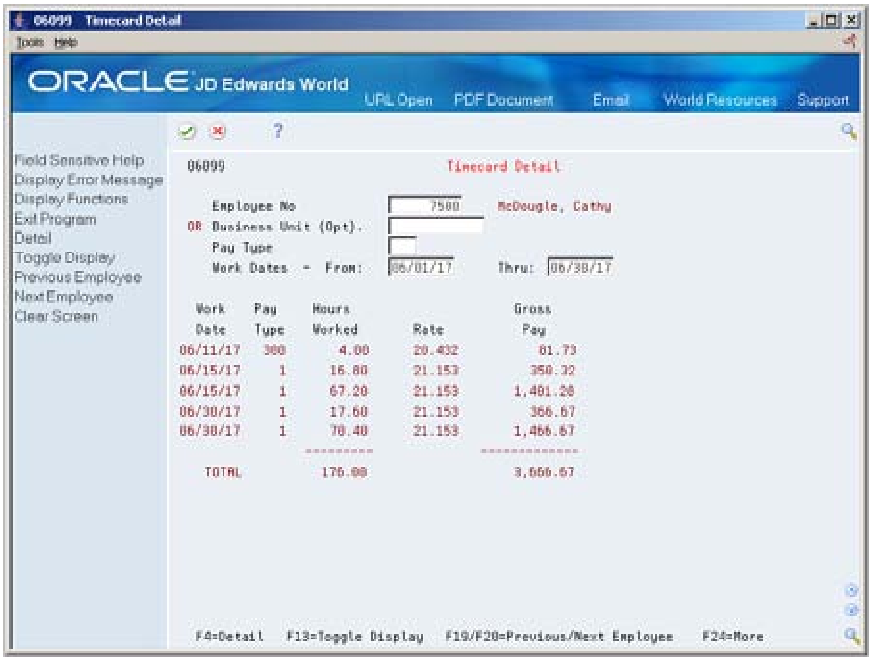
You can display an employee's timecard information for a specified time period or pay type. You also have the option to access detailed information for each employee, including the labor distribution account.

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 timecard detail history

On Timecard Detail



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

Alternate form displays	You can toggle the display in order to review additional business unit, job type and job step, or employee name and number information. A processing option controls whether the system displays gross pay or recharge amounts.

Processing Options

See Time & Pay Inquiry (P06099).

Review Timecard History Reports

Reviewing Timecard History Reports

You can print reports to answer questions about timecard history information. You can also print job billing registers for information on the costs billed under a contract to an owner or an outside agency.

Reviewing timecard history reports consists of the following tasks:

- Reviewing the Analysis of Hours Report
- Reviewing the Timecard History by Company Report
- Reviewing the Timecard History by Employee Report
- Creating the Job Billing Register Work File
- Reviewing the Job Billing Register Detail Report
- 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 Union Distribution Report
- Reviewing the Timecard Detail Report

Reviewing the Analysis of Hours Report

From Time Accounting (G05), choose **History Inquiries and Reports**
From Timecard History (G052), 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 transaction type.

The system retrieves information from the Payroll Month PDBA Summary History table (F06146) 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 Timecard History by Company Report

	From Time Accounting (G05), choose **History Inquiries and Reports** From Timecard History (G052), choose **Timecard History by Company**

Use the Timecard History by Company report to review a monthly listing of pay types for each company in your organization. You can review both dollars and hours. You can also review quarter-to-date and year-to-date totals of amounts by pay type or company.

The system retrieves information from the Payroll Month Summary History table (F06146) to compile the report.

To print this report, use either a laser printer or a line printer that can print 198 columns wide. You can also use a dot matrix print that can print 15 characters per inch.

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
1016 D $	29.40	29.40	29.40										88.20	88.20
H	29.40	29.40	29.40										88.20	88.20
1017 D $	7.28	7.28	7.28										21.84	21.84

Processing Options

See PDBA History by Company (P06415).

Reviewing the Timecard History by Employee Report

	From Time Accounting (G05), choose **History Inquiries and Reports** From Timecard History (G052), choose **Timecard History by Employee**

Use the Timecard History by Employee report to review detailed pay 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 amounts by pay 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.

To print this report, use either a laser printer or a line printer that can print 198 columns wide. You can also use a dot matrix print that can print 15 characters per inch.

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
		H	160.00	152.00	172.00										484.00
300	P	$			76.92										76.92
		H			4.00										4.00
801	P	$	153.84	153.84											307.68
		H	8.00	8.00											16.00
805	P	$	153.84												153.84
		H	8.00												8.00
1005	B	$	90.00	90.00	90.00										270.00
		H	90.00	90.00	90.00										270.00
1008	B	$	17.28	17.28	17.28										51.84
		H	17.28	17.28	17.28										51.84
1010	D	$	11.00	11.00	11.00										33.00
		H	11.00	11.00	11.00										33.00
1011	B	$	41.66	41.66	41.66										124.98
		H	3,333.32	3,333.32	3,333.32										9,999.96
1016	D	$	9.80	9.80	9.80										29.40
		H	9.80	9.80	9.80										29.40
3000	B	$	21.60	21.60	21.60										64.80
		H	80.00	80.00	80.00										240.00
4002	D	$	19.50	19.50	19.50										58.50
		H	19.50	19.50	19.50										58.50
7000	D	$	121.03	127.18	130.26										378.47
		H	3,025.64	3,179.48	3,256.40										9,461.52

Processing Options

See PDBA History by Employee (P064151).

Creating the Job Billing Register Work File

	From Time Accounting (G05), choose **History Inquiries and Reports** From Timecard History (G052), choose **Job Billing Registers**

Before you can print job billing registers, you must create the Job Billing Register work file (T063200). When you run this program, identify which job billing registers you want to print.

The job billing registers provide detailed back-up for costs that are related to a specific job or business unit. You can print 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. 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

- 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 Register Detail Report

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 (flat)

063201

JD Edwards World
Job Billing Register - Detail

Page -
Date - 8/02/17
From Date - 06/01/17
Thru Date - 06/30/17

Bus. Unit 5001 Main Terminal Building

Employee Number	Employee Name	Job Craft	Job Step	Transaction Type	Transaction Description	Rate	Hours	Distr. 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 Job Billing Register - Detail (P063201).

Data Sequence for the Job Billing Register Detail Report

Do not change the data sequence for this register.

Reviewing the Job Billing Summary Register

The Job Billing Summary Register provides totals by business unit or job for the following:

- Hours
- Gross pay

```
063211                                             JD Edwards World
                                             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 Sequence for the Job Billing Summary Register

Do not change the data sequence for this register.

Reviewing the Job Billing Health and Welfare Detail Register

The Job Billing Health and Welfare Detail Register lists pay types 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.

```
063121                                              JD Edwards World                                    Page      -
                                                  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 & Welfare - Detail (P063121).

Data Sequence for the Job Billing Health and Welfare Detail Register

Do not change the data sequence for this register.

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.

```
 063122                                                  JD Edwards World                                      Page      -
                                                    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 & Welfare - Summary (P063122).

Data Sequence for the Job Billing Health and Welfare Summary Register

Do not change the data sequence for this register.

Reviewing the Union Distribution Report

From Time Accounting (G05), choose **History Inquiries and Reports**
From Timecard History (G052), choose **Union Distribution Report**

The Union Distribution report lists detailed information by union about each employee’s work hours per pay period. Typically, you use this report 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       -
                                                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 Timecard Detail Report

	From Time Accounting (G05), choose **History Inquiries and Reports** From Timecard History (G052), choose **Timecard Detail**

Use the Timecard Detail report to review timecard information for individual employees. You can review labor, recharge, or equipment information. 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.

To analyze labor and equipment costs, your system must be integrated with the Fixed Assets and Equipment/Plant Management systems.

The system retrieves information from the Payroll Transaction History table (F0618) to compile the report.

