

**JD Edwards World**  
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# Preface

Welcome to the JD Edwards World Time Accounting Guide.

## Audience

This guide is intended for implementers and end users of JD Edwards World Time Accounting.

## Documentation Accessibility

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## Related Documents

You can access related documents from the JD Edwards World Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1362397.1, or by using this link:<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1362397.1>

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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# Overview to Time Accounting

This chapter contains these topics:

- [Section 1.1, "System Integration,"](#)
- [Section 1.2, "System Features,"](#)
- [Section 1.3, "Terms and Concepts,"](#)
- [Section 1.4, "Time Accounting System Flow,"](#)
- [Section 1.5, "Tables Used by 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.

## 1.1 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
- U.S. Payroll

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: <ul style="list-style-type: none"> <li>■ Charge a job for use of equipment</li> <li>■ Track labor for equipment maintenance</li> </ul>
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.
U.S. Payroll	<p>If you need to enter an extensive number of timecards, you can use the Mass Timecard Generation program to do so. See <i>Generate Mass Timecards</i> in the <i>JD Edwards World U.S. Payroll I Guide</i> for more information.</p> <p>If you need to reclassify labor records you can do so using the Labor Reclass Maintenance program (P06099R). From this program you can also access the Enhanced Subledger Accounting data. See <i>Reclassify Labor Records</i> in the <i>JD Edwards World U.S. Payroll I Guide</i> and <i>Work with Enhanced Subledger Accounting</i> in the <i>JD Edwards World General Accounting I Guide</i> for more information.</p>

## 1.2 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	<p>You can enter information by employee for:</p> <ul style="list-style-type: none"> <li>■ Personal data, such as address, phone numbers, and original hire date.</li> <li>■ Job data, such as the type of job, multiple pay rates, salary, hourly and billing rates. You can also use Enhanced Subledger Accounting to track this type of data at more detailed level. See <i>Work with Enhanced Subledger Accounting</i> in the <i>JD Edwards World General Accounting I Guide</i> for more information.</li> <li>■ Profile data, such as languages, licenses and skills of an employee.</li> </ul>
Choose from a variety of time entry methods	<p>To record employees' time, you can:</p> <ul style="list-style-type: none"> <li>■ Choose from several methods of entering timecards, including by employee, by business unit, or by employee with equipment.</li> <li>■ Simplify timecard entry by defining default job information at the employee or group level.</li> <li>■ Automatically create overtime pay from regular hours.</li> <li>■ Generate an extensive number of timecards using the Mass Timecard Generation program to do so. See <i>Generate Mass Timecards</i> in the <i>JD Edwards World U.S. Payroll I Guide</i> for more information.</li> </ul>
Review timecard history information	You can review historical timecard information online or print reports.

## 1.3 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)

## 1.3.1 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.

## 1.3.2 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.

## 1.3.3 Automatic Accounting Instructions (AIs)

You set up tables of AIs 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.

## 1.4 Time Accounting System Flow

*Figure 1-1 Time Accounting System Flow*



## 1.5 Tables Used by Time Accounting

<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Prefix</b>
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 PDDBA Summary History	Contains summarized payroll journal history by employee. Maintains monthly payroll information based on the pay period end date.	YN

# Part I

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## Employee Information

This part contains these chapters:

- [Chapter 2, "Overview to Employee Information,"](#)
- [Chapter 3, "Enter Employee Information,"](#)
- [Chapter 4, "Enter Additional Employee Information,"](#)
- [Chapter 5, "Enter Employee Multiple Job Information,"](#)
- [Chapter 6, "Work with Employee Profile Data,"](#)
- [Chapter 7, "Review Employee Information,"](#)
- [Chapter 8, "Revise Employee Information."](#)



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## Overview to Employee Information

This chapter contains these topics:

- [Section 2.1, "Objectives,"](#)
- [Section 2.2, "About Employee Information."](#)

### 2.1 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

### 2.2 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

#### 2.2.1 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

## **2.2.2 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.

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## Enter Employee Information

This chapter contains these topics:

- [Section 3.1, "Entering Employee Master Information,"](#)
- [Section 3.2, "Entering Employee Address Information,"](#)
- [Section 3.3, "Entering History and Turnover Information,"](#)
- [Section 3.4, "Entering Tax 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).

### What You Should Know About

Topic	Description
Alternative entry methods	<ul style="list-style-type: none"> <li>■ You can also use the Basic Employee Data (P06111) 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.</li> <li>■ (Release A9.3 Update) As an alternative to entering data manually, you can use the Basic Employee ---- Initial Entry Z File program (P060101Z) to import an extensive amount of data into your system. See <i>Appendix K Import Mass Data into Payroll</i> in the <i>U.S. Payroll II Guide</i> for more information.</li> </ul>

### 3.1 Entering Employee Master Information

#### Navigation

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.

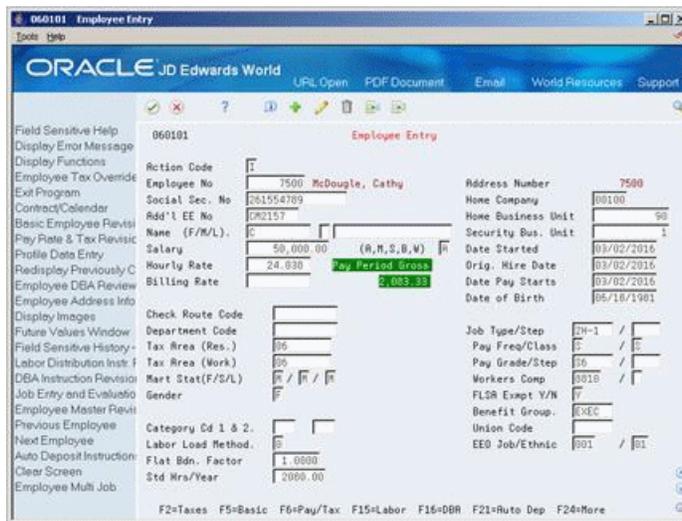
Job-related information identifies characteristics about an employee's work assignment. You can assign employees to a tax area or union group. For example, you can assign the same union code to all employees who belong to the same union.

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

### To enter employee master information

On Employee Entry

**Figure 3–1 Employee Entry screen**



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.

<b>Field</b>	<b>Explanation</b>
Employee No	<p>A number that uniquely identifies an entry in the Address Book system. You can use this number to identify employees and applicants.</p> <p>This field accepts the identification in one of three forms:</p> <ul style="list-style-type: none"> <li>■ A 1- to 8- digit employee (address book) number.</li> <li>■ A 9-digit Social Security (tax ID) number with leading zeros.</li> <li>■ A 9- to 8- digit "other" number (alternate, old, third employee) preceded by a slash (/).</li> </ul> <p><i>Form-specific information</i></p> <p>If you leave this field blank, the system automatically assigns the next available employee number.</p>
Home Company	<p>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.</p> <p><i>Form-specific information</i></p> <p>If you leave this field blank, the system enters the home company code associated with the home business unit.</p>
Home Business Unit	<p>The number of the business unit in which the employee generally resides.</p>
Tax Area (Res.)	<p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Tax Area (Work)	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.</p> <p><i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Pay Freq/Class	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B – Bi-weekly                      W – Weekly                      S – Semi-monthly                      M – Monthly                      A – Annually                      C – European Annualized</p> <p>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.</p>
Pay Class (H/S/P)	<p>A code that indicates how an employee is paid. Valid codes are:</p> <p>" " – Blank                      H – Hourly                      S – Salaried                      P – Piecework</p>
EEO Cat/Ethnic	<p>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.</p>
Ethnic Code	<p>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.</p>

Field	Explanation
Salary	<p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> <li>■ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency)</li> <li>■ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)</li> </ul> <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p><i>Form-specific information</i></p> <p>When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:</p> <ul style="list-style-type: none"> <li>■ Hours in a year specified in Payroll Company Constants</li> <li>■ Annual hours entered at the employee level</li> </ul>
Hourly Rate	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p><b>Note:</b> If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>

Field	Explanation
Billing Rate	<p>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.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> <li>■ Pay Rate Information</li> <li>■ Employee Labor Distribution</li> <li>■ Occupational Pay Rates</li> <li>■ Time Entry by Employee</li> <li>■ Time Entry by Job or Business Unit</li> <li>■ Daily Timecard Entry</li> <li>■ Time Entry by Employee with Equipment</li> <li>■ Time Entry by Shop Floor Control</li> </ul>
Date Started	<p>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.</p> <p>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.</p>
Orig. Hire Date	<p>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).</p>
Date Pay Starts	<p>The date that an employee is eligible to receive pay through payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>

Field	Explanation
Security Bus. Unit	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p><b>Note:</b> The system uses this value for Journal Entries if you do not enter a value in the AAI table.</p> <p><i>Form-specific information</i></p> <p>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.</p>
FLSA Exmpt Y/N	<p>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:</p> <p>Y – Yes, the employee fits the rules and does not have to be paid for working overtime.</p> <p>N – No, the employee does not fit the rules and is to be paid for working overtime.</p>
Marital Status	<p>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.</p>
Hours per Standard Year	<p>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).</p> <p>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:</p> <ul style="list-style-type: none"> <li>■ Employee entry forms (this field)</li> <li>■ Pay Grade Step table (hours per day multiplied by days per year)</li> <li>■ Payroll company constants for the employee's company</li> <li>■ Payroll company constants for the default company (company 00000)</li> <li>■ Data dictionary</li> <li>■ System default value of 2080 standard hours per year</li> </ul>

Field	Explanation
Labor Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 – Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 – Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <ul style="list-style-type: none"> <li>■ Business Unit</li> <li>■ Pay Rates table</li> <li>■ Employee level</li> </ul>
Flat Bdn. Factor	<p>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.</p>
Add'l EE No	<p>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.</p> <p>When you search using this number, preface the number with a slash (/).</p>
Category Cd 1 & 2	<p>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:</p> <ul style="list-style-type: none"> <li>■ Division</li> <li>■ Supervisor</li> <li>■ Branch Office</li> <li>■ Health Insurance Plan</li> <li>■ Stock Plan</li> </ul> <p>Category Code 1 is used for time entry.</p> <p>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.</p>
Date of Birth	<p>The employee's date of birth.</p>
Job Type/Step	<p>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.</p>
Job Step	<p>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.</p>
Workers Comp	<p>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.</p>
Union Code	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p>

### 3.1.1 What You Should Know About

Topic	Description
Deleting employee records	<p>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:</p> <ul style="list-style-type: none"> <li>■ Correct the field value on the appropriate form</li> <li>■ Correct the history information</li> </ul>
Pay rate computations	<p>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.</p> <p>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.</p> <p>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.</p>
Entering future data changes	<p>You can use Employee Entry to enter a change for future update.</p> <p>See <a href="#">Chapter 8, "Revise Employee Information."</a></p>
Duplicate social security numbers	<p>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.</p>
Tax information	<p>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.</p>
Functionality for the Time Accounting system	<p>The following programs are informational only. The full functionality for these programs is dependent on the Payroll system:</p> <ul style="list-style-type: none"> <li>■ Pay and Tax Information</li> <li>■ Employee DBA Review</li> <li>■ Employee DBA Instructions</li> <li>■ Auto Deposit Instructions</li> <li>■ Tax Withholding Instructions</li> </ul> <p>The Pay Grade/Step, Benefit Group, and Workers Compensation fields are not applicable to Time Accounting.</p> <p>The full functionality of the Contract Calendar function is dependent on the Payroll or Human Resources system.</p> <p>To access the Job Information Revisions function, you must have the Human Resources system.</p>

### 3.1.2 Processing Options

See [Section 45.1, "Employee Initial Entry \(P060101\)."](#)

## 3.2 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

**Figure 3–2 Address Window screen**

The screenshot shows the 'Address Window' in the DBAB application. The window has a menu bar with 'Functions', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for back, forward, search, and other functions. The main area contains the following fields:

- Security BU: 1
- Search Type: E Employees
- Action Type: 1
- Address Number: 7500
- Name - Alpha: McDougle, Cathy
- Mailing Name: Cathy McDougle
- Mailing Address: 12662 E. Bates Circle
- City: Aurora
- State: CO
- Postal Code: 80014
- Country: United States
- Phone # / Type: (303) 694-2116

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

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

After you complete this task, follow the steps to enter history and turnover information.

### 3.2.1 What You Should Know About

Topic	Description
<b>New employee address information</b>	<p>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).</p> <p>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.</p> <p>Full functionality of the Participant table is dependent on the Human Resources system.</p>

### 3.3 Entering History and Turnover Information

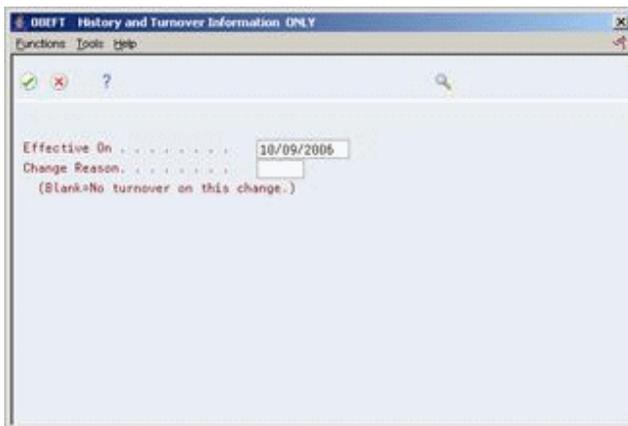
Depending on how you set up your system constants for history and turnover information, after you complete the steps to enter employee address information, you must enter history and turnover information.

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

**Figure 3-3 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	<p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Change Reason	<p>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:</p> <ul style="list-style-type: none"> <li>■ Why an active employee's master table record was changed</li> <li>■ Why an employee was terminated</li> </ul> <p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>When you enter a new employee, a default value of 001, New Hire, appears in the field.</p>

### 3.4 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.

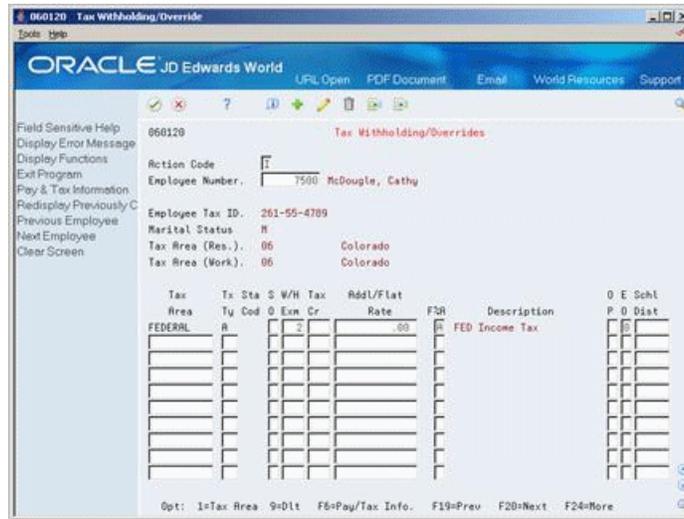
For Time Accounting, you must enter tax information to complete the task of entering an employee. The Time Accounting system does not calculate tax information. Any information that you enter regarding taxes can be used for informational purposes. As an alternative, you can create a standard tax area 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)

**Figure 3–4 Tax Withholding/Overrides screen**



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

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**Note:** XXXXXXXX is the employee number.

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Field	Explanation
W/H Exm	<p>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.</p> <p>SPECIAL CONDITIONS:</p> <p>For the state of Arizona, use this field to specify the level of tax. (Percentages of Federal Income Tax)</p> <p>For the state of Connecticut, leave this field blank.</p> <p>For the state of Louisiana, enter the number of credits.</p>

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## Enter Additional Employee Information

This chapter contains these topics:

- [Section 4.1, "Entering Basic Employee Data,"](#)
- [Section 4.2, "Entering Labor Distribution Instructions,"](#)
- [Section 4.3, "Defining Occupational Pay Rate Tables,"](#)
- [Section 4.4, "Entering Dates, Eligibility, and EEO Information,"](#)
- [Section 4.5, "Entering International Employee Information,"](#)
- [Section 4.6, "Entering User Defined Information for Employees."](#)

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.

### 4.1 Entering Basic Employee Data

#### Navigation

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

**From Employee Information (G0511), choose Basic Employee Data**

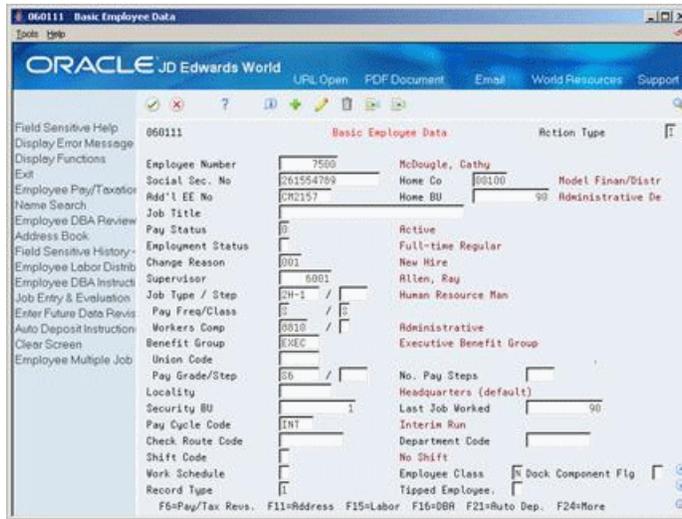
Entering basic employee data is an alternative method to the Employee Entry program that you can use to create an employee master record. You might limit individuals who have authority to enter only non-confidential information to using this method. You might use this method to enter a large number of 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

**Figure 4–1 Basic Employee Data screen**



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

**Figure 4–2 Address Window (Override Default) screen**

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.

**Figure 4–3 History and Turnover Information screen**

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	<p>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:</p> <ul style="list-style-type: none"> <li>1 – Full-time temporary</li> <li>2 – Part-time temporary</li> <li>3 – Part-time regular</li> <li>4 – Seasonal</li> <li>5 – Casual</li> </ul>
Supervisor	<p>The address book number of the supervisor.</p> <p><b>Note:</b> 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 &amp; 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.</p>
Locality	<p>A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.</p>
Shift Code	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Record Type	<p>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:</p> <ul style="list-style-type: none"> <li>1 – Payroll Processing Only</li> <li>2 – Payroll and Recharge Processing</li> <li>3 – Recharge Processing Only</li> </ul> <p>After a timecard has been added, you cannot change its record type.</p>
Employee Class	<p>A code that represents the employee's classification status. Valid values are:</p> <ul style="list-style-type: none"> <li>Y – Contract labor (non-employee)</li> <li>N – Regular employee</li> <li>S – Employee to be included in step progression process</li> </ul>

### 4.1.1 What You Should Know About

Topic	Description
Setting processing options	The processing options control both the basic employee data and the employee entry programs.
Functionality the for Time Accounting system	<p>The following programs are informational only. The full functionality for these programs is dependent on the Payroll system:</p> <ul style="list-style-type: none"> <li>■ Pay and Tax Information</li> <li>■ Employee DBA Review</li> <li>■ Employee DBA Instructions</li> <li>■ Auto Deposit Instructions</li> </ul> <p>The Tipped Employee field is not applicable. It is dependent on the Payroll system for full functionality.</p> <p>To access the following function, you must have the Human Resources system:</p> <ul style="list-style-type: none"> <li>■ Job Entry and Evaluation</li> </ul> <p>The Pay Grade and Pay Grade Step fields are not applicable. They are dependent on the Human Resources system for full functionality.</p>

## 4.2 Entering Labor Distribution Instructions

### Navigation

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:

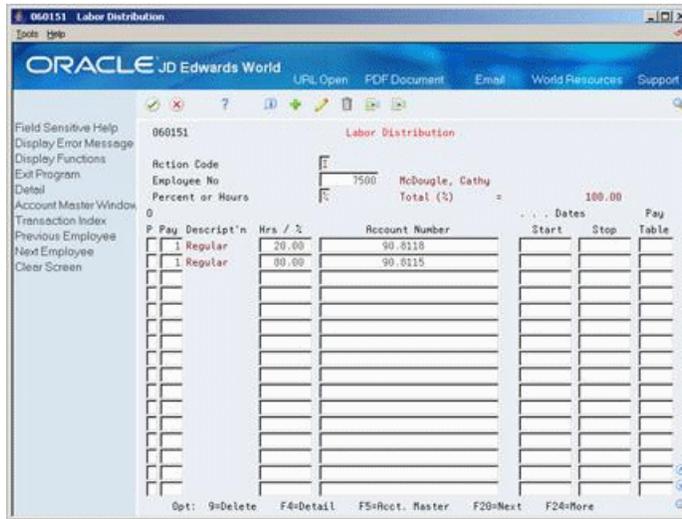
- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Specify job type information when using multiple jobs
- Override position ID and AAI accounts for an employee

### 4.2.1 To enter labor distribution instructions

On Employee Entry

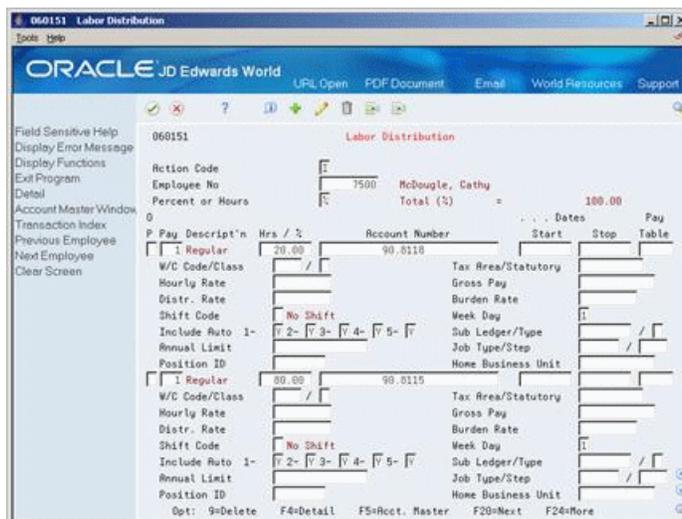
1. To locate an employee, complete the following field:
  - Employee Number
2. Choose Labor Distribution Instruction Revisions (F15).

**Figure 4-4 Labor Distribution screen**



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 the detail area.

**Figure 4-5 Labor Distribution (Detail) screen**



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

You can use Toggle Display Format (F2) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting* in the *JD Edwards World General Accounting I Guide* for more information.

Field	Explanation
Percent or Amount	<p>This field represents the method of distribution used for employee labor (either percentage or hours). Valid codes are:</p> <p>% – Percentage (must equal to 100%)</p> <p>H – Hours</p> <p><i>Form-specific information</i></p> <p>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.</p>
Hours Worked	<p>The number of hours associated with each transaction.</p> <p>When you enter labor distribution with the hours method, this field can be blank. You must make an entry when using the percent method.</p> <p><i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>■ Standard account number (business unit.object.subsidiary or flexible format)</li> <li>■ Third G/L number (maximum of 25 digits)</li> <li>■ 8-digit short account ID number</li> <li>■ Speed code</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Rate - Distribution (or Billing)	<p>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.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> <li>■ Pay Rate Information</li> <li>■ Employee Labor Distribution</li> <li>■ Occupational Pay Rates</li> <li>■ Time Entry by Employee</li> <li>■ Time Entry by Job or Business Unit</li> <li>■ Daily Timecard Entry</li> <li>■ Time Entry by Employee with Equipment</li> <li>■ Time Entry by Shop Floor Control</li> </ul>
Rate - Recharge Burden	<p>An hourly rate to be used when charging 'burden' associated with the actual billing (recharge) amounts.</p>

## 4.2.2 What You Should Know About

Topic	Description
Workers compensation code	<p>The processing options for labor distribution instructions indicate where to find the workers compensation code.</p>
Multiple active jobs	<p>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.</p> <p>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).</p> <p>See also <a href="#">Section 5.1, "Entering Employee Multiple Job Information."</a></p>

Topic	Description
Functionality for the Time Accounting system	The following fields are not applicable to Time Accounting: <ul style="list-style-type: none"> <li>■ Include Autopay</li> <li>■ Annual Limit</li> <li>■ Position ID</li> </ul>

### 4.2.3 Processing Options

See [Section 45.2, "Labor Distribution \(P060151\)."](#)

**See Also:**

- [Section 15.4, "Copying Labor Distribution Instructions."](#)

## 4.3 Defining Occupational Pay Rate Tables

### Navigation

From Time Accounting System (G05), choose Employee Information

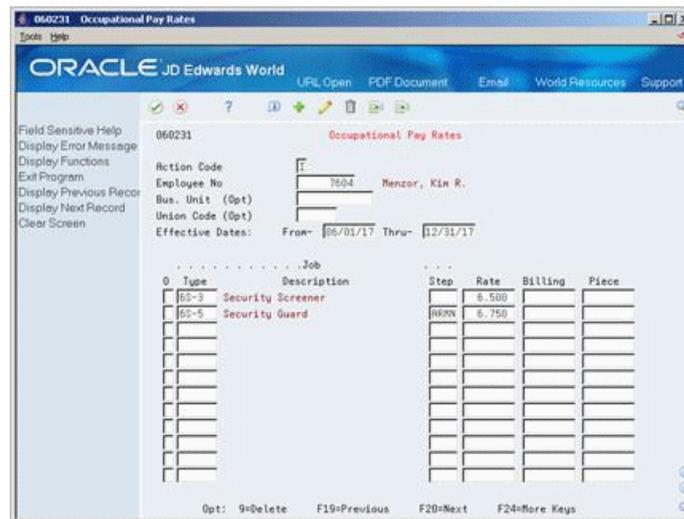
From Employee Information (G0511), choose Occupational Pay Rates

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

**Figure 4–6 Occupational Pay Rates screen**



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	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p><b>Note:</b> If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>
Billing Rate	<p>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.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> <li>■ Pay Rate Information</li> <li>■ Employee Labor Distribution</li> <li>■ Occupational Pay Rates</li> <li>■ Time Entry by Employee</li> <li>■ Time Entry by Job or Business Unit</li> <li>■ Daily Timecard Entry</li> <li>■ Time Entry by Employee with Equipment</li> <li>■ Time Entry by Shop Floor Control</li> </ul>

### 4.3.1 What You Should Know About

Topic	Description
<b>Using occupational pay rates in time entry</b>	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.
<b>Accessing pay rates</b>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Time entry - hourly rate information</li> <li>2. Pay Rates for Groups/Unions - union and job type</li> <li>3. Occupational Pay Rates - job type and job step</li> <li>4. Employee Multiple Job Entry - job type and job step</li> <li>5. Employee Entry - hourly rate</li> </ol>

## 4.4 Entering Dates, Eligibility, and EEO Information

### Navigation

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

**Figure 4–7 Dates, Eligibility and EEO screen**

The screenshot shows the 'Dates, Eligibility & EEO' screen in Oracle JD Edwards World. The window title is '060190 Dates, Eligibility & EEO'. The employee information is '060190' and 'McDougle, Cathy'. The screen is divided into several sections:

- Action Code:** [ ]
- Employee No/SSN:** [ 7500 ]
- Original Hire Date:** [ 03/02/2015 ]
- Date Started:** [ 03/02/2015 ]
- Date Pay Starts:** [ 03/02/2015 ]
- Date of Birth:** [ 06/16/1981 ]
- Date Last Raise:** [ 03/02/2015 ]
- Date Next Review:** [ 06/01/2015 ]
- Date Terminate:** [ ]
- Participate Dt:** [ ]
- Leave Begin Dt:** [ ]
- Leave Expires:** [ ]
- Dt Next Raise:** [ ]
- Type Review:** [ ]
- Dt Pay Stops:** [ ]
- Dt of Recall:** [ ]
- Dt in Position:** [ ]
- Last Contacted:** [ ]
- Date of Bonus:** [ ]
- Sal Forcast Dt:** [ ]
- Change Reason:** [ 001 New Hire ]
- Gender:** [ ]
- Pay Status:** [ 01 Active ]
- EEO: Job Cat Cd:** [ 001 Officials and Administrators ]
- Ethnic Code:** [ 01 White (Not of Hispanic Origin) ]
- Appl Pool (Y/N):** [ ]
- I9 Status:** [ ]
- Veteran:** [ ]
- Disabled Vet:** [ ]
- Disability:** [ ]

At the bottom, there are checkboxes for 'Eligibility/Participation' with codes 01 through 10, and a 'Benefit St.' field.

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	<p>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:</p> <p>Voluntary Accidental Death &amp; Dismemberment Insurance</p> <p>Overtime Call Up</p> <p>Profit Sharing</p> <p>Political Action Committee</p> <p>Coffee Fund</p> <p>U.S. Citizen</p>
Veteran	<p>A user-defined code (05/HO) that indicates the veteran status of the employee or applicant. For example:</p> <p>N – Not a Veteran</p> <p>O – Other Protected Veteran</p> <p>A – Armed Forces Service Medal Veteran</p> <p>S – Recently Separated Veteran</p> <p>L – Other Protected Veteran - No Self-Identification</p>
Disabled Veteran	<p>A code that indicates whether the employee or applicant is a disabled veteran. Valid codes are:</p> <p>Y – Yes, this employee is a disabled veteran.</p> <p>N – No, this employee is not a disabled veteran.</p>

Field	Explanation
Disability	<p>A user-defined code (05/HQ) that indicates whether this employee or applicant has a mental or physical disability. Examples include:</p> <p>D – Do not wish to answer</p> <p>N – No</p> <p>U – Unknown</p> <p>Y – Yes</p>

**See Also:**

- Entering User Defined Information for Employees in the *JD Edwards World Human Resources Guide* to enter veteran and disability self-identification responses.

### 4.4.1 What You Should Know About

Topic	Description
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>See <a href="#">Section 8.1, "Revising the Status of an Employee."</a></p>

### 4.4.2 Processing Options

See [Section 45.3, "Extended Employee - Dates, Eligibility & EEO \(P060190\)."](#)

**See Also:**

- [Section 37.1, "Setting Up User Defined Codes for Time Accounting,"](#)
- *JD Edwards World Technical Foundation Guide* for information about user-defined codes.

## 4.5 Entering International Employee Information

### Navigation

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

### 4.5.1 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

**Figure 4–8** International Data screen

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.
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.  <i>Form-specific information</i> 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.  <i>Form-specific information</i> 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.

## 4.5.2 What You Should Know About

Topic	Description
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.

## 4.6 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

### 4.6.1 Entering Category and Geographic Data Codes

#### Navigation

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.

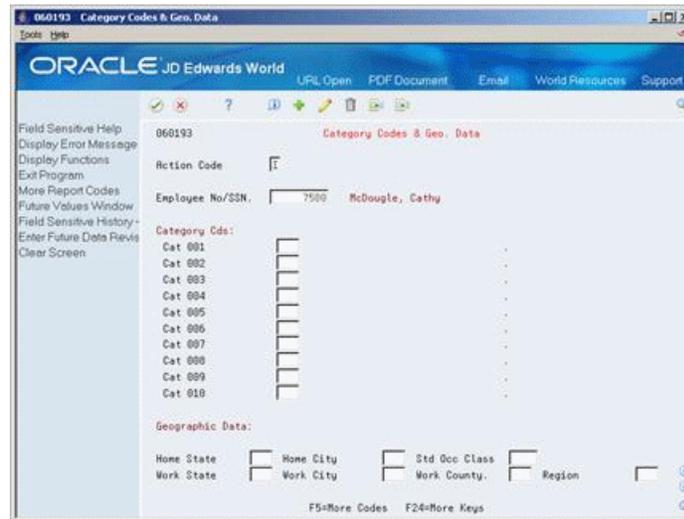
For example, you might assign employees to a category code that you define to determine stock option eligibility. After you define the category codes and assign your employees to them, you can run a report listing the employees eligible to own stock options.