```
063002                                      A Model Construction Management Company                            Page
                                                  Timecard Detail - Recharge                                   Date    2/04/17
 Recharge Business Unit . . . .          501             Recharge
   Work     * * * * *  Employee  * * * * *        Pay                                          Hourly  S
   Date      Number        Name                   Typ     Hours          Account Number         Rate    h Sh.Dif      Gross
 -------- ----------- ------------------------  --- ----------  -----------------------------  -------- - ------ -----------
 06/14/17        7552 Muha, Robert                 1      23.00          501.1341.02200         100.000              2,300.00
 06/14/17        6001 Allen, Ray                   1      43.00          501.1341.02200         100.000 S            4,300.00
 06/14/17        6001 Allen, Ray                   1      42.00          501.1341.02200         100.000 S            4,200.00
                                                       ----------                                                  -----------
                      Recharge Business Unit . . . .    108.00                                                       10,800.00
```

Processing Options

See Time & Pay Entry Register (P063002).

8 Advanced and Technical Operations

Overview to Advanced and Technical Operations

Objectives

- To conserve disk space by purging data
- To track changes to the Employee Master table

About Advanced and Technical Operations

Advanced and technical operations are of a more specialized nature than daily and periodic operations. You use these operations to maintain and update employee information tables within your Time Accounting system.

Working with advanced and technical operations consists of the following tasks:

- Purging employee information
- Working with the Human Resources (HR) subsystem and monitor

Purge Employee Information

Purging Employee Information

To conserve disk space, you can purge outdated employee information. By purging information, your system functions more efficiently.

This section contains the following:

- Purging Profile Data
- Purging History Records
- Purging Turnover Records

Purging Profile Data

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose **Purge Profile Data**

To conserve computer disk space and eliminate obsolete information from your system, you need to purge profile data periodically. For example, if you are using profile data to track information about a specific project, you might want to delete the profile data after the project has been completed and inactive for more than one year.

Because the Time Accounting system supports only the employee profile database, you must use the version that purges employee profile data. The other versions purge data from profile databases in the Human Resources system.

You can purge profile data for a single data type, or for multiple data types. You can delete all profile data or only narrative profile data.

This program deletes data from the User Defined Code Entry table (F08092) and the Narrative Text Entry table (F08093).

This program does not print a report.

What You Should Know About

Purging narrative data	The profile purge program only purges profile data for the employee address you select. A processing option controls whether you purge only narrative data.

Processing Options

See Purge Profile Data (P080800).

Purging History Records

To conserve computer disk space, you should purge obsolete history records periodically. You can purge employee history and employee multiple job history.

Purging history records consists of the following tasks:

- Purging employee history
- Purging employee multiple job history

Before You Begin

- Review the history reports to verify that you want to purge your history tables. See *Running History Reports*.

Purging Employee History

From Time Accounting (G05), enter 27
From Advanced and Technical Operations (G053), choose **Purge History Data**

To conserve computer disk space, you can purge obsolete employee history records from your system. You can choose to archive purged records to tape or to an alternate backup system. When you know that you no longer need certain history records, such as records that are more than five years old, you can delete history records for a specified date or for selected employees.

You can run the purge in either proof or update mode. JD Edwards World recommends that you run the purge in proof mode first. When you run the purge in proof mode, the system prints a report that shows the records to be purged. Use this report to verify that you want to purge those records. After you run the purge in proof mode, run it again in update mode. When you run the purge in update mode, the system prints a report and purges the records. You can also choose to transfer deleted records to a storage device you specify in the processing options.

Caution: If you purge history data without specifying that you want the system to transfer the records to a storage device, the system deletes the records and they cannot be retrieved. The only information you will have about the purged data is the report generated by the system.

The Purge History Data program purges information only in the Employee Master History table. It does not purge information in the Employee Multiple Job History table. You must manually purge the Multiple Job History table.

See Also

- *Purging Employee Multiple Job History (P0601182)*

Processing Options

See Purge Employee History - All Data Items (P080860).

Purging Employee Multiple Job History

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose **Purge EE Multiple Job File**

To conserve computer disk space, you can purge obsolete multiple job history records from your system. You must run this program only if you are only using the Time Accounting system. You purge multiple job records based on the date that the employee's pay for the job ends. This date is called the pay stop date.

If you are using the JD Edwards World Payroll system, the system automatically purges obsolete multiple job records when you process a payroll cycle. The system uses the pay stop date for the job to determine whether the job is obsolete. An obsolete job is one that has a pay stop date that is less than the pay period ending date.

Caution: Use extreme caution when purging the Employee Multiple Job table. This purge does not produce a report, nor does it copy the purged data to another storage device such as a tape.

Processing Options

See Purge Employee Multiple Job File (P0601182).

Purging Turnover Records

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose **Purge Turnover Data**

To conserve computer disk space, you should periodically purge obsolete turnover records. You can choose to archive purged records to tape or to an alternate backup system. When you know that you no longer need certain turnover records, such as records that are more than five years old, you can delete turnover records for a specified date or for selected employees.

If you purge turnover data without specifying that you want the system to transfer the records to a storage device, the records are deleted and cannot be retrieved. The only information you will have about the purged data is the report generated by the system.

This program purges data from the Employee Turnover table (F08045).

Before You Begin

- To define the data you want to purge beyond what the selections allow, do the following:

- Type the menu selection for purging turnover data and choose the function to display the versions.
- Change the ZJDE0001 DREAM Writer version and define the data you want to purge. Do not add a new version. The system recognizes only the ZJDE0001 version to execute the purge program.

To purge turnover records

On Purge Turnover Data

Complete the following fields:

- Date to purge information
- Storage device name

Work with the HR Subsystem and Monitor

Working with the HR Subsystem and Monitor

You use the Human Resources (HR) subsystem and monitor to:

- Track changes to data items in the Employee Master table
- Track the reasons for the changes

A subsystem is a portion of the overall processing capacity of the computer that is used for a particular purpose. One example of a subsystem is the batch subsystem where most batch jobs are run.

The purpose of the HR subsystem is to provide a place for the monitor to run. The monitor is a program that converts the changes that you make to employee information into history and turnover records. When active in the HR subsystem, the monitor processes changes to the data items that you selected for history tracking. The subsystem must be active for the monitor to run.

When the monitor is active, the system immediately converts changes into history and turnover records.

When the monitor is inactive, the system uses a data queue to store the changes that you make to any information for which you are tracking history. The next time that you start the monitor, the system processes any changes that are in the data queue. To prevent you from losing historical information when the subsystem and monitor are inactive, the data queue remains active at all times.

> **Caution:** The data queue can become full unless you activate the subsystem and monitor on a regular basis. When the data queue is full, you will lose any unprocessed changes.

For periodic maintenance, or before you install an upgrade to your JD Edwards World software, you must process all the changes in the data queue. After the changes process, you must delete the data queue. When you restart the subsystem and monitor, the system recreates the data queue. The command that you use to delete the data queue is DLTDTAQ F060116.

This section contains the following:

- Starting the Subsystem and Monitor
- Stopping the Subsystem and Monitor
- Stopping the Monitor
- Starting the Monitor
- Reviewing the Status of the Monitor

After you complete the steps for setting up history and turnover tracking, you must start the subsystem and monitor so that the system can begin storing changes to employee information.

When you perform some system maintenance procedures, such as backups or software updates, the subsystem and monitor must be inactive. You can run a program that stops the subsystem and monitor. Programs for routine procedures such as backups typically stop and start the subsystem and monitor automatically.

In some instances, the subsystem can remain active, yet you work only with the monitor. For example, you must stop the monitor before you can make changes to history setup. As you work with the monitor, you might want to review its status before you perform certain functions. For example, if you want to change constants information or specify additional data items for history tracking, you review the monitor status to verify that it is not active. After you complete these tasks, restart the monitor.

Before You Begin

- Complete the process for setting up you system to track employee history and turnover. See *Setting Up Employee History and Turnover Tracking*.

Starting the Subsystem and Monitor

From Time Accounting (G05), enter 27
From Advanced and Technical Operations (G053), choose Start Subsystem and Monitor

After you complete the steps for setting up history and turnover tracking, you must run the Start Subsystem and Monitor program so that the system can convert changes to employee information into history and turnover records. When you run this program for the first time, the system:

- Creates the subsystem
- Creates a data queue
- Starts the monitor

Depending on the number of changes that need to be processed, the monitor might require a lot of computer resources. To speed computer processing time for users who are working on the system, you can start and stop the monitor when necessary.

When the monitor is active, the system immediately converts changes into history and turnover records.

When the monitor is inactive, the system uses the data queue to store the changes that you make to any information for which you are tracking history. The next time that you start the monitor, the system processes any changes that are in the data queue.

Typically, after you start the subsystem for the first time, you do not need to run this program again. However, if a machine or power failure terminates the subsystem abnormally, you might need to restart the subsystem and monitor.

What You Should Know About

System backups	When you back up your system, the backup program automatically stops the subsystem and monitor before the backup begins and restarts them when the backup is completed. If a backup program terminates abnormally, you might need to manually start the subsystem and monitor. See *Stopping the Subsystem and Monitor* for more information about backups.
Multiple environments	If you have multiple software environments on your system, such as a test environment and a production environment, you need only one subsystem for all environments. However, you must have a separate monitor for each environment. When you run the program to start the subsystem and monitor, you can specify the number of monitors that you need in the processing options. You must start the monitor in each environment. The default value is one monitor.

Stopping the Subsystem and Monitor

From Time Accounting (G05), enter 27
From Advanced and Technical Operations (G053), choose Stop Subsystem and Monitor

When you perform certain system maintenance procedures, such as backups or software updates, the subsystem and monitor must be inactive. When you need to change its status to inactive, you can run a program that stops the subsystem and monitor.

To save you time, most backup programs automatically stop the subsystem and monitor before the backup process begins and restart the subsystem and monitor after the backup process completes. However, if a backup program terminates abnormally, you might need to manually stop the subsystem and monitor.

You must also stop the subsystem and monitor whenever the system is shut down for any reason, such as a hardware upgrade. After you restart the system, run the program to start the subsystem and monitor.

See Also

- *Starting the Subsystem and Monitor*

Stopping the Monitor

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose Start Monitor Only

In some instances, you need to stop the monitor and leave the subsystem active. For example, to speed computer processing time for users who are working on the system, you can stop the monitor during peak working hours.

To save you time and automate your workflow, you can use the Unattended Night Operations program to automatically stop and start the monitor at times that are convenient for your organization. For example, you could set up your system to start the monitor at 5:00 p.m. each evening and stop it at midnight.

You can run the monitor depending on the space requirements of your system and policies of your company. For example, you might run the monitor:

- 24 hours a day
- Only during the day
- Only at night to process changes that you make during the day

You must also stop the monitor when you need to make changes to history setup. You must stop the monitor when you change:

- History and turnover constants information
- The selection of data items that you want to track

To avoid overloading the data queue, you should restart the monitor after you complete these changes.

See Also

- The *Technical Foundation Guide* for more information about Unattended Night Operations.

Starting the Monitor

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose Start Monitor Only

To provide better computer response time for users who work on the system, you can stop and start the monitor at times that are convenient for your organization. When the monitor is inactive, the system uses a data queue to store the changes that you make to any information for which you are tracking history.

To avoid overloading the data queue, and potentially losing information, you should regularly run the monitor. The monitor converts the information in the data queue into history and turnover records.

To save you time and automate your workflow, you can use the Unattended Night Operations program to automatically stop and start the monitor at times that are convenient for your organization. For example, you could set up your system to start the monitor at 5:00 p.m. each evening and stop it at midnight.

When you need to make changes to history setup, you must stop the monitor. To cause the setup changes to take effect, you must restart the monitor.

See Also

- The *Technical Foundation Guide* for more information about Unattended Night Operations.

Reviewing the Status of the Monitor

	From Time Accounting (G05), enter 27 From Advanced and Technical Operations (G053), choose Review Monitor Status

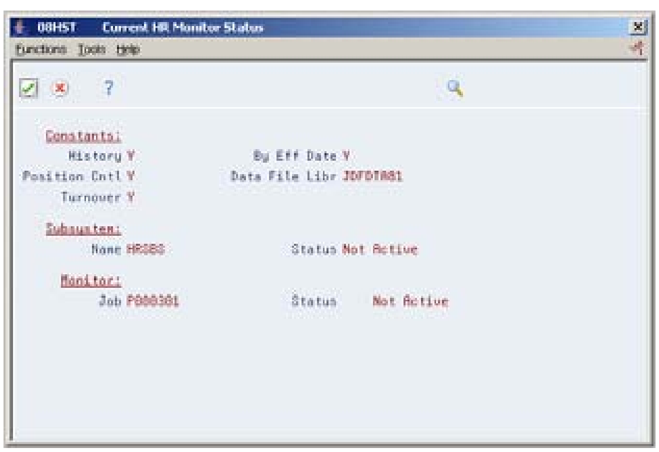
When you work with the monitor, you might need to review its status before you perform certain functions. For example, to change constants or the selections of data items to track, you review the monitor status to verify that it is not active. To review the status of the monitor, you must have the authority to view the status of job queues.

See Also

- The *Technical Foundations Guide* for information about system security.

To review the status of the monitor

On Current HR Monitor Status



Review the information.

What You Should Know About

Libraries	The data queue and the Employee Master table must be in the same data file library. If they are in different libraries, the system displays an error message when you review the status of the monitor. If the library for the data queue is different from the library for the Employee Master table, ask someone in your operations department to move them to the same library.
Changing the monitor status	When you review the monitor status, you cannot change its status or any other information. It is for display purposes only.

9 System Setup

Overview to System Setup

Objectives

- To select and activate the needed software features in the Time Accounting system
- To enter constants information that allows your organization to process and track accurate information

About System Setup

Before you can use any features of the Time Accounting system, you need to define critical information that the system uses for processing. This information consists of:

Information	Description
User defined codes	You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information using user defined codes.
Company information	You set up company information to establish system constants, such as: ▪ Company constants ▪ Business unit constants ▪ Constants used for employee tracking
Earnings information	You set up earnings information to define the various types of pay your employees receive, for example: ▪ Define pay types ▪ Define shift rate differentials ▪ Define pay rates for groups and unions ▪ Define pay grade information
Automatic Accounting Instructions (AAIs)	You set up automatic accounting instructions (AAIs) to automatically assign account numbers to the journal entries created in the Time Accounting system.
Tax information	You set up tax information to assign information to your employees for processing purposes. Only one tax area and one tax ID is required in the Time Accounting system.
Employee profile information	You set up employee profile information to track detailed information about your employees.

Information	Description
Employee history and turnover tracking	You set up employee history and turnover tracking to create a historical log of the changes to employee records. To set up employee history and turnover, you must select the data you want to track.

System setup consists of the following tasks:

- Setting up user defined codes for Time Accounting
- Setting up general information
- Setting up earnings information
- Understanding AAIs
- Setting up AAIs for Time Accounting
- Setting up tax information
- Setting up employee profile information
- Setting up employee history and turnover tracking

Set Up User Defined Codes for Time Accounting

Setting Up User Defined Codes for Time Accounting

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose **Payroll Constants and Tables** From Additional Constants and Tables (G0541), choose an option under the **User Defined Codes** heading

Setting up user defined codes is a way to customize your system for your organization's specific business needs. You can customize a wide variety of information with user defined codes.

User defined codes provide values that are applicable to your organization. For example, you can set up the type of work you assign to employees as a job type user defined code (07/G).

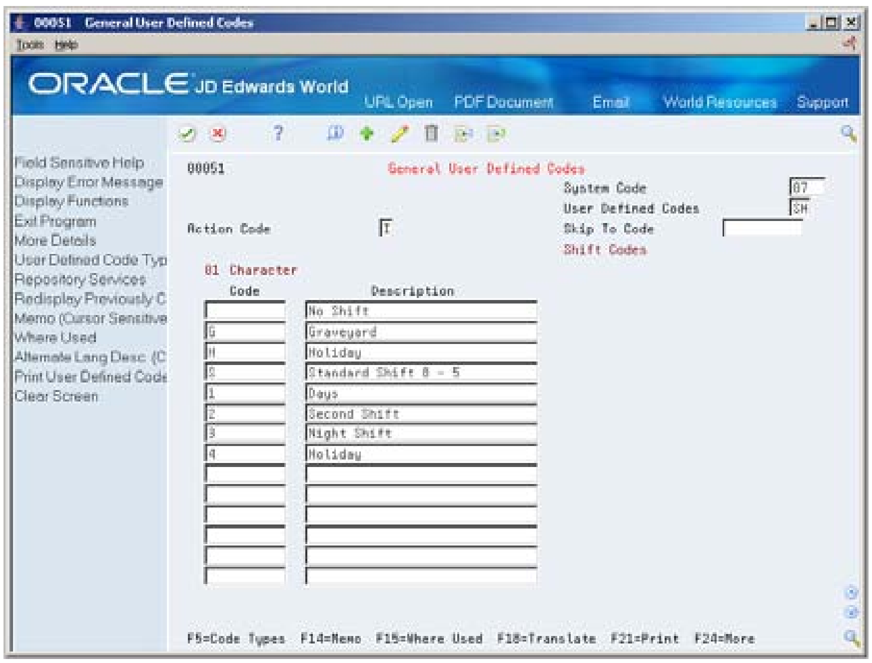
JD Edwards World recommends that you change only the user defined codes listed in the following table.

User-Defined Code	Description
EEO Job Code (O7/J)	Designate employees by the type of work they do.
EEO Ethnic Code (07/M)	Identify employee by race or ethnic group.
Employee Pay Status (07/PS)	Identify current pay status, such as active or terminated.
Employee Status Codes (07/ES)	Identify current employee status, such as full or part time.
Termination/Change Reasons (07/T)	Designate reason an employee status has changed.
Reconcile G/L Account Number to Bank Account (07/BK)	Identify a relationship between a general ledger account and a bank account to which funds are being sent.
Statutory Codes (07/SC)	Identify taxing authorities for tax and insurance purposes.
Pay Master Groups (07/PM)	Identify companies that are common paymasters.
Plan Union Codes (07/UN)	Identify employees by the group, plan, or union to which they belong.

User-Defined Code	Description
Job Type Codes (07/G)	Designate employees by the type of work job they do.
Job Step Codes (07/GS)	Designate employees by a classification within their job type.
Shift Codes (07/SH)	Designate employees by the shift they work.
Valid Pay Cycles (07/PY)	Designate pay cycles for the current year.

To set up user defined codes for time accounting

On any user defined codes screen



Complete the following fields:

- Code
- Description
- Description - 2

Field	Explanation
User Defined Codes	This column contains a list of valid codes for a specific user defined code list. The number of characters that a code can contain appears in the column title.
Description	A user defined name or remark.
Description 02	Additional text that further describes or clarifies a field in JD Edwards World systems.

Set Up General Information

Setting Up General Information

Setting up general information allows you to enter specific information about how your organization accounts for labor. This information consists of:

- Company constants – You set up company constants to control the labor accounting for the employees of each company.
- Business unit constants – You set up business unit constants to define default information associated with a business unit.
- Fields for future data revisions – You choose fields for future data revisions to activate data items in the employee master record that can be updated using the future data functions.

This section contains the following:

- Setting Up Company Constants
- Setting Up Business Unit Constants
- Choosing Fields for Future Data Revisions

Setting Up Company Constants

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose **Payroll Constants and Tables** From Additional Constants and Tables (G0541), choose **Company Constants**

You set up company constants to control processing information for employees of each company. You must set up default company constants before you can account for labor. JD Edwards World recommends that you enter company constants when significant changes occur, such as the addition of a new company.

When you set up company constants, you set up the default company and each individual company. You enter information for Company 00000, the default company, to define the overall operating environment. You also enter information for each of your companies.

Setting up company constants consists of the following tasks:

- Setting up the default company
- Setting up an individual company

Before You Begin

- Verify that the company has been added to the Company Constants table (F0010). Company constants are typically maintained by the Accounting department.

What You Should Know About

Functionality for the Time Accounting system	The International, Country Code, and Fiscal Year fields do not apply to Time Accounting unless your system is integrated with the Human Resources system. To use these fields, you must enter your employees on the HR Employee Entry form.

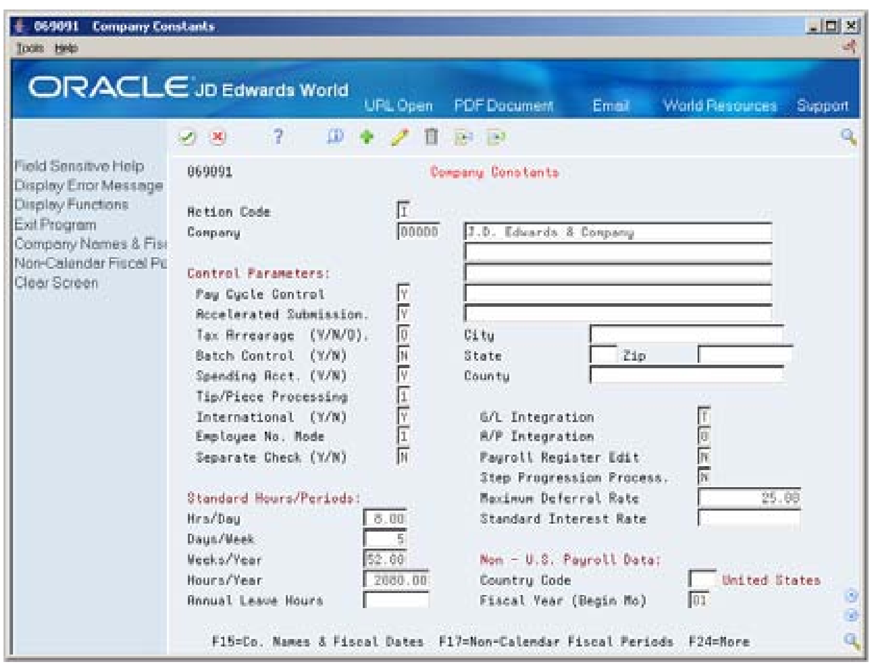
Setting Up the Default Company

You enter information for Company 00000, the default company, to define the overall operating environment. If you have multiple companies, the parameter settings for Company 00000 must include all of the possible variations that cover all of the companies you set up.

At the default company level, you can indicate whether you want the Time Accounting system to integrate with the JD Edwards World General Ledger system.

To set up the default company

On Company Constants



1. For Company 00000, complete the following fields:

- Company
- Company Name
- Company Address
- Employee Number Mode

2. To pass journal entries to the general ledger, enter a T in the following field:

- G/L Integration

3. To identify the standard time worked by salaried employees, complete the following fields:

- Hours/Day
- Days/Week
- Weeks/Year
- Hours/Year

The remaining payroll company constants fields are not applicable to Time Accounting. The system enters default values for any required fields, if you leave them blank.

The Batch Control and Standard Interest Rate fields are for future use and are inactive for this release.

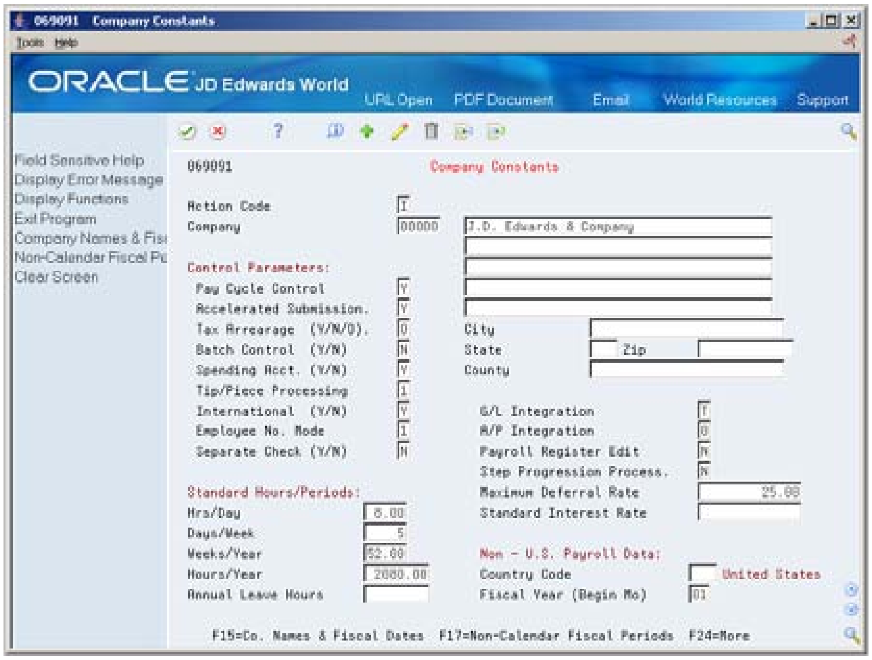
Field	Explanation
Employee No. Mode	This code identifies which form of the employee number displays on an inquiry screen. Valid values are: 1 Display the eight-digit Address Book number. This is the default code. 2 Display the nine-digit Social Security number. 3 Display the eight-digit Additional Employee number preceded by a slash (/). All forms of employee number remain valid. This code controls only what displays.
G/L Integration	Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are: A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value. M Manual. Each batch must be posted manually. N None. There is no General Ledger interface. T Time Accounting

Setting Up an Individual Company

You can set up company constants for each of your companies for which you account for time. When you set up an individual company or make changes to an existing company's name or address, the system updates the Address Book system.

To set up an individual company

On Company Constants



1. Complete the following fields:
   - Company
   - Company Name
   - Company Address
2. To identify the standard time worked by salaried employees, complete the following fields:
   - Hours / Day
   - Days / Week
   - Weeks / Year
   - Hours / Year

Setting Up Business Unit Constants

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose **Payroll Constants and Tables** From Additional Constants and Tables (G0541), choose **Business Unit Constants**

You set up business unit constants to define default information associated with a business unit to expedite time entry and automatically process information such as flat burden at the business unit level.

Setting up business unit constants also allows you to specify a business unit as a certified job for governmental reporting purposes.

When you set up a business unit, the system adds it to the General Accounting Business Unit Master table (F0006) if the business unit does not already exist in that table. Generally, business units are set up in the JD Edwards World General Accounting system by the Accounting department.

You must use the General Accounting System and not the Time Accounting system to change any of the following information:

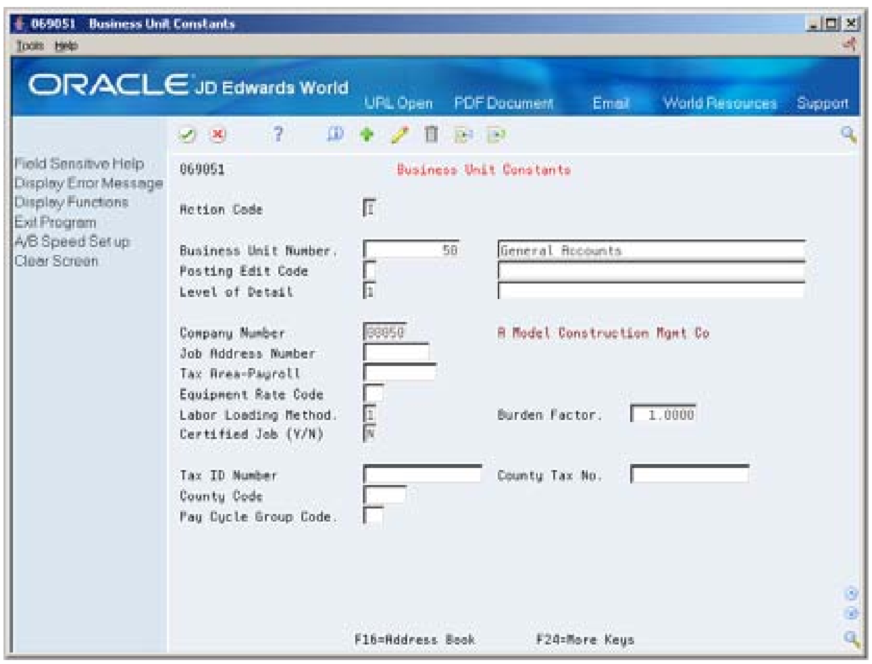
- Level of detail
- Posting edit code
- Company number

Before You Begin

- Review any existing business unit information

To set up business unit constants

On Business Unit Constants



1. Complete the following field:
    - Business Unit Number
2. Complete the following optional fields:

- Job Address Number
- Labor Loading Method
- Burden Factor

The remaining business unit constants fields are not applicable to Time Accounting. The system enters default values for any required fields, if you leave them blank.

The County Tax Number, County Code, Job Type, and Denomination Minimum fields are for future use and are inactive for this release.

Field	Explanation
Labor Loading 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
Burden 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.

Choosing Fields for Future Data Revisions

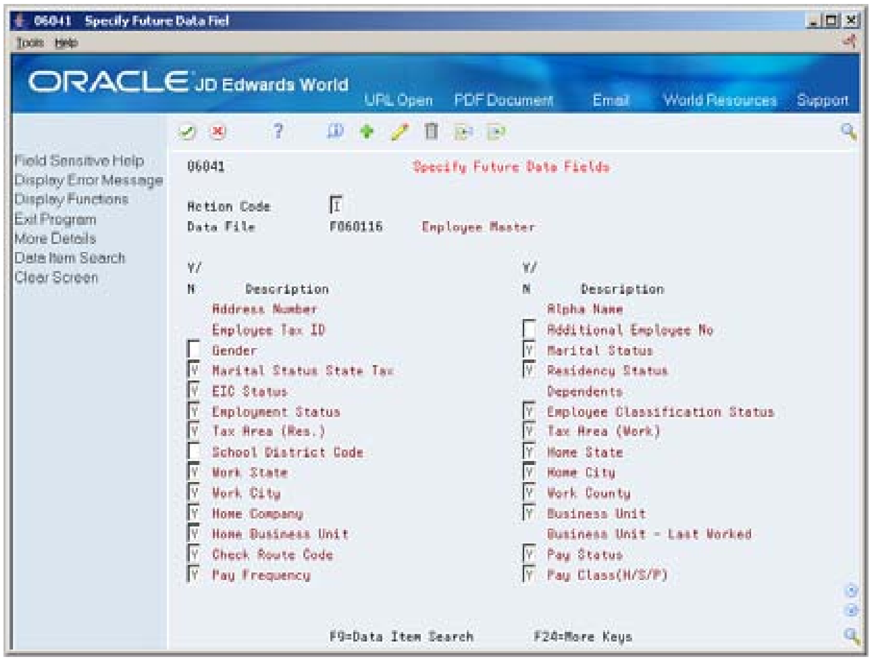
From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Specify Future Data Fields Methods

You choose fields for future data revisions to activate data items in the employee master that can be updated using the future data functions. For example, you activate the Marital Status field so that, in the event of marriage, you can change the employee's marital status in the employee master using the Future Data function.

You cannot change the activation value of some fields.

To choose fields for future data revisions

On Specify Future Data Fields



1. Enter a Y in the following field next to the data item that you would like to activate:
   - Yes / No
2. Access More Details.

Set Up Earnings Information

Setting Up Earnings Information

You set up earnings information to define the types of pay that your employees receive.

When you set up earnings information, you set standards by which individual employee salaries can be evaluated. You also define the amounts and ranges of pay you use for your business. Defining pay standards provides you with an orderly and equitable method of compensating your employees and a stable basis for controlling payroll costs. Earnings information consists of:

Earnings Information	Description
Pay types	You set up pay types to categorize the various earnings employees receive to direct labor to different accounts in the general ledger.
Pay grades	You set up pay grade information to control the standards by which individual employee salaries are evaluated, as well as the amounts and ranges of pay you use for your business.
Shift rate differentials	You set up shift rate differentials to add a flat dollar or percentage amount to an employee's hourly rate when the employee works a shift that receives an additional amount of pay per hour.
Pay rate tables	You set up pay rate tables to associate pay rates with a specific group.

This section contains the following:

- Setting Up Pay Types
- Setting Up Pay Grades
- Setting Up Pay Grade Steps
- Setting Up Shift Rate Differentials
- Setting Up Pay Rate Tables

Setting Up Pay Types

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose **Payroll Constants and Tables** From Additional Constants and Tables (G0541), choose **Pay Type Setup**

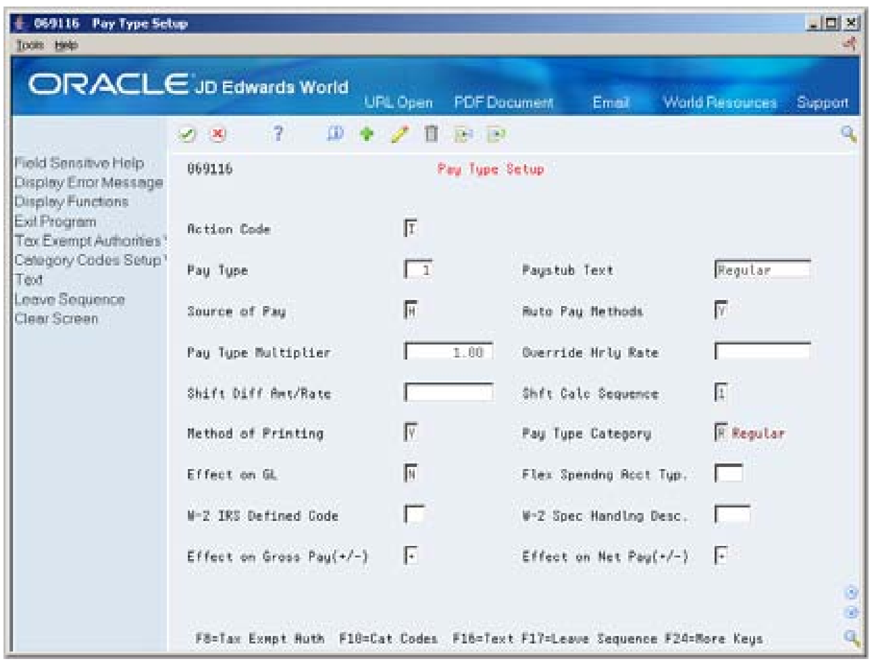
You set up pay types to categorize the various earnings that employees receive to direct labor to different accounts in the general ledger. You can specify up to 999 different pay types, using the range of numbers 001 to 999.

Setting up pay types also allows you to:

- Specify how different pay types are used when computing employee pay
- Transfer number of hours and dollar amounts to the general ledger

To set up pay types

On Pay Type Setup



Complete the following fields:

- Pay Type
- Paystub Text (informational only)
- Pay Type Multiplier
- Effect on General Ledger

  The remaining fields to set up a pay type are not applicable to Time Accounting. If you leave these fields blank, the system enters default values.

Field	Explanation
Pay Type	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* Pay type 001 is typically defined for regular pay. JD Edwards World recommends that you do not change this pay type. Autopay uses pay type 001 as the default pay type unless otherwise noted at the employee level.
Paystub Text	A description, remark, explanation, name, or address. *Form-specific information* The text that you want the system to print on the employee’s paystub. For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the pay type.
Pay Type Multiplier	A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier.
Effect on GL	A code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are: Y Pass dollars only to the general ledger. N Pass dollars and hours to the general ledger. M Do not pass dollars or hours to the general ledger and do not calculate workers’ compensation and general liability. H Pass hours only to the general ledger. This code is valid for Generate Timecard Journals. It should not be used when journals are generated through the pay cycle. W Do not pass dollars or hours to the general ledger but calculate workers’ compensation and general liability. Workers’ compensation and general liability amounts will be passed to the general ledger.

What You Should Know About

Text	You can attach explanatory notes to a pay type. To add text, choose the Text function. The first two lines of text that you enter appear on the reports that print the pay type description. When you attach a note to a pay type, the word Text appears in the upper right corner of the form.
Category codes	To assign a category code to the pay type, choose the Category Codes function. Category codes are used for reporting purposes.
Functionality for the Time Accounting system	The Tax Exempt Authority program is informational only unless your system is integrated with the Payroll system.

Setting Up Pay Grades

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Pay Grades by Class

To establish categories for grouping employees according to pay ranges, you can set up pay grades for each pay class within your organization. (A pay class indicates how an employee is paid, such as salary, hourly, and so on.) For example, within the pay class, salaried, you can set up pay grades 1 through 10. For each of these pay grades, you define a minimum, midpoint, and maximum salary amount. These amounts define the pay range for the pay grade. For example, the pay range for pay grade 1 might be:

Minimum = 20000.00

Midpoint = 25000.00

Maximum = 30000.00

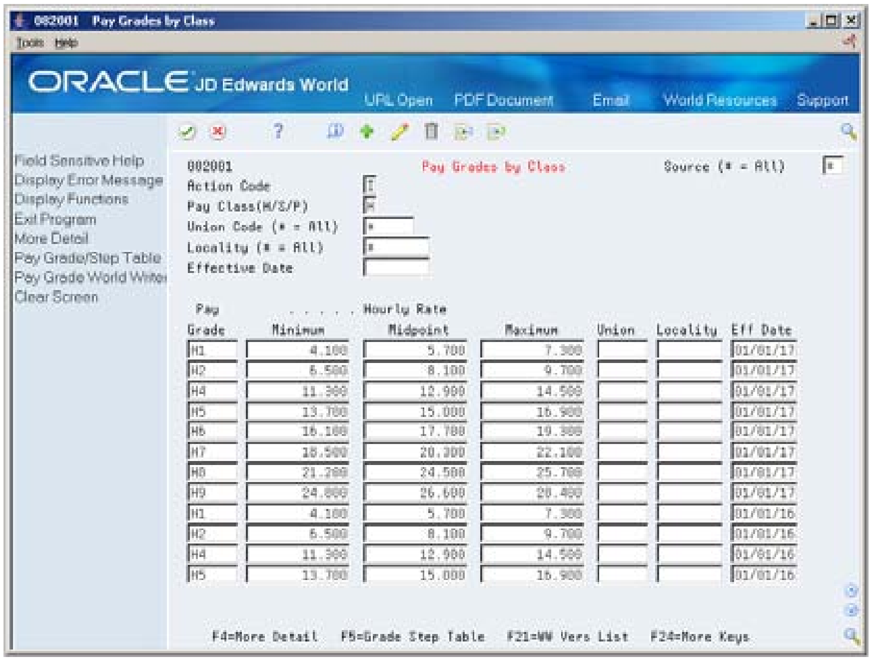
This means that the annual salary for an employee in pay grade 1 can be any amount between 20000.00 and 30000.00.

When you define pay grades by class, you establish a permanent record of the pay ranges for your organization’s pay grades. When you enter employee information, the system displays an error or warning message when you enter a rate that is not within the pay range for the employee’s pay grade.

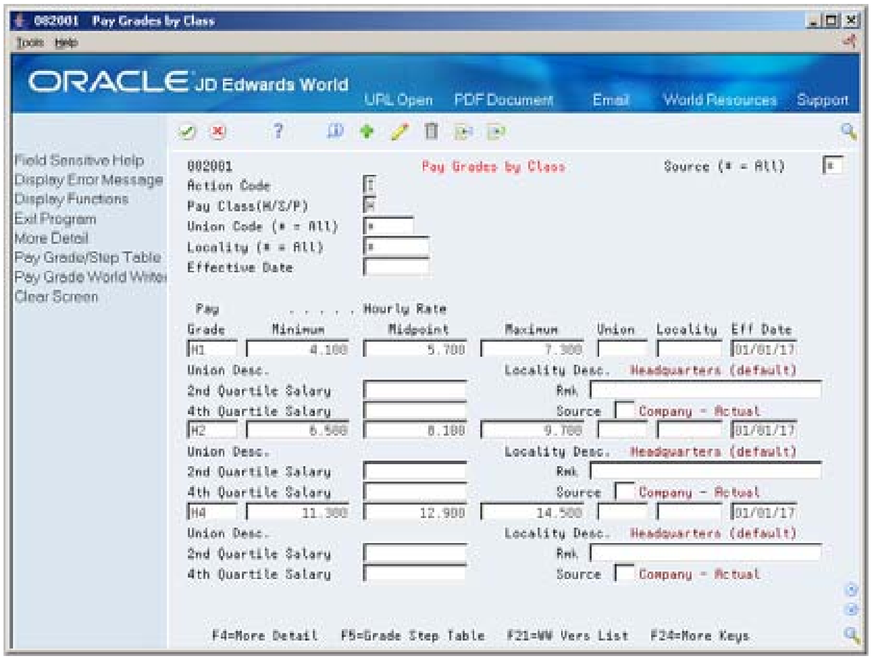
This program updates the Pay Grade and Salary Range table (F082001).

To set up pay grades

On Pay Grades by Class



1. Complete the following field:
   - Pay Class (H / S / P)
2. To specify information that applies to all (or most) of the pay grades in this pay class, complete any of the following fields:
   - Source
   - Union Code
   - Locality
   - Effective Date
3. To define a pay grade, complete the following fields:
   - Pay Grade
   - Minimum
   - Midpoint
   - Maximum
4. To enter information that varies from the information that you entered for the pay class, complete the following optional fields:
   - Union
   - Locality
   - Effective Date
5. Access More Detail (F4).



6. Complete any of the following optional fields:

- Remark (Rmk)
- Source

Field	Explanation
Pay Class(H/S/P)	A code that indicates how an employee is paid. Valid codes are: " " Blank H Hourly S Salaried P Piecework
Source	A user defined code (08/SS) that identifies the source of the salary information. To display all pay grades regardless of the source, place an asterisk (*) in this field.
Union	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.