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

**Figure 4–9 Category Codes and Geographic Data screen**



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

**4.6.2 Entering User Defined Dates**

**Navigation**

From Time Accounting System (G05), choose Employee Information

From Employee Information (G0511), choose Dates, Eligibility, and EEO

When you define Date 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

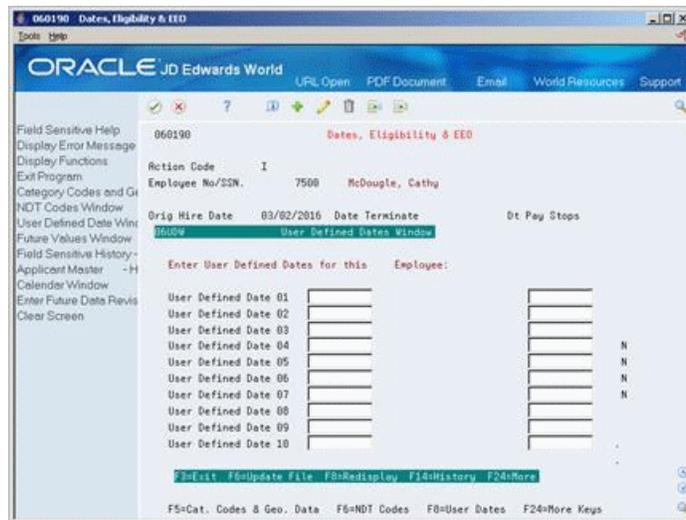
defined date field 1. You can use user defined dates for reporting and analysis purposes.

**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.

**Figure 4–10 Dates, Eligibility, and EEO (Defined Dates) screen**



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.

**4.6.3 What You Should Know About**

Topic	Description
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:**

- [Section 37.1, "Setting Up User Defined Codes for Time Accounting,"](#)
- *JD Edwards World Technical Foundation Guide* for information about user defined codes.



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## Enter Employee Multiple Job Information

This chapter contains the topic:

- [Section 5.1, "Entering Employee Multiple Job Information."](#)

### 5.1 Entering Employee Multiple Job Information

#### Navigation

**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.

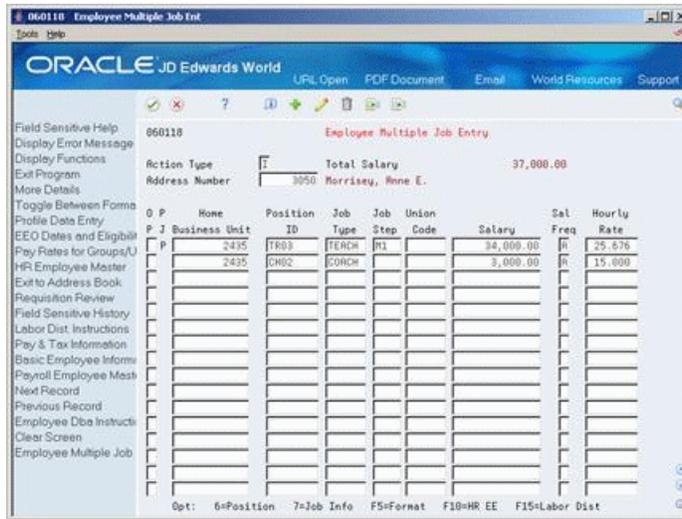
For example, you have an employee who is an English teacher for nine months per year as well as a basketball coach for three months per year. You can track the different rates of pay for each of these jobs. You can also assign different effective dates to each job so that the employee receives payments 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

**Figure 5-1 Employee Multiple Job Entry screen**



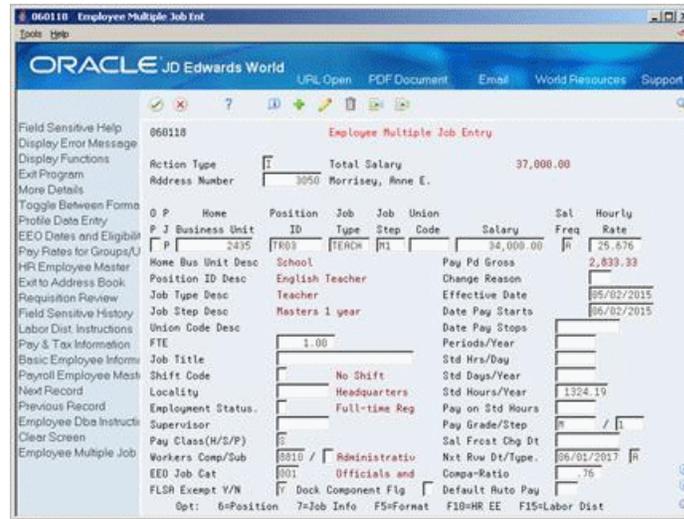
1. Complete the following required fields:
  - Address Number
  - Home Business Unit
2. Complete one of the following fields:
  - Salary
  - Hourly Rate
3. To designate the type of pay, complete the following field:
  - Pay Class

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. Complete the following optional fields:
  - Position ID
  - Job Type
  - Job Step
  - Union Code
5. Access More Details (F4).

**Figure 5–2 Employee Multiple Job Entry (Detail) screen**



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

Field	Explanation
Std Hours/Year	<p>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).</p> <p>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:</p> <ul style="list-style-type: none"> <li>■ Employee entry forms (this field)</li> <li>■ Pay Grade Step table (hours per day multiplied by days per year)</li> <li>■ Payroll company constants for the employee's company</li> <li>■ Payroll company constants for the default company (company 00000)</li> <li>■ Data dictionary</li> <li>■ System default value of 2080 standard hours per year</li> </ul>
Periods/Year	<p>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.</p>
Std Hrs/Day	<p>The number of hours in a day that the employee's normal work schedule is different from the standard. If you leave this field blank, the default is the standard number of hours per day as defined in the payroll company constants.</p> <p>For example, if the standard number of hours in a day is 8 and an employee is scheduled for 7 hours per day on a regular basis, enter 7 in this field.</p>
Std Days/Year	<p>The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you have set up the human resources constants to use the pay grade step table as the default pay rate source, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p>
FTE	<p>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.</p>

### 5.1.1 What You Should Know About

Topic	Description
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.

Topic	Description
<b>Functionality for the Time Accounting system</b>	<p>The following programs are informational only. The full functionality for these programs is dependent on the Payroll system:</p> <ul style="list-style-type: none"> <li>■ Pay and Tax Information</li> <li>■ Employee DBA Instructions</li> </ul> <p>You must have the Human Resources system in order to access the following functions and options:</p> <ul style="list-style-type: none"> <li>■ Position Information</li> <li>■ Job Information</li> <li>■ Human Resources Employee Entry</li> <li>■ Requisition Review</li> </ul> <p>The full functionality of the Contract Calendar Window option is dependent on the Payroll or Human Resources system.</p>

### 5.1.2 Processing Options

See [Section 45.4, "Employee Job Entry \(P060118\)."](#)



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## Work with Employee Profile Data

This chapter contains these topics:

- [Section 6.1, "Entering Profile Data,"](#)
- [Section 6.2, "Copying Profile Data,"](#)
- [Section 6.3, "Reviewing Profile Data,"](#)
- [Section 6.4, "Reviewing Profile Reports."](#)

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.

### Before You Begin

- Define your types of profile data and associated user defined codes. See [Chapter 43, "Set Up Employee Profile Information."](#)

### What You Should Know About

Topic	Description
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:

- [Section 34.1, "Purging Profile Data."](#)

## 6.1 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

### 6.1.1 What You Should Know About

Topic	Description
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.

### 6.1.2 Entering Profile Data in Narrative Format

#### Navigation

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

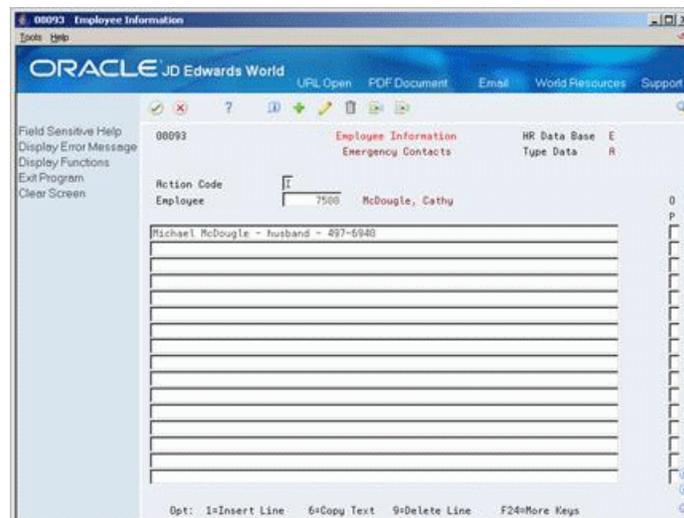
**Figure 6–1 Profile Data Entry screen**



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.

**Figure 6–2 Employee Information screen**



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

### 6.1.3 What You Should Know About

Topic	Description
<b>Deleting narrative format information</b>	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.
<b>Revising narrative format information</b>	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.
<b>Information display</b>	The system displays any text on the form exactly as you enter it.

### 6.1.4 Entering Profile Data in Code Format

#### Navigation

**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

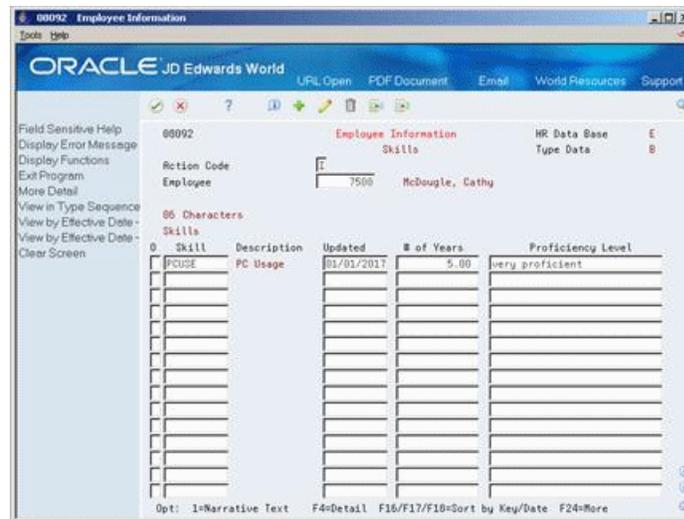
On Profile Data Entry

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.

**Figure 6–3 Employee Information (Code Format) screen**



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.

### 6.1.5 What You Should Know About

Topic	Description
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.

### 6.1.6 Processing Options

See [Section 45.5, "Employee Information \(P08092\)."](#)

## 6.2 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

### 6.2.1 Copying Narrative Text

#### Navigation

**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.

Figure 6-4 Employee Information (Copy Text) screen

00093 Employee Information

ORACLE JD Edwards World

URL Open PDF Document Email World Resources Support

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

00093 Employee Information HR Data Base E  
Appraisal Overview Type Data G

Action Code  
Employee 7500 McDougle, Cathy

For each category - rate from 1 - 5, 1 = Unsatisfactory, 5 = Exceptional

Category	Rating	Comments
Quality	4	
Productivity	4	
Job Knowledge & Skills	4	
Work Habits	4	
Initiative	5	
Dependability	5	
Judgment	4	more

Opt: I=Insert Line 6=Copy Text 9=Delete Line F24=More Keys

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

Figure 6-5 Copy Text screen

000931 Copy Text

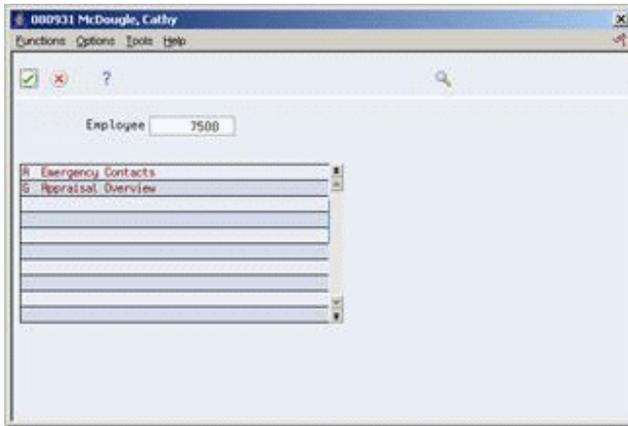
Functions Options Tools Help

Employee

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.

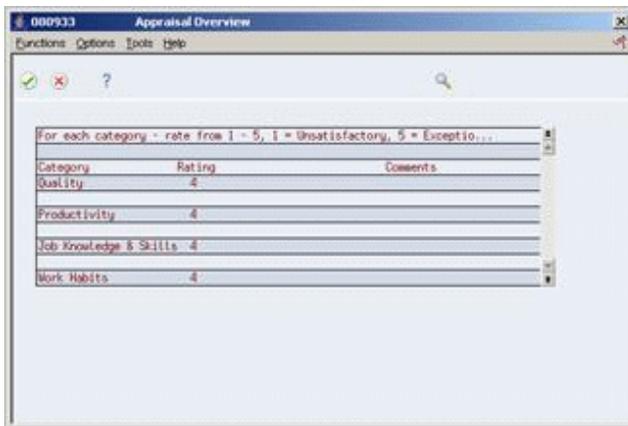
**Figure 6–6 Profile Data screen**



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.

**Figure 6–7 Appraisal Overview screen**



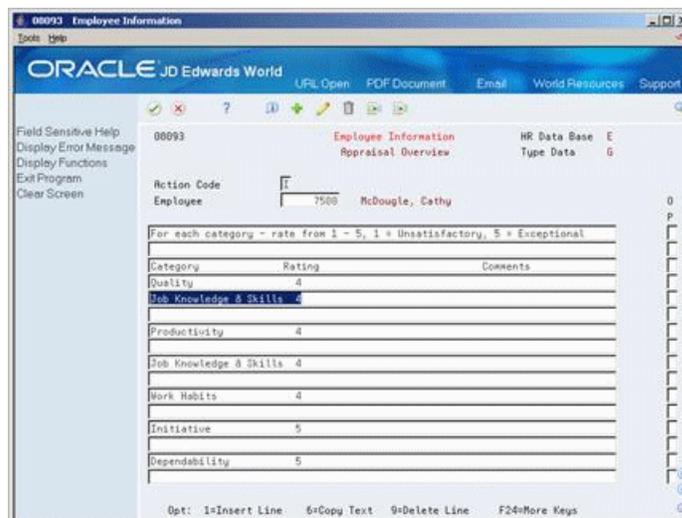
7. On the data type form, choose the Select option to specify the lines of text you want to copy.

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**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.

**Figure 6–8 Employee Information (Copied Text) screen**

## 6.2.2 What You Should Know About

Topic	Description
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.

## 6.2.3 Copying All Profile Data for an Employee

### Navigation

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

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

**Figure 6–9 Profile Copy screen**



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 redisplay Profile Data Entry with the information of the From Employee.

## 6.3 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

### 6.3.1 Reviewing Profile Data for a Specific Employee

#### Navigation

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

**From Employee Information (G0511), choose Profile by Employee**

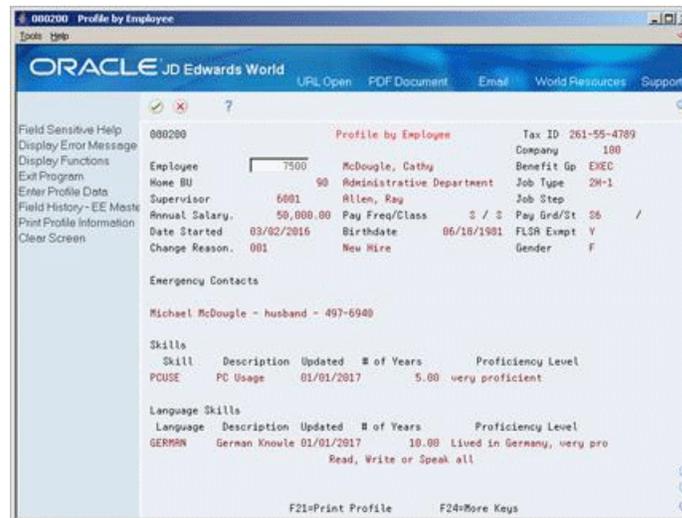
You can review complete information for a specific employee in an easy-to-read, resume-style format.

You can also print employee resumes for internal use.

#### To review profile data for a specific employee

On Profile by Employee

Figure 6–10 Profile by Employee screen



Complete the following field:

- Employee

### 6.3.2 Processing Options

See [Section 45.5, "Employee Information \(P08092\)."](#)

### 6.3.3 Reviewing Profile Data by Data Type

#### Navigation

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

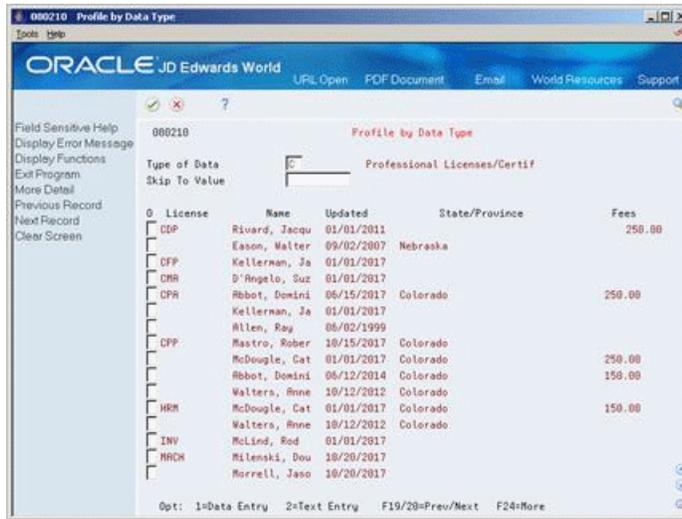
From Employee Information (G0511), choose **Profile by Data Type**

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

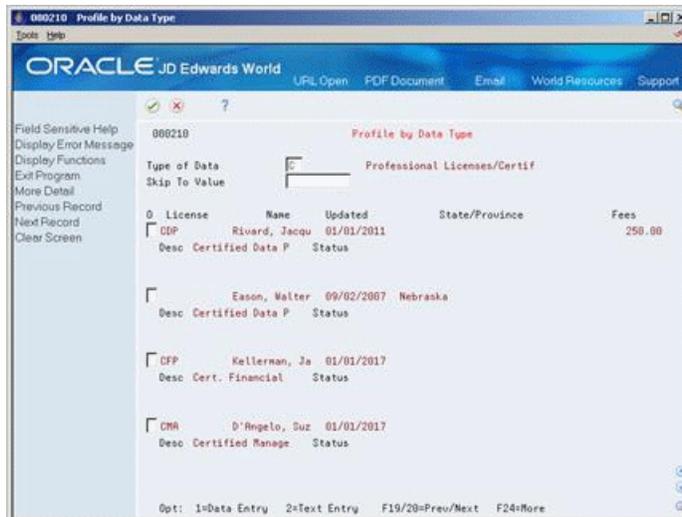
On Profile by Data Type

**Figure 6–11 Profile by Data Type screen**



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).

**Figure 6–12 Profile by Data Type (Detail) screen**



### 6.3.4 Processing Options

See [Section 45.7, "Inquiry by Applicant \(P080210\)."](#)

### 6.3.5 Working with Multi-Skill Search

#### Navigation

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

**Figure 6–13 Profile Multiskill Search screen**

And/Or	Data Type	Field	OP	Search Value
AND	Skills	Skill	EQ	FOUSE
AND			EQ	
AND			EQ	

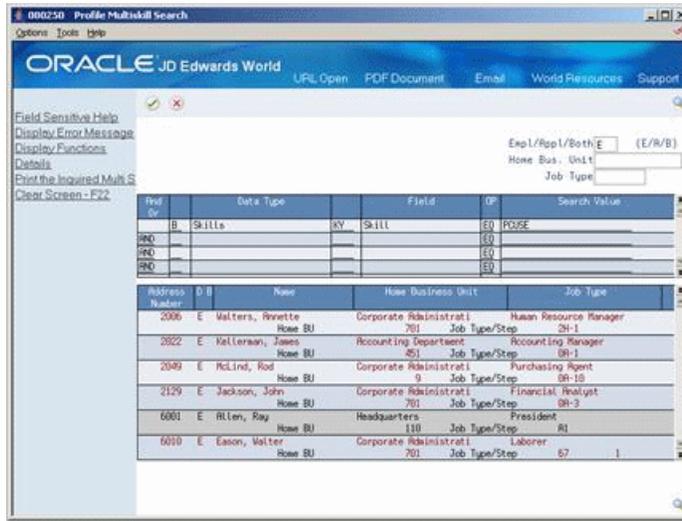
  

Address Number	Name	Home Business Unit	Job Type
2006	Walters, Bonette	Corporate Administrat	Human Resource Manager
2022	Kallerman, James	Accounting Department	Accounting Manager
2049	McInd, Rod	Corporate Administrat	Purchasing Agent
2129	Jackson, John	Corporate Administrat	Financial Analyst
6681	Hillen, Roy	Headquarters	President
6619	Eaton, Walter	Corporate Administrat	Laborer
7500	McDougle, Cathy	Administrative Departa	Human Resource Manager
7505	Rastro, Robert	Administrative Departa	Payroll Manager

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).

**Figure 6–14 Profile Multiskill Search (Detail) screen**



Field	Explanation
And Or	<p>A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>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.</p> <p>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.</p>
Data Type	<p>The type of data from the profile database that the system uses in a multiple information search.</p>

Field	Explanation
OP	<p>A code that identifies the operands in Boolean logic. You can specify any of the following:</p> <p>EQ – Equal to</p> <p>LT – Less than</p> <p>LE – Less than or equal to</p> <p>GT – Greater than</p> <p>GE – Greater than or equal to</p> <p>NE – Not equal to</p> <p>NL – Not less than</p> <p>NG – Not greater than</p>
Search Value	<p>You must enter a search value based on the data you entered in the profile for the selected field.</p> <p>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.</p> <p>You can also use the % wildcard character to search for data starting with, ending with, or containing one or more consecutive characters. For example:</p> <ul style="list-style-type: none"> <li>■ BA% displays all words that begin with the letters B and A, such as bamboo and bachelor.</li> <li>■ %ing displays all words that end with ing.</li> <li>■ %BA% displays any words that contain the letters B and A, such as abate, cabbage, or bachelor.</li> </ul>

### 6.3.6 Processing Options

See [Section 45.8, "Employee Profile Multiskills Search \(P080250\)."](#)

## 6.4 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:**

- [Section 6.3, "Reviewing Profile Data"](#) for information for reviewing profile data online.

## 6.4.1 Reviewing the Employee Profile Data Report

### Navigation

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.

**Figure 6–15 Employee Profile report**

080410		JD Edwards World Employee Profile in Alphabetical Sequence		Page Number	8
				Date	3/13/17
Employee Number . .	6002 Abbot, Dominique	Primary Job/Step.	/	Pay Class/Freq . .	H / B
Home Company . . .	00200 Model Manuf/Distrib Company	Date Of Birth . . .		Pay Grade . . . . .	
Home Bus. Unit . . .	741 Accounting	Date Started . . .	02/19/16	Pay Grade Step . .	
Benefit Group . . .		Annual Salary . .	20,800.00	Pay Status . . . . .	0
Union Code . . . . .				Change Reason . . .	001
				FLSA Exempt Y/N . .	Y
<b>Emergency Contacts</b>					
-----					
Parents: (303) 671-6364					
<b>Training</b>					
-----					
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
<b>Appraisal Details</b>					
-----					
Appraisal	App.Date	Overall Results	Points Earned	Yrs Wrked	
MR	03/15/17	Standard performance			

## 6.4.2 Processing Options

See [Section 45.9, "Employee Profile - Alphabetical Sequence \(P080410\)."](#)

## 6.4.3 Reviewing the Employees by Data Type Report

### Navigation

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.

**Figure 6–16 Employee Information by Data Type report**

Professional Licenses/Certif		JD Edwards World Employee Information by Data Type Alphabetical Sequence			Page Number Date
Employee	Name	Updated	State/Province	Status	Fees
License	..... CDF	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 Hellerman, James	01/01/17			
				Total for: Cert. Financial Plan	
License	..... CMA	Certified Management Acct			
	2057 D'Angelo, Susanne	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 Hellerman, James	01/01/17			
				Total for: Certified Public Acc	250.00
License	..... CFP	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

## 6.4.4 Processing Options

See [Section 45.10, "Employee Info by Data Type - Alpha Seq \(P080400\)."](#)

## 6.4.5 Reviewing the Employee Profile Workfile

### Navigation

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.

**Figure 6-17 Employee Profile (World Writer) report**

82000				Employee Profile		Page -	
				Using Work File T08092WF		Date - 5/11/19	
Address Number	User Def Code	Effective Date	User ID				
6002	XXXXXXXXXX	02/26/16	SS788627				
6002	MR	09/15/17	SS788627				
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	FCUSE	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					

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## Review Employee Information

This chapter contains these topics:

- [Section 7.1, "Reviewing the Employee Roster,"](#)
- [Section 7.2, "Reviewing the Employee Roster with Rate Report,"](#)
- [Section 7.3, "Printing Employee Master Labels."](#)

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.

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

### 7.1 Reviewing the Employee Roster

#### **Navigation**

**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 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.)

**Figure 7-1 Employee Roster report**

064011		JD Edwards World										Page	-		3					
		Employee Roster										Date	-		7/12/17					
Alpha Name	Address	Employee Tax ID	Addition	Co	Home	Bus. Unit	Group	Job Typ	Step	S	M	Ed	St	.EEO.	Wrkr	Comp	Birth	Dates	..	P
																			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		3E-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	
Morales, 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																	

### 7.1.1 Processing Options

See [Section 45.11, "Employee Roster \(P064011\)."](#)

## 7.2 Reviewing the Employee Roster with Rate Report

### Navigation

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 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

Figure 7-2 Employee Roster with Rate report

JD Edwards World										Page	8				
Employee Roster with Rate										Date	7/12/17				
Employee Name	Empl No	Salary	Rate	M Fed	S Ex	Tax Areas	Work Loc	S ng	P Ch	E C E R T	Chck	Fay E	Home		
-----															
McDougle, Cathy	7500	50,000.00	24.038	M	2	06	06	0	1	N		S S Y 00100	90		
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Kraton, Ralph	7503	56,000.00	0	1.0000	00	00	03/03/17	04/30/17	0	01	N	1 Y RS908297	P060533	07/11/16	
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Meade, Jane	7504	35,000.00	16.826	M	4	06	06	0	00	N	1 Y DEMO	P0801	02/24/15		
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Mastro, Robert	7505	37,750.00	0	1.0000	00	00	08/15/17	07/31/17	0	N	1 Y AB709431T	P0801	05/01/16		
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Mayeda, Donald	7506	15,600.00	7.500	S	06	06	04/17/17	04/17/17	0	00	S	1 DEMO	P08210	04/04/15	
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Morales, Jesus	7510	13,520.00	0	1.0000	00	00	08/31/17	08/31/17	0	00	N	1 Y DEMO	P063901	03/01/15	
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Allen, Ray	6001	75,000.00	36.057	S	2	47	06/30/17	06/30/17	0	00	N	1 Y DEMO	P060131	06/26/15	
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Ebby, Chester A.	5127	25,000.00	12.019	M	05	05	06/01/17	04/15/17	0	09	N	1 Y RS908297	P060161	7/12/16	
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Easter, Melvyn	6000	57,131.36	27.467	M	4	06	06	01/01/17	01/01/17	0	01	1 N	0	S H N 00100	419
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Kellerman, James	2022	30,000.00	0	1.0000	00	00	05/08/16	04/17/17	0	01	N	1 Y DEMO	P060101	05/08/16	
Loading Bypass . . .Date of Last . . . U . . . .Last Change. . . .															
L Factor Ck Bn Raise Check Security F User Program Date															
Mai, Tien	7508	4,888.00	2.350	M	2	06	06	05/31/17	05/31/17	0	09	N	1 Y AB709431T	P0801	05/01/16
Loading Bypass . . .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															

### 7.2.1 Processing Options

See Section 45.12, "Employee Roster with Rate (P064021)."

## 7.3 Printing Employee Master Labels

### Navigation

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 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.

**Figure 7-3 Employee Master Labels Printout**

Raymond Allen 410 17th Avenue Fairfax VA 22040	Leslie Derrick 198 Pine Avenue North York On M5R6T5 Canada	Mehryn 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 Mertin 103 West End Drive Aurora IL 62287	Cathy McDougle 12662 East Bates Circle Aurora CO 80014

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## Revise Employee Information

This chapter contains these topics:

- [Section 8.1, "Revising the Status of an Employee,"](#)
- [Section 8.2, "Processing Future Changes for Any Data Item,"](#)
- [Section 8.3, "Processing Mass Changes."](#)

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

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:**

- [Section 9.2, "About Employee History and Turnover."](#)

## 8.1 Revising the Status of an Employee

### Navigation

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 in the JD Edwards World Human Resources Guide,*
- *To Rehire an Employee in the JD Edwards World Human Resources Guide.*

### 8.1.1 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.
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

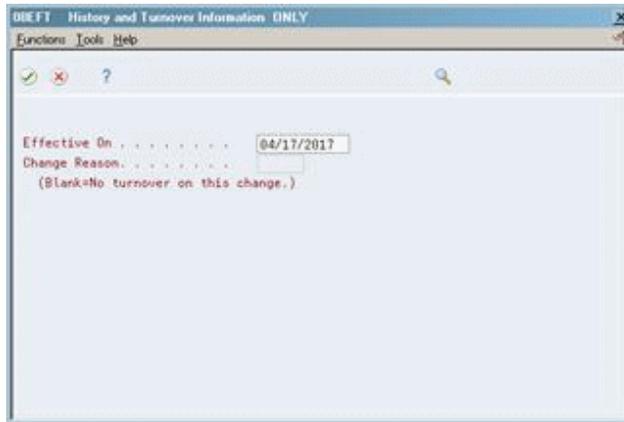
**Figure 8–1 Termination/Rehire screen**

The screenshot shows the 'Termination/Rehire' screen in Oracle JD Edwards World. The window title is '060161 Termination/Rehire'. The screen displays various fields for employee information and termination details. Fields include Action Code, Employee/SSN (0008), Date Started (08/17/2009), Date Terminated, Exp. Recall Date, Last Check (04/17/2017), Change Reason (010), Move to Appl Pool., Pay Status (0), Employment Status (1), Benefit Status (R), and Other Dates (Original Hire 08/17/2009, Leave Begin Date, Leave End Date, Last Contacted, Date Pay Stops).

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.