Field	Explanation
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. *Form-specific information* This field appears in following two sections of this form: ▪ In the header section, use this field to limit the information to pay grades in a specific locality. If you leave this field blank, the system displays all pay grades regardless of locality. ▪ In the detail section, this field shows the salary locality for a particular pay grade.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
Pay Grade	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).
Minimum	The minimum salary or hourly rate allowed for a pay grade. The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is lower than the minimum rate for the pay grade.
Midpoint	The midpoint salary or hourly rate for a pay grade or pay range. For job IDs with a defined pay grade, you enter the midpoint amount in the Pay Grade table (F082001). For job IDs that you evaluated by points, the system calculates the midpoint amount using a Pay Range Formula table (F08290). The system calculates a compa-ratio (data item #CRA) for an employee by dividing the employee's salary or rate by the midpoint for the employee's pay grade.

Field	Explanation
Maximum	The maximum salary or hourly rate for a pay grade. The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is higher than the maximum rate for the pay grade.
Rmk	A generic field that you use for a remark, description, name, or address.

What You Should Know About

Setting up pay grades in the Pay Grade/Step table

If you are using pay grade steps, you can define the pay grades at the same time that you define pay grade steps. You do not need to define a pay grade in the Pay Grade and Salary Range table (F082001) to set up pay grade steps.

Processing Options

See Pay Grade / Salary Range Information (P082001).

Setting Up Pay Grade Steps

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Pay Grade Step Table

To ensure that all of the employees working in a job receive the same rate of pay, and to establish progression within a pay grade, you can set up pay grade steps. For example, you might have a pay grade A, which contains pay steps A1, A2, and A3. Employees in step A1 receive 15.00 per hour, employees in step A2 receive 15.50 per hour, and employees in step A3 receive 16.00 per hour.

Setting up pay grade steps lets you automate the process of:

- Tracking pay information for employees. When you enter employee information, the system calculates the employee's salary or hourly rate, based on the pay grade step that you enter for the employee.
- Moving employees from one pay grade step to the next.
- Updating pay rates for multiple pay grades and pay steps.

When you set up pay grade steps, you can save time and reduce calculation errors by having the system automatically calculate the pay rates for a group of steps. You enter a base pay rate that applies to the group of steps, and then enter a pay rate multiplier for each step. The system calculates the rate for each step by multiplying the base pay rate by step's pay rate multiplier.

Setting up pay grade steps consists of the following tasks:

- Setting up pay grade steps individually
- Setting up pay grade steps using a pay rate multiplier

When you set up pay grade steps individually, you enter a pay rate for each pay grade step. When you set up pay grade steps using a pay rate multiplier, you enter a base pay rate, and apply a pay rate multiplier to each pay grade step.

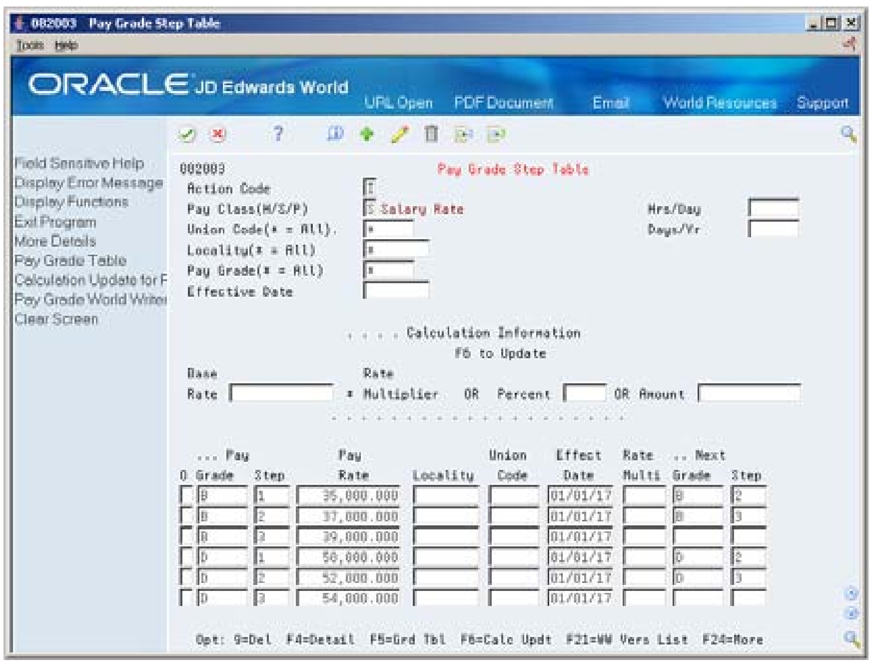
This program updates the Pay Grade and Salary Range table (F082001).

What You Should Know About

Setting up pay grades in the Pay Grade/Step table	You can define the pay grades at the same time that you define pay grade steps. You do not need to define a pay grade in the Pay Grade and Salary Range table (F082001) to set up pay grade steps.

To set up pay grade steps individually

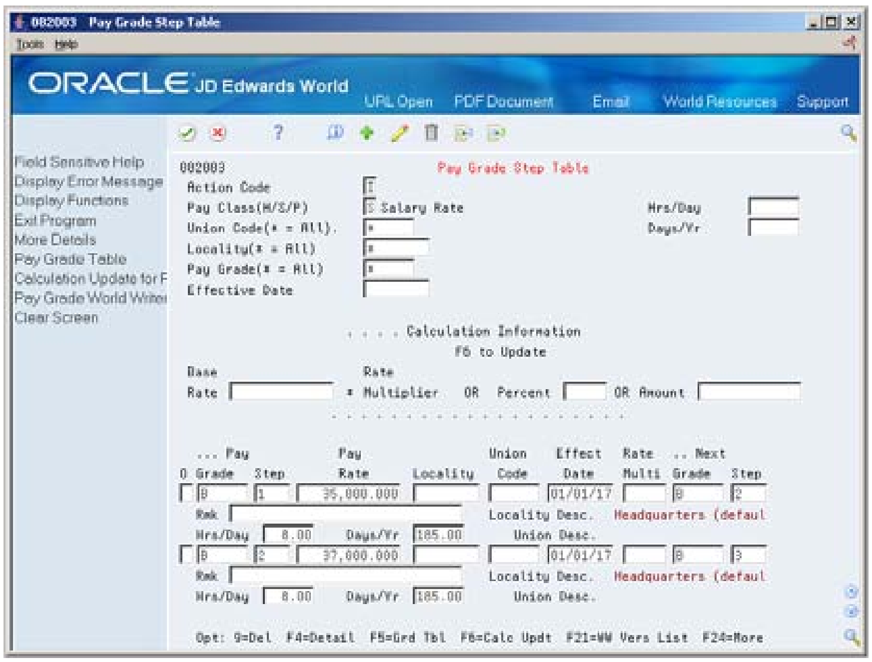
On Pay Grade Step Table



1. Complete the following field:
   - Pay Class
2. To specify information that applies to all (or most) of the pay grade steps you need to define, complete any of the following fields:
   - Union Code
   - Locality
   - Hours/Days

- Days/Year
- Effective Date

3. For each step that you need to define, complete the following fields:
   - Pay Grade
   - Pay Grade Step
   - Pay Rate
4. Complete the following option fields:
   - Next Pay Grade
   - Next Pay Grade Step
5. Access More Details.



6. To specify information for this step that varies from the information that you entered for the pay class, complete the following fields:
   - Locality
   - Union Code
   - Effective Date
   - Hours/Day
   - Days/Year

To set up the pay grade steps using a pay rate multiplier

On Pay Grade Step Table

1. Complete the following field:

- Pay Class

2. To specify information that applies to all (or most) of the pay grade steps that you need to define, complete any of the following fields:
   - Union Code
   - Locality
   - Hours/Days
   - Days/Year
   - Effective Date
3. Complete the following field:
   - Base Rate
4. For each step that you need to define, complete the following fields:
   - Pay Grade
   - Pay Grade Step
   - Rate Multiplier
5. Complete the following optional fields:
   - Next Pay Grade
   - Next Pay Grade Step
6. Access the detail area.
7. To specify information for this step that varies from the information that you entered for the pay class, complete the following fields:
   - Locality
   - Union Code
   - Effective Date
   - Hours/Day
   - Days/Year
8. To cause the system to calculate the pay rate for each pay grade step you entered, choose the Calculation Update function.

Processing Options

See Pay Grade/Step WW (P082003).

Setting Up Shift Rate Differentials

From Time Accounting System (G05), enter **29**
From Time Accounting Setup (G054), choose **Payroll Constants and Tables**
From Additional Constants and Tables (G0541), choose **Shift Rate Differentials**

A shift differential is a flat dollar or percentage amount added to an employee's hourly rate. You set up shift rate differential codes and assign them to employees who receive additional compensation for shift work.

You assign shift rate differentials to user defined shift codes (07/SH). You can also assign business units and union codes to shift differentials. When you define a shift differential, you must set effective dates for the table. The system compares the effective dates to the work dates you enter in time entry.

The system uses a flat dollar amount or a percentage shift differential with either of two methods.

- The first method is hourly rate plus the shift differential, multiplied by the pay type multiplier and then multiplied by the hours worked.
- The second method is hourly rate multiplied by the pay type multiplier plus the shift differential and then multiplied by the hours worked.

The difference between the two methods is significant only when a multiplier other than 1 is specified.

Use shift code information to ensure that an employee is paid the correct amount for working on a shift with a rate differential.

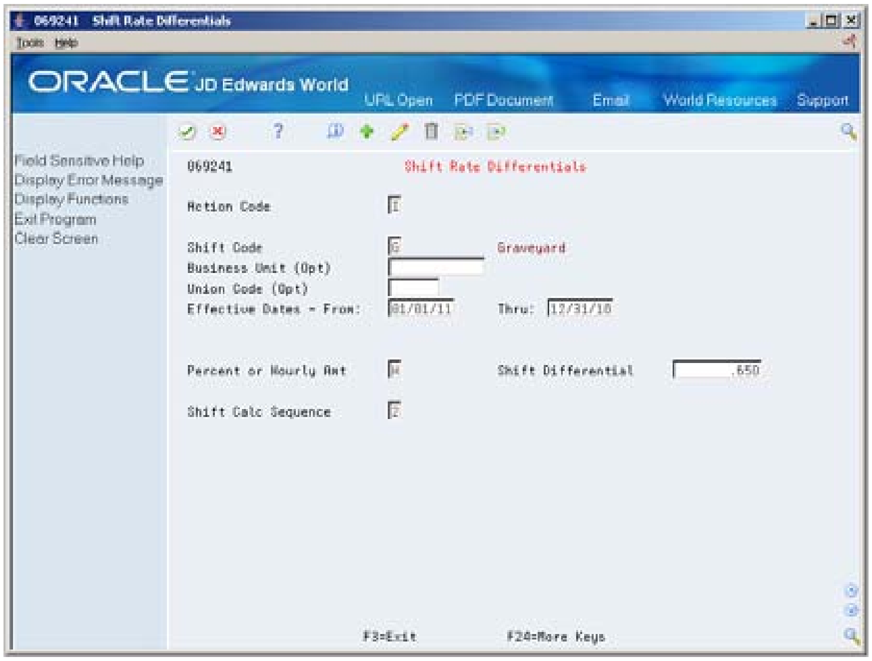
- If an employee always works a shift for which a shift rate differential is applicable, include the shift code in the employee's master record.
- If an employee occasionally works a different shift, you can override the information on the applicable time card.

See Also

- *Entering Basic Employee Data (P060111)*

To set up shift rate differentials

On Shift Rate Differentials



1. Complete the following fields:
   - Shift Code
   - Effective Date From
   - Effective Date Thru
   - Percent or Hourly Amount
   - Shift Differential
   - Shift Calculation Sequence
2. Complete the following optional fields:
   - Business Unit
   - Union Code

Setting Up Pay Rate Tables

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose **Payroll Constants and Tables** From Additional Constants and Tables (G0541), choose **Pay Rates for Groups and Unions**

You set up pay rate tables to associate pay rates with a specific group of employees. You set up hourly rates by job type and job step. Any amounts that you enter in the pay rate tables can override rates set up in the employee master record. As you enter time for various job types and job steps, the system finds the appropriate hourly rate.

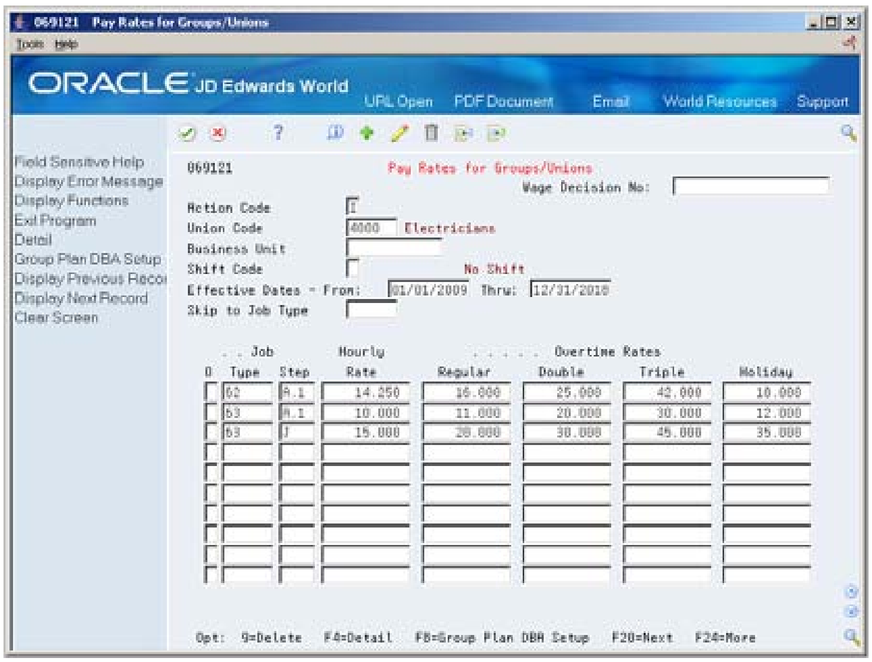
The system uses pay rate tables in conjunction with the time entry programs. You must set a processing option on the appropriate time entry menu selection so that the system uses the pay rate tables.

Setting up pay rate tables allows you to:

- Make rates specific to a job (business unit) or shift
- Establish up to five different rates per job type and step
- Establish workers compensation codes for each job type and step
- Establish a flat burden factor for each job type and step
- Establish a recharge billing rate

To set up pay rate tables

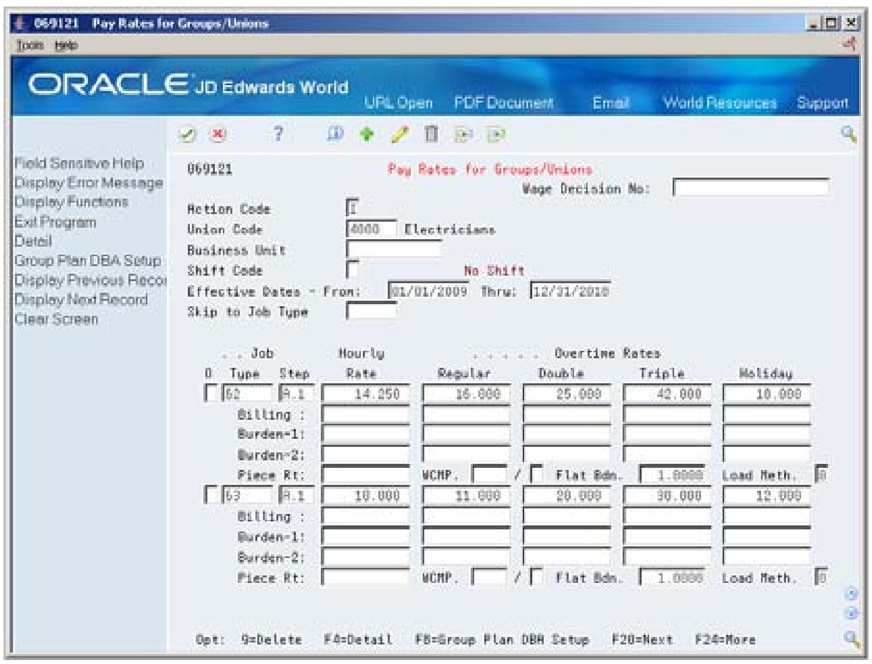
On Pay Rate for Groups/Unions



O	Job Type	Step	Hourly Rate	Regular	Double	Triple	Holiday
	62	A.1	14.250	16.000	25.000	42.000	10.000
	63	A.1	10.000	11.000	20.000	30.000	12.000
	63	J	15.000	20.000	30.000	45.000	35.000

1. Complete the following fields:
   - Union Code
   - Effective Date From
   - Effective Date Thru
   - Job Type
   - Hourly Rate

2. Complete the following optional fields:
   - Wage Decision Number
   - Business Unit
   - Shift Code
   - Job Step
   - Regular Overtime Rate
   - Double Overtime Rate
   - Triple Overtime Rate
   - Holiday Overtime Rate
3. Access Detail (F4).



4. Complete one or more of the following fields:
   - Billing Rate
   - WCMP (Workers Compensation Method)
   - Flat Burden
   - Labor Load Method Code

   The Recharge Burden Rate-1 and Recharge Burden Rate-2 fields are for future use and are inactive for this release.

Field	Explanation
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.

Field	Explanation
Job Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
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.
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.
Rate - Distribution (or Billing)	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

Field	Explanation
Flat Bdn	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.
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

What You Should Know About

Hourly rates	If you enter values in the overtime rate fields, the system does not use the pay type multiplier from Pay Type Setup. If you only enter values in the hourly rate fields, the system uses the pay type multiplier for the overtime rates.
Billing rates	Billing rates in the detail area of Pay Rates for Groups/Unions do not use the pay type multiplier.
Functionality for the Time Accounting system	The Group Plan DBA Setup program is informational only unless your system is integrated with the Payroll system.

Understand AAIs Overview

About AAIs for Time Accounting

Automatic Accounting Instructions (AAIs) assign account numbers to the journal entries created in the Time Accounting system. The system creates a journal entry of every calculation for every employee. These calculations include salary, wage expenses, and burden. As an option, you can create journal entries for labor and equipment billings. The AAIs control the account to which each journal entry is assigned. After the journals entries are created and assigned account numbers, the system summarizes them using the accounting rules you set up and passes them to the general ledger.

You can establish AAIs separately for each company and general rules for the default Company 00000. The rules are flexible and changeable. For example, labor distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. If some employees do not follow general rules, you can specify instructions for labor distribution at the employee level.

You set up rules to summarize journal entries through journal summarization rules. As full detail exists in time accounting history, you might not need full detail in the general ledger. You can set up summarization rules for account ranges and business units.

When Are Journal Entries Created?

When you generate timecard journals, you create preliminary journal entries. The system creates the actual journal entries when you post journal entries to the general ledger.

What Is the General Ledger Account Structure?

The system uses the standard business unit.object.subsidiary and subledger account structure. The general ledger account structure is composed of two parts:

- Where - business unit
- What - account number

Business unit is a 12-character, alphanumeric field that is the lowest level of organizational reporting.

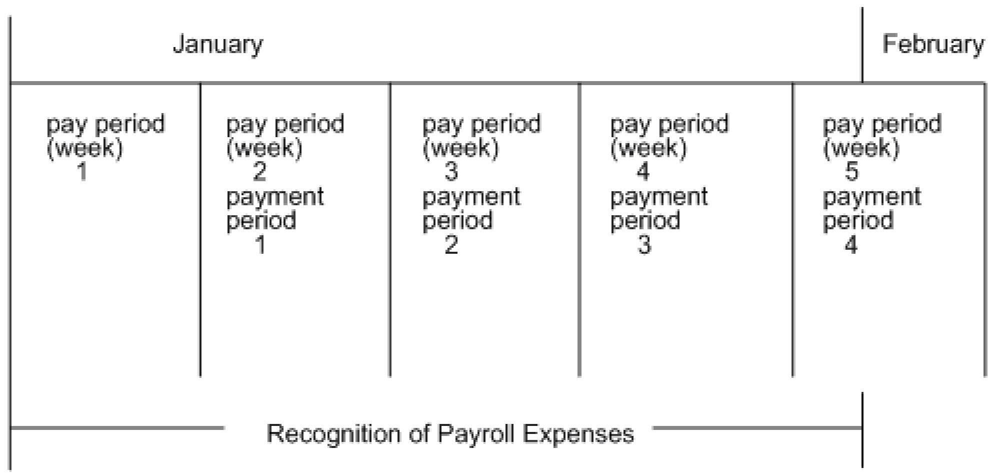
The account number identifies whether the account is an asset, liability, or expense. It contains three parts:

- Object account, a 6-character, alphanumeric field that is required on all journal entries

- Subsidiary, an 8-character, alphanumeric field that is optional on journal entries. For example, use this field to identify an employee number, equipment, number, or asset number.
- Subledger

What Dates Are Associated with Payroll Journal Entries?

The following chart highlights the timing relationships that are important to payroll journal entries.



The following definitions are important in understanding payroll journal entries:

Term	Definition
General ledger date	The date the system uses for posting to the proper general ledger fiscal period. The table that defines date ranges for each accounting period is stored in the Date Fiscal Patterns table (F0008) for the General Accounting system.
Pay period ending date	The last day of the pay period.
Work date	The actual date entered on a timecard that an employee worked on a job.
Transition period	Any pay period that has working days in two accounting periods.
Accounting period ending date	The last day of the general accounting period.

When you generate timecard journals, you specify the general ledger date to use.

Example: Payroll Journal Entry

The following example of a Payroll Journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Time Card: 01/28/17 (Pay Code 001) $1,000

3. Equipment usage: Equipment number 2209 - 12 hours

Date	Account	Description	DR	CR
Labor Distribution Journals				
01/28/17	1.4205	Wages Payable		1000
01/28/17	25.8115	Labor Expenses	1000	
			1000	1000
Equipment Distribution Journal				
01/28/17	1.8400	Equipment Expense (Units 12)		

Which Codes Are Used to Identify Journal Entries?

When the system creates a journal entry for the general ledger, it codes the journal entry with a document type and reference number. The document type is a two-character code that classifies journal entries into document types. Only the following document types are applicable to Time Accounting:

- Type T2 - Labor distribution and flat burden journal entries
- Type T4 - Labor billing distribution journal entries for recharge timecards
- Type T5 - Equipment distribution journal entries

The reference number, composed of journal type and general ledger date, further identifies the source of each journal entry within a document type.

The journal entry reference number becomes the Reference 2 value in the actual Account Ledger table (F0911).

Document Type T2 - Labor Distribution Journal Entries

The system creates journal entries for document type T2 directly from timecards for labor expenses and associated offsets for accrued wages. You can also generate journal entries to allocate a flat burden expense. Flat burden is an estimated amount based on a percent of an employee’s gross pay.

The specific journal types used for labor distribution journal entries are:

Journal Type	Description
AW	Accrued wages - Credit entry
FB	Flat burden expense - Debit entry
FC	Flat burden offset (Clearing) - Credit entry
LD	Labor distribution straight time - Debit entry

Journal Type	Description
PR	Labor distribution premium time - Debit entry

Document Type T4 - Labor Billing Distribution Journal Entries

Document type T4 journal entries designate labor billings, also known as recharge, and associated revenue offsets.

You use T4 labor billings for billing internally. For example:

- Charging other departments for maintenance people
- Charging a supervisor's billing rate to a job

If you are using Time for Recharge Rates Only, the system automatically assigns a record type of 3 for recharge processing only, because the Record Type field does not display on this form.

To create T4s using Time for Hourly / Recharge Rates, you must change the Record Type field on the form to a type 3 for recharge processing.

The specific journal types used for labor billing distribution journal entries are:

Journal Type	Description
RD	Labor billing (recharge) distribution - Debit entry
RO	Labor billing (revenue) offset - Credit entry

Document Type T5 - Equipment Distribution Journal Entries

Document type T5 journal entries designate billings associated with the use of equipment and the offsets for equipment revenue. The system creates journal entries for equipment distribution from timecards.

The specific journal types used for equipment distribution journal entries are as follows:

Journal Type	Description
ED	Equipment Billing Distribution - Debit Entry
EO	Equipment Billing (Revenue) Offset - Credit Entry You must set up this account in the equipment AAIs.

Example: Payroll Journal Entry with Document and Journal Types

The following example of a Payroll Journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000

2. Time Card: 01/28/17 (Pay Code 001) $1,000

3. Equipment Usage: Equipment Number 2209 - 12 hours

Type	Journal Type	Date	Account	Description	DR	CR	Menu Sel.
Type T2 - Labor Distribution Journal							
T2	AW	01/28/17	1.4205	Wages Payable		1000	7
T2	LD	01/28/17	25.8115	Labor Expenses	1000		2
					1000	1000	
Type T5 - Equipment Journal							
T5	ED	01/28/17	1.8400	Equipment Expenses (12 Units)			2

What Search Criteria Does the System Use?