**Figure 8–2 History and Turnover Information Only (Terminate) screen**



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	<p>The date that the employee was terminated, if applicable.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Move to Appl Pool	<p>You can enter a value in this field only when you terminate an employee (enter a termination date).</p> <p>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:</p> <p>Y – Yes, move the employee's information to the applicant database</p> <p>N – No, do not move the employee to the applicant database</p> <p>When you enter Yes in this field, the system:</p> <ul style="list-style-type: none"> <li>■ Generates an applicant record for the employee</li> <li>■ Retains an employee record for the employee</li> <li>■ Changes the employee's search type to Applicant (A)</li> </ul> <p>When you enter No in this field, the system changes the employee's search type to Terminated (X).</p>

Field	Explanation
Change Reason	<p>A user defined code (07/T) that indicates:</p> <ul style="list-style-type: none"> <li>■ The reason that an active employee's record was changed.</li> <li>■ The reason that an employee was terminated.</li> <li>■ 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.</li> </ul> <p><b>Note:</b> The default reason code for new hires is the default value for the Change Reason data item.</p>
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>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.</p> <p>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.</p>

## 8.1.2 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

**Figure 8–3 Termination/Rehire (Rehire) screen**

The screenshot displays the 'Termination/Rehire' screen in Oracle JD Edwards World. The window title is '060161 Termination/Rehire'. The main area contains the following data:

- Action Code:** [ ]
- Employee/SSN:** 6001 (Allen, Ray)
- Date Started:** 08/15/2009
- Date Terminated:** [ ]
- Exp. Recall Date:** [ ]
- Last Check:** 04/15/2017
- Change Reason:** [ ]
- Pay Status:** 0 (Active)
- Employment Status:** [ ] (Full-time Regular)
- Benefit Status:** R (Active)

**Other Dates:**

- Original Hire:** 08/15/2009
- Leave Begin Date:** [ ]
- Leave End Date:** [ ]
- Last Contacted:** [ ]
- Date Pay Stops:** [ ]

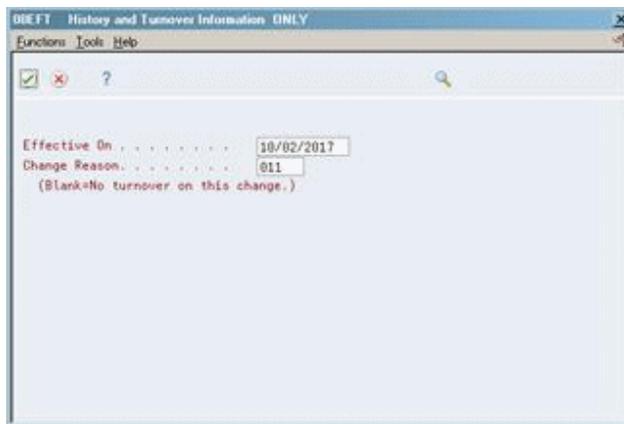
The interface includes a menu on the left with options like 'Field Sensitive Help', 'Display Error Message', and 'Exit Program'. The top menu bar includes 'URL Open', 'PDF Document', 'Email', 'World Resources', and 'Support'. The bottom status bar shows 'F24=More'.

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.

**Figure 8–4 History and Turnover Information Only (Rehire) screen**



5. On History and Turnover Information ONLY, complete the following fields:
  - Effective On
  - Change Reason

### 8.1.3 Processing Options

See [Section 45.13, "Extended Employee - Termination/Rehire \(P060161\)."](#)

## 8.2 Processing Future Changes for Any Data Item

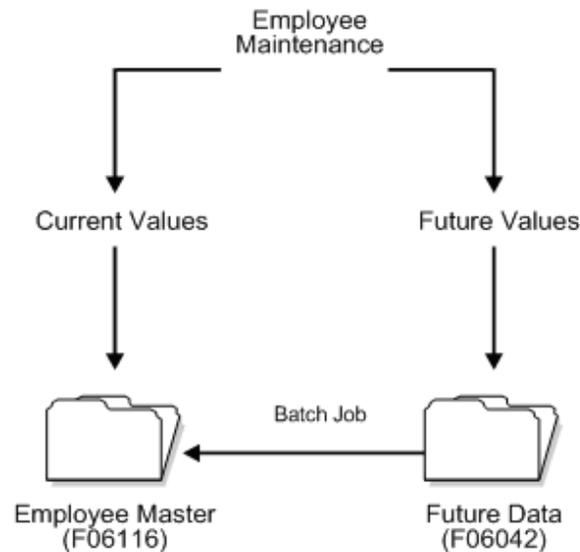
You enter future changes to specify that a change for an individual employee takes effect on a future date. For example, if an employee changes from one business unit to another on a certain date, you enter the new information prior to the employee actually changing business units.

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:

**Figure 8–5 Future Data Changes**

### 8.2.1 Before You Begin

- Choose the data items (fields) that you will allow this program to change. See [Section 38.3, "Choosing Fields for Future Data Revisions."](#)

### 8.2.2 Entering Future Changes

#### Navigation

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.

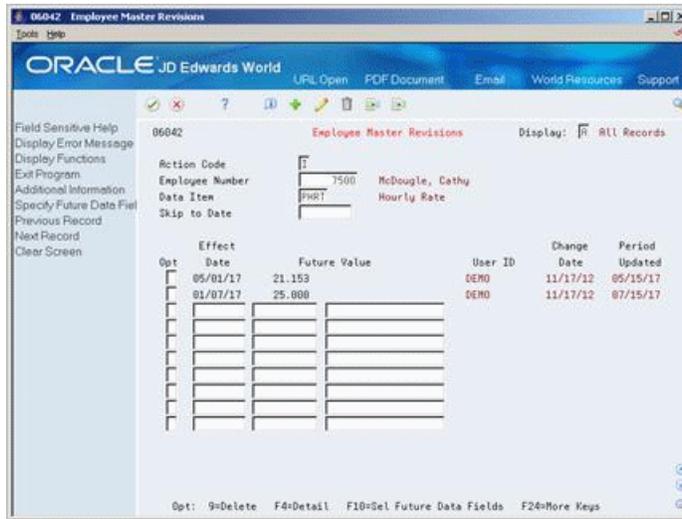
#### To enter future changes

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.

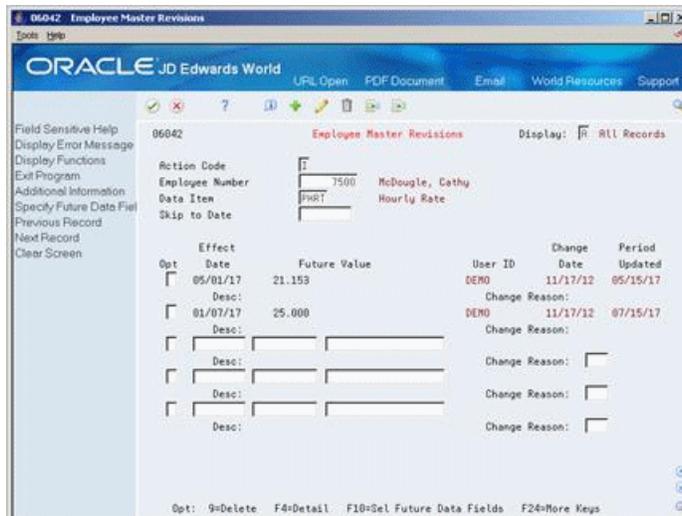
The system displays the data item name that corresponds to the field you choose on Employee Entry.

**Figure 8–6 Employee Master Revisions screen**



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).

**Figure 8–7 Employee Master Revisions (Detail) screen**



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	<p>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.</p> <p><i>Form-specific information</i></p> <p>The new information for the field. You can enter more than one change for the same field if you use different effective dates.</p>

### 8.2.3 What You Should Know About

Topic	Description
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	<p>You can access the Future Values window to review previous changes for the field where your cursor is located.</p> <p>You cannot access Future Values if the field where your cursor is located is not specified as a valid field for future changes.</p> <p>See <a href="#">Section 38.3, "Choosing Fields for Future Data Revisions."</a></p>
Future Data table (F06042)	<p>The Future Data table is a permanent table. Note the following information about this table and future data changes:</p> <ul style="list-style-type: none"> <li>■ The update does not delete any of the records in this table.</li> <li>■ The system does not display future data changes on the Pay Rate Information form.</li> <li>■ 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.</li> </ul>
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.

### 8.2.4 Updating Employee Master Records

#### Navigation

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:**

- [Section 8.2.2, "Entering Future Changes"](#) for an alternative rate change method.

## 8.3 Processing Mass Changes

### Navigation

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

### 8.3.1 Before You Begin

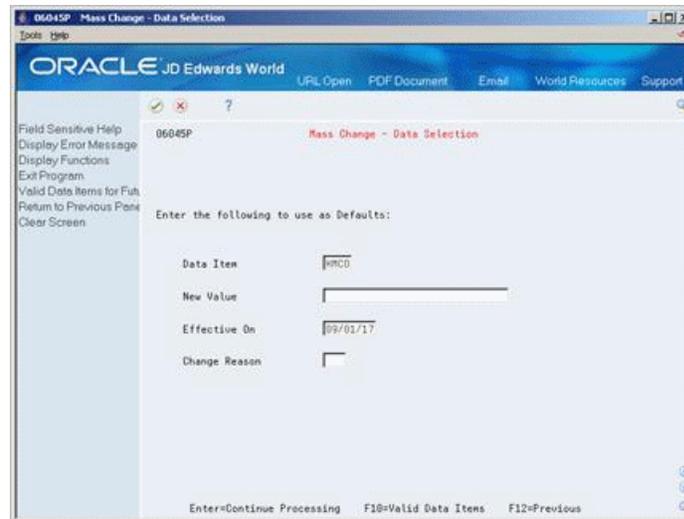
- Create a report version for Employee Master Mass Change that specifies the employees for whom you need to process the change.

#### To process mass changes

On Employee Master Mass Change

**Figure 8–8 Employee Master Mass Change screen**

1. Choose a version.

**Figure 8–9 Mass Change - Data Selection screen**

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.

**Figure 8-10 Mass Change - EE Selection screen**

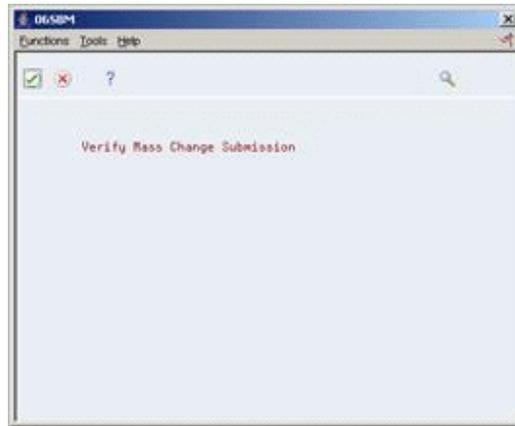


4. On Mass Change - Employee Selection, review the list of employees that will be affected by the mass change.
5. Change the following field if necessary:
  - New Value
6. Choose one of the following options if necessary:
  - Add the employee to a future data revision
  - Omit the employee from the mass change
7. Access the detail area to review additional information.

**Figure 8-11 Mass Change - EE Selection (Detail) screen**



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

**Figure 8–12 Verify Mass Change Submission screen**

10. Press Enter to verify.

### 8.3.2 What You Should Know About

Topic	Description
Omitting and reloading employees	<p>You can choose an option to omit an employee from the mass change.</p> <p>You can choose a function to reload all employees that you previously omitted from the mass change.</p>



# Part II

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## Employee History and Turnover

This part contains these chapters:

- [Chapter 9, "Overview to Employee History and Turnover,"](#)
- [Chapter 10, "Work with Employee History Records,"](#)
- [Chapter 11, "Review Employee History Reports,"](#)
- [Chapter 12, "Work with Records for Multiple Job History,"](#)
- [Chapter 13, "Correct Turnover Records."](#)



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## Overview to Employee History and Turnover

This chapter contains these topics:

- [Section 9.1, "Objectives,"](#)
- [Section 9.2, "About Employee History and Turnover."](#)

### 9.1 Objectives

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

### 9.2 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 constantly controls whether the system can update history and turnover information. For optimum performance and functionality, you must use the Human Resources system.

### 9.2.1 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

### 9.2.2 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.

### 9.2.3 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.

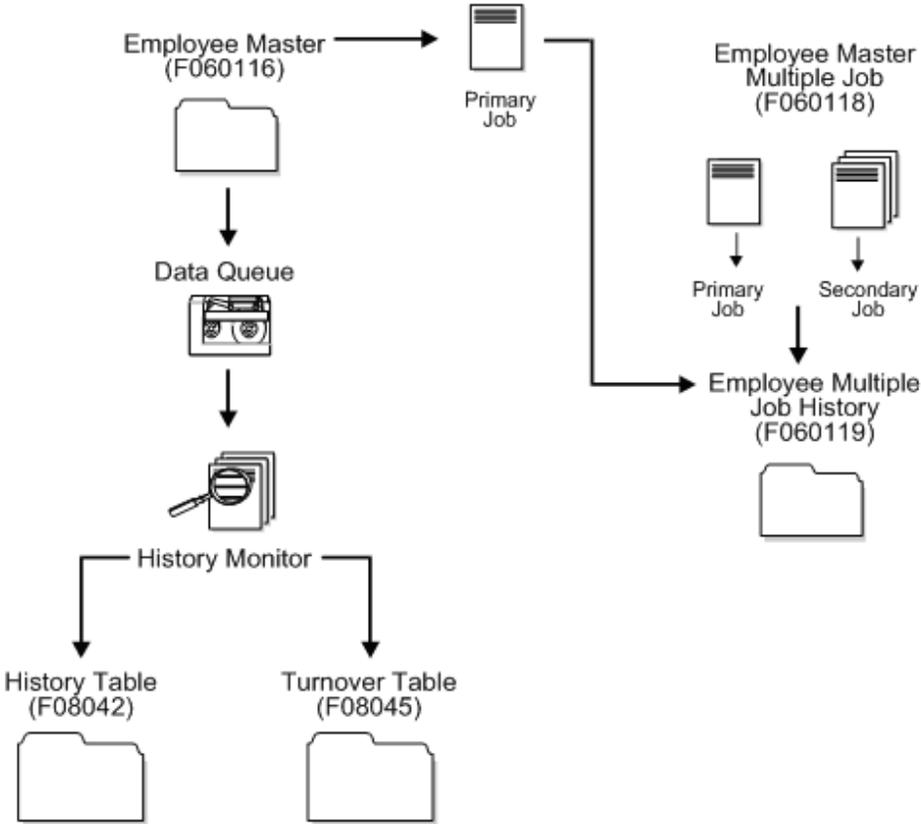
### 9.2.4 Where Does the System Store History and Turnover Records?

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.

Figure 9-1 Tracking Employee Information to the History and Turnover Tables





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## Work with Employee History Records

This chapter contains these topics:

- [Section 10.1, "Reviewing Employee History,"](#)
- [Section 10.2, "Correcting Employee History."](#)

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

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

- Verify that the Human Resources constants are set to track turnover. See [Section 44.1, "Setting Up History and Turnover Constants."](#)
- Specify the employee data items for which you want to track turnover. See [Section 44.2, "Choosing Data for History Tracking Purposes."](#)
- Verify that the history subsystem and monitor are set to run. See [Section 44.4, "Activating History and Turnover Tracking."](#)

### See Also:

- [Section 3.1, "Entering Employee Master Information,"](#)
- [Section 34.2, "Purging History Records,"](#)
- [Chapter 44, "Set Up Employee History and Turnover Tracking."](#)

## 10.1 Reviewing Employee History

### Navigation

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:

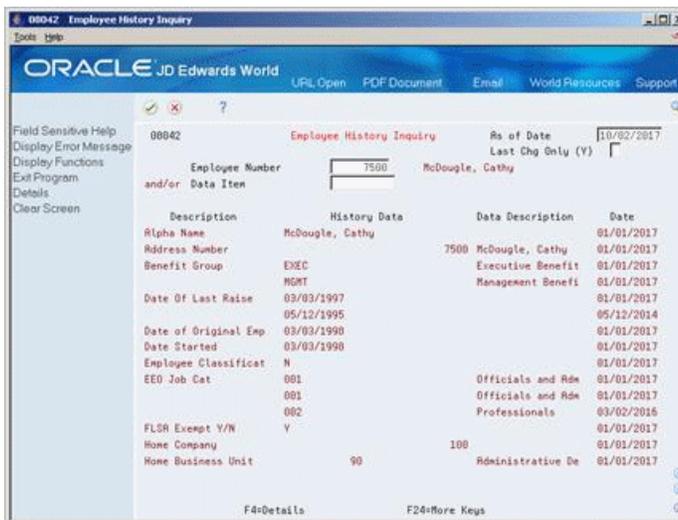
- Analyze historical changes to employee information
- Consider an employee's work record for another position

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

**Figure 10–1 Employee History Inquiry screen**



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).

Figure 10–2 Employee History Inquiry (Detail) screen



4. Review the information.

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

10.1.1 What You Should Know About

Topic	Description
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	<p>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.</p> <p>For example, to review an employee's job history, position the cursor in the Job Type field and choose the Field Sensitive History function.</p>

## 10.1.2 Processing Options

See [Section 46.1, "Employee History Inquiry \(P08042\)."](#)

## 10.2 Correcting Employee History

### Navigation

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.

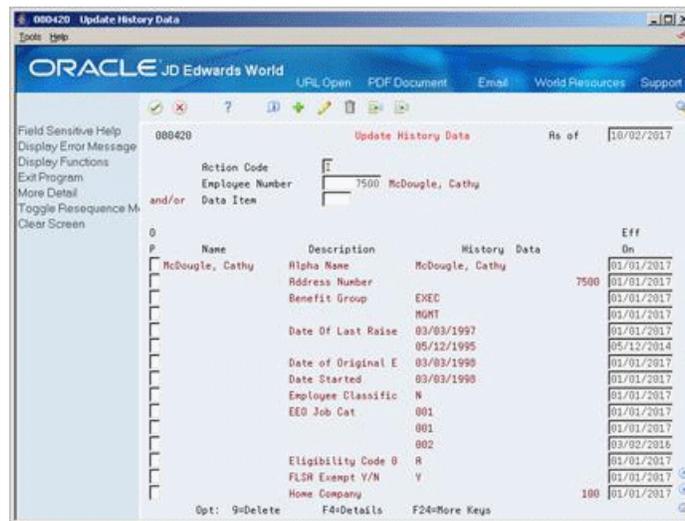
If the only information you incorrectly entered was the change reason or the effective date, you can correct that information in the history table. You do not need to delete the entire record to correct those two fields.

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**

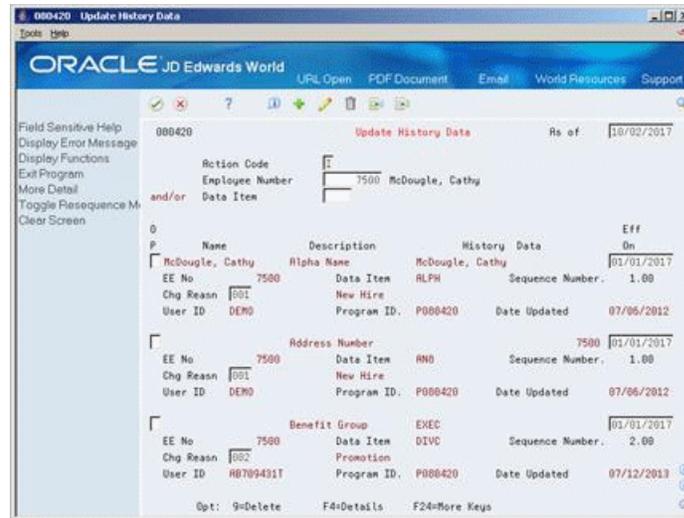
**Figure 10–3 Update History Data screen**



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

- Effective On
4. Access the detail area (F4).

**Figure 10–4 Update History Data (Detail) screen**



5. Correct the information in the following optional field:
- Change reason

**See Also:**

- [Section 13.1, "Correcting Turnover Records."](#)



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## Review Employee History Reports

This chapter contains these topics:

- [Section 11.1, "Reviewing the Employee History Log,"](#)
- [Section 11.2, "Reviewing the Salary History Analysis Report,"](#)
- [Section 11.3, "Creating the Last History Change Workfile,"](#)
- [Section 11.4, "Reviewing the Last Change in History Report."](#)

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

### 11.1 Reviewing the Employee History Log

#### **Navigation**

**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.

**Figure 11–1 All Employees by Name and Business Unit report**

080423		JD Edwards World				Page - . . . 9			
		All Employees by Home Business Unit				Date - . . . 6/25/17			
		01/01/17 Thru 12/31/17							
Employee Number	Name	Data Item	Description	History Data	Description	Effectv On	Seg 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
						01/15/17			DEMO01
					Database correc	01/01/17	1.00	010 Database correct	DEMO
						01/01/17			DEMO01
		UPMJ	Date Updated . 10/17/11			03/01/17			DEMO01
						01/01/17	1.00		DEMO
						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
					Administrative	01/01/17			DEMO01
Home Business Unit . 451 Accounting Department									
	2022 Kellerman, Jame	DT	Date Terminated 07/01/17		Accounting Depa	07/01/17	1.00	TE Termination-Elig	BARCLAY
		HMCU	Home Business U	451		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
						06/26/17	1.00	010 Database correct	DEMO
Home Business Unit . 701 Corporate Administration									
	2006 Walters, Annett	ALFH	Alpha Name . . Walters, Annette			01/01/17			DEMO01
		ANS	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
		HMCU	Home Company .	1		01/01/17			DEMO01
		HMCU	Home Business U	701	Corporate Admin	01/01/17			DEMO01
		HMO4	Disability . . N			01/01/17			DEMO01
		IFW	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

### 11.1.1 Processing Options

See [Section 46.2, "Employee History Log \(P080423\)."](#)

## 11.2 Reviewing the Salary History Analysis Report

### Navigation

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.)

**Figure 11–2 Employee Salary History report**

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	Percent 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
7504	Meade, Jane	Active		Human Resourc	S4		0.92	S	35,000.00	100.00-		07/01/17
7506	Mayeda, Donald	Active		Clerk				H	7.500			01/01/17
7510	Morales, Jesus	Active					0.67	H	6.500			01/01/17
6001	Allen, Ray	Active					0.73	S	48,800.00			01/01/17
5127	Ebby, Chester A.	Active		President	S7		1.05	S	70,000.00	43.44		03/17/17
6000	Easter, Melvyn	Active	Full-time	Secretaris			2.57	H	25,000.00		Automated Con	01/01/17
		Active	Full-time	Foreman			3.71	H	18.000	44.44		01/01/17
2006	Walters, Annette	Active		Project Leade			0.70	S	26.000			01/15/17
2111	Ingraham, Paul	Active		Laborer	H5			S	40,000.00			01/01/17
2129	Jackson, John	Active		Financial Ana			1.26	S	35,000.00			03/15/17
6002	Abbot, Dominique	Active	Full-time	Financial Ana	S4		0.74	S	50,000.00			01/01/17
6010	Eason, Walter	Active		Laborer				H	28,000.00			01/01/17
7701	Anthony Holiday	Active		Fire Fighter			1.34	H	18.000		Automated Con	01/01/17
7702	Derrick, Leslie	Active		Financial Ana			2.54	H	11.250		Automated Con	01/01/17
7703	Bellas, Debbie	Active		Financial Ana			1.34	S	37.500		Automated Con	01/01/17
7704	Rivard, Jacques	Active		Payroll Manag			1.04	S	53,000.00		Automated Con	01/01/17
7508	Mai, Tien	Active					0.54	H	43,620.00		Automated Con	01/01/17
									5.250			01/01/17

### 11.2.1 Processing Options

See [Section 46.3, "Salary History Analysis \(P080424\)."](#)

## 11.3 Creating the Last History Change Workfile

### Navigation

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

### 11.3.1 Processing Options

See [Section 46.4, "Most Recent Change Work File Build \(P0804500\)."](#)

## 11.4 Reviewing the Last Change in History Report

### Navigation

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.

### **11.4.1 Before You Begin**

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

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## Work with Records for Multiple Job History

This chapter contains these topics:

- [Section 12.1, "Reviewing Multiple Job History for an Employee,"](#)
- [Section 12.2, "Deleting Multiple Job History Records."](#)

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.

### 12.1 Reviewing Multiple Job History for an Employee

#### Navigation

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

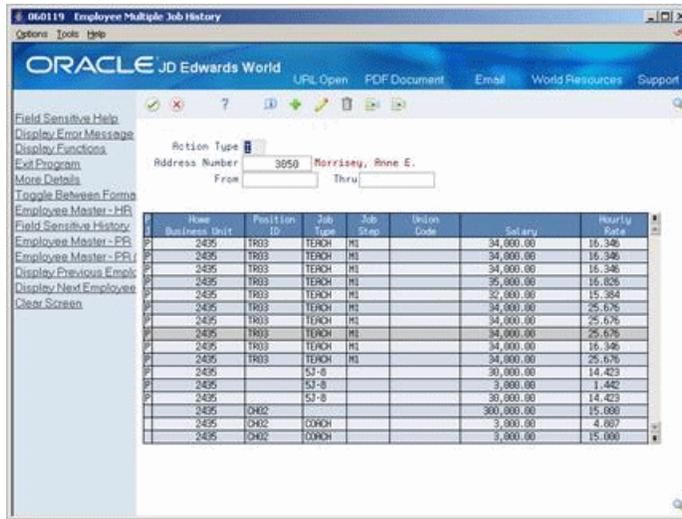
You can review the history for your employees who hold more than one job at a time, such as an art teacher who is also a baseball coach. You can review this information to:

- 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

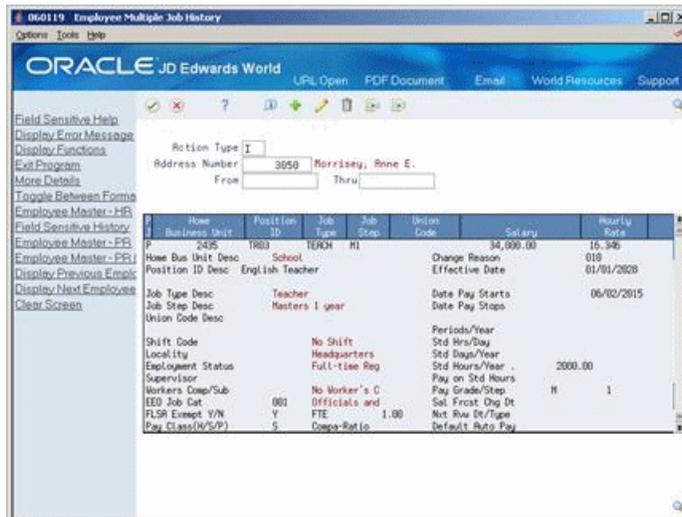
On Employee Multiple Job History

**Figure 12–1 Employee Multiple Job History screen**



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).

**Figure 12–2 Employee Multiple Job History (Detail) screen**



4. Review the information.

## 12.2 Deleting Multiple Job History Records

### Navigation

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.

## 12.2.1 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.



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## Correct Turnover Records

This chapter contains the topic:

- [Section 13.1, "Correcting Turnover Records."](#)

### 13.1 Correcting Turnover Records

#### Navigation

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.

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**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.

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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.

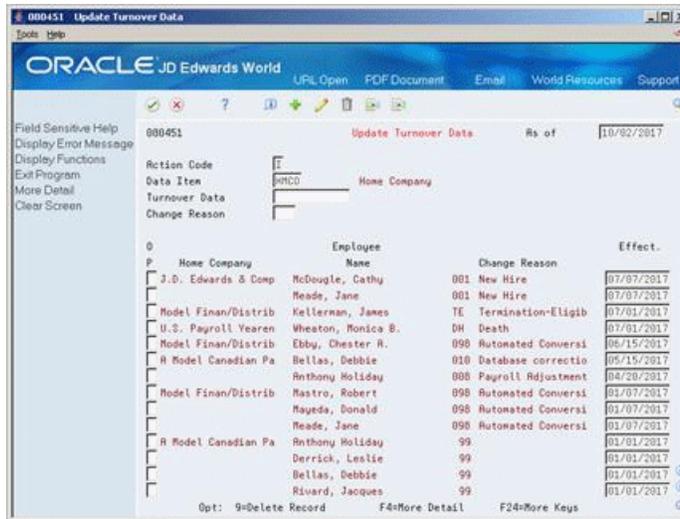
**See Also:**

- [Section 10.2, "Correcting Employee History."](#)

**To correct turnover records**

On Update Turnover Data

**Figure 13–1 Update Turnover Data screen**



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

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

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# Part III

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## Time Entry

This part contains these chapters:

- Chapter 14, "Overview to Time Entry,"
- Chapter 15, "Enter Labor by Employee,"
- Chapter 16, "Enter Labor by Job or Business Unit,"
- Chapter 17, "Enter Labor by Employee with Equipment,"
- Chapter 18, "Enter Daily Labor,"
- Chapter 19, "Enter Labor for Shop Floor Control,"
- Chapter 20, "Enter Recharge Information,"
- Chapter 21, "Work with Timecard Information,"
- Chapter 22, "Generate Overtime Timecards Automatically,"
- Chapter 23, "Work with Uploaded Timecard Information,"
- Chapter 24, "Process Timecard Journals."



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## Overview to Time Entry

This chapter contains these topics:

- [Section 14.1, "Objectives,"](#)
- [Section 14.2, "About Time Entry."](#)

### 14.1 Objectives

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

### 14.2 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
- Process timecard journals

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## Enter Labor by Employee

This chapter contains these topics:

- [Section 15.1, "Entering Labor Information by Employee,"](#)
- [Section 15.2, "Calculating an Employee's Hourly Rate,"](#)
- [Section 15.3, "Entering Work Order Information,"](#)
- [Section 15.4, "Copying Labor Distribution Instructions."](#)

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.

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.

### 15.1 Entering Labor Information by Employee

**Navigation**

**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.

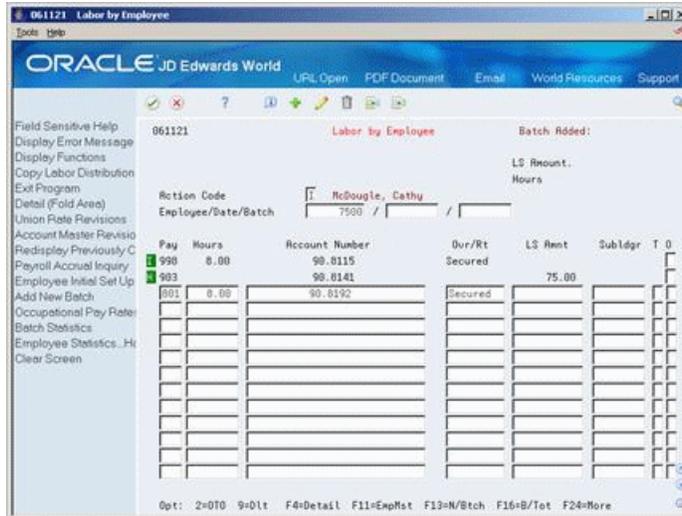
When you enter essential labor information for an employee, the system supplies additional information, depending on how your system is set up. For example, the employee's pay rate might come from the Pay Rate table, and the account number might come from automatic accounting instructions (AAIs).

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

**Figure 15–1 Labor by Employee screen**



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

You can use Toggle Display Format (F12) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

Field	Explanation
Employee No	<p>A number that uniquely identifies an entry in the Address Book system. You can use this number to identify employees and applicants.</p> <p>This field accepts the identification in one of three forms:</p> <ul style="list-style-type: none"> <li>■ A 1- to 8- digit employee (address book) number.</li> <li>■ A 9-digit Social Security (tax ID) number with leading zeros.</li> <li>■ A 9- to 8- digit "other" number (alternate, old, third employee) preceded by a slash (/).</li> </ul>
Date - Worked	<p>The date used as the actual work date or pay period ending date.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Pay	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p><i>Form-specific information</i></p> <p>If you are using pay rate tables and have set the processing option to use union rates, you can:</p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours.</li> </ul>
Hours	<p>The number of hours associated with each transaction.</p> <p>When you enter labor distribution with the hours method, this field can be blank. You must make an entry when using the percent method.</p>
LS Amnt	<p>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.</p>

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>■ Standard account number (business unit.object.subsidiary or flexible format)</li> <li>■ Third G/L number (maximum of 25 digits)</li> <li>■ 8-digit short account ID number</li> <li>■ Speed code (not currently available in OneWorld)</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>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.</p> <p>For Work Orders speed code entry:</p> <p>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.</p> <p>When you add the timecard information, the system:</p> <ul style="list-style-type: none"> <li>■ Replaces the speed coding information with account number information</li> <li>■ Uses the Charge to Business Unit number from the work order</li> <li>■ Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labor/Billing/Equipment for Journal Type LD</li> <li>■ Enters the work order number in the Subledger field in the detail area</li> <li>■ Enters W as the subledger type</li> </ul>

Field	Explanation
Ovr/Rt	<p>This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate.</p> <p>If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.</p> <p><i>Form-specific information</i></p> <p>Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs:</p> <ul style="list-style-type: none"> <li>■ If the system retrieves rates from the Employee Master table (F060116), the system does not display rate amounts. A message of secured indicates that the system used employee information.</li> <li>■ If the system retrieves the rate from the Union Rates or Occupational Pay Rates table, the system displays the rate of pay, provided that the rates for all lines of time entry are the same. If the system detects different rates for the lines of time entry, it displays a message of Dff U. Rate.</li> </ul>
Job Type (Craft) Code	<p>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.</p>
Job Step	<p>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.</p>
Jobl	<p>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.</p>
Shift Code	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Amount - Shift Differential	<p>An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH).</p>
Percent or Amount	<p>A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are:</p> <p>H – The amount in the Shift Differential field is added to the hourly rate.</p> <p>% – The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate.</p>

<b>Field</b>	<b>Explanation</b>
Dtwk	The date used as the actual work date or pay period ending date. <i>Form-specific information</i> 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.
Hmco	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.
Hmbu	The number of the business unit in which the employee generally resides.
Expl	An optional explanation that prints on the Time and Pay Register.
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.

### 15.1.1 What You Should Know About

<b>Topic</b>	<b>Description</b>
<b>Adding a timecard entry to an existing batch</b>	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.
<b>Changing an employee's pay rate</b>	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.
<b>Displaying batch statistics</b>	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.
<b>Displaying the pay rate</b>	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.
<b>Batch numbers</b>	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.

## 15.2 Calculating an Employee's Hourly Rate

### Navigation

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	<p>This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate.</p> <p>If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.</p> <p><i>Form-specific information</i></p> <p>Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs:</p> <ul style="list-style-type: none"> <li>■ If the system retrieves rates from the Employee Master table (F060116), the system does not display rate amounts. A message of secured indicates that the system used employee information.</li> <li>■ If the system retrieves the rate from the Union Rates or Occupational Pay Rates table, the system displays the rate of pay, provided that the rates for all lines of time entry are the same. If the system detects different rates for the lines of time entry, it displays a message of Dff U. Rate.</li> </ul>
Uprate	<p>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.</p> <p>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.</p>
Shift Code	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Amount - Shift Differential	<p>An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH).</p>

**See Also:**

- [Section 15.1, "Entering Labor Information by Employee."](#)

## 15.3 Entering Work Order Information

### Navigation

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)

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>■ Standard account number (business unit.object.subsidiary or flexible format)</li> <li>■ Third G/L number (maximum of 25 digits)</li> <li>■ 8-digit short account ID number</li> <li>■ Speed code (not currently available in OneWorld)</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>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.</p> <p>For Work Orders speed code entry:</p> <p>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.</p> <p>When you add the timecard information, the system:</p> <ul style="list-style-type: none"> <li>■ Replaces the speed coding information with account number information</li> <li>■ Uses the Charge to Business Unit number from the work order</li> <li>■ Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labor/Billing/Equipment for Journal Type LD</li> <li>■ Enters the work order number in the Subledger field in the detail area</li> <li>■ Enters W as the subledger type</li> </ul>
Subldgr	<p>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.</p>
Subledger Type	<p>A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.</p>

Field	Explanation
Sb.P	<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.</p> <p><b>Note:</b> 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.</p>

**See Also:**

- [Section 15.1, "Entering Labor Information by Employee."](#)

## 15.4 Copying Labor Distribution Instructions

**Navigation**

**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

### 15.4.1 Before You Begin

- Enter labor distribution instructions for the employee. See [Section 4.2, "Entering Labor Distribution Instructions."](#)

**To copy labor distribution instructions by hour**

On Labor by Employee

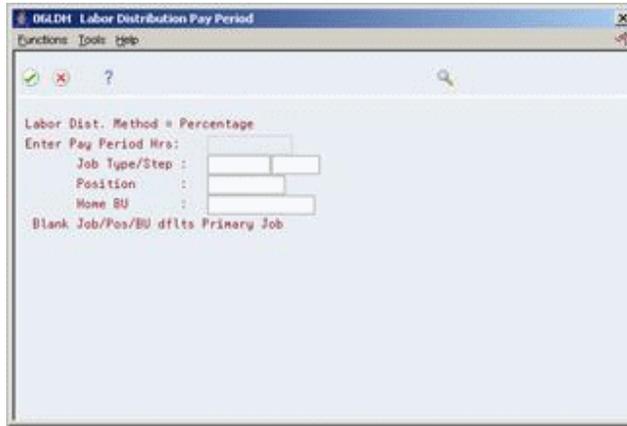
1. Complete the following fields:
  - Employee
  - Date
  - Batch
2. Choose the Copy Labor Distribution Instructions function.
3. Accept the timecard information as displayed or make changes to any of the fields as needed for this entry.
4. Complete the steps to enter the timecard.

**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.

**Figure 15–2 Labor Distribution Pay Period screen**



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.

**15.4.2 What You Should Know About**

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

**15.4.3 Processing Options**

See [Section 47.1, "Time Entry by Individual \(P051121\)."](#)

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## Enter Labor by Job or Business Unit

This chapter contains the topic:

- [Section 16.1, "Entering Labor by Job or Business Unit."](#)

### 16.1 Entering Labor by Job or Business Unit

#### Navigation

**From Time Accounting System (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.

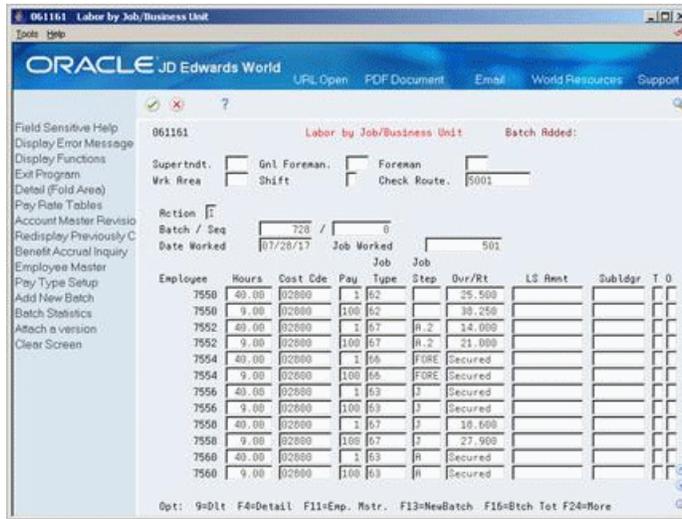
When you enter labor information by job or business unit, the system supplies additional information, depending on how your system is set up.

You can use the Import/Export function in this program. See the *JD Edwards World Technical Tools Guide* for more information.

#### **To enter labor by job or business unit**

On Labor by Job or Business Unit

**Figure 16–1 Labor by Job/Business Unit screen**



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 Business Unit
  - Home Company
  - Tax Area

You can use Toggle Display Format (F6) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting* in the *JD Edwards World General Accounting I Guide* for more information.

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	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>■ Standard account number (business unit.object.subsidiary or flexible format)</li> <li>■ Third G/L number (maximum of 25 digits)</li> <li>■ 8-digit short account ID number</li> <li>■ Speed code (not currently available in OneWorld)</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p><i>Form-specific information</i></p> <p>To apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period (\WO.).</p>

### 16.1.1 What You Should Know About

Topic	Description
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	<p>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.</p> <p>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.</p>
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 Import/Export in the *JD Edwards World Technical Tools Guide*,
- [Appendix A, "Timecard Derivation Sequence"](#) for information on how the system derives timecard information.

## 16.1.2 Processing Options

See [Section 47.2, "Time Entry by Job \(Business Unit\) \(P051161\)."](#)

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## Enter Labor by Employee with Equipment

This chapter contains the topic:

- [Section 17.1, "Entering Labor by Employee with Equipment."](#)

### 17.1 Entering Labor by Employee with Equipment

#### Navigation

**From Time Accounting System (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.

Method	Description
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.

### 17.1.1 Before You Begin

- Set up equipment numbers on Equipment Master. See Create an Equipment Master Record in the *JD Edwards World Equipment Billing Guide*.
- Set up rate tables and rate groups in the Job Cost system. See Set Up Equipment Billing in the *JD Edwards World Equipment Billing Guide*.
- Set up an AAI table for the equipment distribution journal type (ED). See Section 41.2, "Setting Up AAIs for Labor, Billings, and Equipment Distribution."

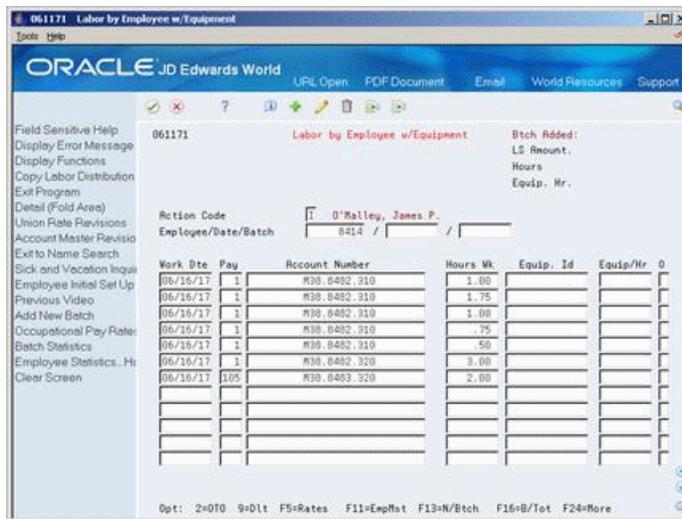
**See Also:**

- Appendix A, "Timecard Derivation Sequence" for information on how the system derives timecard information,
- Section 15.1, "Entering Labor Information by Employee,"
- Chapter 20, "Enter Recharge Information."

**To enter labor by employee with equipment information**

On Labor by Employee with Equipment

**Figure 17–1 Labor by Employee with Equipment screen**



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)

You can use Toggle Video Format (F6) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

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	<p>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.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>

Field	Explanation
Billing Rate - Equipment	<p>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:</p> <p>Billing Rate = \$100</p> <p>\$20 – Rate 1 (Ownership Component)</p> <p>\$50 – Rate 2 (Operating Component)</p> <p>\$25 – Rate 3 (Maintenance Component)</p> <p>\$5 – Rate 4 (Other Costs Component)</p> <p>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.</p>

### 17.1.2 What You Should Know About

Topic	Description
Adding a timecard entry to an existing batch	<p>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.</p> <p>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.</p>
Copying timecard fields	<p>You can duplicate any field of timecard information to the next line on the form. Use the designated dup key on your keyboard.</p>
Displaying batch statistics	<p>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.</p>
Batch numbers	<p>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.</p>

### 17.1.3 Processing Options

See [Section 47.3, "Time Entry by Individual \(P061171\)."](#)

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## Enter Daily Labor

This chapter contains the topic:

- [Section 18.1, "Entering Daily Labor."](#)

### 18.1 Entering Daily Labor

#### Navigation

**From Time Accounting System (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.

You can use the Import/Export function in this program. See the *JD Edwards World Technical Tools Guide* for more information.

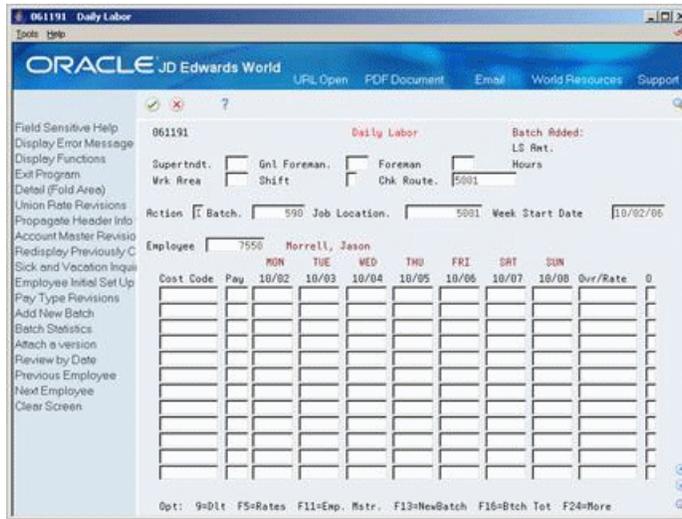
#### See Also:

- [Appendix A, "Timecard Derivation Sequence,"](#)
- Work with Import/Export in the *JD Edwards World Technical Tools Guide* guide.

#### To enter daily labor

On Daily Labor

**Figure 18-1 Daily Labor screen**



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

You can use Toggle Display Format (F14) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

Field	Explanation
Week Start Date	<p>The date used as the actual work date or pay period ending date.</p> <p><i>Form-specific information</i></p> <p>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.</p>

### 18.1.1 What You Should Know About

Topic	Description
<b>Adding a timecard entry to an existing batch</b>	<p>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.</p> <p>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.</p>
<b>Category codes</b>	Daily Labor uses category codes one through four. You name and define these category codes when you set up your Time Accounting system.
<b>Reviewing timecards</b>	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.
<b>Displaying batch statistics</b>	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.
<b>Batch numbers</b>	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.

### 18.1.2 Processing Options

See [Section 47.4, "Daily Labor \(P061191\)."](#)



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## Enter Labor for Shop Floor Control

This chapter contains the topic:

- [Section 19.1, "Entering Labor for Shop Floor Control."](#)

### 19.1 Entering Labor for Shop Floor Control

#### Navigation

**From Time Accounting System (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 Toggle Display Format (F17) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting* in the *JD Edwards World General Accounting I Guide* for more information.

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.

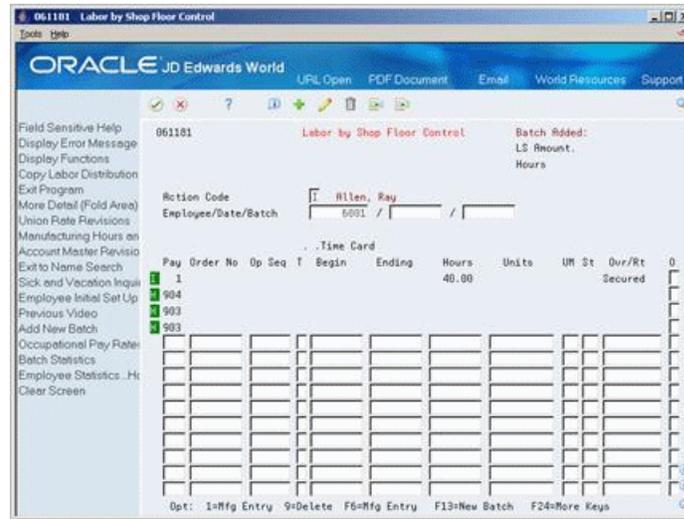
Time entry might consist of the following entries for the first two operation sequence routing steps:

Step	Description
Sequence 10	Time Entry Information & Type: Employee Labor - 1.5 hours setup <ul style="list-style-type: none"> <li>■ Units completed and status code are not applicable</li> </ul> Machine Hours - 3.0 hours setup <ul style="list-style-type: none"> <li>■ Units completed and status code are not applicable</li> </ul>
Sequence 20	Time Entry Information & Type: Employee Labor - 4 hours labor <ul style="list-style-type: none"> <li>■ 125 units completed</li> </ul> Machine Hours - 4 hours machine usage <ul style="list-style-type: none"> <li>■ Status Code 35 - waiting for inspection</li> </ul>

**To enter labor for shop floor control**

On Labor by Shop Floor Control

**Figure 19-1 Labor by Shop Floor Control screen**



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

Field	Explanation
Op Seq	<p>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.</p> <p>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.</p> <p>In engineering change orders, this number is used to sequence the assembly steps for the engineering change.</p> <p>Skip To fields allow you to enter an operation sequence that you want to begin the display of information.</p> <p>You can use decimals to add steps between existing steps. For example, use 12.5 to add a step between steps 12 and 13.</p>
Type of Hours	<p>A code to indicate the type of time entered. Valid codes are:</p> <ul style="list-style-type: none"> <li>1 – Run Labor Hours</li> <li>2 – Setup Labor Hours</li> <li>3 – Machine Hours</li> <li>4 – Quantities Completed</li> <li>5 – Quantities Scrapped</li> <li>9 – Miscellaneous (piece rate bonus and so forth)</li> </ul>
Unit of Measure as Input	<p>A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).</p>
St	<p>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.</p>

### 19.1.1 Processing Options

See [Section 47.5, "Manufacturing/Payroll Time Entry \(P061181\)."](#)

**See Also:**

- *Manufacturing/Payroll Time Entry (P061181) in the JD Edwards World Shop Floor Control - Discrete Guide.*

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## Enter Recharge Information

This chapter contains these topics:

- [Section 20.1, "Entering Recharge Timecards by Employee,"](#)
- [Section 20.2, "Entering Recharge Timecards by Job or Business Unit."](#)

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.

### What You Should Know About

Topic	Description
<b>Adding a timecard entry to an existing batch</b>	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.
<b>Batch numbers</b>	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.

## 20.1 Entering Recharge Timecards by Employee

### Navigation

**From Time Accounting System (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.

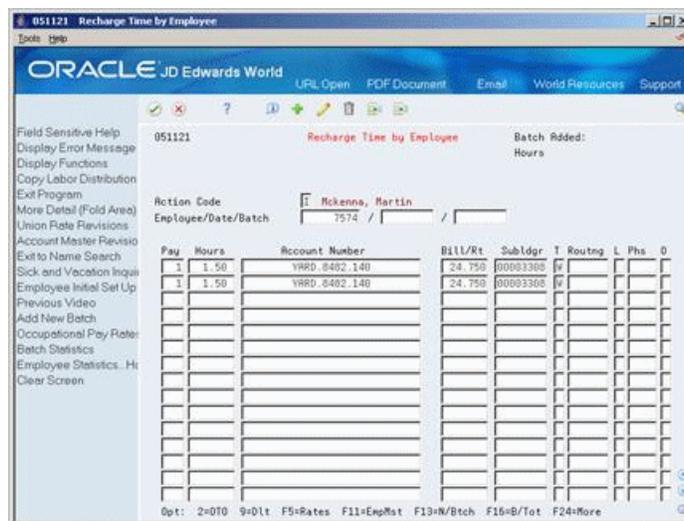
**See Also:**

- Entering Work Order Time by Employee in the *JD Edwards World Equipment/Plant Maintenance Guide* for information about entering charges for equipment use and associated labor,
- [Section 15.1, "Entering Labor Information by Employee,"](#)
- [Section 4.1, "Entering Basic Employee Data,"](#)
- [Section 15.4, "Copying Labor Distribution Instructions."](#)

**To enter recharge timecards by employee**

On Recharge Time by Employee

**Figure 20–1 Recharge Time by Employee screen**



1. Choose the Add New Batch function.

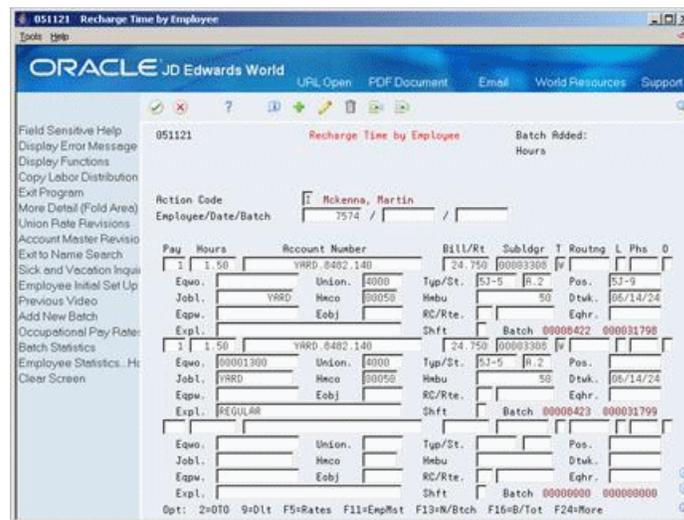
The system uses next numbers to assign the batch number and displays it in the upper portion of the form to the right of the Batch Added field.

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).

**Figure 20–2 Recharge Time by Employee (Detail) screen**



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

You can use Toggle Display Format (F17) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and

change these values in the detail area. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

Field	Explanation
Bill/Rt	<p>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.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> <li>■ Pay Rate Information</li> <li>■ Employee Labor Distribution</li> <li>■ Occupational Pay Rates</li> <li>■ Labor by Employee</li> <li>■ Labor by Job or Business Unit</li> <li>■ Daily Labor</li> <li>■ Labor by Employee with Equipment</li> <li>■ Labor by Shop Floor Control</li> <li>■ Recharge Time by Employee</li> <li>■ Recharge by Job or Business Unit</li> </ul>

### 20.1.1 What You Should Know About

Topic	Description
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.

### 20.1.2 Processing Options

See [Section 47.6, "Recharge Time by Employee \(P051121\)."](#)

## 20.2 Entering Recharge Timecards by Job or Business Unit

### Navigation

From **Time Accounting System (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.

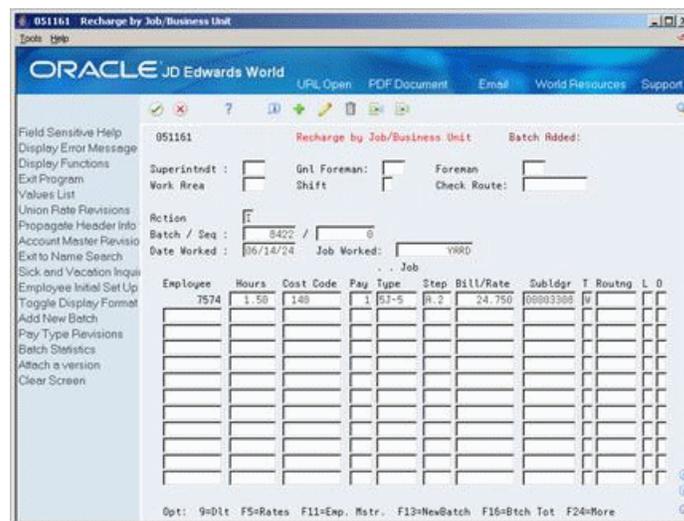
**See Also:**

- Entering Equipment Billing Information in the *JD Edwards World Equipment Billing Guide*,
- Entering Work Order Time by Shop or Business Unit in the *JD Edwards World Equipment/Plant Maintenance Guide*.

**To enter recharge timecards by job or business unit**

On Recharge by Job or Business Unit

**Figure 20–3 Recharge by Job/Business Unit screen**



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



## 20.2.1 What You Should Know About

Topic	Description
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.

## 20.2.2 Processing Options

See [Section 47.7, "Recharge by Job or Business Unit \(P051161\)."](#)



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## Work with Timecard Information

This chapter contains these topics:

- [Section 21.1, "Reviewing Timecard Information by Batch,"](#)
- [Section 21.2, "Working with Time Entry Reports,"](#)
- [Section 21.3, "Printing the Employee Time Sheets Report,"](#)
- [Section 21.4, "Revising Timecards."](#)

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.

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.

### 21.1 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

#### 21.1.1 Reviewing Timecards by Date

##### Navigation

From Time Accounting System (G05), choose Time Entry

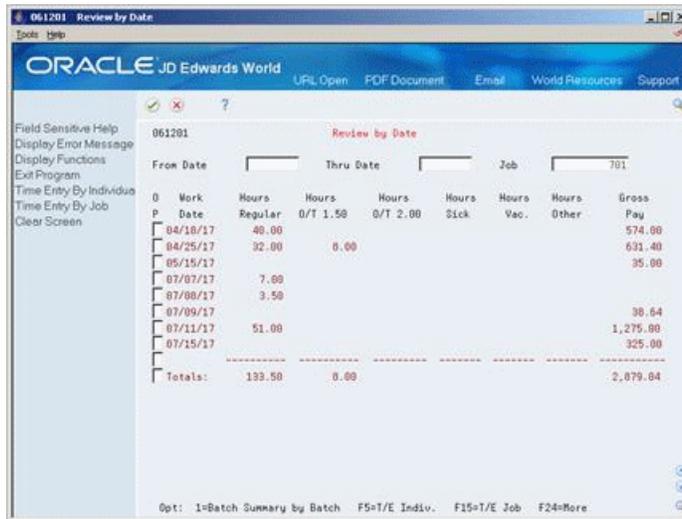
From Time Entry (G0512), choose Review by Date

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

**Figure 21–1 Review by Date screen**



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

**21.1.2 What You Should Know About**

Topic	Description
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.

**21.1.3 Processing Options**

See [Section 47.8, "Batch Summary by Date \(P061201\)."](#)

**21.1.4 Reviewing Batch Totals by Batch**

**Navigation**

From Time Accounting System (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

**Figure 21–2 Batch Summary by Batch screen**

P	Batch Number	Hours Regular	Hours O/T 1.50	Hours O/T 2.00	Hours Sick	Hours Vac.	Hours Other	Gross Pay
	358	32.00	0.00					631.40
<b>Totals:</b>		32.00	0.00					631.40

1. Complete the following field:
  - Work Date
2. Complete the following optional fields:
  - Batch
  - Job

## 21.1.5 What You Should Know About

Topic	Description
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.

## 21.1.6 Processing Options

See [Section 47.9, "Batch Summary by Batch \(P061211\)."](#)

## 21.1.7 Reviewing Timecards by Pay Type

### Navigation

From Time Accounting System (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

**Figure 21–3 Batch Review by Pay Type screen**

Work Date	Batch	Job	Pay	Hours	Gross
04/25/17	350		1 Regular	32.00	459.28
			100 Overtime 1.5	8.00	172.20
			Total	40.00	631.48

1. Complete the following fields:
  - Work Date
  - Batch
2. Complete the following optional field:
  - Job

## 21.1.8 What You Should Know About

Topic	Description
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.

## 21.1.9 Reviewing Detail Batch Information

### Navigation

From Time Accounting System (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

**Figure 21–4** Detail Batch Review screen



- Complete the following fields:
  - Work Date
  - Batch
- Complete the following optional fields:
  - Job
  - Pay Type

### 21.1.10 What You Should Know About

Topic	Description
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.

## 21.2 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

### 21.2.1 Reviewing the Timecard Register

#### Navigation

From Time Accounting System (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.

**Figure 21–5 Timecard Register Without Employee Total report**

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	Gross	Flat	
Number	Trans.	Date	Number	Description	Typ Cd H Shift	Worked	Rate	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	Morales, Jesus	500			200.00	
	Tax Area: 06		Colorado	Acct No :	90.8115				
	Sub/T:		PayM:	1.00					
						-----	-----	-----	
90 Administrative Department						48.00		988.45	

## 21.2.2 What You Should Know About

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

## 21.2.3 Processing Options

See [Section 47.10, "Time & Pay Entry Register with Employee Total \(P063001\)."](#)

### See Also:

- [Section 21.4, "Revising Timecards"](#) for more information about preliminary timecard journals.

## 21.2.4 Reviewing the Hourly Rates Exception Report

### Navigation

From Time Accounting System (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.

**Figure 21–6 Payroll Exception Report**

Employee No	Employee	Hours Worked	Gross Pay	Message	Amt Over/Under
063191	JD Edwards World				Page - 2
	Payroll Exception Report				Date - 7/03/17
					From Date -
					To Date - 00/00/00
2006	Walters, Annette		175.00	Hours less than minimum	88.00
2022	Hellerman, 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 Hours greater than maximum	8.174- 101.00
2129	Jackson, John		75.00	Hours less than minimum	88.00
6000	Easter, Melvyn	91.00-	2,364.28-	Pay rate different than Employee Master Overtime hours paid for this Employee Excessive Pay Rate Hours less than minimum	2.967- 11.750 179.00
6001	Allen, Ray	40.00	1,632.28	Excessive Pay Rate Hours less than minimum	11.057 48.00
6008	Akin, Dwight	80.00	1,280.40	Overtime hours paid for this Employee Hours less than minimum	8.00
7800	McDougle, Cathy	16.00	326.91	Pay rate different than Employee Master Hours less than minimum	7.212- 72.00
7808	Mai, Tien	40.00	150.00	Below minimum rate Hours less than minimum	3.000 40.00
7810	Morales, Jesus		200.00	Hours less than minimum	88.00
7844	Mubarak, Asaad	10.50	132.48	Below minimum rate Hours less than minimum	3.000 29.50
7850	Morrrell, Jason	95.00	2,589.25	Overtime hours paid for this Employee Excessive Pay Rate	12.500

## 21.2.5 Processing Options

See [Section 47.11, "Payroll Exception Report \(P063191\)."](#)

## 21.3 Printing the Employee Time Sheets Report

### Navigation

From Time Accounting System (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.

**Figure 21-7 Employee Time Sheets report**

06338		JD Edwards World		Page - 12									
		Employee Time Sheets		Date - 4/03/17									
Check Route : - Default value				Pay Period Ending - 04/09/17									
Job/Bus. Unit : 701 - Corporate Administration													
Contract Number :													
Employee Number	Employee Name	Job Type	Step	Union Code	04/03 Reg	04/04 OT	04/05 Reg	04/06 OT	04/07 Reg	04/08 OT	04/09 Reg	04/09 OT	Tot Hrs
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, Abigail	1M-2											
	Hourly Rate												
	21.634												

### 21.3.1 Processing Options

See [Section 47.12, "Employee Time Sheets - Active Employees \(P06338\)."](#)

## 21.4 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:**

- [Section 24.3, "Generating Timecard Journals"](#) for information about recreating journal entries without regenerating the batch,
- [Section 24.9, "Deleting an Unposted Batch of Timecard Journals"](#) for information about recreating journal entries without regenerating the batch.



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## Generate Overtime Timecards Automatically

This chapter contains the topic:

- [Section 22.1, "Generating Overtime Timecards Automatically."](#)

### 22.1 Generating Overtime Timecards Automatically

#### Navigation

**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.

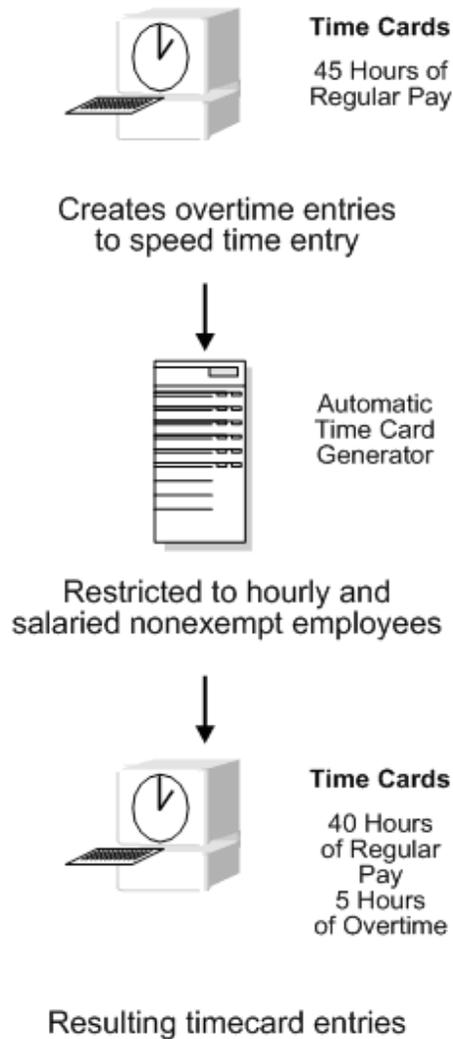
To generate overtime timecards automatically, you must use a program version that specifies the employees for whom you want to generate the overtime timecards. You can set up multiple versions that select different groups of employees, and you can enter different overtime calculation methods for each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

**Figure 22-1 Generating Overtime Cards 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.

((Release A9.3 Update) You can set the processing option to include equipment information on overtime timecards. If you leave this processing option blank, equipment information:

- On an entirely overtime timecard, remains on the overtime timecard.
- On a split timecard, remains on the regular time timecard and the overtime timecard is blank.

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.

---

## 22.1.1 Before You Begin

- Enter timecards for employees.
- Create versions of the timecard generation program (P061501) and the Automatic Overtime Calculation report (P061511).