Company 00000 is the default company in all of the AAI tables. Always start by setting up generic entries in Company 00000. Such entries provide a source for default accounts for all of the various types of journal entries. After Company 00000 table entries are complete, you can enter AAI tables for other companies. Entries for other companies should only be exceptions to the generic rules established under Company 00000.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

Each time the system creates a journal entry, it follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the system data, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument information.

On the first search, the system uses data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then, one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal type. In addition, you can have a line in an accounting instruction table that has no search criteria other than the journal type. This is the default line.

The system first searches the rules for a specific company. If it finds no applicable rules (matches) for that company, it continues with the rules for Company 00000.

Set Up AAIs for Time Accounting

Setting Up AAIs for Time Accounting

You set up automatic accounting instructions (AAIs) to automatically assign account numbers to the journal entries created in the Time Accounting system. You can establish AAIs separately for each company. Always set up generic instructions in Company 00000. The system searches for a specific company first. If it finds no instructions for the specific company, it searches for Company 00000.

In addition to defining rules in the separate AAI tables, you can also set up rules for how the system summarizes journal entries.

You can have a line in an accounting instruction table that has no search criteria other than the journal type. This is a default line.

This section contains the following:

- Entering Default Journal Types
- Setting Up AAIs for Labor, Billings, and Equipment Distribution
- Setting Up AAIs for Burden and Premium Labor Distribution
- Setting Up AAIs for Labor Billings
- Setting Up AAIs for Accruals and Clearing
- Setting Up Journal Summarization Rules

Entering Default Journal Types

You can have a line in an accounting instruction table that has no search criteria other than the journal type. This is a default line.

Each table can have a default line with a default journal type. For example, LD is the default journal type for the labor distribution table. When the timecard or employee criteria do not match any of the other lines, the system uses the default line, if one exists. You can use a default line for a specific company and for Company 00000.

The following table lists the default journal types for default lines:

Journal Type	Description
LD, ED, and RD	Use in labor, billings, and equipment distribution tables
RO	Use in labor billings tables
AW	Use in accrued wages in accruals and clearings tables

You can also use a default line to indicate that instructions are missing from a table.

A default line with an invalid account informs you that a line is missing from a table. If you use a valid account, no warning prints on the journal proof report.

To enter default journal types

On any accounting instructions form

1. Complete the following fields for the default journal type:
   - Journal Type
   - Distribution Account Object
2. Complete the following optional fields:
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

Setting Up AAIs for Labor, Billings, and Equipment Distribution

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Payroll Constants and Tables
From Additional Constants and Tables (G0541), choose Debit-Labor/Billing/Equipment

You set up AAIs for direct labor, billings, and equipment distribution to define accounts for transactions related to labor, labor billing (recharge), and the use of equipment. You do this by specifying search criteria for employee or timecard information and the account number information for the system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

When you set up direct labor, billings, and equipment distribution instructions, the minimum setup requirements for journal types are:

Journal Type	Description
Equipment distribution (ED)	This is necessary only if you are creating equipment transactions.
Payroll labor distribution (LD)	This is always required.
Labor billing distribution (RD)	This is necessary only if you are using billing (recharge) rates.

The system accesses this table during time entry. The system uses the values from the timecard which retrieved the values from the Employee Master table, other sources, or overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

Example: Search Criteria for Labor Distribution

The system uses the search criteria fields to determine the account distribution for the labor, billings, and equipment entries for your payroll. The system searches these accounting instructions in the following order, depending on the business unit used by time entry:

1. It compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and matches it to the appropriate journal type.
2. It searches the timecard's business unit worked for an accounting rule for that company.
3. If no matches exist, it assigns the account number according to the rules for the default Company 00000.

The following list identifies the search criteria the system uses to match information from the timecard for a specific company:

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

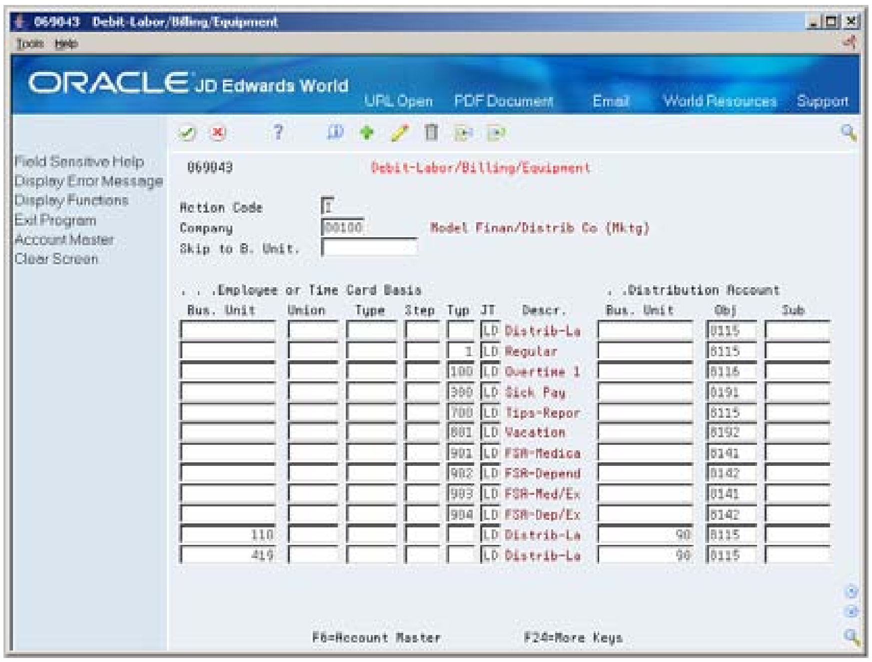
The following list identifies additional search criteria the system can use to match information from the timecard for the default Company 00000:

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD

Business Unit	**Union**	**Job Type**	**Job Step**	**Payment Type**	**Journal Type**
		CARP			LD
				1	LD
					LD

To set up AAIs for labor, billings, and equipment distribution

On Debit - Direct Labor / Billings / Equipment



1. Complete the following required fields:
   - Company
   - Journal Type (JT)
   - Distribution Account Object (Obj)
2. Complete the following optional fields:
   - Employee or Time Card Basis Business Unit
   - Employee or Time Card Basis Union Code
   - Employee or Time Card Basis Job Type
   - Employee or Time Card Basis Job Step
   - Employee or Time Card Basis Pay Type
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

3. Complete the steps to enter default journal type LD.

Field	Explanation
JT	This field represents the type of transaction for which an account is to be derived. *Form-specific information* For Equipment Billing: Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table. When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify in the Equipment Worked (EQPW) field on Equipment Time Entry forms in Payroll or Time Accounting.
Employee or Time Card Basis Bus. Unit	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit. You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen. *Form-specific information* For autopay employees, the system uses the labor distribution instructions, the employee's home business unit, or the lowest level of default.

What You Should Know About

Search criteria

The system uses the following search criteria to determine which distribution account to debit:

- Information coded on the timecard establishes the search argument. In the first pass, the system searches for all fields in the Time Card Basis section of the form. In the second pass, the system searches for business unit, plan, job type, job step, and journal type. Each successive pass uses a different combination of data fields for the search criteria.
- Codes in the Union, Type, and Step fields help to narrow the system's search.

Distribution account fields	To determine the distribution account, the system treats each distribution account as follows: ▪ Business Unit - Override or Timecard Basis Business Unit ▪ Object - Table entry required ▪ Subsidiary - Override or timecard subsidiary
Business unit search for Company 00000	You cannot specify a business unit search for Company 00000 because each business unit is attached to a unique company. To search by business unit, you must attach the business unit to a company specific table during setup.

See Also

- *Entering Default Journal Types (P069043)*

Setting Up AAIs for Burden and Premium Labor Distribution

> From Time Accounting System (G05), enter 29
> From Time Accounting Setup (G054), choose Payroll Constants and Tables
> From Additional Constants and Tables (G0541), choose Debit-Burden/Premium Labor Distribution

You set up AAIs to define accounts for flat burden and labor distribution premium time transactions. The hierarchy method in this table helps control account derivation.

You can establish accounting instructions separately for each company. Always set up generic instructions in Company 00000. The system searches for a specific company first. If it finds no instructions for the specific company, it searches for Company 00000.

Actual burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include:

- Payroll taxes and insurance (PTI) - Company-paid taxes and insurance, such as workers compensation
- Fringe benefits - Company-paid benefits, such as health insurance and company contributions to a 401k or RRSP plan

The Time Accounting system does not calculate actual burden. It uses a pre-determined percentage as an estimate of gross wages to approximate actual burden costs. This percentage is called flat burden.

The following are flat burden considerations:

- Is an estimated burden that is a percentage of an employee's gross wages
- Distributes the expense at the same amount throughout the entire year
- Can be calculated per employee, union, or business unit for each timecard during time entry

- Is not calculated for lump sum amounts

When you set up flat burden distribution debit instructions you must, at a minimum, include the following journal type codes:

- FB - Flat burden

When you set up premium labor debit instructions you must, at a minimum, include the following journal type codes:

- PR - Payroll premium labor distribution

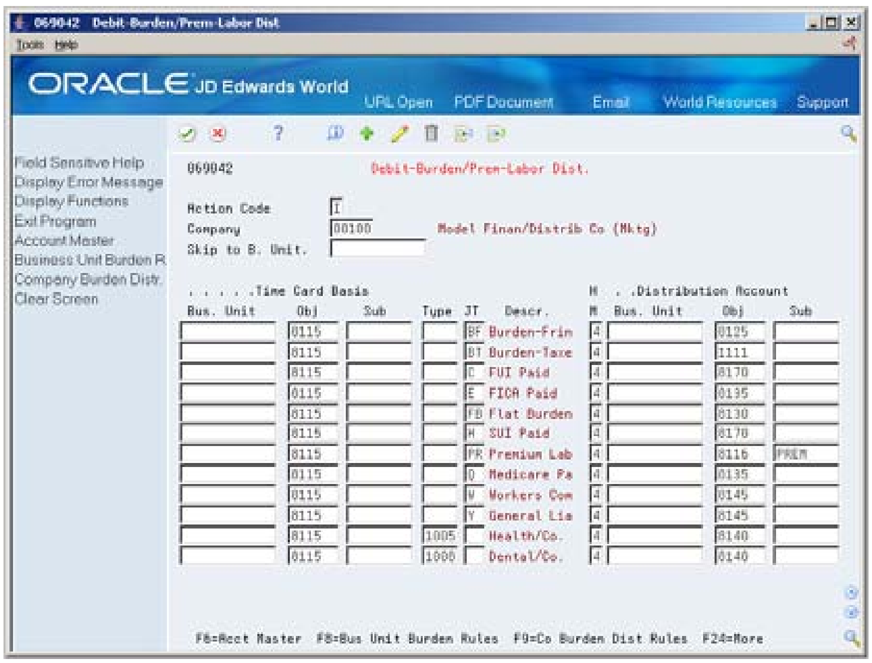
  You can split the premium portion of overtime and create a separate journal entry for straight time versus premium time.

When you set up recharge burden debit instructions you must, at a minimum, include the following journal type codes:

- RB - Recharge (labor billing) burden

To set up AAIs for burden and premium labor distribution

On Debit - Burden / Premium-Labor Distribution



1. Complete the following fields:
   - Company
   - Hierarchy Method (HM)
   - Object (Obj)
2. To set up Company 00000, enter 00000 or a valid object in the following field:
   - Time Card Basis Object
3. To set up a specific company, enter a valid object in the following field:

- Time Card Basis Object

4. For journal types BT, FB, and PR, complete the following field:
   - Time Card Basis Journal Type
5. For a specific company, complete the following optional field:
   - Time Card Basis Business Unit
6. Complete the following optional fields:
   - Time Card Basis Subsidiary
   - Distribution Account Business Unit
   - Distribution Account Subsidiary
7. Complete the steps to enter default journal type BF, BT, FB, PR, and RB.

What You Should Know About

Search criteria	The system uses the following search criteria to determine which distribution account to debit: ▪ On the first pass, the system searches for all fields in the Time Card Basis section of the form. ▪ On the second pass, the system searches for business unit, object, subsidiary, and journal type. ▪ On each successive pass the system uses a different combination of data fields.
Distribution account fields	To determine the distribution account, the system treats each distribution account as follows: ▪ Business Unit - Override or controlled by hierarchy method ▪ Object - Table entry required ▪ Subsidiary - Override or controlled by hierarchy method ▪ Subledger - Controlled by the hierarchy

See Also

- *Entering Default Journal Types (P069042)*

Setting Up AAIs for Labor Billings

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Payroll Constants and Tables From Additional Constants and Tables (G0541), choose Credit-Labor Billings

You set up AAIs for labor billings to establish accounting rules for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. Entries for labor billings are generally credit entries.

If your company does not use labor billings, you do not need to set up these instructions.

Example: Search Criteria

The following table represents the credit side only. It identifies the search criteria the system uses to match information from the timecard for a specific company.

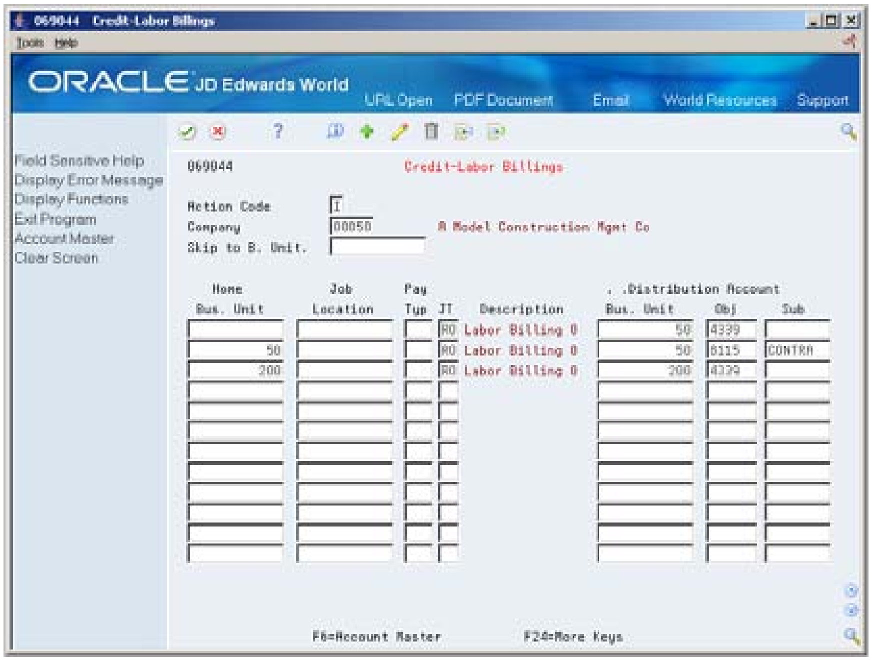
Home Business Unit	Job Location	Pay Type	Journal Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following table represents the search criteria the system uses to match information from the timecard to the default Company 00000:

Home Business Unit	Job Location	Pay Type	Journal Type
	501	1	RO
	501		RO
		1	RO
			RO

To set up AAIs for labor billings

On Credit - Labor Billings



1. Complete the following required fields:
   - Company
   - Journal Type
   - Distribution Account Object
2. Complete the following optional fields:
   - Home Business Unit
   - Job Location
   - Pay Type
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

Field	Explanation
Job Location	This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.

What You Should Know About

Search criteria

On the first pass, the system searches on the following fields:

- Home Business Unit
- Job Location
- Pay Type
- Journal Type

On each successive pass the system searches on a different combination of data fields.

Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override or employee home business unit
- Object - Table entry required
- Subsidiary - Table entry optional
- Subledger - None

Default labor billings

For your most common account distribution, you can define a default labor billing rule using the journal type RO with the distribution account information. The system will use the default rule when it does not find a business unit specific rule.

See Also

- *Entering Default Journal Types (P069044)*

Setting Up AAIs for Accruals and Clearing

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Payroll Constants and Tables
From Additional Constants and Tables (G0541), choose Dr/Cr-Accruals/Clearing

You set up AAIs for accruals and clearing to establish accounts for the following:

- Accrued wages (T2)
- Flat burden clearing (T2)
- Recharge flat burden clearing

When you set up the accrued wages account you must, at a minimum, include the following journal type code:

- AW - Accrued wages for the Labor Distribution and Payroll Disbursements Journals

When you set up the flat burden clearing account you must, at a minimum, include the following journal type code:

- FC - Flat burden clearing for the Labor Distribution Journal

When you set up the recharge flat burden clearing account you must, at a minimum, include the following journal type code:

- RC - Recharge burden relief for the Actual Burden Expense and Payroll Disbursements Journals

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

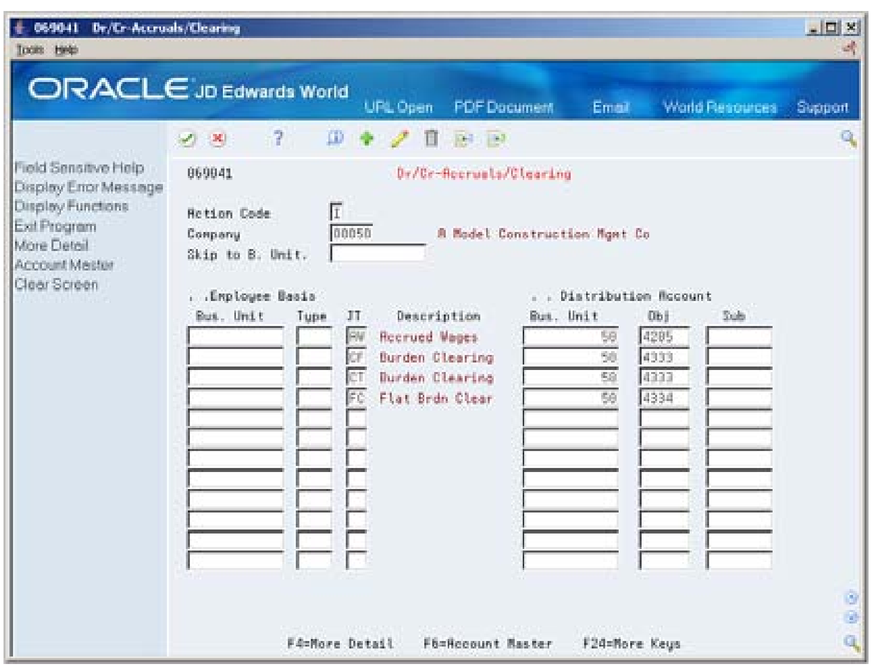
Business Unit	Type	Journal Type
1		AW, FC, IC, or RC
		AW, FC, IC, or RC

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	Type	Journal Type
		AW, FC, IC, or RC

To set up AAIs for accruals and clearing

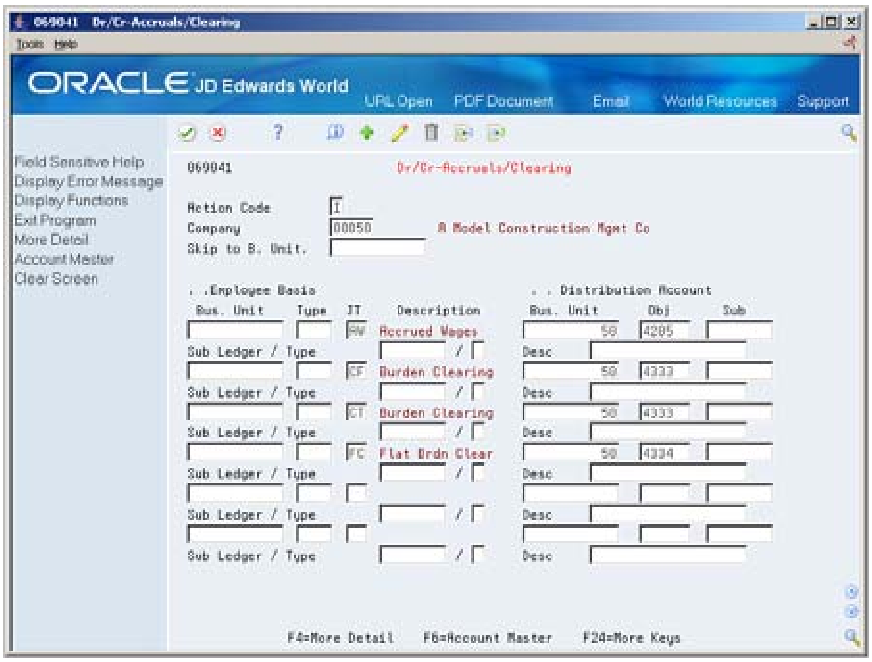
On Debit / Credit - Accruals / Clearing



1. Complete the following fields:

- Company
- Distribution Account Object

2. Complete one of the following fields, as appropriate:
    - Employee Basis Type
    - Employee Basis Journal Type
3. Complete the following optional fields:
    - Employee Basis Business Unit
    - Distribution Account Business Unit
    - Distribution Account Subsidiary
4. Access More Details (F4).



5. Complete the following optional fields:
    - Subledger
    - Type
    - Description
6. Complete the steps to enter default journal type CF, CT, and AW.

What You Should Know About

Search criteria	On the first pass, the system searches on the Employee Basis fields. On each successive pass the system searches on a different combination of data fields.

Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override entry or employee home business unit
- Business Unit - *LABOR for FC (Flat burden offset) provides the same business unit as labor, not Home Business Unit
- Object - Table entry required
- Subsidiary - Override entry or *PAY for DBAs and *CO for intercompany settlements
- Subledger - Table entry

See Also

- *Entering Default Journal Types (P069041)*

Setting Up Journal Summarization Rules

From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Payroll Constants and Tables From Additional Constants and Tables (G0541), choose Journal Summarization Rules

You set up journal summarization rules to establish how the system summarizes preliminary journal entries and actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

Defining journal summarization allows you to:

- Summarize journal entries for specific companies and for the default Company 00000
- Create both summarized and detail journals
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit

If the system does not find summarization rules for a specific company, it uses those established for the default company (Company 00000). If it finds no summarization rules for an account, it assumes full summarization.

Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which lengthens processing time. Therefore, JD Edwards World recommends that you:

- Set up summarization rules at the Company 00000 level when possible
- Avoid setting up summarization rules at the business unit level
- Specify the same summarization code for each object account range when possible

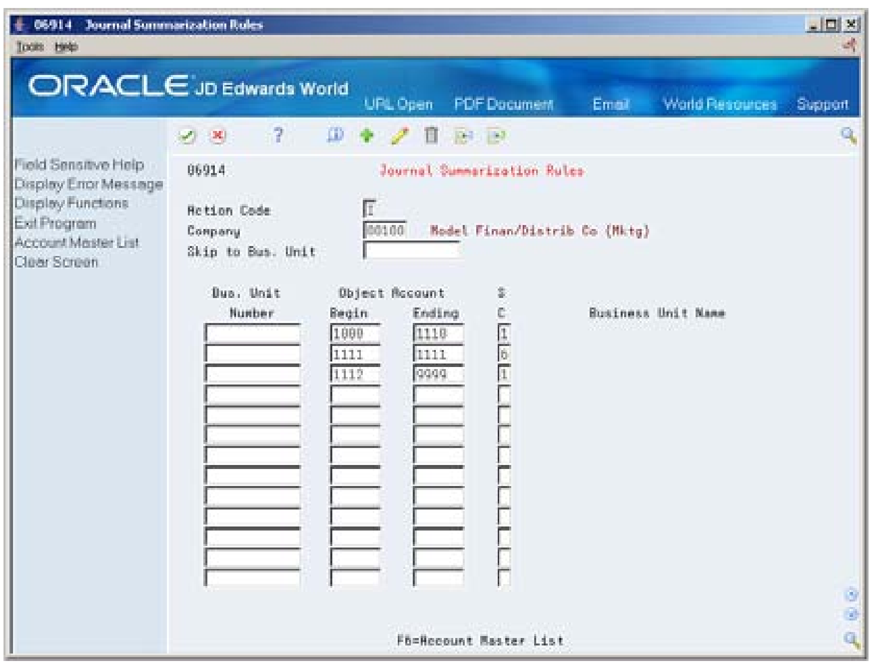
Example: Summarization Rules on the Timecard Journal Batch Proof

When you define the journal summarization, the system creates journals based on the information. The following example of the Timecard Journal Batch Proof report lists pro forma journal entries with no summarization for AW, LD, and EO journals.

```
 06229                                             J.D  Edwards World                            Page -
                                               Timecard Journal Batch Proof                      Date -      12/20/17
 Timecard Journals          Batch   157066
                     Account Description      Asset       G/L Account              . . . . . . . .   Amounts  . . . . . . . .
Co    FY PN DT  Refn2   Employee JBCD  JBST  Explanation           Subldg-Ty-Phase      Debit          Credit       Units         LT
----- -- -- -- ------- ------------------- ---------- ------------------------  ------------- ------------- ------------ --
00050 17 12 T2 Payroll Labor Distribution
           AW121517 Accrued Payroll                         50.4205                                338.00-          AA
           LD121517 Regular Pay                           6001.8115                   260.00                      40.00  AA
           LD121517 Overtime Pay                          6001.8116                    78.00                       8.00  AA
                                                                                ------------- ------------- ------------
                                                           Document/Period Total      338.00        338.00-       48.00
00050 17 12 T5 Equipment Distribution
           ED121517 Equipment Expenses      00002209      6001.8400                                               12.00  AA
           ED121517 Equipment Expenses      00002209      6001.8400                                                4.00  AA
           EO121517 Other Portion           00002209      YARD.8424                                               12.00- AA
           EO121517 Other Portion           00002209      YARD.8424                                                      AA
           EO121517 Other Portion           00002209      YARD.8424                                                4.00- AA
           EO121517 Other Portion           00002209      YARD.8424                                                      AA
                                                                                ------------- ------------- ------------
                                                           Document/Period Total
                                                                                ------------- ------------- ------------
                                                           Company Total . . . .      338.00        338.00-       48.00
                                                                                ------------- ------------- ------------
                                                           Grand Total . . . . .      338.00        338.00-       48.00
```

To set up journal summarization rules

On Journal Summarization Rules



1. Complete the following fields:
   - Company
   - Summarization Code

2. Enter the business unit number, object account range, or both in the following fields:
   - Business Unit Number
   - Object Account Beginning Range
   - Object Account Ending Range

Field	Explanation
Payroll Summarization Code	The rules tell the system how to summarize the pro forma entries before creating the actual journal entries. The system looks for all documents that have the same value and summarizes them into one journal. Valid codes for rules and journal entry descriptions are: 1 Full summary: The system looks for the same values for the following: business unit, object, subsidiary, subledger, subledger type, fiscal year, general accounting period number, equipment or asset number, document type and journal reference (See data dictionary item PRJE.) First description in the journal entry - Document description Second description in the journal entry - Blank 2 Same as Rule 1 and include pay type First description in the journal entry - Document description Second description in the journal entry - Pay type 3 Same as Rule 1 and include pay type, job type, and job step First description in the journal entry - Document description Second description in the journal entry - Pay type 4 Same as Rule 1 and include pay type, job type, job step, and employee First description in the journal entry - Employee Second description in the journal entry - Pay type 5 Do not summarize First description in the journal entry - Document description Second description in the journal entry - Time entry comment and pay type 6 Do not summarize and include employee name First description in the journal entry - Employee Name Second description in the journal entry - Time entry comment and pay type

What You Should Know About

Summarization code	The summarization code also indicates the descriptions in the journal entry. EXA is the first description in the journal entry in the Account Ledger table (F0911). EXR is the second description in the journal entry in the Account Ledger table (F0911).
Equipment Transactions	You must set up the system so that the equipment transactions are not summarized. For those ranges of accounts, choose either: ▪ No summarization ▪ No summarization with Employee Name

Set Up Tax Information

Setting Up Tax Information

The Time Accounting system requires information for at least one tax area to process employee and summary history information.

Before you can use the Time Accounting system, you must establish tax information. This includes:

Information	Description
Tax areas	You set up a tax area that you assign to your employees when you enter them in the Time Accounting system.
Corporate tax IDs	You set up a corporate tax identification code to process the information the system requires to create summary history tables.

This section contains the following:

- Setting Up Tax Area Information
- Setting Up Corporate Tax IDs

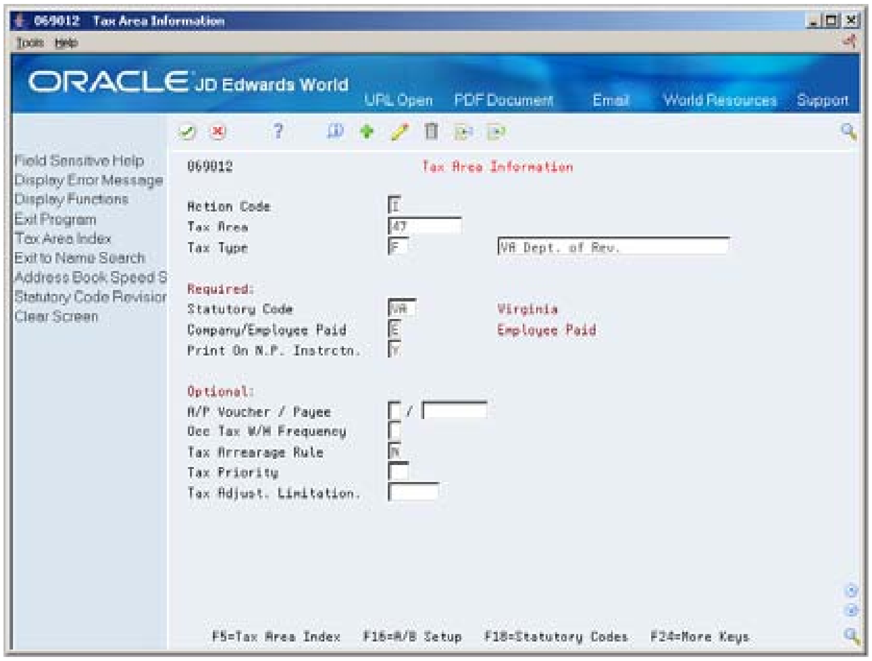
Setting Up Tax Area Information

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Payroll Constants and Tables From Additional Constants and Tables (G0541), choose Tax Area Information

You must set up one tax area that you assign to your employees when you enter them into the Time Accounting system. The system requires you to enter this value on Employee Entry in order to save the information to the Employee Master table (F060116). It is not necessary to set up more than one tax area in the Time Accounting system. The system does not recognize the various tax areas used to calculate taxes. To calculate taxes, you must use the Payroll system and assign the appropriate tax areas to your employees.

To set up tax area information

On Tax Area Information



Complete the following fields:

- Tax Area
- Tax Type
- Description
- Company/Employee Paid
- Print on Net Pay Instruction

  The remaining tax area setup fields are not applicable to Time Accounting. The system enters default values for any required fields, if left blank.

Field	Explanation
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.

Field	Explanation
Tax Type	A user defined code (07/TT) that identifies the type of payroll tax being processed. Refer to the associated user defined code records for the current descriptions of these codes. The values and meanings associated with this user defined code are pre-set by JD Edwards World. You should not alter the values and meanings. *Form-specific information* For Canadian provincial tax types: Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province. For U.S. state tax types: Set up tax type C, Federal Unemployment Insurance (FUI) for each state, because the FUI rate might vary from state to state. Use the 2 character statutory code for the state. You must have the tax type Z, weeks worked, whenever you have tax type H. state unemployment. Some states require weeks worked to be reported with state unemployment. For U.S. local tax areas: Local tax areas use all 9 digits of the GeoCode tax area. You should define a 3 character statutory code. For U.S. Earned Income Credit (EIC) For Tax Type B, the EIC prints on the check, advice, or payslip. The system subtracts this tax amount from the total deductions at the bottom of the paystub.

Field	Explanation
Description-Alpha	Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions: Dates - Begin all Date fields with Date Amounts - Begin all Amount fields with Amount Units - Begin all Unit, Quantity, and Volume fields with Units Name - Begin all 30-byte description fields with Name Prompt - Begin any Y/N prompting field with Prompt Address Number - Begin all address numbers (employee, customer, owner) with Address Number *Form-specific information* For Tax Area Information: The first 12 characters of the description print on the paystub. Because the tax area index sorts on this description: ▪ Begin each state tax with the statutory code or state abbreviation so similar state taxes display together on the index. ▪ Begin federal tax descriptions with the same letters, for example FED.

Field	Explanation
Print On N.P. Instrctn	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are: Pay Types / Payroll Taxes: Y Print on paystub (default) S Print separate check (one item per check) C Print separate check (C types combined) N Do not print on paystub Deduction / Benefit / Accrual Types: Y Print as total deductions (default) S Print separate check (one item per check) C Print separate check (include detail) N Do not print on paystub I Print individual transactions T Print by DBA Print Group The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck. *Form-specific information* Enter a Y for taxes paid by the employee.
Company / Employee Paid	A code that specifies whether the payroll tax associated with the tax authority is paid by the company (expense) or a employee deduction (withholding). Codes are: C Company Paid E Employee withheld If a code of E is used for employee withheld, then an associated DBA must be set up in order for this table to calculate correctly. DBA No. 9050 can be used as an example when setting up employee paid workers compensation.

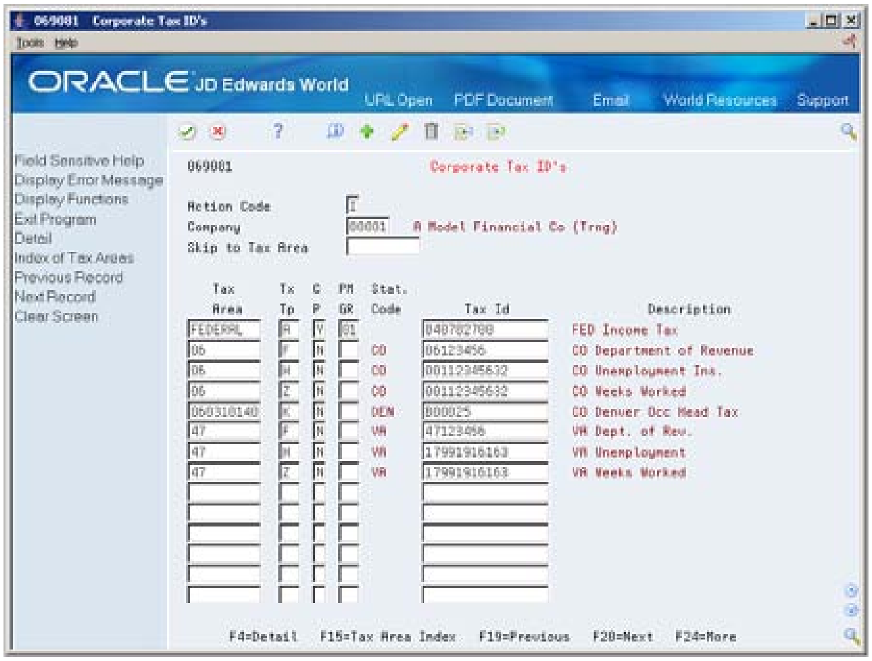
Setting Up Corporate Tax IDs

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Payroll Constants and Tables
From Additional Constants and Tables (G0541), choose Corporate Tax IDs

You must set up a corporate tax ID in order to maintain summary timecard history information in the Payroll Month PDBA Summary History table (F06146). It is not necessary to set up more than one corporate tax ID number in the Time Accounting system.

To set up corporate tax IDs

On Corporate Tax IDs



1. Complete the following fields:
   - Company
   - Tax Area
   - Tax Type
   - Tax Identification Number

Field	Explanation
Tax Identification Number	A number that identifies your company to the tax authority. Such numbers include social security number, federal or state corporate tax IDs, sales tax number, etc. This number has specifically been established for the Payroll system to handle the current requirement of states such as Idaho and Louisiana which use more than 9 positions. Do not enter hyphens (dashes) embedded in the code. *Form-specific information* You must make an entry in this field. If you do not currently have the number, type applied for followed by the tax area and tax type. When you receive the number, replace this temporary entry. For Canadian employment insurance: Enter the Revenue Canada business identification number (BIN) as the corporate tax ID.

Set Up Employee Profile Information

Setting Up Employee Profile Information

Profile data provides broad categories of information that you can define to accommodate your unique requirements. It can include basic information about employees, such as their education or experience, or data unique to your business, such as multi-language skills or employees assigned company cars.

This section contains the following:

- Defining Types of Profile Data
- Setting Up Security for Profile Data
- Generating the Title Search Table
- Transferring Profile Data

Employee profile information is any additional information that you want to track by employee. This information is not required by the Time Accounting system, but provides additional information that you might want to maintain about your employees. Before you can enter employee profile information, you must complete the following:

Data	Explanation
Profile data types	You define profile data to track detailed information about employees. You set up this feature to track specific information to accommodate your own unique business needs.
Profile data security	You define security for profile data to restrict access to certain types of data to specific personnel.
Word search table build	You need to build a word search table each time you add or change profile data, descriptions, or column headings to maintain current profile data.
Profile data copy	You can transfer data from one data type to another within the same database.

Defining Types of Profile Data

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Define Types of Data

To specify categories of profile information and the specific information that you want to track for each category, you define types of profile data. Typical types of profile information include:

- Employee skills and education levels
- Job responsibilities
- Applicant qualifications
- Health and safety case histories
- Requisition requirements
- Dependent and beneficiary contacts

Note: If you do not have the Human Resources system, you can track profile information for employees only.

Depending on your specific requirements, you can choose to set up a profile data type in any of the following formats:

Format	Description
Narrative format	Narrative format allows you to enter information in free form text. You might want to use the narrative format for: ▪ Employee appraisal overviews ▪ Emergency contacts
Code format	Code format requires you to enter information in specific fields on the form. You might want to use the code format for: ▪ Language skills ▪ Training completed ▪ Employee appraisal details To standardize data entry and make it possible to report on profile data, you can associate the following columns in a code format data type with a user defined table: ▪ Code Title ▪ Remark 1 Title ▪ Remark 2 Title You can use either existing user defined code tables (such as 08/SK, Skills) or you can create a new user defined code table. When you create new tables, you must use system codes ranging from 55 to 59 (inclusive). You cannot create a new table for system codes 05, 07, or 08.

Format	Description
Program format	Program format allows you to access a specific program and version number from a profile data type. Instead of customizing menus, you can set up profile data types to access the forms that you use most often. Setting up profile data types in this manner allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

Defining types of profile data consists of the following tasks:

- Defining profile data types in narrative format
- Defining profile data types in code format
- Defining profile data types in program format

Example: Setting Up a Code Format Data Type

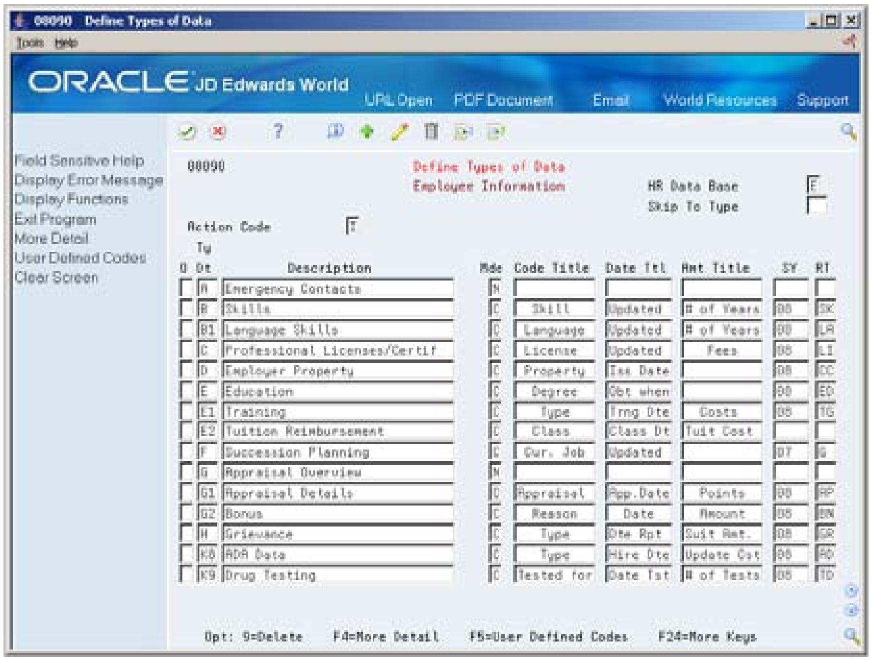
When you define a code format data type, you specify a code title and, typically, a related date or amount. You also associate the code title with a user defined code table. The following example shows how to set up a code format data type that you use to track employee training. The data type is associated with a user defined code table that you have already set up.

Define the information:

- Code title - Type (types of training you track)
- Date title - Trng Dte (date training was completed)
- Amt title - Costs (amount of training costs)
- Sy - 55 - 59 (system code for the user defined code table that you set up for the training type)
- RT - TG (record type for the user defined code table that you set up for the training type)

To define profile data types in narrative format

On Define Types of Data



1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description
2. Enter N in the following field:
   - Mode

Field	Explanation
HR Data Base	A user defined code (08/RC) that specifies a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are: A Applicant Information E Employee Information J Job Description H Injury/Illness Case Number P Dependent/Beneficiary Information R Requisition Information

Field	Explanation
Type Data	A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts. You define these codes using Define Types of Data (P08090). *Form-specific information* Enter the code for the type of data you want to track in the Human Resources and Payroll systems.
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.

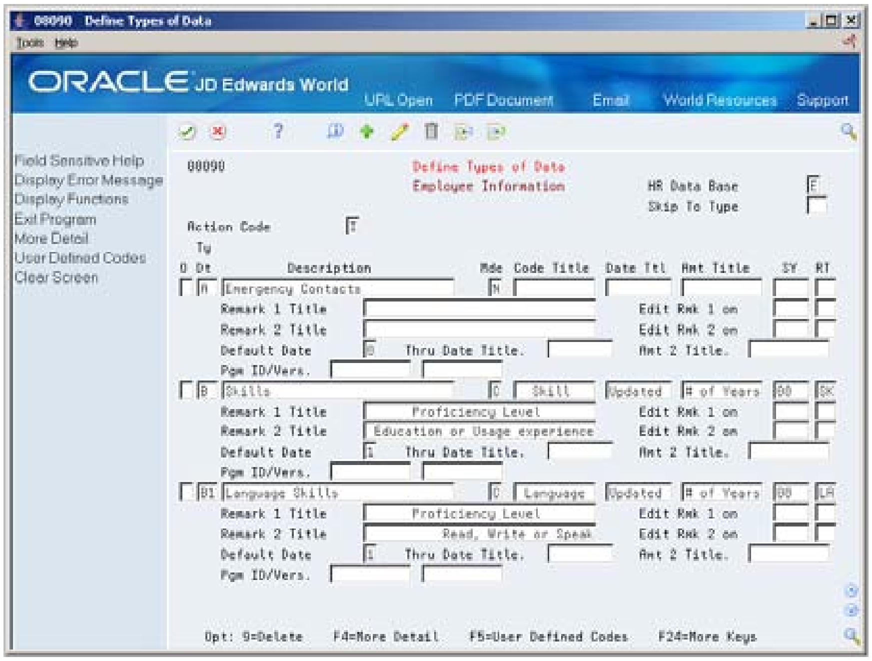
To define profile data types in code format

On Define Types of Data

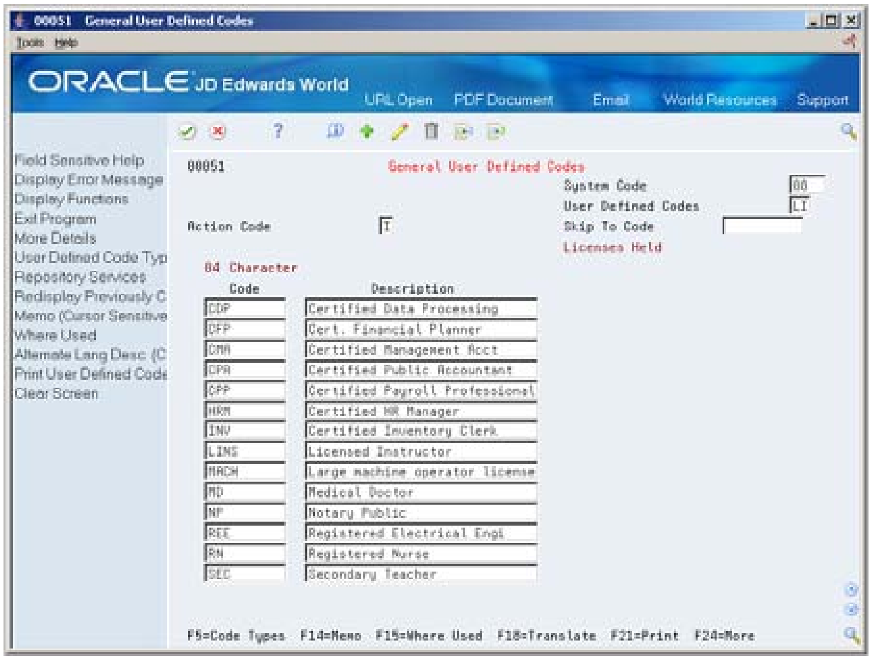
1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description
2. Enter C in the following field:
   - Mode
3. To specify the information you want to track for this data type, complete the following fields:
   - Code Title
   - Date Title
   - Amount Title
4. To associate a user defined code table with the code title, complete the following fields:

- System Code
- Record Type

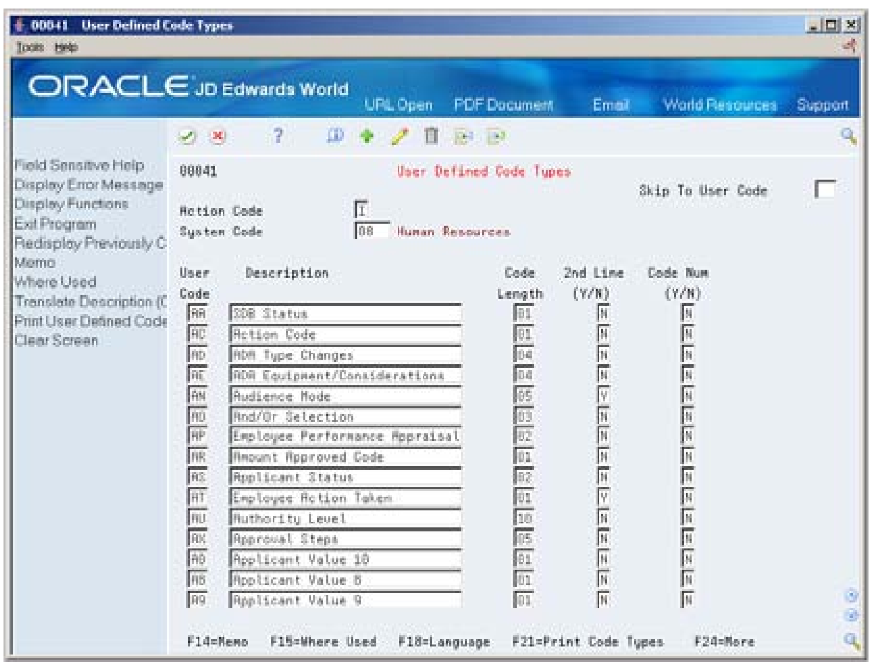
5. Access More Detail (F4).



6. Complete any of the following optional fields:
   - Remark 1 Title
   - Edit Remark 1 on
   - Edit Remark 2 on
   - Remark 2 Title
   - Default Date
   - Through Date Title
   - Amount 2 Title
7. To create a new user defined code table for this data type, choose the User Defined Codes function.



8. On User Defined Code Revisions, choose the Code Types function.



9. On User Defined Code Types, complete the following fields:

- System Code
- User Code
- Description
- Code Length

10. Complete the following fields, if appropriate, and use the Add action:

- 2nd Line
- Code Number

11. To specify the codes to include on the new table, return to User Defined Code Revisions.

12. To locate the new table, complete the following fields:

- System Code
- User Defined Codes

13. Complete the following fields:

- Code
- Description
- Description 2

Field	Explanation
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree. *Form-specific information* Enter the heading you want to display for a column on Profile Data Entry. For example, in Human Resources Benefits this could indicate the COBRA plan, option, type, and so forth.
Date Ttl	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Amt Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.

Field	Explanation
System Code	A user defined code (98/SY) that identifies a JD Edwards World system. A user defined code that identifies a JD Edwards World system, such as Accounts Receivable, Address Book, Inventory, and so on. If an object is used by more than one system, select a common system code. Use 00 for an object that is used by General Accounting, Address Book, and Inventory. See UDC 98/SY *Form-specific information* The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type. For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message. This field applies only to the code format (C).
Remark 1 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Remark 2 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.
Default Date	This flag enables you to control the type of date to allow the system to use in the date field. Valid codes are: 0 Do not use the system date as the default. Require manual entry of date. 1 Use the system date as the default when the date is left blank. 2 Do not display the Date field.

Field	Explanation
Thru Date Title	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires. *Form-specific information* Enter the title you want to display on Profile Data Entry as an end or through date. For example in Human Resources Benefits, you might use this for the title of the field that indicates when the COBRA coverage expires.
Amt 2 Title	The title of a row heading which appears next to the Amount 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price. *Form-specific information* The title you want to appear for Amount 2.

To define profile data types in program format

On Define Types of Data

1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description
2. Enter P in the following field:
   - Mode
3. Access the detail area.
4. To specify the program that you want this data type to access, complete the following fields:
   - Program ID
   - Version

Field	Explanation
Pgm ID / Vers	The identification, such as program number, table number, and report number, that is assigned to an element of software.

Field	Explanation
Version	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers. For OneWorld, the name of the version. It is created when the version is added. *Form-specific information* The DREAM Writer version of the program that you want this data type to access.

Setting Up Security for Profile Data

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Data Type Security

You might set up a data type for tracking confidential information that only a few users need to access. For example, you might want to allow your OSHA administrator to access only the profile database for safety and health administration. Typically, users have access to all profile data types unless you set up security to restrict their access. (JD Edwards World system security also applies.)

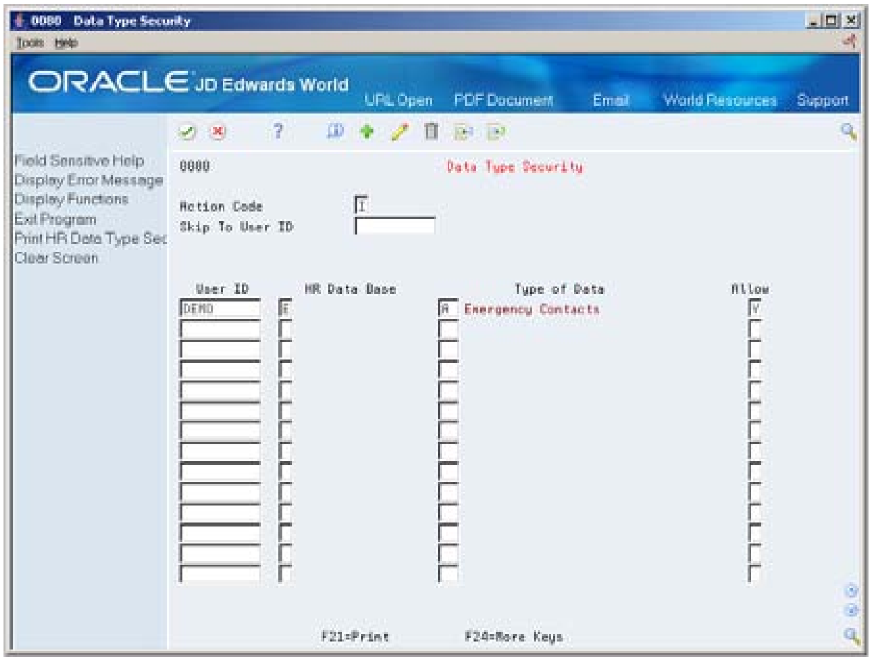
You can restrict access to profile data by database or by data type within a database. For example, you can restrict one user from the entire applicant profile database and another user from only two of the data types (drug testing and employment references) within the applicant database.

See Also

- The *Technical Foundations Guide* for information about JD Edwards World system security

To set up security for profile data

On Data Type Security



1. For each user for whom you want to allow or restrict access to profile data, complete the following fields:
   - User ID
   - HR Data Base
   - Allow
2. To limit the restriction or inclusion to a specific data type within the profile database that you specified, complete the following field:
   - Type of Data

Field	Explanation
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access N No, prevent access blank Yes, allow access (default).

Field	Explanation
Type of Data	A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts. You define these codes using Define Types of Data (P08090). *Form-specific information* The specific type of data to which you are restricting employee from access.

Generating the Title Search Table

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Build Word Search File

When you review profile data by data type or search profile data for people who meet multiple criteria, you can use the Help function to search for a data type by its title. For example, if you are using Profile by Data Type to review prior employment information, and you cannot remember the data type for prior employment, you can use the Help function to search for the data type by its description.

Before you can search for data types in this manner, you must run a program that generates the title search table. When you set up your system, you generate the table after you have defined the types of profile data that you will use. To keep your system up-to-date, you must also generate the title search table after you change profile data types, descriptions, or column headings.

Transferring Profile Data

	From Time Accounting System (G05), enter 29 From Time Accounting Setup (G054), choose Profile Data Copy and Move

After you have defined the types of profile data you will use, you can transfer data from one data type within the same database to another. If you change the data type code for a type of profile data, you can use this program to transfer data from the old data type to the new one. For example, you might have a data type S for skills that contains employee information. If you change its data type code to SK, you can use this program to move that employee information from data type S to data type SK.

Transferring profile data saves you time and reduces keying errors. You can set processing options to transfer data by:

- Copying the information, which retains it in one data type and transfers it to another

- Moving the information, which deletes it from one data type and transfers it to another

Before You Begin

- Verify that the data type in the database you are copying from is set up the same in the database that you are copying to.
- Set up a version that you use to copy data, and another that you use to move data. If you do not set up separate versions, you must reset the processing options each time you transfer data.

To transfer profile data

On Profile Data Copy / Move

Select the type of transfer operation you want to run.