### See Also:

- [Section 15.1, "Entering Labor Information by Employee,"](#)
- [Section 16.1, "Entering Labor by Job or Business Unit,"](#)
- [Section 17.1, "Entering Labor by Employee with Equipment,"](#)
- [Section 18.1, "Entering Daily Labor."](#)

## To generate overtime timecards automatically

On Automatic Timecard Generator

**Figure 22–2 Automatic Timecard Generator screen**

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	<p>A code that specifies the type of timecard generation processing to be executed. Valid values are:</p> <p>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.</p> <p>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.</p> <p>7 - 7th Day Overtime Processing - In this mode, the program determines whether overtime pay is greater when overtime is calculated on a daily basis or a weekly basis, and then pays the greater amount. Time and a half is paid for hours worked in excess of eight per work day. Double time is paid for hours worked in excess of twelve per work day. Time and a half is paid for the first eight hours worked on the seventh consecutive work day in a work week. Double time is paid for hours worked in excess of eight on the seventh consecutive work day in a work week. Time and a half is paid for hours worked in excess of 40 hours in a single work week.</p> <p>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.</p>
Pay Frequency	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B – Bi-weekly</p> <p>W – Weekly</p> <p>S – Semi-monthly</p> <p>M – Monthly</p> <p>A – Annually</p> <p>C – European Annualized</p> <p>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.</p> <p><i>Form-specific information</i></p> <p>To generate overtime timecards automatically, you must enter W in this field.</p>
Pay Type Category	<p>A user defined code (07/PC) that specifies the pay type categories you want to use:</p> <ul style="list-style-type: none"> <li>■ For regular pay</li> <li>■ To generate overtime</li> <li>■ For reporting purposes on the U.S. Certified Payroll Register.</li> </ul>
Enter Allocation Category Codes	<p>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.</p>
Enter pay type number	<p>A code that designates the pay type the system uses during automatic overtime generation.</p>

Field	Explanation
Enter the type of Re-Calculation (0/1)	<p>A code that specifies whether the program will generate overtime timecards or recalculate the hourly rates. Valid values are:</p> <p>0 – Create overtime timecards (default)</p> <p>1 – Suspend overtime timecard generation and recalculate the hourly rates for the existing timecards</p>
Enter the type of Automatic Overtime	<p>A code that specifies how the overtime hourly rate is calculated. Codes are:</p> <p>Blank – Average all the regular time timecards' hourly rates.</p> <p>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).</p> <p>2 – Retrieve the hourly rate from the Employee Master table.</p> <p>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.</p> <p>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.</p> <p>5 – Spread a salaried employee's salary over all the hours worked and do not generate any overtime.</p> <p>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.</p> <p>7 – Calculate overtime pay to include incentive bonuses:</p> <ol style="list-style-type: none"> <li>1) Multiply regular rate x total hours to get amount.</li> <li>2) Add bonus amount entered in time record to amount from step #1.</li> <li>3) Divide amount from step #2 by total hours to get regular rate.</li> <li>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.)</li> <li>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.</li> </ol>
Include Posted Time Cards	<p>This code determines how the account number is derived for overtime. Valid values are:</p> <p>0 – Use the payroll automatic accounting instructions to obtain the account numbers for the overtime timecards</p> <p>1 – Copy the account numbers from the original timecards into the overtime timecards</p>
Hours Worked - Regular Per Day	<p>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.</p>

<b>Field</b>	<b>Explanation</b>
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	<p>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.</p> <p>You can define the acceptable values for this field. For example:</p> <ul style="list-style-type: none"> <li>1 – Regular Overtime</li> <li>2 – Double Overtime</li> <li>3 – Triple Overtime</li> <li>4 – Holiday Pay</li> </ul>
Code - Labor Distribution Method	<p>A code that specifies the accounts to which you want to allocate the overtime amounts.</p> <p>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.</p>
Overtime Account Number	<p>A code that specifies whether the program is to include posted timecards in the allocation of overtime hours. To include posted timecards, enter 1.</p> <p>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.</p> <p>For example, if you include a posted timecard for 42 regular hours, the system creates the following timecards:</p> <ul style="list-style-type: none"> <li>■ 40 regular hours</li> <li>■ 2 overtime hours</li> <li>■ -42 to reverse the posted timecard</li> </ul> <p>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.</p>

**Figure 22–3 Automatic Overtime Calculation report**

061511		JD Edwards World						Page	-		2
		Automatic Overtime Calculation						Date	-		7/03/17
A Model Financial Co (Trng)											
Employee . . . . .											
Number	Name	Date	Work Type	Pay Union Code	Job Typ	Job S Step h	Account Number	Hourly Rate	Hours	Gross	R
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	

### 22.1.2 Processing Options

See [Section 47.13, "Auto Overtime Calculation \(P061501\) \(Release A9.3 Update\)"](#).

### 22.1.3 What You Should Know About

Topic	Description
<b>Functionality for the Time Accounting system</b>	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.
<b>FSLA Exempt Y/N</b>	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.

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## Work with Uploaded Timecard Information

This chapter contains these topics:

- [Section 23.1, "Revising Uploaded Timecard Information,"](#)
- [Section 23.2, "Reviewing the Batch File Register,"](#)
- [Section 23.3, "Creating a Version of the Batch Server,"](#)
- [Section 23.4, "Creating Timecards from Uploaded Information,"](#)
- [Section 23.5, "Purging Processed Batches."](#)

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.

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 \(F06116Z1\)."](#)

## 23.1 Revising Uploaded Timecard Information

**Navigation**

**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.

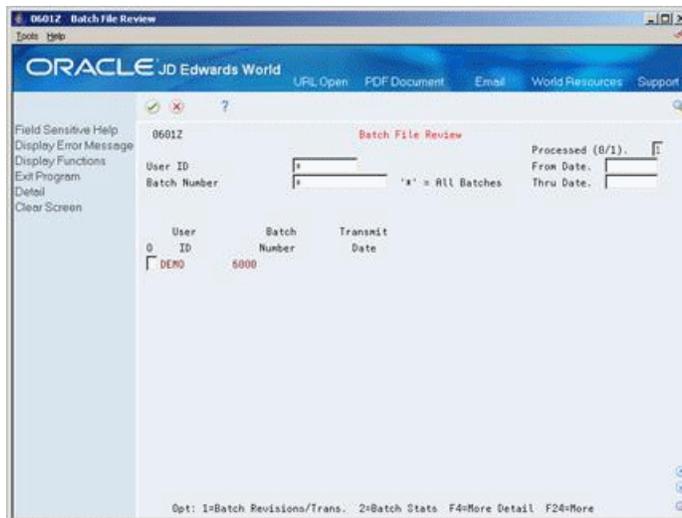
You use a custom program to upload transactions to the Employee Transactions Batch table (F06116Z1), where you can revise them.

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

**Figure 23–1 Batch File Review screen**



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.

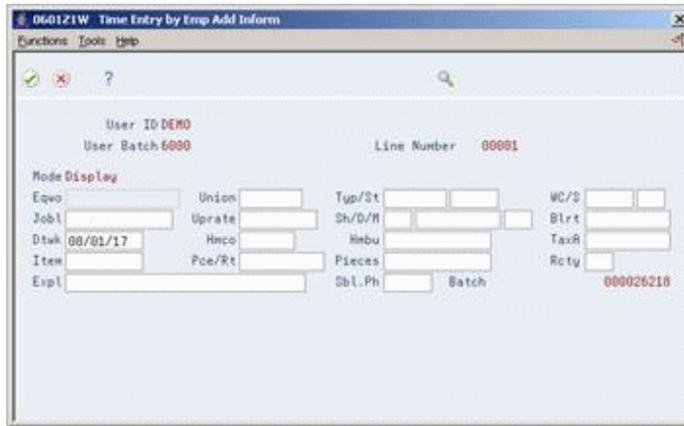
3. Access the detail area (F4).
4. Review the following field to see the number of lines in each batch:
  - Lines
5. Choose the Batch Revisions/Transactions option for the batch you need to review.

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.

**Figure 23–2 Batch File Revisions by Individual screen**

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 Full Detail (F4).

**Figure 23–3 Time Entry by Additional Information screen**



9. 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.

If you set up Enhanced Subledger Accounting, you can view and change these values. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

10. Choose the Update function to revise any information.
11. To review and revise another batch, exit to Batch Revisions.

Field	Explanation
Processed (0/1)	<p>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.</p> <p>Valid values are:</p> <p>Y – Unprocessed only</p> <p>N – Processed and unprocessed</p>
Batch Number	<p>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.</p> <p><i>Form-specific information</i></p> <p>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.</p>

### 23.1.1 What You Should Know About

Topic	Description
Review printed information	<p>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.</p> <p>See <a href="#">Section 23.2, "Reviewing the Batch File Register."</a></p>

Topic	Description
Revising processed information	You cannot use Batch File Revisions to revise processed batches. Instead, use the regular Time Entry forms.

### 23.1.2 Processing Options

See [Section 47.14, "Payroll Batch File Revisions \(P0601Z1\)."](#)

### 23.1.3 What You Should Know About

Topic	Description
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:**

- [Chapter 15, "Enter Labor by Employee,"](#) and [Chapter 16, "Enter Labor by Job or Business Unit."](#)

## 23.2 Reviewing the Batch File Register

**Navigation**

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:**

- [Section 21.2.1, "Reviewing the Timecard Register."](#)

## 23.3 Creating a Version of the Batch Server

**Navigation**

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.

### 23.3.1 Processing Options

See [Section 47.15, "Payroll Batch Server \(XT06116Z1\)."](#)

## 23.4 Creating Timecards from Uploaded Information

### Navigation

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:

- [Section 23.1, "Revising Uploaded Timecard Information"](#) for information about making corrections.

### 23.4.1 Processing Options

See [Section 47.16, "Payroll Batch File Processing \(P06110Z\)."](#)

## 23.4.2 What You Should Know About

Topic	Description
Purging processed transactions (2)	<p>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.</p> <p>See <a href="#">Section 23.5, "Purging Processed Batches"</a> for more information.</p>

### 23.4.3 Data Sequence for Batch File Processing

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

## 23.5 Purging Processed Batches

### Navigation

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:

- [Section 23.4, "Creating Timecards from Uploaded Information."](#)

### 23.5.1 Processing Options

See [Section 47.17, "Batch File Purge \(P00PURGE\)."](#)



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## Process Timecard Journals

This chapter contains these topics:

- Section 24.3, "Generating Timecard Journals,"
- Section 24.4, "Rerunning the Timecard Journal Batch Proof Report,"
- Section 24.5, "Reviewing Timecard Journal Entry Batch Information,"
- Section 24.6, "Posting Timecard Journal Entries to the General Ledger,"
- Section 24.7, "Reviewing Timecard Journal Entries on the Posting Edit Report,"
- Section 24.8, "Reviewing Timecard Journal Entries on the G/L Posting Journal,"
- Section 24.9, "Deleting an Unposted Batch of 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)

### 24.1 Objectives

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

### 24.2 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.

You can use Approvals to approve or reject timecards and to monitor timecards in process. See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for more information.

## 24.3 Generating Timecard Journals

### Navigation

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:**

- [Section 24.4, "Rerunning the Timecard Journal Batch Proof Report."](#)

**Figure 24–1 Timecard Journal Batch Proof report**

06229 JD Edwards World										Page -	3	
Timecard Journals Batch 6068278										Date -	7/30/17	
Timecard Journal Batch Proof												
Co	FY	PN	DT	Refn2	Account Description	Asset	G/L Account	Subldg-Ty-Phase	Debit	Amounts	Units	LT
				Employee JBST	Explanation					Credit		
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	

### 24.3.1 Processing Options

See [Section 48.1, "Generate Timecard Journals Batch Proof \(P06229\)."](#)

## 24.4 Rerunning the Timecard Journal Batch Proof Report

### Navigation

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

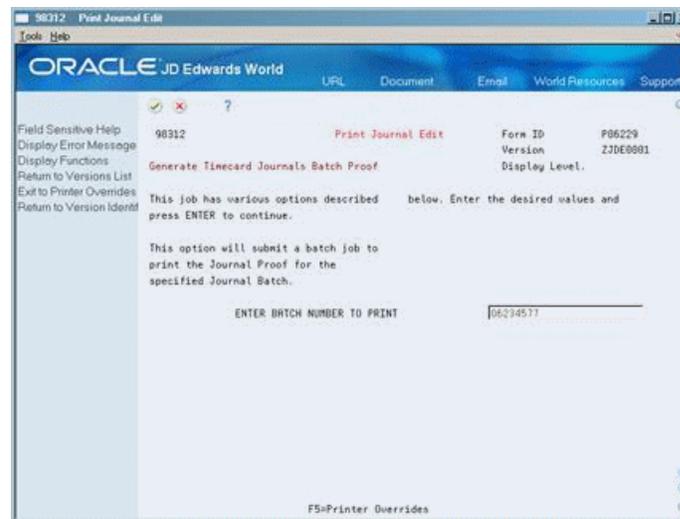
From **Timecard Post and History Update (G0513)**, choose **Print Journal Edit**

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

**Figure 24–2** *Print Journal Edit screen*



Complete the following field:

- Enter Batch Number to Print

## 24.5 Reviewing Timecard Journal Entry Batch Information

### Navigation

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

**Figure 24-3 Journal Batch Review screen**



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	<p>A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:</p> <p>Blank – Unposted batches that are pending approval or have a status of approved.</p> <p>A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</p> <p>D – Posted. The batch posted successfully.</p> <p>E – Error. The batch is in error. You must correct the batch before it can post.</p> <p>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).</p> <p>U – In use. The batch is temporarily unavailable because someone is working with it.</p>

## 24.5.1 What You Should Know About

Topic	Description
Posted timecard journal information	<p>The system creates actual journal entries when it posts the information from the preliminary timecard journals to the general ledger.</p> <p>To review the detail of these journal entries, choose the General Journal Review function.</p> <p>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.</p>

### See Also:

- [Section 24.4, "Rerunning the Timecard Journal Batch Proof Report."](#)

## 24.6 Posting Timecard Journal Entries to the General Ledger

### Navigation

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.

### 24.6.1 What You Should Know About

Topic	Description
Posting errors	<p>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.</p> <p>See Posting a Batch of Journal Entries in the <i>JD Edwards World General Accounting I Guide</i>.</p>

### 24.6.2 Processing Options

See [Section 48.2, "General Ledger Post \(P09800\)."](#)

## 24.7 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.

**Figure 24-4 General Ledger Post - Payroll Vouchers report**

09800	JD Edwards World						Page	5
	General Ledger Post - Payroll Vouchers						Date	7/23/17
	Posting Edit Report							
Create Intercompany Settlements: D								
Batch Number	Batch Date	Account Number	- Input	G/L Date	Do Document	JE Line Number	Error Messages	
6068214	07/22/16						***NO ERRORS*** Batch will post.	

## 24.8 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.

**Figure 24-5 General Ledger Post - P/R Period Manual report**

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:**

- [Section 41.6, "Setting Up Journal Summarization Rules."](#)

## 24.9 Deleting an Unposted Batch of Timecard Journals

### Navigation

From Time Accounting (G05), choose Timecard Post and History Update

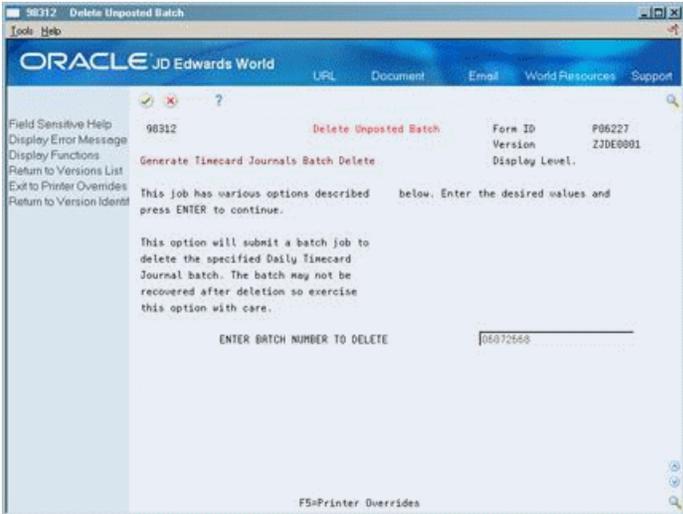
From Timecard Post and History Update (G0513), choose Deleted Unposted Batch

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

Figure 24-6 Delete Unposted Batch screen



Complete the following field:

- Enter Batch Number to Delete



# Part IV

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## Timecard Summary and History Review

This part contains these chapters:

- [Chapter 25, "Overview to Summary Timecard and History Review,"](#)
- [Chapter 26, "Work with Summary Timecard History,"](#)
- [Chapter 27, "Review Transaction History,"](#)
- [Chapter 28, "Review Timecard History Reports."](#)



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## Overview to Summary Timecard and History Review

This chapter contains these topics:

- [Section 25.1, "Objectives,"](#)
- [Section 25.3, "About Timecard History Review."](#)

### 25.1 Objectives

- To update transaction balances
- To revise incorrect timecard history
- To review accuracy of timecard history
- To review billing and equipment costs

### 25.2 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 PDDBA 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 PDDBA 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.

## 25.3 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

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## Work with Summary Timecard History

This chapter contains these topics:

- [Section 26.1, "Creating Summary Timecard History,"](#)
- [Section 26.2, "Revising 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 PDDBA 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 PDDBA Summary History table, you can manually revise it.

### 26.1 Creating Summary Timecard History

#### Navigation

**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 PDDBA 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 PDDBA 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.

### 26.1.1 Before You Begin

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

### 26.1.2 Processing Options

See [Section 49.1, "Repost DBAs to Payroll Month F06146 \(P06146\)."](#)

## 26.2 Revising Summary Timecard History

### Navigation

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.

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**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.

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

### To revise summary timecard history

On **Revise Summary History**

Figure 26–1 Revise Summary History screen

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May			
June			
July	2,500.00	164.00	
August	2,500.00	160.00	
September	2,500.00	176.00	
October	2,471.15	182.00	
November	2,500.00	160.00	
December	2,364.62	176.00	
YTD Total	14,055.77	1,046.00	
Beginning Bal			
Prior Year			
Remain Bal/Prds:			

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

## 26.2.1 What You Should Know About

Topic	Description
<b>Functionality for the Time Accounting system</b>	The following fields are not applicable to the Time Accounting system and should be left blank: <ul style="list-style-type: none"> <li>■ Remaining Balance Amount Due</li> <li>■ Number of Deduction Periods</li> <li>■ Arrearage Amount</li> </ul>
<b>Updating summary timecard history information</b>	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.



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## Review Transaction History

This chapter contains these topics:

- [Section 27.1, "Reviewing Quarterly Balances by Payroll Month,"](#)
- [Section 27.2, "Reviewing Monthly Balances by Payroll Month,"](#)
- [Section 27.3, "Reviewing the Monthly Transaction Ledger,"](#)
- [Section 27.4, "Reviewing Timecard Detail History."](#)

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

### 27.1 Reviewing Quarterly Balances by Payroll Month

#### **Navigation**

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

**From Timecard History (G052), choose Quarterly Balances/Payroll Month**

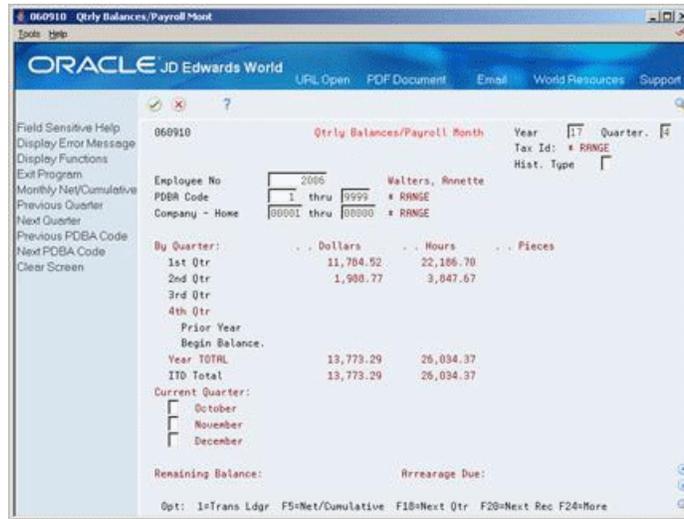
You can review the quarterly balances for any of the pay types that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and inception-to-date total amounts. You review PDDBA balances based on quarters within a tax year.

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

#### **To review quarterly balances by payroll month**

On Quarterly Balances/Payroll Month

**Figure 27-1** *Quarterly Balances/Payroll Month screen*



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

### 27.1.1 What You Should Know About

Topic	Description
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.

## 27.2 Reviewing Monthly Balances by Payroll Month

### Navigation

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

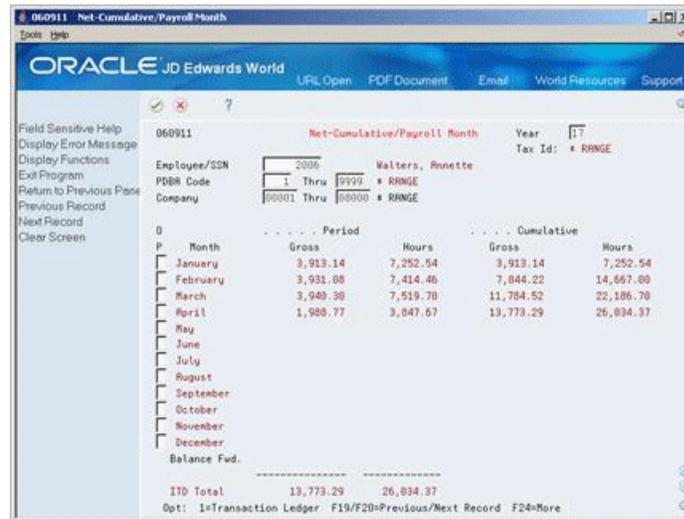
**From Timecard History (G052), choose Net Cumulative/Payroll Month**

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

**Figure 27–2 Net-Cumulative/Payroll Month screen**



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

### 27.2.1 What You Should Know About

Topic	Description
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.

## 27.3 Reviewing the Monthly Transaction Ledger

### Navigation

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 PDDBA history for an individual employee.

You can locate specific PDDBA transaction types for an individual employee for a single month. For pay types, you can also review detailed timecard history.

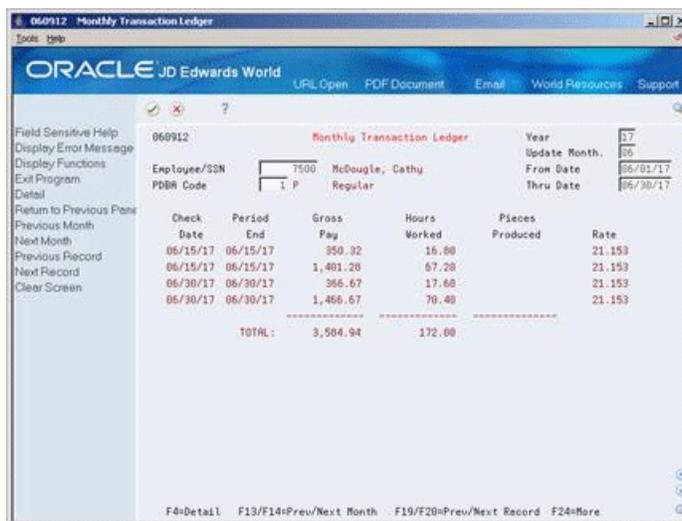
If you set up Enhanced Subledger Accounting, you can view and change these values in the detail area. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

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

**To review the Monthly Transaction Ledger**

On Monthly Transaction Ledger

**Figure 27-3 Monthly Transaction Ledger screen**



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:
  - PDDBA Code
  - From Date
  - Through Date

## 27.3.1 Processing Options

See [Section 50.1, "Transaction Ledger Inquiry \(P060912\)."](#)

## 27.4 Reviewing Timecard Detail History

### Navigation

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.

If you set up Enhanced Subledger Accounting, you can view these values in the detail area. See *Work with Enhanced Subledger Accounting in the JD Edwards World General Accounting I Guide* for more information.

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

### To review timecard detail history

On Timecard Detail

**Figure 27–4 Timecard Detail screen**

Work Date	Pay Type	Hours Worked	Rate	Gross Pay
06/11/17	300	4.00	20.432	81.73
06/15/17	1	16.00	21.153	338.45
06/15/17	1	67.20	21.153	1,401.28
06/30/17	1	17.60	21.153	366.67
06/30/17	1	70.40	21.153	1,466.67
TOTAL		176.00		3,666.67

- Complete one of the following fields:
  - Employee Number
  - Business Unit
- To limit the information that appears, complete any of the following fields:
  - Pay Type
  - Work Dates

## 27.4.1 What You Should Know About

Topic	Description
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.

## 27.4.2 Processing Options

See [Section 50.2, "Time & Pay Inquiry \(P06099\)."](#)

## Review Timecard History Reports

This chapter contains these topics:

- Section 28.1, "Reviewing the Analysis of Hours Report,"
- Section 28.2, "Reviewing the Timecard History by Company Report,"
- Section 28.3, "Reviewing the Timecard History by Employee Report,"
- Section 28.4, "Creating the Job Billing Register Work File,"
- Section 28.5, "Reviewing the Job Billing Register Detail Report,"
- Section 28.6, "Reviewing the Job Billing Summary Register,"
- Section 28.7, "Reviewing the Job Billing Health and Welfare Detail Register,"
- Section 28.8, "Reviewing the Job Billing Health and Welfare Summary Register,"
- Section 28.9, "Reviewing the Union Distribution Report,"
- Section 28.10, "Reviewing the Timecard Detail Report."

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.

### 28.1 Reviewing the Analysis of Hours Report

#### Navigation

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 PDDBA Summary History table (F06146) to compile this report.

**Figure 28–1 Analysis of Hours Report**

063271		JD Edwards World		Page - 2						
00002006 Walters, Annette		Analysis of Hours Report		Date - 7/19/17						
Employee . . . . .		Month to Date . . . . .		Month - 12						
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			1,172.00	100.0	22,794.80	99.9

### 28.1.1 Processing Options

See [Section 50.3, "Analysis of Hours Report - Address Book Number \(P063271\)."](#)

## 28.2 Reviewing the Timecard History by Company Report

### Navigation

**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.

Figure 28–2 PDBA History by Company report

06415		JD Edwards World PDBA History by Company A Medea Financial Co (Fmg)												
Company 00001		Page: 2 Date: 7/19/17 Quarter: 1 Fiscal Year 17												
FYBA T	Company	January	February	March	April	May	June	July	August	September	October	November	December	YTD
1 F \$		14,512.00	13,822.84	13,844.98										42,179.92
100 P \$		278.00	522.00	860.00										1,660.00
100 F \$		4.00	4.00	34.00										46.00
300 F \$		11.00	28.00	34.00										73.00
901 F \$		828.04	153.84	12.00										993.88
805 F \$		978.14	9.00											987.14
1000 D \$		48.00	74.00	74.00										196.00
1005 B \$		101.00	180.00	180.00										461.00
1007 B \$		6.00	6.00	6.00										18.00
1008 B \$		6.00	6.00	6.00										18.00
1010 D \$		34.56	34.56	34.56										103.68
1011 B \$		59.00	59.00	59.00										177.00
1016 D \$		93.74	93.74	93.74										281.22
1017 D \$		7,428.40	7,428.40	7,428.40										22,285.20
1017 D \$		29.40	29.40	29.40										88.20
1017 D \$		7.28	7.28	7.28										21.84

### 28.2.1 Processing Options

See Section 50.4, "PDBA History by Company (P06415)."

## 28.3 Reviewing the Timecard History by Employee Report

### Navigation

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.

**Figure 28-3 PDBA History by Employee report**

JD Edwards World PDBA History by Employee														
Home Company 00001 A Model Financial Co (Trng)														
Employee #	Employee Name	January	February	March	April	May	June	July	August	September	October	November	December	QTD
PDBA Typ S/H														
2006	Walters, Annette													
1	P \$	3,025.64	3,179.48	3,256.40										9,461.52
300	P \$	160.00	152.00	172.00										484.00
801	P \$	153.84	153.84	76.92										307.68
805	P \$	8.00	8.00	4.00										16.00
1005	B \$	8.00	8.00											153.84
1008	B \$	90.00	90.00	90.00										270.00
1010	D \$	17.28	17.28	17.28										51.84
1011	D \$	11.00	11.00	11.00										33.00
1011	B \$	41.66	41.66	41.66										124.98
1016	D \$	3,333.32	3,333.32	3,333.32										9,999.96
3000	B \$	9.80	9.80	9.80										29.40
4002	D \$	21.60	21.60	21.60										64.80
7000	D \$	80.00	80.00	80.00										240.00
		19.50	19.50	19.50										58.50
		121.03	121.03	121.03										378.47
		3,025.64	3,179.48	3,256.40										9,461.52

### 28.3.1 Processing Options

See [Section 50.5, "PDBA History by Employee \(P064151\)."](#)

## 28.4 Creating the Job Billing Register Work File

### Navigation

**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.

### 28.4.1 Before You Begin

- Set up the rules controlling the burden distribution records. See [Section 41, "Set Up AAIs for Time Accounting."](#)

### 28.4.2 Processing Options

See [Section 50.6, "Job Billing Register \(P063200\)."](#)

## 28.5 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)

Figure 28-4 Job Billing Register report

063201 JD Edwards World Job Billing Register - Detail										Page
										Date
										From Date
										Thru Date
										8/02/17
										06/01/17
										06/30/17
Bus. Unit	Employee	5001 Main Terminal Building	Craft Step Type	Description	Rate	Hours	Distr. Amount	Actual Burden		
Number	Name	Job		Transaction						
7560	Marchiano, Jay	63	A	1 Regular	18.250	16.00	292.00	44.90		
7558	Mekos, David	67	J	1 Regular	22.750	16.00	364.00	51.16		
7550	Morrell, Jason	62		1 Regular	23.000	16.00	364.00	51.16		
7552	Muha, Robert	67	A.2	1 Regular	13.650	16.00	218.40	45.18		
7560	Marchiano, Jay	63	A	100 Overtime 1.5	18.250	32.00	584.00	77.96		
7558	Mekos, David	67	J	100 Overtime 1.5	34.125	2.00	68.25	7.30		
7550	Morrell, Jason	62		1 Regular	23.000	27.00	621.00	86.58		
7552	Muha, Robert	67	A.2	1 Regular	13.650	24.00	327.60	45.18		
7560	Marchiano, Jay	63	A	1 Regular	18.250	8.00	146.00	19.49		
7558	Mekos, David	67	J	1 Regular	22.750	16.00	364.00	48.58		
7550	Morrell, Jason	62		1 Regular	23.000	16.00	364.00	48.58		
7552	Muha, Robert	67	A.2	1 Regular	13.650	16.00	218.40	42.70		
7560	Marchiano, Jay	63	A	100 Overtime 1.5	18.250	24.00	438.00	58.47		
					27.375	1.00	27.38	3.66		

### 28.5.1 Processing Options

See Section 50.7, "Job Billing Register - Detail (P063201)."

### 28.5.2 Data Sequence for the Job Billing Register Detail Report

Do not change the data sequence for this register.

## 28.6 Reviewing the Job Billing Summary Register

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

- Hours
- Gross pay

**Figure 28–5 Job Billing Register - Summary report**

063211		JD Edwards World		Job Billing Register - Summary		Date	- 8/02/17			
Business Unit. . . . .		5002 Automated Transit System				From Date	- 06/01/17			
Company. . . . .		00050 A Model Construction Mgmt Co				Thru Date	- 06/30/17			
Pay 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	1	119.30
105 Overtime .5	104.00	1,040.96	E	Social Secur	25,945.86		25,945.86	6.200	1	1,608.64
			H	State Unempl	25,945.86		25,945.86	5.700	1	1,478.89
			Q	Medicare Fai	25,945.86		25,945.86	1.450	1	376.20
				Health/Co.				45.000	3	450.00
				Dental/Co.				8.640	3	86.40
				Life Ins/Co.				2.000	3	283.84
Automated Trans										

### 28.6.1 Processing Options

See [Section 50.8, "Job Billing Register - Summary \(P063211\)."](#)

### 28.6.2 Data Sequence for the Job Billing Summary Register

Do not change the data sequence for this register.