```
  080840                                          JD Edwards World                                Page No. . .
                                            Applicant Profile Data - Copy/Move                    Date - . . .   1/30/17
HR Data Base . . . . A    Applicant Information
                                      From Type of Data. . B   Skills
                                      To   Type of Data. . B   Skills  Applicant
   Number              Name                  Type         Description            App Date              Comment
 ----------- ----------------------------- ---------- -------------------------- -------- ------------------------------
---------
      5320   Jorganson, Terri               COACH      Coaching experience        04/01/17 Record already exists
      8000   Bates, Richard T.              LOTUS      Lotus 1-2-3 or equivalent  03/15/17 Record already exists
      8000   Bates, Richard T.              PCUSE      PC Usage                   03/15/17 Record already exists
      8001   Hogan, Betsy                   PCUSE      PC Usage                   01/01/17 Record already exists
      8001   Hogan, Betsy                   WDPROC     Word Processing            01/01/17 Record already exists
      8004   Torres, Elizabeth M.           WDPROC     Word Processing            09/24/17 Record already exists
      8007   Tucker, Steve                  LOTUS      Lotus 1-2-3 or equivalent  01/01/17 Record already exists
      8015   Temple, Martin                 DEST       Dexterity Tests            01/01/17 Record already exists
      8300   Smith, Mary                    LOTUS      Lotus 1-2-3 or equivalent  03/02/17 Record already exists
      8300   Smith, Mary                    PCUSE      PC Usage                   03/02/17 Record already exists
      8500   Thomas, Suzanne                LOTUS      Lotus 1-2-3 or equivalent  10/19/17 Record already exists
      8500   Thomas, Suzanne                PCUSE      PC Usage                   10/19/17 Record already exists
```

Processing Options

See Applicant Profile Data - Copy / Move (P080840).

Set Up Employee History and Turnover Tracking

Setting Up Employee History and Turnover Tracking

To help you manage your employee information, you can set up your system to store historical records of employee information. This means that when you enter or update employee information, the system creates a historical record of the old information. For example, when an employee receives a promotion or changes marital status, you can update the employee's current information to reflect the change and store the previous information in historical records.

You can also set up your system to store turnover records. Turnover records show employee movement within your organization, such as when an employee changes jobs, as well as movement resulting from new hires and terminations.

You can use history and turnover information to:

- Review the employee's job progression since you began tracking history
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Monitor employee movement within your company

You can track history and turnover for any of the information that the system stores in the Employee Master table (F060116).

To set up your system to track history and turnover, you must complete the following tasks in the order that they are listed:

- Setting Up History and Turnover Constants
- Choosing Data for History Tracking Purposes
- Setting Up Turnover Columns
- Activating History and Turnover Tracking

You set up history and turnover constants to indicate that you want to track history and turnover records.

To specify the types of employee information for which you want to track historical information, you select data for tracking purposes.

You set up turnover reports so that you can analyze the reasons for employee movement within your organization.

You activate history and turnover tracking to create an initial history record for each of the current records in the Employee Master table. You can review these initial history records to determine when you began tracking history and turnover.

What You Should Know About

Starting the subsystem and monitor	After you complete the tasks for setting up employee history and turnover tracking, you must start the Human Resources (HR) subsystem and monitor so that the system can convert changes to employee information into history and turnover records. See *Starting the Subsystem and Monitor*.

Setting Up History and Turnover Constants

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Constants Information

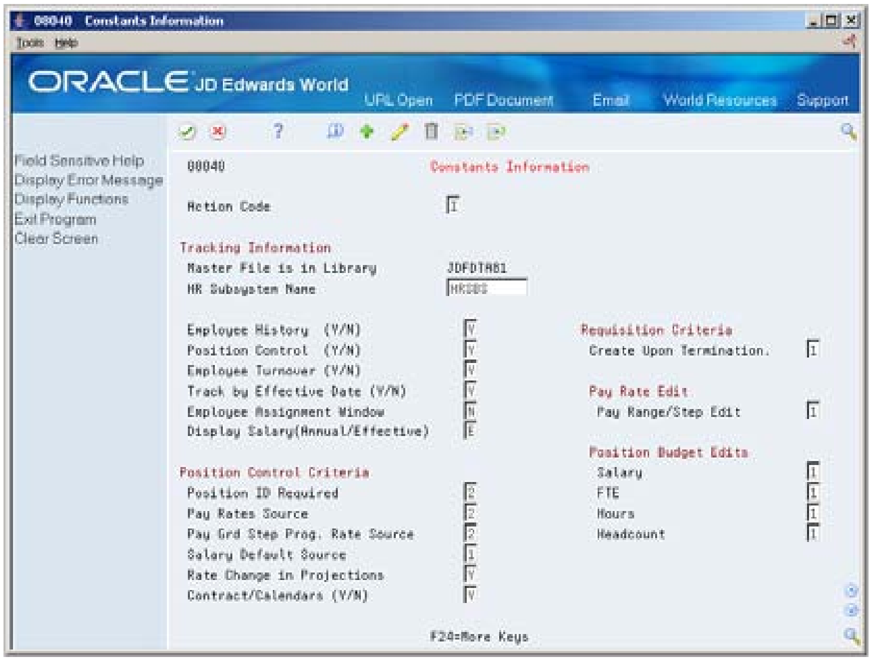
You set up history and turnover constants to indicate that you want the system to store history and turnover records. You can choose to track history only, turnover only, or both. For the Time Accounting system, this is information that is used to control how you create reports for people, such as managers in each department. It has no impact on actual or recharge labor time entry and journals. These constants affect the HR Monitor Subsystem.

See Also

- *Working with the HR Subsystem and Monitor*

To set up history and turnover constants

On Constants Information



1. Review the value in the following field:
   - Master File is in Library
2. Complete the following fields:
   - Human Resources Subsystem Name
   - Employee History
   - Employee Turnover
   - Track by Effective Date

Field	Explanation
Master File is in Library	The name of the data file library in which the data queue exists. When you change any of the history constants, the system automatically determines which library the Employee Master table (F060116) is in and creates the data queue in the same library. This library is normally called the Production Library.
HR Subsystem Name	Enter the name of the Human Resources subsystem. A subsystem is the portion of the overall processing capacity of the computer that is used for a specific purpose. The system creates the subsystem (if it doesn't already exist) when you run the program that starts the Human Resources subsystem. Because the Human Resources subsystem provides a place for the monitor to run, it is important to know the name of the subsystem so you can determine if the monitor is running.

Field	Explanation
Employee History (Y/N)	A code that determines whether to track employee history. Valid codes are: Y Yes, track history and create employee history records N No, do not track history or create employee history records Before the system can create history records, you must start the Human Resources subsystem and monitor.
Employee Turnover (Y/N)	A code that determines whether to create employee turnover records when you change employee information. Valid codes are: Y Yes, create employee turnover analysis records N No, do not create employee turnover analysis records Turnover information consists of any records in the Employee Turnover Analysis table (F08045) with a change reason that is not blank. Before the system can create turnover records, you must start the Human Resources subsystem and monitor.
Track by Effective Date (Y/N)	A code that indicates the date on which the system creates employee history and turnover records, in relation to the date of the change. Valid codes are: Y Yes, use the effective date of the change (data item EFTO) to track employee history and turnover N No, instead of using the effective date of change, use the date on which you entered changes into the system If you enter a Y in this field, the system prompts you to enter an effective date each time you change any employee information for which you are tracking history or turnover. **Note:** If you enter a Y in this field, you must also choose to track employee history, employee turnover, or both.

What You Should Know About

Functionality for the Time Accounting system	The full functionality of the Contract Calendar field is dependent on the Payroll or Human Resources system.

Choosing Data for History Tracking Purposes

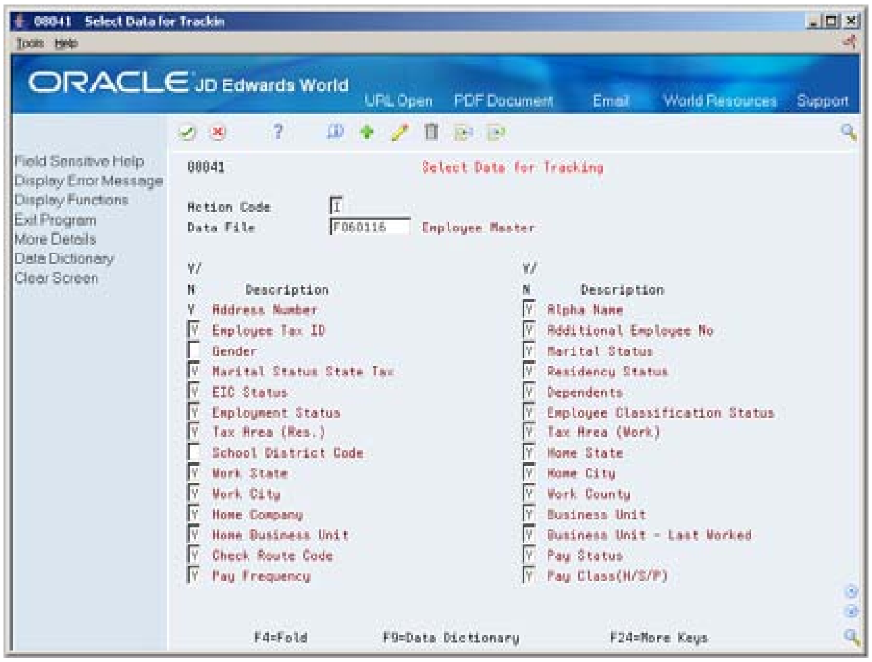
From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Select Data for Tracking

After you set up history and turnover constants, you must specify the data items for which you want to track history. You have the option to track history for some data items and not others. For example, you might choose to track history for marital status, employment status, salary, and pay status, but not for gender or tax ID. Limiting the data items for which you track history makes it easier to locate information when you review history records.

All of the data items that you select for tracking must be included in the Employee Master table.

To choose data for history tracking purposes

On Select Data for Tracking



1. Review the value in the following field:
   - Data File
2. For each data item for which you want to track history, enter Y in the following field:
   - Yes / No

Field	Explanation
Data File	The identification, such as program number, table number, and report number, that is assigned to an element of software. *Form-specific information* The table number for the Employee Master table (F060116). You can track history for only those data items that are included in the Employee Master table.

Field	Explanation
HR History-Include Y/N	A code that indicates whether the system creates historical records for the corresponding data item. Valid codes are: Y Yes, track history for this data item N No, do not track history for this data item N is the default value for all data items except Address Number (AN8). You must track history for Address Number if you track history for any other data item. **Note:** For each data item, history tracking begins when you change this code from N to Y. The system cannot retrieve information for changes that occurred when the code in this field was N.

What You Should Know About

Changing the data items for which you track history	When you need to change any data items for which you track history, you must stop and restart the monitor before you make any changes to employee information.

Setting Up Turnover Columns

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Define Turnover Columns

If you set up your system to create turnover records, you must set up turnover columns for your reports. You use turnover reports to analyze the reasons for employee movement within your organization, such when an employee changes jobs or business units, as well as movement resulting from new hires and terminations. Setting up multiple turnover columns makes it possible to create a variety of turnover reports.

When you set up turnover columns, you specify:

- The headings that appear on the turnover reports
- The change reason codes that you want to include under each column heading

For example, you can create a turnover column called Salary Increase that includes the following change reason codes:

- Merit increase
- Cost-of-living adjustment
- Annual increase

When you print a turnover report, the value in the Salary Increase column includes all records that have the above change reason codes.

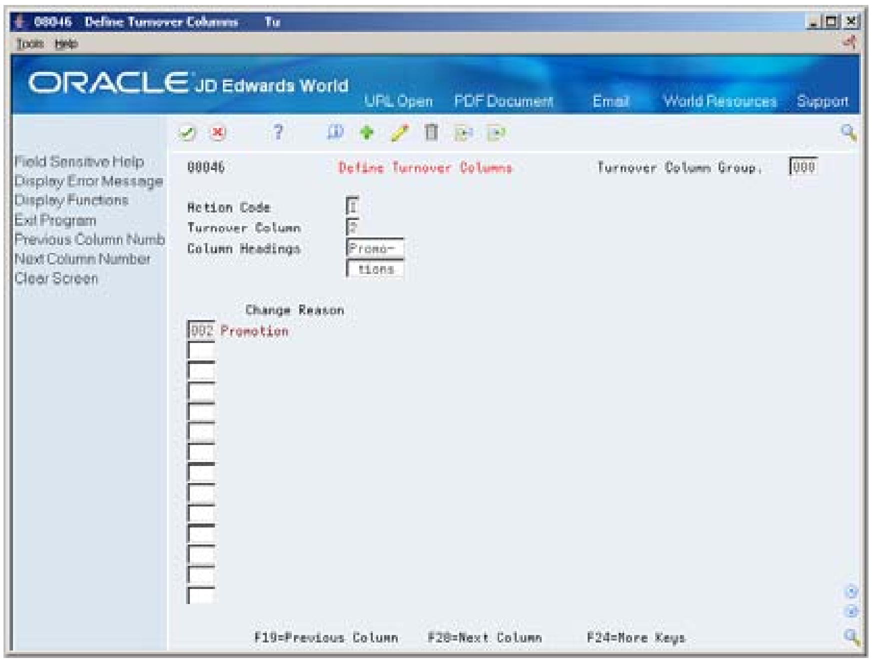
Before You Begin

- Verify that you have set up your system to track employee turnover. See *Setting Up History and Turnover Constants*.
- Set up the user defined code table for change reasons (07/T). See *Setting Up User Defined Codes for Time Accounting*.

To set up turnover columns

For each turnover column, complete the following steps.

On Define Turnover Columns



1. To define a turnover column, complete the following fields:
   - Turnover Column
   - Column Headings
2. Enter one or more codes in the following field:
   - Change Reason
3. Complete the following optional field:
   - Turnover Column Group

Field	Explanation
Turnover Column	The number of a column to define for your employee turnover analysis reports. You can define up to seven columns. The columns are numbered from left to right.

Field	Explanation
Column Heading 01 - Turnover	This field, in conjunction with the second Column Heading field (data item TCH2), allows you to specify the title of one of the seven columns available on the employee turnover analysis reports. You use this first field to either enter the first word or an abbreviation of the column heading. You can enter a maximum of seven characters in this field. For example, to title a column New Hire, enter the word New in this field and enter Hire in the field below this one. On the reports, this column title would look like this: New Hire You do not have to define all seven available column headings.
Column Heading 02 - Turnover	This field, in conjunction with the first Column Heading field (data item TCH1), allows you to specify a title for one of the seven available columns on the employee turnover analysis reports. When the title that you want to enter is longer than 7 characters, use this field to enter a second word or an abbreviation. You can enter a maximum of seven characters in this field. For example, to title a column New Hire, enter the word Hire in this field and enter New in the field above this one. On the reports, the column title would look like this: New Hire You do not need to define all seven available column headings.
Turnover Column Group	You can define up to 999 sets of column headings for your turnover analysis reports. Use the Turnover Column Group field to number each set of column headings. For example, the first group of column headings might be Turnover Column Group 000. To define an additional set of column headings, enter 001 in this field and then define as many of the seven available column headings as you need.

Activating History and Turnover Tracking

From Time Accounting System (G05), enter 29
From Time Accounting Setup (G054), choose Initialize History and Turnover

After you set up history and turnover constants and specify the data items for which to track history, you must run a program that populates the history and turnover tables with current employee records. If you activate history and turnover after you have been using the system for a while, you can use these initial records to determine when you began tracking history and turnover.

After you activate history and turnover tracking, the system creates history and turnover records each time you change any of the employee information for which you are tracking history or turnover.

Before You Begin

- Enter all employee records into your system. See *Entering Employee Information*.

Processing Options

See Initialize History-Include all Active EE (P080810).

10 **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)	

Extended Employee - Dates, Eligibility (P060190)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter your display preference for Ethnic Code: Enter '1' for Yes. Enter ' ' for No. 2. 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) 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 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	

Processing Option	Processing Options Requiring Further Description
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 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'.	

Processing Option	Processing Options Requiring Further Description
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.)	
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 Applicant (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 data base.	

Processing Option	Processing Options Requiring Further Description
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: 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:	

Processing Option	Processing Options Requiring Further Description
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	

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) 2. Enter the default value for Requisition Status when an employee is terminated and a requisition is created. (F1 for valid values)	

Processing Option	Processing Options Requiring Further Description
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 History and Turnover Processing Options

Employee History Inquiry (P08042)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of Blank will show active employees only (Employee Pay Status numeric). DATA ITEM SECURITY: 2. Enter data items not to be displayed for security reasons. 1 - Data Item 2 - Data Item 3 - Data Item 4 - Data Item 5 - Data Item	
SELECT DATA: 3. Enter a '1' to display selected data for tracking with values in history. Default of blank will display all selected data items.	

Employee History Log (P080423)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of blank will show active employees only (Employee Pay Status numeric).	
2. Enter the Reporting Period to restrict inclusion of history data by date: From Date Thru Date	
3. Enter the data item you wish to see history on (i.e. SAL for Salary). Default of blank will include history on all tracking items.	

Salary History Analysis (P080424)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of blank will show active employees only (Employee Pay Status numeric).	
2. Enter the Reporting Period to restrict inclusion of history data by date: From Date Thru Date	
3. Enter a '1' to include all employees even if they fall outside the reporting period range of dates.	

Most Recent Change Work File Build (P0804500)

Processing Option	Processing Options Requiring Further Description
REPORT OPTIONS: 1. Enter data item used to create work file. 2. Enter a '1' to clear the work file and then write new records. Enter a '2' to add records to the work file and not clear the file. (Default = '2') 3. Enter the name of the Production library to be used where workfile T08042W will reside. (Default is JDFOBJ)	

Time Entry Processing Options

Time Entry by Individual (P051121)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Rate Table, or 'U' to use the Union Rate Table. If left blank, the Employee Master billing rate will be used. (*THIS PROGRAM ONLY USES BILLING RATES*):	
2. 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 Double time - B Triple time - C Holiday - D	
3. Enter '1' if using Multiple Job Feature. (Please refer to program helps for information about this processing option).	
4. Enter '1' to have batch numbers automatically assigned.(F13=Invalid)	
5. Enter '1' to have heading fields loaded from the first subfile record.	
6. Enter '1' to display batch statistics on request.	
7. Enter '1' to prevent changes and deletes to records locked to another user.	
8. Enter '1' to default Equipment Worked from referenced work order.	

Processing Option	Processing Options Requiring Further Description
9. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
10. 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.	

Time Entry by Job (Business Unit) (P051161)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational 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 billing rate will be used. (*THIS PROGRAM ONLY USES BILLING RATES*):	