## 28.7 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.

**Figure 28–6 Job Billing H & W - Detail report**

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									
Union	Type	Step	Number	Employee Name	Pay Descrip	Hours	Gross Pay	Ben Descrip	Rate	M	Amount
4000	Electricians		7558	Mekos, David	Regular	88.00	2,002.00	Flat Burden			32.76
	67	J			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		7550	Morrell, Jason	Regular	88.00	2,024.00	Flat Burden			33.12
	62			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		7560	Marchiano, Jay	Regular	88.00	1,606.00	Flat Burden			26.28
	63	A			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

### 28.7.1 Processing Options

See [Section 50.9, "Job Billing Health & Welfare - Detail \(P063121\)."](#)

### 28.7.2 Data Sequence for the Job Billing Health and Welfare Detail Register

Do not change the data sequence for this register.

## 28.8 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.

**Figure 28–7 Job Billing H & W - Summary report**

Business Unit		S002 Automated Transit System		A Model Construction Mgmt Co		Page				
Union	Description	Job Ty	Job	Pay Descrip	Hours	Gross Pay	Ben Descrip	Rate	M	Amount
		66-2		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
					638.00	7,928.48	Life Ins/Co.	2.000	\$	679.24
	Purchasing Manager				638.00	7,928.48	401(k) Co.	.020	\$	6.27
		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	38,278.80				
		64-1		Regular	760.00	19,760.00				
				Overtime .5	52.00	338.00				
	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				
	Draftsperson				828.00	18,832.80				
					828.00	18,832.80				
					3854.00	83,387.08				2,889.18
	Automated Transit System				3854.00	83,387.08				2,889.18

### 28.8.1 Processing Options

See Section 50.10, "Job Billing Health & Welfare - Summary (P063122)."

### 28.8.2 Data Sequence for the Job Billing Health and Welfare Summary Register

Do not change the data sequence for this register.

## 28.9 Reviewing the Union Distribution Report

### Navigation

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).

**Figure 28–8 Union Distribution Report**

063151		JD Edwards World Union Distribution Report					Page	-
Union: 7000 Laborer							Date	- 8/02/17
							Period End	- 04/26/17
		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

### 28.9.1 Processing Options

See [Section 50.11, "Union Distribution Report \(P063151\)."](#)

## 28.10 Reviewing the Timecard Detail Report

### Navigation

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.

**Figure 28–9 Timecard Detail - Recharge report**

063002		A Model Construction Management Company Timecard Detail - Recharge					Page	2/04/17
Recharge Business Unit . . . . . 501		Recharge						
Work Date	Employee Name	Pay Type	Hours	Account Number	Hourly Rate	\$	Gross	
06/14/17	7552 Muha, Robert	1	23.00	501.1841.02200	100.000	\$	2,300.00	
06/14/17	6001 Allen, Ray	1	43.00	501.1841.02200	100.000	\$	4,300.00	
06/14/17	6001 Allen, Ray	1	42.00	501.1841.02200	100.000	\$	4,200.00	
Recharge Business Unit . . . . .			108.00				10,800.00	

### 28.10.1 Processing Options

See [Section 50.12, "Time & Pay Entry Register \(P063002\)."](#)

# Part V

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## Contract Calendars and Payroll Calculations

This part contains these chapters:

- [Chapter 29, "Overview to Contract Calendars and Payroll Calculations,"](#)
- [Chapter 30, "Work with Contract Calendars,"](#)
- [Chapter 32, "Forecast Payroll Calculations."](#)



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## Overview to Contract Calendars and Payroll Calculations

This chapter contains these topics:

- [Section 29.1, "Objectives,"](#)
- [Section 29.2, "About Contract Calendars and Payroll Calculations."](#)

### 29.1 Objectives

- To create a contract calendar and attach it to an employee record
- To forecast payroll calculations

### 29.2 About Contract Calendars and Payroll Calculations

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

The Payroll Calculation Tool calculates the details of a change you propose to an employee's pay and allows you to review the potential values from the change. This allows you to run what if scenarios to determine the affect a change will have on an employee's pay. You and your employees might find this tool useful for calculating changes in pay for a promotion, step increases, taking on an additional job, a leave of absence, and so forth.

You can use the Payroll Calculation Tool in conjunction with Contract Calendars.

Contract calendars and payroll calculations includes the following:

- Work with Contract Calendars
- Forecasting payroll calculations



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## Work with Contract Calendars

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

- Attach or remove calendars to and from employees whether the pay class is by salary or hourly
- Automate certain values, such as Number of Periods to Pay
- Attach a calendar to groups of employees initially
- Update salary information for groups of employees that you attach to a calendar
- Control the display of information, such as Annualized Salary and the Contract Calendar Setup program
- Derive salary information based on the value in the Pay Rate Source field as often as necessary for a variety of situations

Contract Calendars integrate with the accumulated wages functionality. If you plan to use the accumulated wages functionality, you must set up a Contract Calendar.

This chapter contains these topics:

- [Section 30.1, "Setting Up Contract Calendars Information,"](#)
- [Section 30.2, "Setting Up Master Pay Cycles,"](#)
- [Section 30.3, "Setting up Employees and Jobs,"](#)
- [Section 30.4, "Working with Contract Calendars,"](#)
- [Section 30.5, "Attaching a Calendar to Groups of Employees Initially,"](#)
- [Section 30.6, "Recalculating Information for Groups of Employees,"](#)
- [Section 30.7, "Preparing a Pre-Payroll Run,"](#)
- [Section 30.8, "Frequently Asked Questions."](#)

### 30.1 Setting Up Contract Calendars Information

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

Setting up Contract Calendars includes the following tasks:

- Setting up Human Resources History Constants
- Setting up C/C and Calc Tool Constants
- Setting up User Defined Codes (UDCs)
- Setting up Data Dictionary Items
- Setting up Pay Types
- Setting up DBAs
- Setting up Contract Calendars and Workdays

**Before You Begin**

Run the Convert Day Values in F08931 program on menu A91-A91PC00002 (G97U02) to convert values in the Day Value and Sum of Day Values Remaining fields in the Contract Calendar Day Values table (F08931).

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

**30.1.1 Setting up Human Resources History Constants**

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

**What You Should Know About**

Topic	Description
<b>Setting up Earnings Information</b>	If you set the Pay Rate Source field on Constants Information to derive pay rate information from Pay Rate Tables or Pay Grade Step Tables, ensure that you have set up the appropriate pay rate or pay grade step tables.  See <a href="#">Chapter 39, "Set Up Earnings Information"</a> for more information.

**To set up human resources history constants**

**Navigation**

**From Human Resources (G08), choose Employee History**

**From Employee History (G08H1), enter 29**

**From Constants & History/Turnover Setup (G08H4), choose Constants Information**

On Constants Information, complete the Contract Calendars (Y/N/H) field and click Change.

Figure 30–1 Constants Information screen

The screenshot shows the 'Constants Information' screen for program 08040. The interface includes a menu bar with 'Tools' and 'Help', and a toolbar with icons for search, refresh, and other functions. The main area is divided into several sections:

- Action Code:** I
- Tracking Information:**
  - Master File is in Library: PGFDTR93
  - HR Subsystem Name: HRSBS
- Employee History (Y/N):** Y
- Position Control (Y/N):** N
- Employee Turnover (Y/N):** Y
- Track by Effective Date (Y/N):** Y
- Employee Assignment Window:** N
- Display Salary(Annual/Effective):** E
- Requisition Criteria:**
  - Create Upon Termination: I
- Pay Rate Edit:**
  - Pay Range/Step Edit: I
- Position Budget Edits:**
  - Salary: I
  - FTE: I
  - Hours: I
  - Headcount: I
- Position Control Criteria:**
  - Position ID Required: 2
  - Pay Rates Source: 2
  - Pay Grd Step Prog. Rate Source: 2
  - Salary Default Source: 4
  - Rate Change in Projections: Y
  - Contract Calendars (Y/N/H): H

At the bottom of the screen, it says 'F24=More Keys'.

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

### 30.1.2 Setting up C/C and Calc Tool Constants

You use the C/C and Calc Tool Constants program (P08040T) to control how contract calendars and the payroll calculation tool function in your system. The system stores this information in the HR ONLY - C/C and Calc Tool Constants table (F08040T).

#### To set up C/C and Calc Tool Constants

##### Navigation

From Human Resources (G08), choose Employee History

From Employee History (G08H1), enter 29

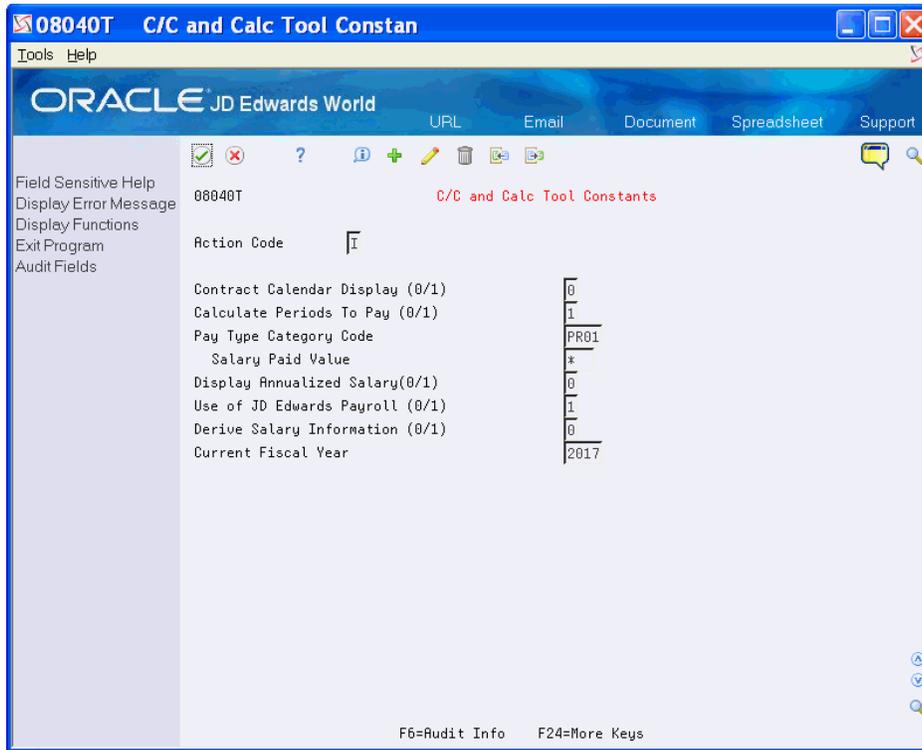
From Constants & History/Turnover Setup (G08H4), choose C/C and Calc Tool Constants

On C/C and Calc Tool Constants, complete the following fields and click Add.

- Contract Calendar Display (1/0)

- Calculate Periods to Pay (1/0)
- Pay Type Category Code
- "Salary Paid Value
- Display Annualized Salary (0/1)
- Use of JD Edwards Payroll (0/1)
- Derive Salary Information (0/1)
- Current Fiscal Year

**Figure 30–2 C/C and Calc Tool Constants screen**



Field	Explanation
Contract Calendar Display (1/0)	A flag that indicates whether or not the user wants the Employee Contract Calendar Setup program to automatically display whenever an employee is added to the Employee Master AND the Contract Calendar flag is turned on in the HR History Constants.  0 = No 1 = Yes (Default)

Field	Explanation
Calculate Periods to Pay (1/0)	<p>A flag that indicates whether or not the user wants the system to automatically calculate the periods to pay in the Employee Contract Calendar Setup program.</p> <p>0 = No (Default) 1 = Yes</p> <p>If yes AND the Contract Calendars flag is turned on in the HR History Constants, then Periods to Pay will automatically be calculated based on the Calendar's start and end dates, the Employee's start and end dates, and the associated records in the Master Pay Cycles</p>
Pay Type Category Code	<p>The pay type category code that you use to identify the pay types to be included in the salary paid calculation. Valid category codes for pay types are PR01 through PR10.</p> <p>If you enter a pay type category code here, you must enter values in the associated UDC table for the category code. The values entered will be used to identify the pay types to be included. For example, category code PR01 is associated with UDC 07/T1. If you enter PR01 in this field, you must enter value(s) in UDC 07/T1.</p> <p>The value(s) you enter in the UDC is then attached to the pay types you want to include by entering the value in the category code field of the pay type. When a program calculates the salary paid and needs to know which pay type records to include, it will look for pay types that have one of the values in the UDC table associated with the category code specified in this field.</p>
Salary Paid Value	<p>This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization.</p> <p><i>Screen-specific information</i></p> <p>The value you use to identify the pay type that the system includes when calculating the salary paid field. This value must also exist in the UDC associated with the Pay Type category code. For example, if you chose to use category code PR05, then you must ensure the value in this field is in UDC table 07/T5.</p> <p>Valid category codes for pay types are PR01 through PR10. Their associated UDC tables are 07/T1 through 07/T0</p>
Display Annualized Salary	<p>A flag to indicate whether or not the user wants the system to display the Annualized Salary on the Employee Contract Calendar Setup screen (P08932).</p> <p>0 = No 1 = Yes (Default)</p> <p>The annualized salary is the salary the employee would be paid if they worked the entire calendar year. It can be confusing so some companies may prefer not to have this field display.</p> <p>Pay Period Gross = Current Salary / Periods to Pay that remain in the contract.</p> <p>Annualized Salary = Pay Period Gross * Pay Frequency.</p>

Field	Explanation
Use of JD Edwards Payroll	<p>A flag to indicate whether or not the user is using the JD Edwards World Payroll system.</p> <p>If yes, then the Salary Paid field will be calculated from payroll history and the user will not be able to update the Salary Paid field on the Employee Contract Calendar Setup. They will, however, be able to override the Salary Paid amount in the Payroll Calculation Tool. If no, then the user will have to manually enter the employee's salary paid, if any, and no attempt will be made to calculate it from history.</p> <p>The Salary Paid is the total of any amounts already paid to the employee where the pay period ending date(s) fall between the start and stop dates on the employee's contract calendar record. This amount is recalculated any time you attach a calendar to an employee, change any of the contract calendar information, or run a payroll calculation.</p>
Display Annualized Salary	<p>A flag to indicate whether or not the user wants the system to display the Annualized Salary on the Employee Contract Calendar Setup screen (P08932).</p> <p>0 = No 1 = Yes (Default)</p> <p>The annualized salary is the salary the employee would be paid if they worked the entire calendar year. It can be confusing so some companies may prefer not to have this field display.</p> <p>Pay Period Gross = Current Salary / Periods to Pay that remain in the contract.</p> <p>Annualized Salary = Pay Period Gross * Pay Frequency.</p>
Current Fiscal Year	<p>The applicable year. Dates can be entered with or without imbedded slashes or dashes. If the date is left blank upon entry, in most instances, the system date is automatically inserted. Exceptions to this rule will result in an error condition.</p> <p><i>Program-Specific Information</i></p> <p>In the Contract Calendar system, this is the current fiscal year for your contracts and is associated with the fiscal year on the master pay cycles. It is used in the Payroll Calculation Tool to help derive the next Check Date.</p> <p>If this field has a value in it, then the check date on the Payroll Calculation Tool reports cannot move forward into the next fiscal year. The last date on the master pay cycle for the current fiscal year will be used as the check date.</p> <p>If this field is blank, then the payroll calculation tool will use the next fiscal year for the master pay cycle when deriving a check date that occurs after the last date on the master pay cycle for the current fiscal year.</p>

### 30.1.3 Setting up UDCs

You must set up the following UDCs for contract calendars to calculate pay correctly:

- 05/CT - for the Number of Periods to Pay
- 05/HL - for holiday

Setting up UDCs includes the following tasks:

- To set up UDC 05/CT

- To set up UDC 05/HL

### To set up UDC 05/CT

#### Navigation

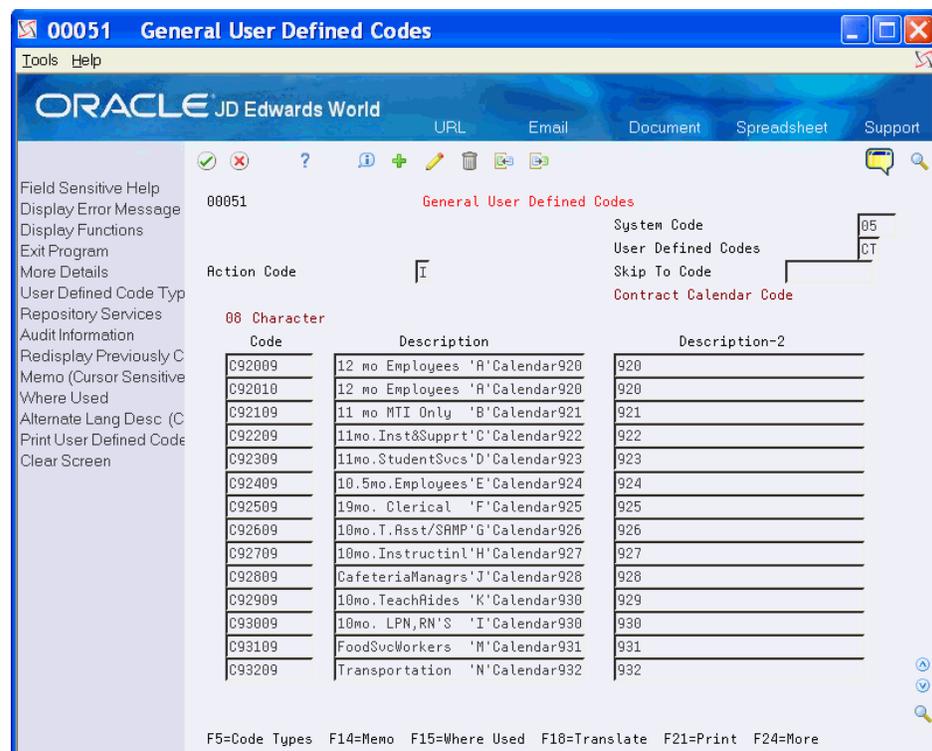
##### From Human Resources (G08), enter UDC

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

**Note:** When you add, update or delete a calendar using the Contract Calendar Master program (P08930), the program changes UDC 05/CT, including the value in the Description 2 field.

1. On General User Defined Codes, locate UDC 05/CT.
2. Complete the Description 2 field and click Change.

**Figure 30–3 General User Defined Codes (UDC 05/CT) screen**



### To set up UDC 05/HL

#### Navigation

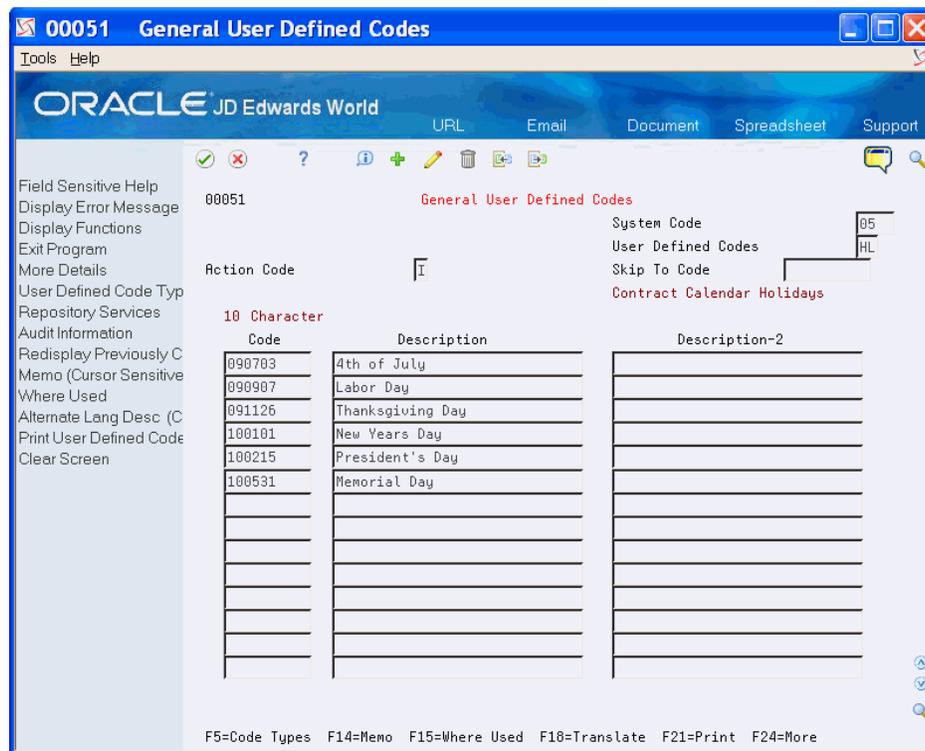
##### From Human Resources (G08), enter UDC

If you want to set up dates that are not standard working days, for example holidays or parent/teacher conference days, you must set up these days in UDC 05/HL (Contract Calendar Holidays table). You must set up this UDC prior to creating a Calendar. This ensures the correct value for each day in the calendar. You enter each

day's value in the Description-2 field. When the system creates the calendar, it assigns each date a value of one standard working day unless you specify a different amount in Description-2 field. For example, Parent/Teacher conference days might have a day value of 1.25 instead of 1.00. If you leave the Description-2 field blank, the day value is zero or the equivalent to an unpaid holiday.

1. On General User Defined Codes, locate UDC 05/HL.
2. Complete the following field and click Change.
  - Code
  - Description
  - Description 2

**Figure 30–4 General User Defined Codes (UDC 05/HL) screen**



### 30.1.4 Setting up Data Dictionary Items

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

#### To set up data dictionary items

##### Navigation

From Human Resources (G08), enter DD

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

4. Enter the pay type you want to use to dock pay in the Default Value field and click Change.

### 30.1.5 Setting up Pay Types

You must set up pay types for:

- Salary paid calculations
- Other calculations, such as accumulated wages and dock pay

If you want to specify which pay types to include in the Salary Paid calculations, you must:

1. Identify the pay type category code to use in the Pay Type Category Code field on the C/C and Calc Tool Constants.
2. Enter the value to use in the UDC table associated with the category code.
3. Designate a value to use for the category code in the Salary Paid Value field on the C/C and Calc Tool Constants.
4. Enter the value to use in the Category Code field for the Pay Types.

Setting up pay types includes the following tasks:

- To set up pay types for salary paid calculations
- To set up other pay types

**See Also:**

- [Chapter 30.1.2, "Setting up C/C and Calc Tool Constants,"](#)
- [Chapter 30.1.3, "Setting up UDCs."](#)

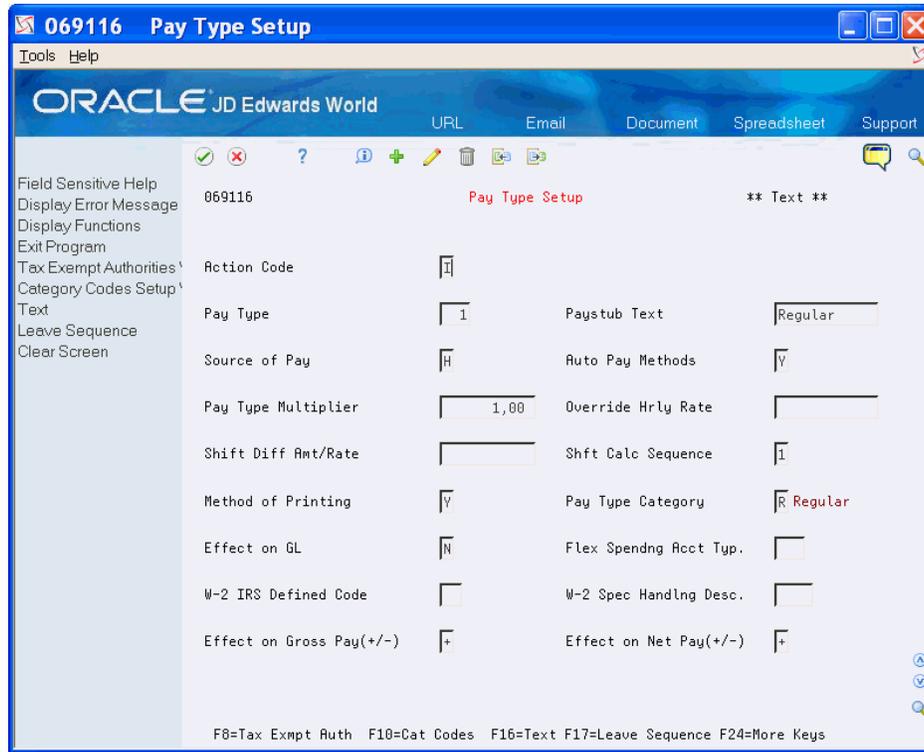
**Navigation**

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

**To set up pay types for salary paid calculations**

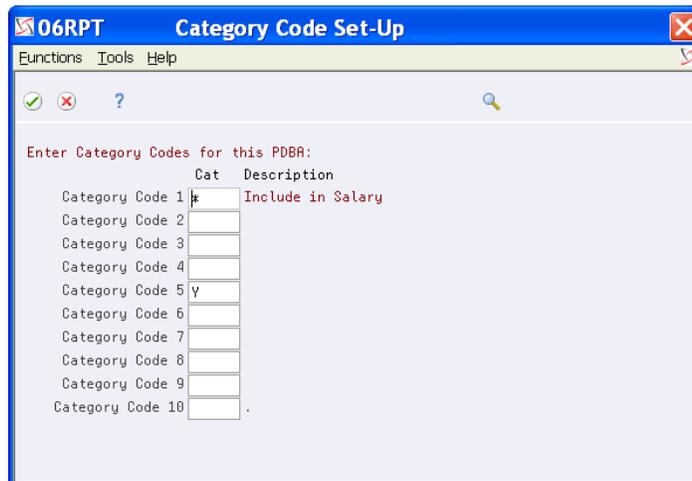
1. On Pay Type Setup, locate a Pay Type.

**Figure 30–5 Pay Type Setup screen**

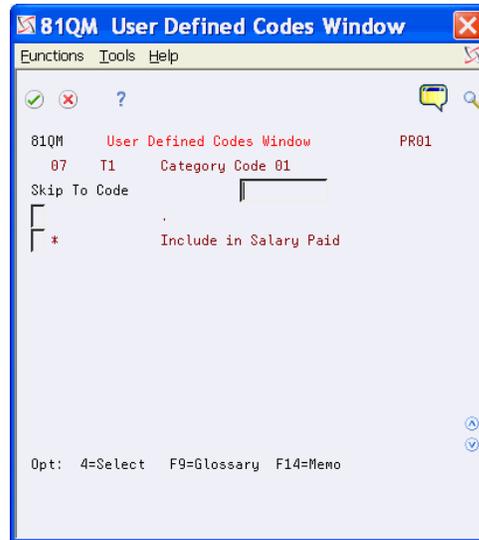


2. Choose Category Codes Setup Window (F10) to access a list of category codes for the pay type.

**Figure 30–6 Category Code Set-Up screen**

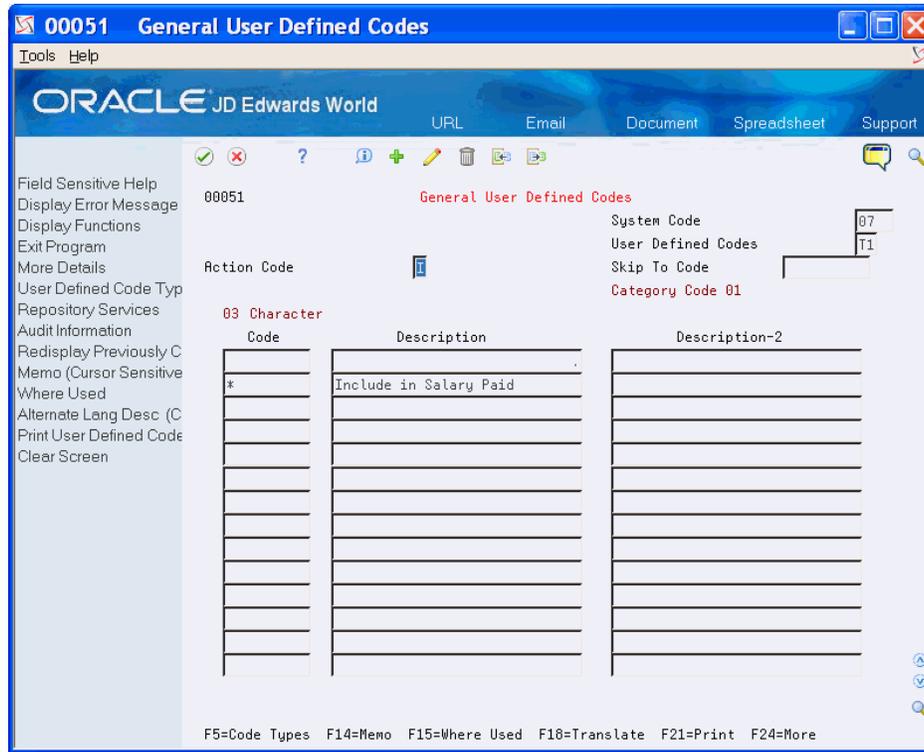


3. On Category Codes Set-Up Window, place your cursor in the category code field and press F1 for the pay type you want to include in the salary paid calculations.

**Figure 30–7 User Defined Codes Window screen**

4. Note the name of the data item.  
For example, in the upper right corner of the screen is data item PR01 and the UDC table in the upper left is 07/T1.
5. Access General User Defined Codes.
6. On General User Defined Codes, locate UDC 07/Tx.  
Replace x with the UDC table you entered in the Pay Type Category Code field previously.
7. Complete the following fields and click Change.
  - Code
  - Description

**Figure 30–8 General User Defined Codes (UDC07) screen**



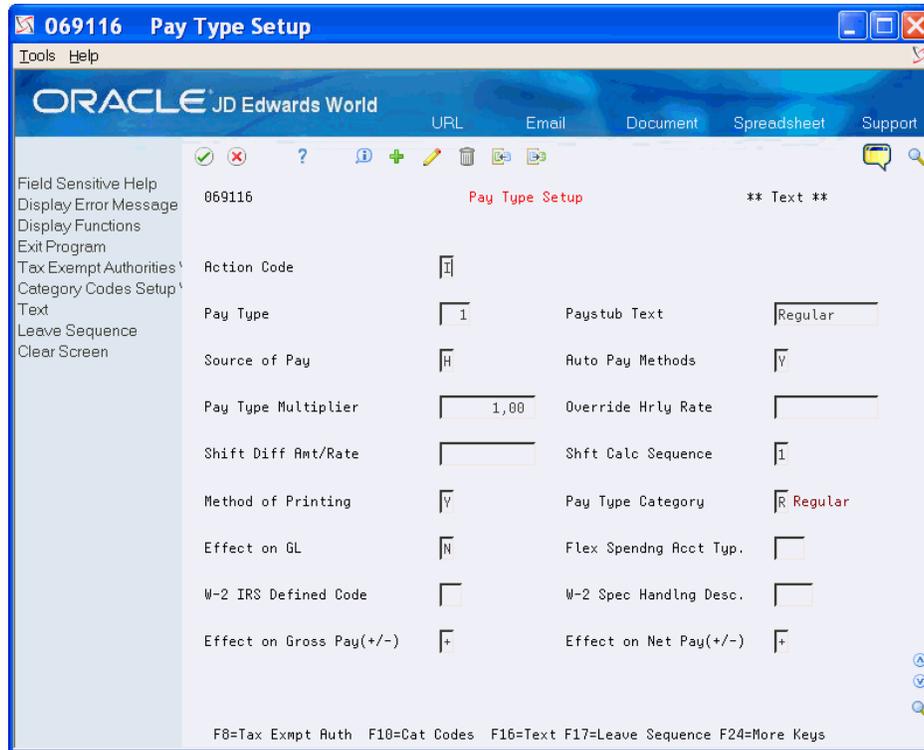
8. Access C/C and Calc Tool Constants.
9. On C/C and Calc Tool Constants, enter the name of the data item from the Category Codes Set-Up Window in the Pay Type Category Code field.
10. Enter the value to identify pay types for salary paid calculation in the Salary Paid Value field.

Figure 30–9 C/C and Calc Tool Constants (Salary Paid) screen

Field Name	Value
Contract Calendar Display (0/1)	0
Calculate Periods To Pay (0/1)	1
Pay Type Category Code	PR01
Salary Paid Value	*
Display Annualized Salary(0/1)	1
Use of JD Edwards Payroll (0/1)	1
Derive Salary Information (0/1)	0
Current Fiscal Year	2017

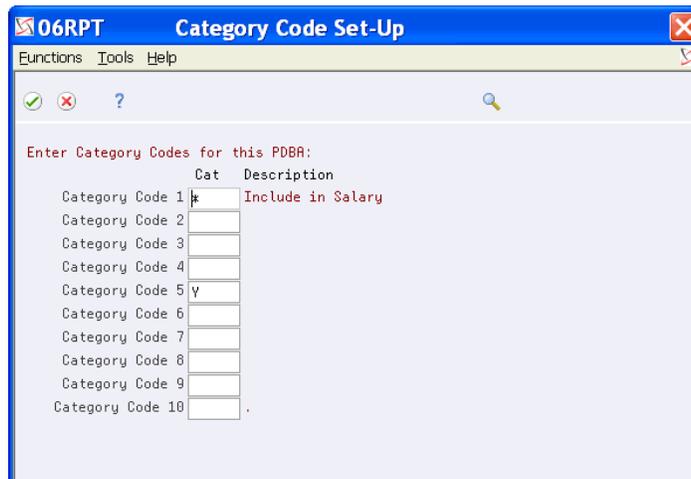
11. Click Change.
12. Access Pay Type Setup.
13. On Pay Type Setup, locate a Pay Type.

**Figure 30–10 Pay Type Setup (Codes Entered) screen**



14. Choose Category Codes Setup Window (F10) to access a list of category codes for the pay type.

**Figure 30–11 Category Code Set-Up (Pay Type) screen**



15. On Category Codes Set-Up Window, enter the name of the data item you entered previously.

**To set up other pay types**

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

1. On Pay Type Setup, perform one of the following:
  - Enter a new Pay Type
  - Locate a Pay Type
2. Click Add or Change.

**Figure 30–12 Pay Type Setup (Other Pay Type) screen**

069116 Pay Type Setup

Tools Help

ORACLE JD Edwards World

URL Email Document Spreadsheet Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 Tax Exempt Authorities  
 Category Codes Setup  
 Text  
 Leave Sequence  
 Clear Screen

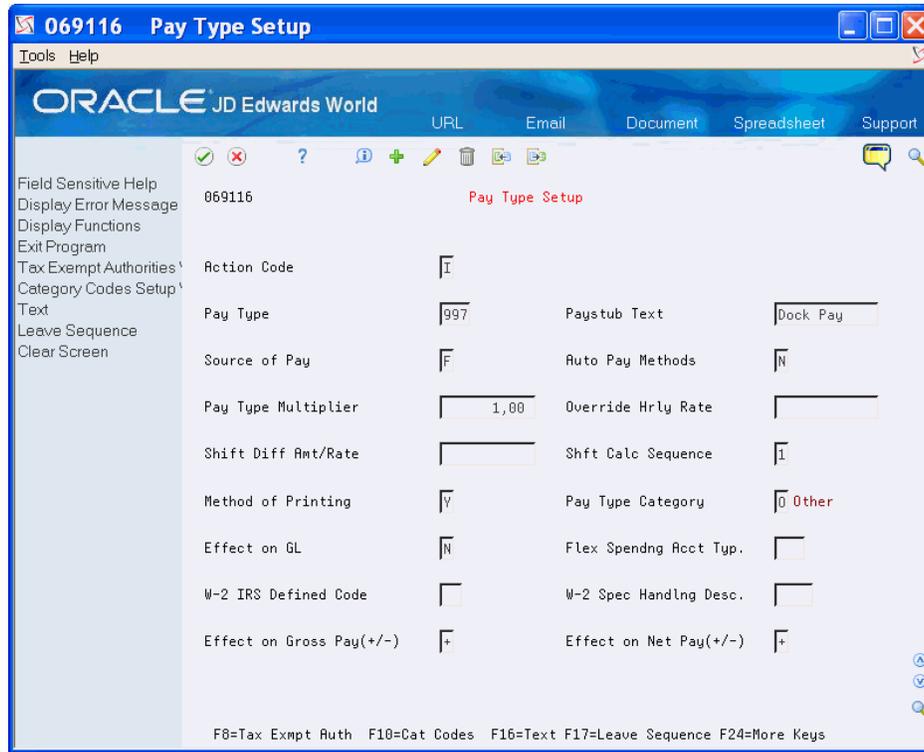
069116 Pay Type Setup \*\* Text \*\*

Action Code			
Pay Type	996	Paystub Text	Accm Wge Rel
Source of Pay	F	Auto Pay Methods	C
Pay Type Multiplier	1.00	Override Hrly Rate	
Shift Diff Amt/Rate		Shift Calc Sequence	I
Method of Printing	Y	Pay Type Category	Default
Effect on GL	N	Flex Spending Acct Typ.	
W-2 IRS Defined Code		W-2 Spec Handling Desc.	
Effect on Gross Pay(+/-)	+	Effect on Net Pay(+/-)	+

F8=Tax Exmpt Auth F10=Cat Codes F16=Text F17=Leave Sequence F24=More Keys

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

**Figure 30-13 Pay Type Setup (Dock Pay) screen**



**To set up a DBA**

**Navigation**

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

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

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

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

Figure 30–14 DBA Setup screen

069117 DBA Setup

Tools Help

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URL Email Document Spreadsheet Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 Additional Parameters  
 DBA Limits  
 Tax Exempt Authorities :  
 State/Local W-2 Additio  
 Category Codes Setup  
 Address Book  
 Garnishment Calculator  
 Standard Exemption Arr  
 Basis of Calculations  
 DBA Text Window  
 Calculation Tables  
 Additional Exemptions  
 Rollover Setup Window  
 Year-End Parameters  
 Print DBA  
 Clear Screen

069117 DBA Setup \*\*TEXT\*\*

Action Code I  
 DBA Code 9500 Accum Wages DBA Type A

DBA Calculation Paystub Info  
 Source of Calculation G Current Period Paystub Text Accum Wages  
 Method of Calculation B Accrual - Earne Method of Printing I  
 Table Cd (Methods 1-9) DBA Print Group  
 Amount or Rate 1 & 2 1,0000  
 Effect on Disposable Wage 1  
 Calc if No Gross (Y,N) Y  
 Calc in Pre-Payroll (Y,N) Y  
 Effect on Check

DBA Time Table  
 Pay Period to Calculate Y / Y / Y / Y / Y  
 Calc Once Per Period (Y,N) N  
 Eff Dates - From & Thru

Arrearage Information  
 Arrearage Method N  
 When to Adjust Ded B  
 Order to Adjust Ded

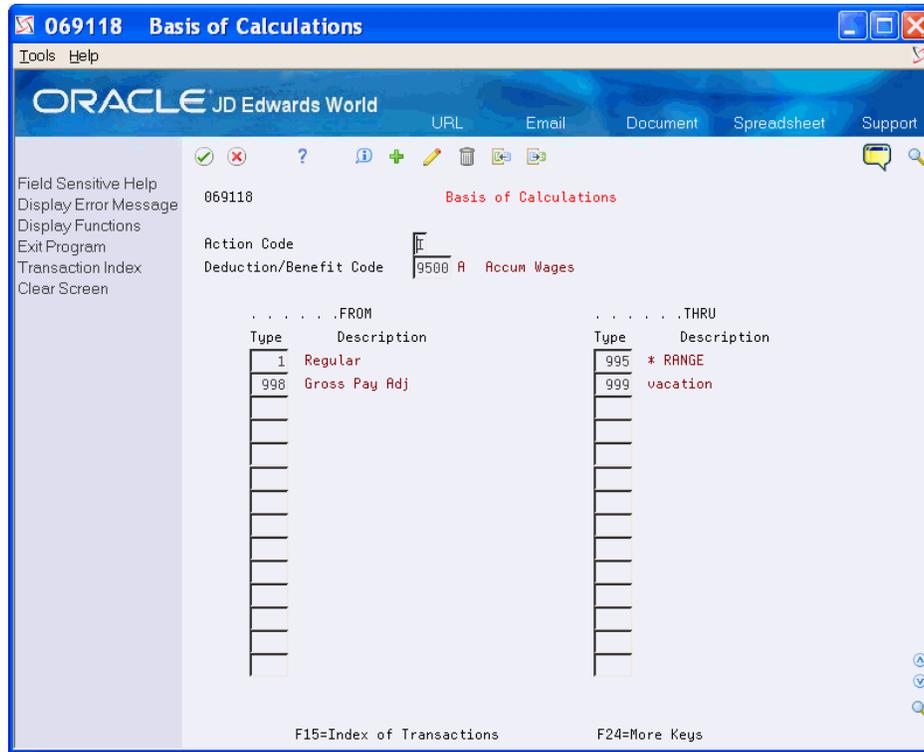
F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More

2. Enter B in the Method of Calculation field.
3. Enter M in the Effect on GL field.

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

4. Choose Basis of Calculations (F15).

**Figure 30-15 Basis of Calculations screen**



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

**To set up a contract calendar and work days**

**Navigation**

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

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

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

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

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

Figure 30–16 Contract Calendar Master screen

08930 Contract Calendar Maste

Tools Help

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URL Email Document Spreadsheet Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Show/Hide Day Values  
Calculate Day Values  
Update the Contract/Cal  
Toggle Pending/Actual  
Exit to Holiday UDC Tak  
Previous Contract/Caler  
Next Contract/Calendar  
Clear Screen

08930 Contract Calendar Master Pending Calendar Exists

Action Code  
Contract/Calendar Code 092709 10mo. Instructional Calendar  
Pay Cycle Code 927 Semi-Monthly - Instructional  
Start Date 18.08.09 Days in Contract 190,00  
Stop Date 10.06.10 Total Day Value 1900,00  
School Year 2009 Status Inactive with Employees

Month/Year 08 2009 August Day Value

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

F4=Toggle DV F5=Calc Day Values F6=Update F8=Pend/Actual F10-Holidays

## 30.2 Setting Up Master Pay Cycles

### Navigation

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G074)1, choose Master Pay Cycles

You set up master pay cycles to provide dates for each payroll of the year. The system uses these dates during the pre-payroll step of the payroll cycle. When you set up master pay cycles, you also minimize the risk of keying errors during pre-payroll because certain values already exist. Within a master pay cycle, you define the length of the pay periods as well as corresponding payment dates.

The master pay cycles are critical for contract calendars to determine the number of pay periods in a contract year and for the payroll calculation tool to determine the number of remaining periods to pay in a contract year.

See Setting Up Master Pay Cycles in the *JD Edwards World U.S. Payroll II Guide* for more information about setting up master pay cycles.

### 30.2.1 What You Should Know About

Topic	Description
Overriding Date Edits	<p>The Pay Period Constants Revisions program (P069061) includes the Override Date Edits option that allows you to override any date verification that might result in warnings and errors, such as duplicate and overlapping dates.</p> <p>If you use this feature, it might cause unpredictable results. The system counts the number of pay period records between two dates and can miscalculate periods to pay and remaining periods to pay in Contract Calendars and the Payroll Calculation Tool. The system cannot accommodate master pay cycles that you set up with the same or overlapping dates</p>

## 30.3 Setting up Employees and Jobs

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

Depending on how you set the Contract Calendar Display (1/0) field in the C/C and Calc Tools Constants, the Employee Contract Calendar Setup program (P08932) can display when you add an employee or a secondary job.

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

The pay rate sources that you can choose include:

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

**Note:** JD Edwards World recommends that you do not copy employee records if you plan to attach a contract calendar to the employee. When you copy employee records, some of the values the system copies might be incorrect for the new employee, such as the standard hours per year, salary, or hourly rate. These values are critical to ensure accurate calculations.

To change the periods to pay or any other fields that affect salary information, such as hourly rate, salary, standard hours per year, and so forth, you can either remove the calendar from the employee or make changes using the Employee Contract Calendar Setup program (P08932). You cannot change this information using any of the Employee Entry programs or the Multiple Job Entry program when the calendar is attached to an employee.

## 30.4 Working with Contract Calendars

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

principal. There is a different contract salary from 1/01/10 through 6/02/10 for the same contract calendar.

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

The system stores the information in the Contract Salary Work File (F08932) and also updates the following tables that contain contract calendar information:

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

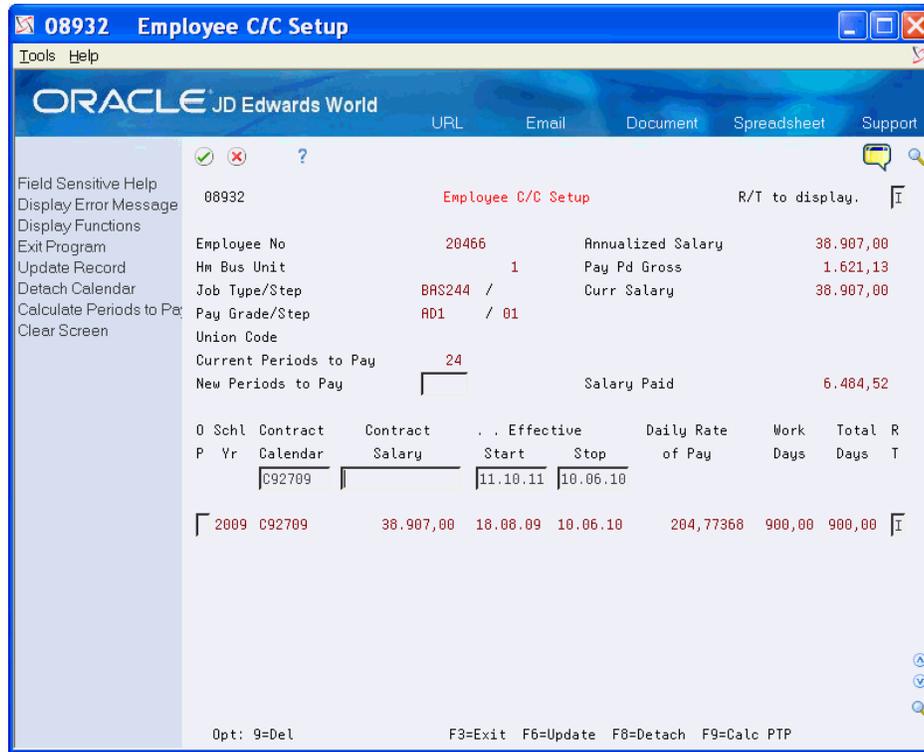
You use the Employee Contract Calendar Setup program to perform the following contract calendar tasks:

- Attaching a contract calendar to an employee or job
- Calculating periods to pay
- Detaching a contract calendar from an employee or job
- Deleting a contract calendar from an employee or job
- Omitting salary calculations

### **30.4.1 Attaching a Contract Calendar to an Employee or Job**

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

**Figure 30-17 Employee C/C Setup screen**



Field	Explanation
R/T to display	<p>A field that denotes which records to include in a contract salary calculation.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>1 - Include this contract and salary information in the current calculation (default)</li> <li>O - Omit this contract and salary information in the current calculation</li> <li>Blank - Display both the included and the omitted records and include them in the calculation</li> </ul> <p>The value you enter in the RT to Display field determines the records that display as well as the records that you want the system to include or omit in the calculation. For example, if you enter I as the RT to display, the system displays only records with a value of I in the list of contracts attached to this employee. To review both omitted and included records, leave the RT to Display field blank.</p> <p>If you do not want the system to include one or more of the contract records in the current calculation, you must enter O on the line for that record.</p>

Field	Explanation
Annualized Salary	<p>The amount that an employee is paid in one year provided that the employee is paid every pay period of the year.</p> <p>For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> <li>■ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency)</li> <li>■ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)</li> </ul> <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p><i>Screen-specific information</i></p> <p>Depending on how you set the processing option for this program, this field might not display.</p>
Pay Period Gross	<p>The amount the employee will be paid each pay period during the contract year, regardless of hours worked. It is calculated as follows:</p> $\text{(Current Salary - Salary Paid) / Periods to Pay}$
Current Salary	<p>The amount that the employee is to be paid for a job that is associated with a contract calendar. The system uses all active contract calendar entries to calculate the current salary. Active entries are those with a record type of I (include). Contract calendar entries appear in the Contract Calendar Window.</p> <p>To calculate the current salary for an employee, the system:</p> <ul style="list-style-type: none"> <li>■ Calculates the amount to be paid for each active entry in a contract calendar (the total day value for the entry multiplied by the entry's daily rate of pay).</li> <li>■ Adds together the amount to be paid for each active entry.</li> </ul> <p><i>Screen-specific information</i></p> <p>Total salary for all included records (Omit Record Option = I). Each included record's salary is calculated as follows and then accumulated:</p> $\text{Daily Rate of Pay} * \text{Work Days}$
Current Periods to Pay	<p>The number of periods in the year during which the employee will be paid the salary amount based on the existing contract information displayed. 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.</p>

Field	Explanation
New Periods to Pay	<p>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.</p> <p>For employees with contract calendars attached, this value is updated on the Employee C/C Setup screen. Before pressing F6 on the Employee C/C Setup screen, make sure that the value displayed in this field matches the number of periods used to calculate amounts for the contract calendar being attached.</p> <p><i>Screen-specific information</i></p> <p>The number of pay periods in the contract over which the employee will be paid the salary amount. The system uses this number to calculate the annualized salary and pay period gross amount..</p>
Salary Paid	<p>The salary paid to an employee between the time that you attach the employee's record to a contract calendar and the time that you change any of the contract calendar information.</p> <p>If you are using the J.D. Edwards Payroll system, the system retrieves the salary paid before change from payroll history. If you are not using J.D. Edwards Payroll, you must enter the appropriate amount in this field when you change contract calendar information for an employee.</p> <p><i>Screen-specific information</i></p> <p>Any amounts already paid to the employee from the Payroll Transaction History File (F0618) where the Pay Period Ending Date falls between the Start and Stop dates on the calendar.</p> <p>Depending on how you set the Pay Type Category Code and Salary Paid Value field in the Contract Calendar Constants, certain pay types may be excluded from this calculation</p>
Contract Calendar	<p>A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records.</p>
Contract Salary	<p>The annual salary an employee earns for a job attached to a contract calendar.</p>
Effective Start Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year)..</p>
Effective Stop Date	<p>The date when an employee should no longer be included in a payroll cycle or the date when an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p>

Field	Explanation
Daily Rate of Pay	<p>A value that represents the daily rate of pay earned by an employee who is associated with a Contract Calendar.</p> <p>The system calculates the daily rate of pay as follows:</p> $\text{Contract Salary} / \text{Number of Workdays (standard days per year)}$ <p>in the contract calendar that fall between the start and stop dates of the calendar.</p>
Work Days	The sum of the day values in a contract calendar. A day value is the equivalent number of days of pay that a contract calendar work date is worth.
Total Days	The equivalent number of days of pay that a contract calendar work date is worth. For example, on a contract calendar for teachers, a regular work day typically has a day value of 1, while a day on which teachers have parent conferences might have a day value of 1.25.
Omit Record Option (RT)	<p>A field that denotes which records to include in a contract salary calculation.</p> <p>Valid values are:</p> <p>I - Include this contract and salary information in the current calculation (default).</p> <p>O - Omit this contract and salary information in the current calculation.</p> <p>Blank - Display both the included and the omitted records and include them in the calculation.</p> <p>The value you enter in the RT to Display field determines the records that display as well as the records that you want the system to include or omit in the calculation. For example, if you enter I in this field for the RT to display, the system displays only records with a value of I in the list of contracts attached to this employee. To review both omitted and included records, leave the RT to Display field blank.</p> <p>If you do not want the system to include one or more of the contract records in the current calculation, you must enter O on the line for that record.</p>

### 30.4.2 Processing Options

See [Section 52.1, "Employee Contract Calendar Setup \(P08932\)."](#)

### 30.4.3 Calculating Periods to Pay

Use the Calculate Periods to Pay (F9) to have the system calculate the periods to pay. If you set the Calculate Periods to Pay (0/1) field in the C/C and Calc Tool Constants, the system calculates Periods to Pay based on the following:

- Calendar Start/Stop Dates on the Employee Contract Calendar Setup screen
- Pay Cycle Code attached to the calendar in UDC 05/CT
- Associated records in the Master Pay Cycles where the Pay Period Ending Date falls between the Calendar Start/Stop Dates on the Employee Contract Calendar Setup screen

### 30.4.4 Detaching a Contract Calendar from an Employee or Job

Use Detach Calendar (F8) for any of the following reasons; however, you must first complete any payouts before you detach the calendar:

- You attach a contract calendar to an employee in error.
- Employee transfers to a different position before the contract calendar dates expire and no longer works under a contract calendar. For example, a teacher transfers to an administrative position.
- You want to attach a new calendar, but want to leave the records for historical purposes to prove inclusions and exclusions in the salary calculations. You can payout a current calendar, detach it, and add a different calendar.
- You want to add another calendar without detaching the current calendar. The last calendar you enter becomes the active calendar. For example, a salary increase scenario where you add the same calendar with a different salary.

### 30.4.5 Deleting a Contract Calendar from an Employee or Job

Use delete (enter 9 in the Option field) to completely remove a calendar and any details about the calendar from the employee or job record. You might want to use this if you attach the wrong calendar to the employee or job.

### 30.4.6 Omitting Salary Calculations

Enter O (omit) in the Record Type to Display field for any of the following reasons:

- Base the salary field calculations on specific records.
- Omit a record from the salary calculations.
- Close calendar records for a previous year before starting a new contract calendar year.

## 30.5 Attaching a Calendar to Groups of Employees Initially

### Navigation

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

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

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

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

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

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

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

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

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

### 30.5.1 Processing Options

See [Section 52.3, "Attach Calendar to Employees \(P08937\)."](#)

## 30.6 Recalculating Information for Groups of Employees

### Navigation

**From Payroll Pay Grade/Calendar Setup (G0749), choose Recalculate C/C Salary**

You use the Recalculate C/C Salary program (P08936) to move employees to another calendar or to recalculate salary information for all employees on a specific calendar.

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

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

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

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

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

**Note:** Ensure there is a value in the Current Salary field for every employee in the Employee Master table before you run this program. Alternately, if you set the Pay Rate Source field on Constants Information to derive pay rate information from Pay

Rate Tables or Pay Grade Step Tables, ensure that you have set up the appropriate pay rate or pay grade step tables. If not, the program cannot locate the pay rate information for the employees and it creates contract calendar records without an amount in the Contract Salary field.

### 30.6.1 Processing Options

See Recalculate Contract/Calendar Salary (P08936) in the *JD Edwards World U.S. Payroll II Guide*.

## 30.7 Preparing a Pre-Payroll Run

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

## 30.8 Frequently Asked Questions

Question	Answer
What is a Contract Calendar?	Many public service organizations, such as school districts, work under yearly contracts that specify the number of days the employees work. They can set up a calendar that identifies each date in the contract. If an organization uses different contracts for different types of employees or locations, they can set up more than one contract calendar.
How do I know if an employee or job is attached to a Contract Calendar?	Review the ACNCL field in the Employee Master table (F060116) or the YECNCL field in the Multiple Job File table (F060118). If this field contains a value, the employee or job is attached to a Contract Calendar and that field also contains the name of the Calendar from the Contract Calendar Master table (F08930).  The message <i>Contract Calendar EE</i> displays in the upper right on the Employee Entry screens and CC displays on the Multiple Job screen in the far right.
Why won't the system allow me to attach a Contract Calendar to an hourly employee?	Verify that the Contract Calendars (Y/N/H) field is set to H on Constants Information. See <a href="#">Section 30.1.1, "Setting up Human Resources History Constants."</a>

Question	Answer
<b>What are Accumulated Wages?</b>	<p>In some organizations employees work for a specific number of contract days but prefer to receive payment for a different length of time. For example, a teacher works for 9 months, but prefers to be paid over a 12 month period. Employees might accumulate wages earned in the current pay period and elect to have the wages held to be paid at a later date. The Accumulated Wages process provides for this scenario and correctly accrues and expenses the wages.</p> <p>The system relies on DBAs that have a Method of B (accumulated wage DBA) and an Effect on G/L of M (to save records to the Accumulated Wages Distribution File (F0628)).</p> <p>Ensure you do not include the accumulated wage pay type or the dock pay type in the Basis of Calculation for the DBAs or the accumulated wages are not paid out in full.</p> <p>The system also relies on a Pay Type that you must set up as the default value in the Relief of Accrued Wages (#RAW) data item.</p> <p>You can accumulate wages for up to 50 jobs, but you must have a separate DBA for each job.</p> <p>The system processes this during the Journal Entries step of Payroll.</p> <p>You can generate timecards from Final Update or use Generate Timecard Journals on the Interim Checks and Special Post menu (G0721). If you delete or change an accumulated wage timecard, you must manually update the F0628 to reflect the change, for example DFU.</p> <p>See <a href="#">Chapter 31, "Work with Accumulated Wages"</a> for more information.</p>
<b>What are Leave Banks?</b>	<p>Some organizations provide employees with established hours of leave at the beginning of each contract, fiscal, or calendar year. These organizations might have more than one source of leave, often referred to as leave banks. For example, an employee might receive 20 hours of leave from the school district at the beginning of a contract and an additional 40 hours of leave from the State, thus two separate leave banks can exist. This process stocks employee's leave banks at the beginning of the appropriate year.</p> <p>The system relies on a Pay Type and DBAs for each leave bank.</p> <p>Ensure you do <i>not</i> include the leave bank pay type, accumulated wages pay type, or the dock pay type in the Basis of Calculation for the DBAs or the accumulated wages are not paid out in full.</p> <p>See Set Up Earnings Information in the <i>JD Edwards World Canadian Payroll II Guide</i> or <i>JD Edwards World U.S. Payroll II Guide</i> for more information about Leave Banks.</p>
<b>What is Dock Pay?</b>	<p>Some organizations deduct, or dock, an employee's pay when the employee takes leave in excess of the amount the employee has earned (stocked) in their leave banks.</p> <p>You must define this pay type as the default value in the Dock Pay (#DOK) data item.</p> <p>See Set Up Earnings Information in the <i>JD Edwards World Canadian Payroll II Guide</i> or <i>JD Edwards World U.S. Payroll II Guide</i> for more information about Dock Pay.</p>



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## Work with Accumulated Wages

In some organizations employees work for a specific number of contract days but prefer to receive payment for a different length of time. For example, a teacher works for 9 months, but prefers to be paid over a 12 month period. Employees might accumulate wages earned in the current pay period and elect to have the wages held to be paid at a later date. The accumulated wages process provides for this scenario and correctly accrues and expenses the wages. Accumulated wages integrates with the Contract Calendar functionality. Only employees with contract calendars attached to their master record can accumulate wages.

To accumulate wages for employees, the system can:

- Pay employees over a longer time period than the actual work hours
- Accrue and expense the wages
- Calculate wages that are due when you hire or transfer an employee after the beginning of a contract period
- Calculate wages due when you terminate an employee who works on a contract calendar

To provide this type of payment, the system accumulates the earnings. Later, the system creates the payment for the correct accumulated earnings and associated journal entries.

You must set up an accrual DBA for accumulated wages. The system uses this DBA to accumulate the wages during pre-payroll. To relieve the accumulated wages and pay the employee, you can generate timecards from Final Update or use Generate Timecard Journals on the Interim Checks and Special Post menu (G0721).

You can accumulate wages for up to 50 jobs, but you must have a separate DBA for each job.

The system processes the accumulated wages during the Journal Entries step of the Payroll cycle.

If you delete or change an accumulated wage timecard, you must manually update the Accumulated Wages Distribution File (F0628) to reflect the change, for example DFU.

### 31.1 Examples of Calculations for Accumulated Wages

If you want the system to accumulate wages for an employee, you must assign a contract calendar to the employee and one accrual DBA to accumulate wages.

Based on the contract calendar and the employees annual salary, the system uses the following calculations:

- $\text{Contract salary} / \text{total \# of days in contract} = \text{daily rate of pay (DROP)}$
- $\text{DROP} \times \text{contract calendar days in the pay period} = \text{the actual amount paid in the pay period}$

The following examples illustrate accumulating wages an employee earns in a 10 month contract that you pay over 12 months. The employee earns \$12,000 for the contract. To simplify the illustration, taxes are not included in the examples.

These examples assume that a contract calendar begins on the first day of the first month and ends on the last day of the tenth month. Frequently, a contract calendar covers only some of the days in month, for example month 10 might end on the 15th. In this situation, the employee's wages for that month include regular pay for the days in the contract and the remainder of the payment includes accumulated wages.

### 31.1.1 Accrual Basis Accounting Example

The system expenses the wages at the time the employee earns them. The system passes the amount of the DBA for accumulated wages to the general ledger as a burden expense. The offsetting credit is a liability.

The system enters the 200 liability to account 7.4206 in the Accumulated Wages Distribution File (F0628). When the contract ends, the system continues to generate payments for the amount of accumulated wages it stores in the history table for the specific number of pay periods. In this example, after 10 months, the employee accumulates 2000. The system divides this amount between the monthly pay periods in months 11 and 12. The employee receives a payment up to the pay period amount for these two months.

**Figure 31-1 Accrual Basis Accounting Example**

	Account	Description	DR	CR
<b>Journal entries for months 1 through 10:</b>				
Current	701.8115	Salary Expense	1000.00	
Payment	7.1100	Cash		1000.00
Future	701.8115	Accrual Expense	200.00	
Payment	7.4206	Liability		200.00
			1200.00	1200.00
<b>Journal entries for accumulated wages in months 11 and 12:</b>				
	7.4206	Liability	1000.00	
	7.1100	Cash		1000.00
			1000.00	1000.00

### 31.1.2 Cash Basis Accounting Example

The wages are expensed at the time you pay them. The system does not pass the amount of the DBA for accumulated wages to the general ledger.

The system enters the accumulated wages in the Accumulated Wages Distribution File (F0628) with the associated expense account that it would use if it passed this to the general ledger. When the contract ends, the system continues the payment and expense distribution for the specific number of pay periods. In this example, after 10 months, the employee accumulates 2000. The system divides this amount between the monthly pay periods in months 11 and 12. The employee receives a payment up to the pay period amount for these two months.

**Figure 31–2 Cash Basis Accounting Example**

	Account	Description	DR	CR
<b>Journal entries for months 1 through 10: Current Payment and Expense</b>				
	701.8115	Salary Expense	1000.00	
	7.1100	Cash		1000.00
			1000.00	1000.00
<b>Journal entries for accumulated wages in months 11 and 12:</b>				
	701.8115	Salary Expense	1000.00	
	7.1100	Cash		1000.00
			1000.00	1000.00

The account number you use for salary expense in months 11 and 12 is the same as the account number for salary expense in months 1 through 10. You can use a different account number for the salary expense for accumulated wages than you use for regular wages.