2. 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 Double time - B Triple time - C Holiday - D	
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 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 = Update Master always 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 with each update.	
9. Enter '1' to default Equipment Worked on from referenced work order	
10. Enter '1' to have Equipment info on the main line.	
11. Enter '1' to load Pay Type Desc. in Explanation field (YTEXR).	

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.	

Processing Option	Processing Options Requiring Further Description
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 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.	

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:	

Manufacturing/Payroll Time Entry (P061181)

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 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 Double time - B Triple time - C Holiday - D	
3. Enter '1' to have batch numbers automatically assigned. (F13=Invalid)	
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 use Zero Billing Rate.	

Processing Option	Processing Options Requiring Further Description
9. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
---MANUFACTURING INFORMATION---	
10. Enter the Document Type associated with Shop Floor Activity.	
11. Enter the Status Code beyond which Shop Floor Activity cannot be entered.	
12. Enter the Version of Shop Floor Hours and Quantity Entry to call. (Default is version ZJDE0001)	
13. Enter a '1' to use the Employee Pay Instructions Table - F06106. If left blank, the Employee Master hourly rate will be used.	
14. Enter a '1' for HH:MM:SS format. If left blank, decimal format will be used (HH.MM).	

Recharge Time by Employee (P051121)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Rate Table, or 'U' to use the Union Rate Table. If left blank, the Employee Master billing rate will be used. (*THIS PROGRAM ONLY USES BILLING RATES*):	
2. 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 Double time - B Triple time - C Holiday - D	

Processing Option	Processing Options Requiring Further Description
3. Enter '1' if using Multiple Job Feature. (Please refer to program helps for information about this processing option).	
4. Enter '1' to have batch numbers automatically assigned.(F13=Invalid)	
5. Enter '1' to have heading fields loaded from the first subfile record.	
6. Enter '1' to display batch statistics on request.	
7. Enter '1' to prevent changes and deletes to records locked to another user.	
8. Enter '1' to default Equipment Worked from referenced work order.	
9. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
10. 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.	

Recharge by Job or Business Unit (P051161)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational 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 billing rate will be used. (*THIS PROGRAM ONLY USES BILLING RATES*):	

Processing Option	Processing Options Requiring Further Description
2. 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 Double time - B Triple time - C Holiday - D	
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.	
5. Enter one of the following Header 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 = Update Master always 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 with each update.	
9. Enter '1' to default Equipment Worked on from referenced work order	
10. Enter '1' to have Equipment info on the main line.	
11. Enter '1' to load Pay Type Desc. in Explanation field (YTEXR).	

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'.	

Time & Pay Entry Register with Employee Total (P063001)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of Time Cards that you wish to print. L = Labor Time Cards (Default) R = Recharge Time Cards E = Equipment Time Cards	

Processing Option	Processing Options Requiring Further Description
2. If 'L', enter the type of employee number you want to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number	
3. Enter '1' to print the General Ledger Account Number, and Tax Area. '0' is the default and will not print these items.	
4. Enter '1' to print Subledger, Subledger Type, and Pay Type Multiplier. '0' is the default and will not print these items.	

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.	
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)	

Processing Option	Processing Options Requiring Further Description
8. Enter the type of Employee number to print. A = Address Book Number (Default) S = Social Security Number O = Additional 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	
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)	

Payroll Batch File Revisions (P0601Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW:	

Processing Option	Processing Options Requiring Further Description
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	
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 Server (XT06116Z1)

Processing Option	Processing Options Requiring Further Description
PAY RATES: 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 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: 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:	

Processing Option	Processing Options Requiring Further Description
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

Timecard Post 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.	

Summary Timecard History Processing Options

Repost DBAs to Payroll Month F06146 (P06146)

Processing Option	Processing Options Requiring Further Description
Enter the YEAR to be reposted.	
IMPORTANT NOTES: 1. History records for the year selected will be initialized for all employees processed. THEREFORE, if you select a year make sure that you also enter a corresponding range for CHECK DATE in the Dream Writer Data Selections. 2. If you wish to process all years for which data exists in the F0619 file leave the "YEAR" field blank and enter *ALL in the value for CHECK DATE in the DREAM Writer Data Selections.	

Timecard History Review Processing Options

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)	

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.	

Processing Option	Processing Options Requiring Further Description
2. Enter the type of employee number to print. A = Address Book Number (Default) S = Social Security Number O = Third Employee Number	

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'	

Processing Option	Processing Options Requiring Further Description
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.	

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 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 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 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	
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.	

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.	

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)	

Advanced and Technical Operations Processing Options

Purge Profile Data (P080800)

Processing Option	Processing Options Requiring Further Description
Enter a 'Y' to delete narrative only from the profile data. Default of blank will delete all profile data.	

Purge Employee History - All Data Items (P080860)

Processing Option	Processing Options Requiring Further Description
You have chosen to purge Employee History Information. Enter the desired values for the following options. 1. Enter a '1' if you wish to run this report in update mode. A default of blank will run in proof mode. No records will be deleted. 2. Enter a date to be used to purge History information. All records that are effective on or before this date will be purged. 3. If you wish to copy the purged data to tape or other storage medium, enter the storage device name. Leave this blank if you are purging without saving data to device. 4. Enter a '1' if you wish to delete all history records for the selected employees. A default of Blank will leave the most recent history record for each data item.	

Purge Employee Multiple Job File (P0601182)

Processing Option	Processing Options Requiring Further Description
Enter a date. Records with a pay stop date prior to this date will be deleted.	

System Setup Processing Options

Pay Grade/Salary Range Information (P082001)

Processing Option	Processing Options Requiring Further Description
1. Enter a "Skip to" query name to be used when the World Writer versions list function key is pressed to call the World Writer versions list. Blank will display the entire list for Wages and Salary World Writers, (Grp Q082). 2. Enter a '1' to allow the effective dates in the subfile to change by changing the effective date in the header of the video.	

Pay Grade/Step WW (P082003)

Processing Option	Processing Options Requiring Further Description
1. Enter a "Skip to" query name to be used when the World Writer versions list function key is pressed to call the World Writer versions list. Blank will display the entire list for Wages and Salary World Writers, (Grp Q082). 2. Enter a '1' to allow the effective dates in the subfile to change by changing the effective date in the header of the video.	

Applicant Profile Data - Copy/Move (P080840)

Processing Option	Processing Options Requiring Further Description
1. Enter the Type of Data the information will be copied FROM.	
2. Enter the Type of Data the information will be copied TO.	
3. Enter '1' if you want to delete the Original FROM data after copying. (Default of blank will copy without deleting the Original FROM Data).	
4. Enter '1' if you want to overwrite the existing TO rcds with the FROM information. (Default of Blank will not overwrite existing TO rcds).	

Initialize History - Include all Active EE (P080810)

Processing Option	Processing Options Requiring Further Description
1. Enter a date to be used as the Effective Date for all history records. Default of blank will use the date when each employee record was last changed.	When you run the initialize program, JD Edwards World recommends that you enter an effective date in this processing option. The effective date should be a day prior to the date of your first date for reporting turnover. The system considers employees active as of the initialize effective date.
2. Choose what files to initialize given the choices below: H = Initialize History only T = Initialize Turnover only B = Initialize History and Turnover	
3. To clear records from the indicated file(s) before initialization, enter one of the following values: 1 = Clear the entire selected file(s) 2 = Clear History / Turnover records for the selected employees only Default of blank will not clear any records.	

Processing Option	Processing Options Requiring Further Description
4. Enter a change reason for initial turnover and history records. A blank will default a change reason of'001' New Hire for turnover records and the window value for the history records. (F1 will display allowed values.)	Enter a numeric change reason code in this processing option.

11 Appendices

Appendix A – Timecard Derivation Sequence

This appendix lists the sequence the system uses to derive values for fields on the timecard entry forms.

Item	1	2	3	4	5
Time card Record Type 1. Payroll 2. Combined 3. Billing	Keyed on Timecard Entry	Employee Master (F060116)	Default - 1		
Pay Type	Keyed on Timecard Entry	Option - U Union Rate table (F069126)	Option - E Occupational Rate table for Regular Pay Only (F060146)	Labor Distribution table	
Date Worked	Keyed on Timecard Entry				
Home Company	Keyed on Timecard Entry	Employee Master (F060116)			
Home Business Unit	Local Union Override (F0693006)	Keyed on Timecard Entry	Employee Master (F060116)		
Union Code for Wages and Reporting	Keyed in Timecard Entry	Employee Master (F060116)			
Job Type	Keyed on Timecard Entry	Employee Master (F060116)			
Job Step	Keyed on Timecard Entry	Employee Master (F060116)			

Item	1	2	3	4	5
Billing Distribution (Recharges)	Keyed on Timecard Entry	AAIs for Any Missing Element RD (F06904)			
Equipment Distribution	Keyed on Timecard Entry	AAIs for Object Account ED (F06904)			
Job Location	Keyed on Timecard Entry	Business Unit associated with Primary Distribution			
Shift Code	Keyed on Timecard Entry	Employee Master (F060116)			
Shift Differential and Method	Keyed on Timecard Entry	Shift Differential table $/HR or % (F069246)	If Shift Code is blank, retrieve from Pay Type table $/HR (F0690116)		
Hours Worked	Keyed on Timecard Entry		Labor Distribution table		
Rate	Keyed on Timecard Entry	Option - U Union Rate table (F0609126)	Option - U Occupational Rate table (F060146)	Option - E Occupational Rate table (F060146)	Employee Master (F060116 or F060118)
Base Rate	The derivation of the Base Rate depends on the derivation of the hourly rate as follows: ▪ If the Union Rates table is used, then the Base Rate is found by dividing the rate derived from the Union Rates table by the Pay Type Multiplier. ▪ If the Occupation Rates table is used, then the rate from the Occupation table is assumed to be the Base Rate. ▪ If the Hourly Rate is manually entered, then the Base Rate is found by dividing the entered rate by the Pay Type Multiplier. ▪ If the Employee Master rate is used, the Base Rate is the rate from the Employee Master.				

Item	1	2	3	4	5
Flat Burden %	Employee Master (F060116)	Option - U Use Union Rate table (F069126)	Labor Distribution Business Unit (F0006)		
Equipment Rate Code*	Keyed on Timecard Entry	Distribution Account, update in Cost Code Master (F0901)	Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)	Rental Rules table (F1302)	
Equipment Rate*	Keyed on Timecard Entry	Equipment Rate table			

Note: For full functionality, these items require integration with the Fixed Assets and Equipment/Plant Management systems.

Appendix B – Functional Servers

About Functional Servers

Several JD Edwards World programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

To set up business rules for an entry program

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. JD Edwards World provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

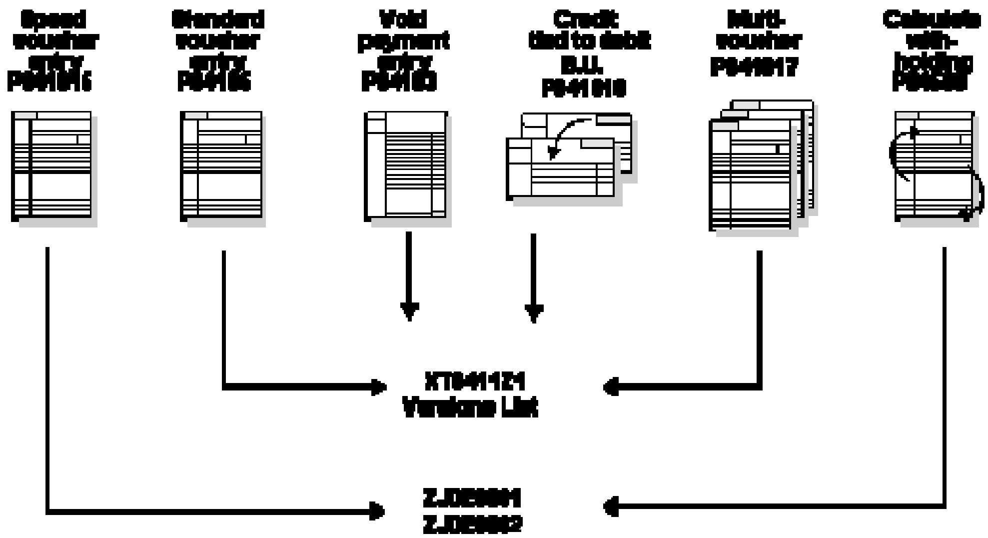
The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

Caution: Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide.*

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



Appendix C – Default Values for Upload Time Entry File (F06116Z1)

Name	Field	Value
User ID	VLEDUS	The PCID or user defined
Record Sequence	FLEDSQ	Zero fill
Transaction #	VLEDTN	'1' is the required default
Line Number	VLEDLN	Either zeros or a user defined counter
EDI Trans. Date	VLEDDT	Zeros or a date of transaction (YYMMDD)
# of Detail Lines	VLEDDL	Can be zero
Processed Y/N	VLEDSP	0 = unprocessed 1 = Processed into the F06116 file from the F061161Z
Transaction Action	VLEDTC	The value 'A'
Transaction Type	VLEDTR	1 = Employee 2= job cost center information
Batch Number	VLEDBT	PC batch number or user defined
Employee #	VLPANP	SSN or third Employee # (optional)
Address Number	VLAN8	The employee address number (input either the employee address number or SSN)
Transaction #	VLPRTR	Zeros or a unique number per record
Record Type	VLRCCD	1 = payroll record 2 = payroll and recharge 3= recharge only
Hours Worked	VLPHRW	Either hours or gross is required
Gross	VLGPA	Either hours or gross is required
Work State	VLWST	Zero fill
Work County	VLWCNT	Zero fill

Name	Field	Value
Work City	VLWCTY	Zero fill
Month – Update	VLHMO	Zero fill
Pay/Ded/Ben	VLPDBA	The pay type right justified and zero filled
G/L Date	VLDGL	Zero fill
Work Date	VLDWK	Is required in Julian format
Pay Ending Date	VLPPED	Zero fill
Date Time Clock Start	VLDTBT	Zero fill
Date Time Clock End	VLTCDE	Zero fill
Check Date	VLCKDT	Zero fill
Batch Date	VLDICT	Zero fill
Date Updated	VLUPMJ	Zero fill
Entered Gross Pay	VLEPA	Required if key gross only
Rate	VLRTWC	Zero fill
Rate	VLGENR	Zero fill

All other fields are optional. The zero fill fields will be completed by the AS400.

Required Fields

Field	Name	Notes
VLEDUS	User ID	Does not edit, but you need to re-inquire *
VLEDBT	User Batch Number	Does not edit buy you need to re-inquire *
VLAN8 or VLPANP	Address Book # Employee number which can be third number (preceded with a forward slash (/) or SSN	
VLPDBA	Pay type	
VLDWK	Work date	Should be in Julian format
VLICU	Batch Number	Supply or set processing option to "1" *

Field	Name	Notes
VLPHRW or	Hours worked	May have to enter the amount in VLGPA (does not show in the lump sum of the time card bud does process on Payroll Register*).
VLEPA	Entered gross or lump sum	
VLEDTN or	Transaction number (2)	
PRTR	Timecard Transaction Number	

* Item number 1 and 2 are not edited by the PC batch Server but they are required for inquiry of upload time cards by Batch File Revisions.

What You Should Know About

VLEDSP – Processed

Valid values (PR column on report) are:

\`0' or Blank = Unprocessed record

\`1' = Processed record

Processed records are upload time card records in F06116Z1 which have passed a series of tests and were written to the time card file (F06116).

VLEDTR – Transaction Type

Valid values are:

\`1' or Blank = Time entry by employee (not supplying a cost center)

\`2' = Time entry by job (supplying a cost center)

If trans action type is a '2', business unit (VLMCU) needs to be loaded. Otherwise , the wrong labor distribution account number would be derived from the AAI tables.

Note: (A) If the business unit (VLMCU) is the employee home business unit, you only need to load VLMCU.

(B) If the business unit (VLMCU) is not the employee home business unit, you need to load VLMCU and VLANI (just the business unit for ANI ex. 9). VLANI is a free format account number. If it is not loaded, employee home business unit will be used and will overlay VLMCU. To override the employee home business unit, load VANI with the business followed by a period.

VLPRTR – Transaction Number

This number can be left zero to let the system assign a unique number or a number can be assigned by the user, but the number must be unique for each record.

VLRCCD - Record Type

Valid values are:

\`1' Hourly time card

\`2' Hourly and Recharge time card

\`3' Recharge time card

\`4' Default from the EE Master

VLMCU - Business Unit / Cost Center	If you want to override the business unit or cost center, in the account number field (VLANI), enter the business unit or cost center followed by a period. Loading the business unit in BLMCU and leaving VLANI blank will not override the business unit or cost center.
VLEDTC - Business Unit / Cost Center	Valid values are: 'A' or Blank

Before You Begin

- "Zero fill" all numeric and packed fields that you want the system to fill in (default). Packed field stores 2 characters / 1 byte.
- "Blank fill" all alphanumeric fields that you want the system to fill in (default).
- Business Unit / Cost Center must be right-justified and filled with leading blanks.
- Any date must be in Julian format.

Index

D

E

F

L

M

N

O

P

Q

R

S

T