This chapter includes the following topics:

- [Section 31.2, "Setting Up Accumulated Wages"](#)
- [Section 31.3, "Generating Timecards for Accumulated Wages"](#)
- [Section 31.4, "Entering Interim Checks"](#)
- [Section 31.5, "Processing the Final Update"](#)

## 31.2 Setting Up Accumulated Wages

Prior to using accumulated wages, you must set up your system to process the data correctly. Setting up accumulated wages includes the following tasks:

- [Section 31.2.1, "Setting Up DBAs for Accumulated Wages"](#)
- [Section 31.2.2, "Setting Up a Pay Type for Accumulated Wages"](#)
- [Section 31.2.3, "Setting up Data Dictionary Items"](#)
- [Section 31.2.4, "Setting up Final Update"](#)

- [Section 31.2.5, "Setting up a Contract Calendar"](#)
- [Section 31.2.6, "Attaching a Contract Calendar to an Employee or Job"](#)
- [Section 31.2.7, "Assigning an Accrual DBA to an Employee"](#)

## 31.2.1 Setting Up DBAs for Accumulated Wages

### Navigation

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G77442), choose DBA Setup

Alternatively, you can access DBA Set Up program from the Pay/Deductions/Benefits menu (G0742).

You must set up an accrual DBA to accumulate wages. The system uses this DBA to accumulate the wages during pre-payroll. To relieve the accumulated wages and pay the employee, you can generate the timecards either during final update or from a menu selection separate from usual payroll processing.

If an employee wants to accumulate wages, you must assign a contract calendar to the employee. You must also assign one accrual DBA to accumulate wages.

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

To generate accumulated wages, the system relies on DBAs that have a Method of B (accumulated wage DBA) and an Effect on G/L of M (to save records to the Accumulated Wages Distribution File (F0628)).

Ensure you do not include the accumulated wage pay type or the dock pay type in the Basis of Calculation for the DBAs or the accumulated wages are not paid out in full.

### To set up an accrual DBA for accumulated wages

1. On DBA Setup, enter A in the DBA Type field.

Figure 31-3 DBA Setup Screen

069117 DBA Setup

Tools Help

ORACLE JD Edwards World

UPL Document Email World Resources Support

Field Sensitive Help  
 Display Error Message  
 Display Functions  
 Exit Program  
 Additional Parameters  
 DBA Limits  
 Tax Exempt Authorities:  
 State/Local W-2 Additio  
 Category Codes Setup  
 Address Book  
 Gemishment Calculator  
 Standard Exemption An  
 Basis of Calculations  
 DBA Text Window  
 Calculation Tables  
 Additional Exemptions  
 Rollover Setup Window  
 Year-End Parameters  
 Print DBA  
 Clear Screen

069117 DBR Setup

Action Code [ ]  
 DBR Code [7710 Union-Canada] DBR Type [D]

DBR Calculation

Source of Calculation [G Current Period] Paystub Info  
 Method of Calculation [R Flat Amount] Paystub Text [Union-Canada]  
 Table Cd (Methods 1-9) [ ] Method of Printing [I]  
 Amount or Rate 1 & 2 [22.0000] DBR Print Group [ ]  
 Effect on Disposable Wage [Y] General Acct Info:  
 Calc if No Gross (Y,N) [N] Effect on GL [N]  
 Calc in Pre-Payroll (Y,N) [Y] R/P Voucher (Y,N) [Y]  
 Effect on Check [N] Payee Address No. [ ]

DBR Time Table

Pay Period to Calculate [Y / N / N / N / N]  
 Calc Once Per Period (Y,N) [N]  
 Eff Dates - From & Thru [ ] [ ]

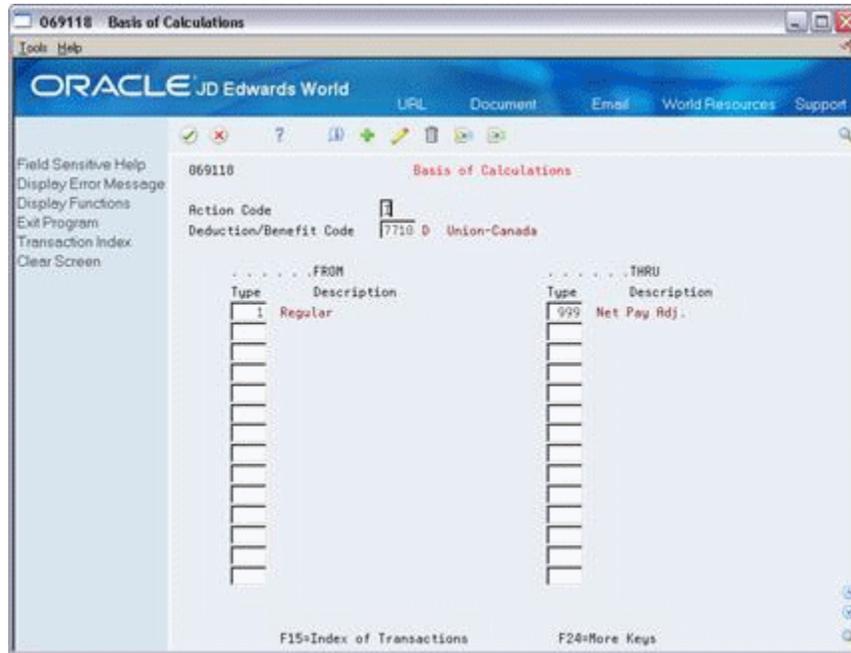
Arrearage Information

Arrearage Method [P]  
 When to Adjust Ded [D]  
 Order to Adjust Ded [ ]

F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More

2. Enter B in the Method of Calculation field.
3. If your organization uses accrual basis accounting, enter N in the Effect on G/L field.
4. If your organization uses cash basis accounting, enter M in the Effect on G/L field.
5. Enter Y or N in the Pay Period to Calculate field.
6. Complete the steps for setting up a simple accrual.  
 See ASK WHIZZY WHAT THIS TERM IS - simple accrual - A DBA???
7. On Basis of Calculation, exclude pay type 996, pay type 997 (to dock pay for excessive leave), and your pay type for bonus pay.

**Figure 31–4 Basis of Calculation**



**What You Should Know About**

Topic	Description
Assigning DBA to employees	You must assign an accrual DBA to accumulate wages to each employee at the employee level.
Accumulating wages for primary job only	If employees hold multiple jobs, you can accumulate wages only for their primary job. You cannot accumulate wages for secondary jobs.
Assigning to hourly employees	You can assign an accrual DBA to accumulate wages only to employees with a salaried pay class. If you want to accumulate wages for an hourly employee, you must define them as salaried on Employee Entry.

**See Also :**

- *Generating Timecards for Accumulated Wages (P063910) in the JD Edwards World Canadian Payroll I Guide*
- *Setting up Simple DBAs in the JD Edwards World Canadian Payroll I Guide*

**31.2.2 Setting Up a Pay Type for Accumulated Wages**

To use accumulated wages, you set up a pay type that must have the default value from the Relief of Accrued Wages (#RAW) data item.

See [Section 30.1.5, "Setting up Pay Types"](#) for more information about setting up pay types for accumulated wages.

### 31.2.3 Setting up Data Dictionary Items

You must modify some data items to use the Accumulated Wages and Dock Pay features.

See [Section 30.1.4, "Setting up Data Dictionary Items"](#) for more information about setting up pay types for accumulated wages.

### 31.2.4 Setting up Final Update

In order to accumulate wages, you must enter Y in the Create Accrued Wages Timecards field in the Final Update program (P08250) to generate accumulated wage timecards. If you do not want to change this value each time you run final update, you can change the data dictionary default to Y for this field, (#YNV).

See [Running the Final Update in the US Payroll 1 Guide](#).

See [Section 30.1.4, "Setting up Data Dictionary Items"](#) for more information about setting up data dictionary items for accumulated wages.

### 31.2.5 Setting up a Contract Calendar

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

See [Section , "To set up a contract calendar and work days"](#) for more information about contract calendars.

### 31.2.6 Attaching a Contract Calendar to an Employee or Job

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

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

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

See [Section 30.4.1, "Attaching a Contract Calendar to an Employee or Job,"](#) or [Section 30.5, "Attaching a Calendar to Groups of Employees Initially,"](#)

### 31.2.7 Assigning an Accrual DBA to an Employee

You assign DBA instructions at the employee level to define and maintain DBAs unique to an individual employee.

You must assign an accrual DBA to accumulate wages to each employee at the employee level

See [Assigning DBAs in the US Payroll 1 Guide](#)

### 31.3 Generating Timecards for Accumulated Wages

Use the Generate Accumulated Wages Timecards program to generate timecards for payment information when an individual terminates employment or for any other reason when the employee needs to be paid off for accumulated wages. If you process an interim payment for a pay-off, you must enter yes to include time data already entered.

To generate timecards for accumulated wages during the regular payroll processing, you do not need to run this program. Instead, you should set the system to create timecards for accumulated wages during the final update in payroll processing.

See Generating Timecards for Accumulated Wages in the Canadian Payroll 1 Guide

### 31.4 Entering Interim Checks

You enter interim checks when you need to prepare paychecks outside the normal payroll cycle or to record manual calculations. If you want to enter interim checks for accumulated wages, you must first generate the timecards for accumulated wages.

### 31.5 Processing the Final Update

The final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. If you set up your Payroll system to integrate with the Accounts Payable system, final update also creates vouchers, voucher journal entries, and related reports.

Beginning with the first payroll for the employee, the system pays the employee the pay period salary. The remaining portion of salary is accumulated to DBA 9500.

The total of the salary paid plus the salary accumulated equals the daily rate of pay (DROP) for the number of days in the pay cycle. For example:

The first payroll, 2/1/11 - 2/15/11 = 11 days

The pay period salary  $\$4,166.67 + \$4,427.08 = \$8,593.75$

$\$8,593.75 / 11 = 781.25$  (DROP)

Notice that the accrued wage amount is not always the same. The system always pays up to the pay period salary, and the remaining salary is accrued. The remaining amount to accrue depends on the number of days in the period.

FIRST REPORT SAMPLE GOES HERE

The employee is paid in this manner for the duration of the contract. During Final Update of the last payroll that falls within the contract dates, the system creates the first timecard for accumulated wages. The system creates the timecard in the next pay period.

During the journal entries step of pre-payroll, the system stores accrued wages in the Accumulated Wages Distribution File (F0628) for use later when the system relieves accumulated wages during Final Update.

In the first payroll that occurs after the end of the contract, the system begins paying accumulated wages. Accumulated wages are paid up to the pay period amount for each pay period until all accumulated wages are paid.

SECOND REPORT SAMPLE HERE

After you process the first payroll after the end of the contract, in the Contract Calendar window, the salary paid is equal to the salary paid for the duration of the

contract. The system does not include accumulated wages in the Salary Paid field.

### **To process the final update**

#### **Navigation**

**From Payroll Master (G07), choose Pay Cycle Processing**

**From Pay Cycle Processing (G0713), choose Final Update**

1. On the first Final Update screen, complete the Payroll ID field
2. If your organization accumulates wages for employees on contract calendars, complete the Generate Accumulated Wages Timecards field.

This field displays only when you activate contract calendars in the payroll constants.

3. Choose the Submit Job function.



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## Forecast Payroll Calculations

This chapter contains these topics:

- [Section 32.1, "Setting Up the Payroll Calculation Tool Information,"](#)
- [Section 32.2, "Running the Payroll Calculation Tool."](#)

The Payroll Calculation Tool calculates the details of a change you propose to an employee's pay and allows you to review the potential values from the change. This allows you to run what if scenarios to determine the affect a change will have on an employee's pay. You and your employees might find this tool useful for calculating changes in pay for a promotion, step increases, taking on an additional job, a leave of absence, and so forth.

While you can use this tool in conjunction with Contract Calendars, you do not need to use Contract Calendars in order to use the tool. Both of these functions use some of the same information, which you must set up prior to using the Payroll Calculation Tool, but it is not necessary that you use Contract Calendars with this tool.

The Payroll Calculation Tool allows you to:

- Derive information multiple times, using different values, to review the impact before performing the update that commits the changes to the payroll files.
- Determine if you should apply a negative change to the next pay cycle or if you should distribute it across all of the remaining pay periods to lessen the impact to the employee.
- Generate time cards automatically for changes that will apply to the next pay cycle.
- Provide employees with the information in a report to see how the change affects their pay for the remainder of the year, based on whether you apply the adjustment entirely in the next pay cycle or distribute it over the remaining pay periods.

Optionally, you can complete the following tasks:

- [Attaching a Calendar to Groups of Employees Initially](#)
- [Recalculating Information for Groups of Employees](#)

You must include an introductory element, such as a Para, before inserting the first Sect1 element. This requirement prevents arriving at an empty XHTML page for a chapter or appendix if you have selected the option of breaking at Sect1 when generating XHTML output

## 32.1 Setting Up the Payroll Calculation Tool Information

You must set up default information for the Payroll Calculation tool that applies to your entire system.

Setting up the Payroll Calculation Tool includes the following tasks:

- Set up User Defined Codes (UDCs)
- Set up Master Pay Cycles

### 32.1.1 Before You Begin

Ensure that you have set up the following:

- Human Resources History Constants - See [Chapter 30, "Work with Contract Calendars"](#) for more information
- C/C and Calc Tool Constants - See [Chapter 30, "Work with Contract Calendars"](#) for more information
- Set up Pay Types - See [Chapter 30, "Work with Contract Calendars"](#) for more information
- Earnings Information Constants - See [Understand Salary and Hourly Rate Calculations Overview in the \*JD Edwards World Human Resources Guide\* or \[Chapter 39, "Set Up Earnings Information."\]\(#\)](#)
- Master Pay Cycles - See [Chapter 30, "Work with Contract Calendars"](#) for more information
- UDCs prior to setting up any calendars. Setting up UDC 05/HL ensures the correct value for each day in the calendar.
- Contract Calendars and Workdays, even if you are not using the full functionality of Contract Calendars - See [Chapter 30, "Work with Contract Calendars"](#) for more information
- Set up Employees and Jobs - See [Chapter 30, "Work with Contract Calendars"](#) for more information

### 32.1.2 Set Up UDCs

You must ensure that several UDC tables are setup prior to using the Payroll Calculation Tool. Some of these tables might already be set up for the Time Accounting and Payroll systems. Some are only necessary based on the Pay Rates Source value in the HR Constants.

Review the following UDCs and setup as necessary:

- 05/HL - Contract Calendar Holidays  
Set up dates that are not standard working days. For example, you should set up holidays or parent/teacher conference days. You must set up this UDC table prior to creating a calendar because it ensures the correct value for each day in the calendar. You set up the day value in the Description-2 field. When the system creates the calendar, it assigns each date a day value of one standard working day, unless you specify a different amount in Description-2 field. For example, Parent/Teacher conference days might have a day value of 1.25 instead of 1.00.
- 05/CT - Contract Calendar Codes  
Set up the names of the calendars that you want to use. You maintain this UDC using the Contract Calendar Master program (P08930). It is critical to the

functionality of the Payroll Calculation Tool that the name of the master pay cycle that you associate with the calendar is in the Description-2 field for each calendar. This informs the Payroll Calculation Tool how many pay cycles are in a calendar and how many pay cycles remain at any time during the existence of the calendar.

- 07/G - Job Type

Set up the types of jobs. Depending on the value in the Pay Rates Source field in the HR Constants, the value in this UDC is essential for the Payroll Calculation Tool when it retrieves an employee's rates.

- 07/J - EEO Job Codes (Edit)

Set up the EEO job codes. Depending on the value in the Pay Rates Source field in the HR Constants, the value in this UDC is essential for the Payroll Calculation Tool when it retrieves an employee's rates.

- 07/PS - Pay Status Codes (Edit)

- 07/PY - Pay Cycle Codes

- 07/Tx - (where x equals a number 0-9 and 0 is for 10)

These codes are associated with the Pay Type Category Codes (PR01-PR10). If you enter a pay type category code in the C/C and Calc Tool Constants (P08040T), you must designate a value in the associated UDC table for the category code. The system uses the value you designate to identify the pay types or DBA's to include in the Salary Paid field. For example, category code PR01 is associated with UDC table 07/T1. If you enter PR01 in the Pay Type Category Code field of the C/C and Calc Tool Constants, you must then designate and enter a value in UDC 07/T1 that identifies pay types to include in the Salary Paid field.

- 

- 08/JG - Job Groups

Set up the job groups. Depending on the value in the Pay Rates Source field in the HR Constants, the value in this UDC is essential for the Payroll Calculation Tool when it retrieves an employee's rates.

See [Chapter 37, "Set Up User Defined Codes for Time Accounting"](#) for more information.

### To set up UDCs

#### Navigation

From Human Resources (G08), enter UDC

### 32.1.3 Set Up Master Pay Cycles

The master pay cycles are critical for contract calendars to determine the number of pay periods in a contract year and for the payroll calculation tool to determine the number of remaining periods to pay in a contract year.

See Setting Up Master Pay Cycles under in the *JD Edwards World U.S. Payroll II Guide* for more information about setting up master pay cycles.

### 32.1.3.1 What You Should Know About

Topic	Description
Overriding Date Edits	<p>You can enter 6 in the Option field in the Master Pay Cycles program (P069061) to override any date verification that the program performs that might result in warnings and errors, such as duplicate and overlapping dates.</p> <p>If you use this feature, it might cause unpredictable results. The system counts the number of pay period records between two dates and can miscalculate periods to pay and remaining periods to pay in Contract Calendars and the Payroll Calculation Tool. The system cannot accommodate master pay cycles that you set up with the same or overlapping dates</p>

#### Navigation

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), choose Master Pay Cycles

## 32.2 Running the Payroll Calculation Tool

You use the Employee Multiple Jobs program (P060118), to access the Payroll Calculation Tool program (P08933). This program performs the following:

- Updates employee files with the information you enter.
- Creates a Contract Calendar record if Contract Calendars is active and you set the Create Contract Calendars processing option in the Payroll Calculation Tool program (P08933).

You must access the DREAM Writer Versions List (P98300) to change the processing option values. The only version for the Payroll Calculation Tool is the ZJDE0001. If you add a version, the program disregards your version.

The system stores the information in the Employee Master files and updates the following tables that contain additional fields for the Contract Calendar functionality:

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

JD Edwards recommends that run this tool using only the person's primary job. Unpredictable results can occur when you use the tool using a secondary job.

#### To run the payroll calculation tool

#### Navigation

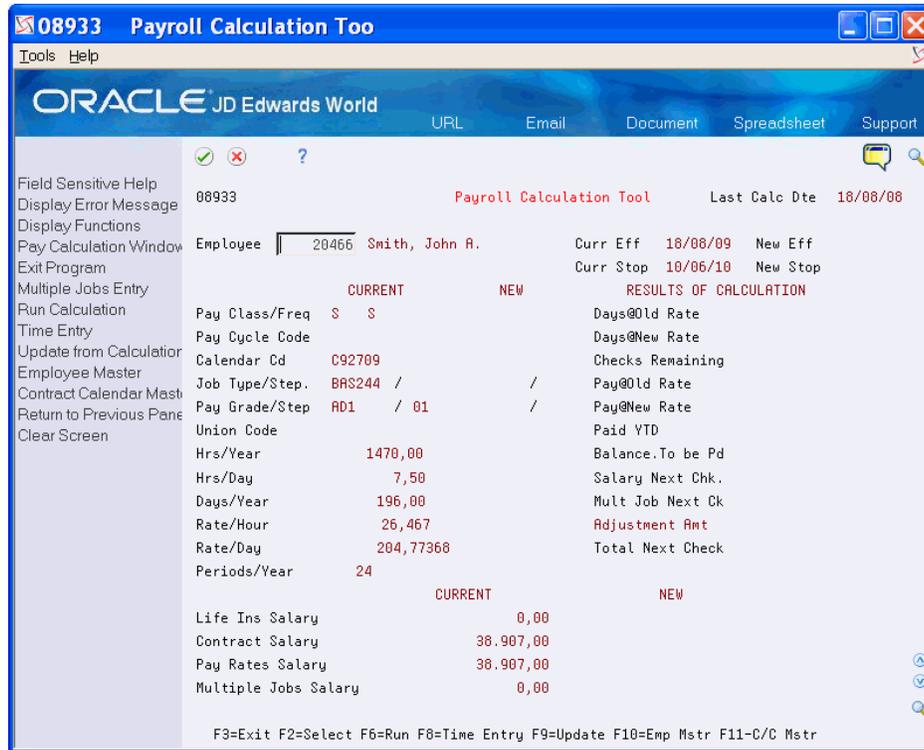
From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Employee Multiple Job Entry

1. On Employee Multiple Job Entry, locate an employee.

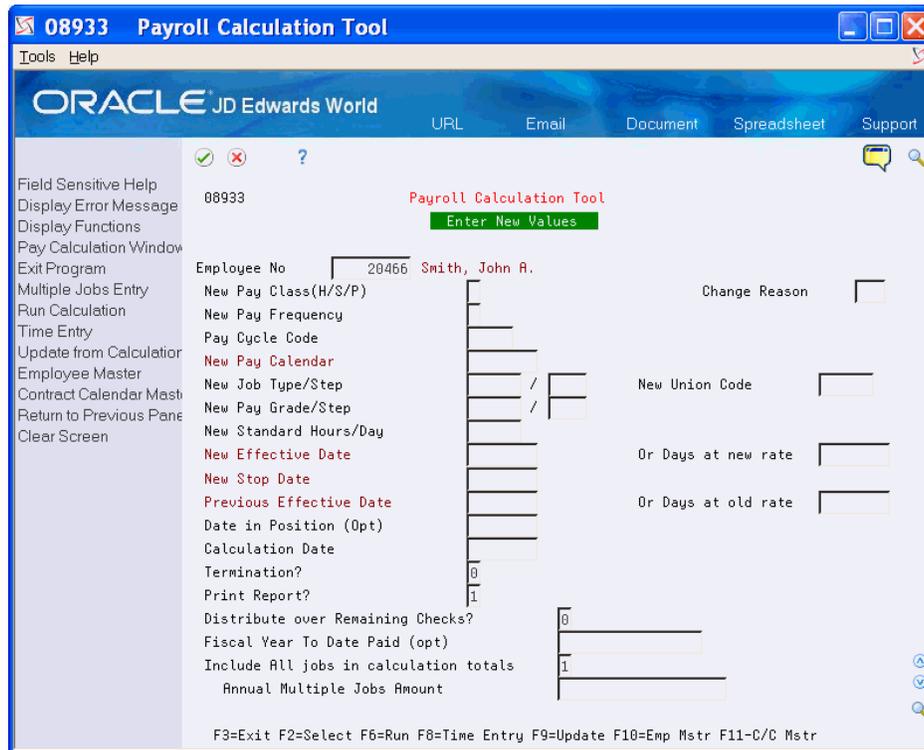


**Figure 32–2 Payroll Calculation Tool screen**



4. Choose Pay Calculation Window (F2) to enter new values.

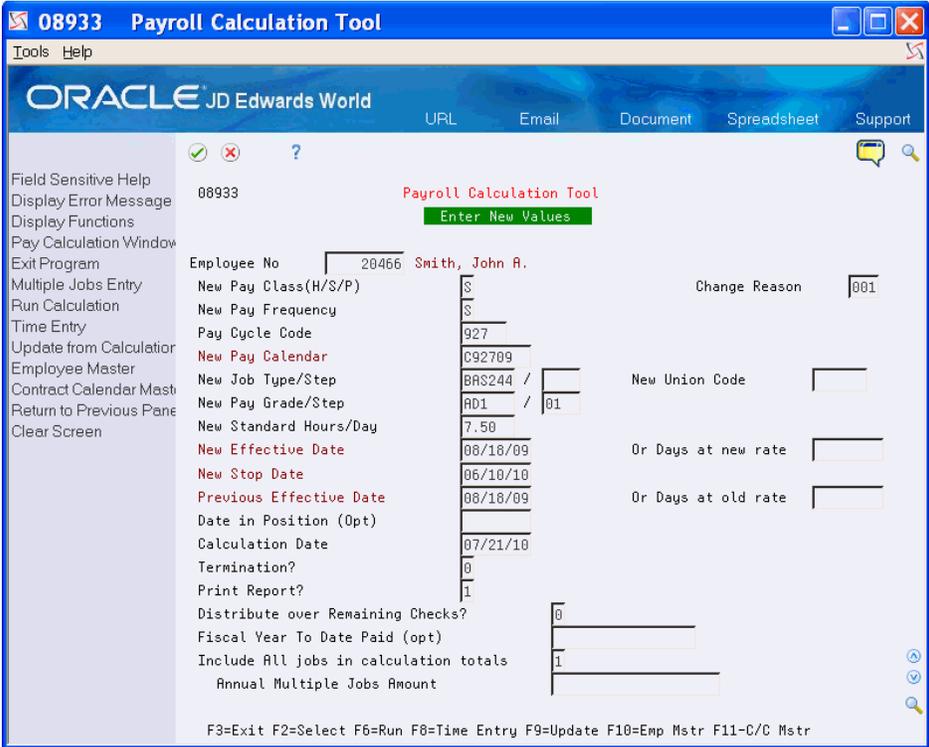
**Figure 32–3 Payroll Calculation Tool (Enter New Values) screen**



5. On Payroll Calculation Tool (Enter New Values), perform one of the following:

- If a contract calendar exists for the employee, click Enter to display the information.
- If a contract calendar does not exist for the employee, enter a value in the New Pay Calendar field and click Enter.

Figure 32-4 Payroll Calculation Tool (New Pay Calendar) screen



6. Make changes as necessary and click Enter.  
If errors occur, make changes until no errors occur.
7. Click Run Calculation (F6).  
The information displays on Payroll Calculation Tool in the New column.



<b>Field</b>	<b>Explanation</b>
Current Effective	<p>The pay start date for the previous contract year when an employee began participating in the company's benefit plans or began being included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>
Current Stop	<p>The pay stop date for the previous contract year when an employee stopped participating in the company's benefit plans or stopped being included in payroll processing.</p> <p>You can also use this field to provide an ending date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>
New Effective	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p>
New Stop	<p>The date when an employee should no longer be included in a payroll cycle or the date when an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.</p> <p>This date may also be the date that a deduction, benefit, or accrual instruction stops.</p>
Pay Class/Freq	<p>Pay Class - A code that indicates how an employee is paid. Valid codes are:</p> <ul style="list-style-type: none"> <li>Blank</li> <li>H - Hourly</li> <li>S - Salaried</li> <li>P - Piecework</li> </ul> <p>Pay Frequency - A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> <li>B - Biweekly</li> <li>W - Weekly</li> <li>S - Semimonthly</li> <li>M - Monthly</li> <li>A - Annually</li> <li>C - European Annualized</li> </ul> <p>The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>
Pay Cycle Code	A code that identifies a master payroll cycle.

Field	Explanation
Calendar Code	<p>A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records.</p>
Job Type/Step	<p>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.</p> <p>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.</p>
Pay Grade/Step	<p>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 either an error or a warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use either the Pay Grades by Class (P082001), if you're not using Pay Step or the Pay Grade Step Table (P082003), if you're using both Pay Grade and Pay Step in your setup.</p> <p>If you have set up your system to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:</p> <ul style="list-style-type: none"> <li>■ Salary</li> <li>■ Hourly Rate</li> <li>■ Hours per day</li> <li>■ Hours per year</li> <li>■ Days per year</li> </ul> <p>Pay Step - A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate.</p> <p>If you have set up your system to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:</p> <ul style="list-style-type: none"> <li>■ Salary</li> <li>■ Hourly Rate</li> <li>■ Hours per day</li> <li>■ Hours per year</li> <li>■ Days per year</li> </ul>
Union Code	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p>

Field	Explanation
Hrs/Year	<p>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).</p> <p>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:</p> <ul style="list-style-type: none"> <li>■ Employee entry forms (this field)</li> <li>■ Pay Grade Step table (hours per day multiplied by days per year)</li> <li>■ Payroll company constants for the employee's company</li> <li>■ Payroll company constants for the default company (company 00000)</li> <li>■ Data dictionary</li> <li>■ System default value of 2080 standard hours per year</li> </ul>
Hrs/Day	<p>The number of hours that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants.</p> <p>For example, if, in the payroll company constants, you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.</p>
Days/Year	<p>The number of workdays 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 set up the human resources constants (System Options, in OneWorld) and you use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p>
Rate/Hour	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this number is the employee's base hourly rate. In the Union Rates table, it is the straight time rate.</p> <p><b>NOTE:</b> If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>

Field	Explanation
Rate/Day	<p>A value that represents the daily rate of pay earned by an employee who is attached to a Contract Calendar.</p> <p>The system calculates the daily rate of pay as follows:</p> <p>Contract Salary / Number of Work days (standard days per year) in the contract calendar that fall between the start and stop dates of the calendar</p>
Periods/Year	<p>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.</p> <p>For employees with contract calendars attached, this value is updated on the Employee C/C Setup video. Before pressing F6 on the Employee C/C Setup video, make sure that the value displayed in this field matches the number of periods used to calculate amounts for the contract calendar being attached.</p>
Life Ins Salary	<p>A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an "I" (Insurance) uses this field.</p> <p><i>Program-Specific Information</i></p> <p>This value is not calculated by the system. The user enters this information on the Pay Rate Information screen (P060131).</p>
Contract Salary	<p>The annual salary an employee earns for a job attached to a contract calendar.</p>

Field	Explanation
Pay Rates Salary	<p>The salary based on the pay rates source field in the HR Constants.</p> <p>If the employee is an hourly employee, the system multiplies the employee's standard hours per year by the hourly rate from the associated table.</p> <p>If the employee is a salaried employee, the system will use the salary from the associated table.</p> <p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year.</p> <p>For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> <li>■ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency)</li> <li>■ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay)</li> </ul> <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p>
Multiple Jobs Salary	<p>This field represents the amount of supplemental wages to be paid (i.e. bonus, commission, etc.)</p> <p><i>Program-specific information</i></p> <p>This field represents the total salary for all secondary jobs (multiple jobs) associated with the primary job.</p>
Days@Old Rate	<p>The number of days the employee was paid on their contract for the previous contract year. This amount may differ from the number of days between the effective (start) date and the stop date of the employee's contract. For example, if the employee was on a leave of absence, the effective and stop dates reflect all the days covered by their contract from a benefits standpoint, but the days the employee was actually paid may exclude the dates they were on a leave of absence.</p>

<b>Field</b>	<b>Explanation</b>
Days@New Rate	The number of days the employee will be paid for the upcoming (new) contract year. This amount may differ from the number of days between the effective (start) date and the stop date of the employee's contract. For example, if the employee will be on a leave of absence, the effective and stop dates reflect all the days covered by their contract from a benefits standpoint, but the days the employee will actually be paid may exclude the dates they will be on leave of absence.
Checks Remaining	The number of checks remaining to be processed during the current contract year according to the pay cycle associated with the contract calendar on the job and the master pay cycles.
Pay@Old Rate	Days@Old Rate x Current Daily Rate of Pay
Pay@New Rate	Days@New Rate x New Daily Rate of Pay
Paid YTD	<p>The salary paid to an employee between the time that you attach the employee's record to a contract calendar and the time that you change any of the contract calendar information.</p> <p>If you are using the J.D. Edwards Payroll system, the system retrieves the salary paid before change from payroll history. If you are not using JD Edwards Payroll, you must enter the appropriate amount in this field when you change contract calendar information for an employee</p>
Balance.To be Pd	(Pay@Old Rate + Pay@New Rate) - Paid YTD
Salary Next Chk	<p>The net amount of the payment.</p> <p>Before the net-deduction phase of pre-payroll runs, this amount will equal gross pay less taxes less deductions based on gross pay.</p> <p>After the net-deduction phase this will equal the true net pay.</p> <p>See also NPY1 and DESQ.</p> <p><i>Screen-specific information</i></p> <p>In the Payroll Calculation Tool, this value is derived as follows:</p> <p>(Pay Rates Salary of Primary Job / Periods/Year) x Periods Remaining</p>
Mult Job Next Ck	<p>The minimum amount of dollars that must be earned (paid) during the pay period before the tax authority considers a week has been worked.</p> <p><i>Screen-specific information</i></p> <p>In the Payroll Calculation Tool, this value represents the amount to be paid on the employee's next check for all multiple jobs associated with the employee. This amount is derived as follows:</p> <p>(Pay Rates Salary of Multiple Jobs / Periods/Year) x Periods Remaining.</p>

Field	Explanation
Adjustment Amt	<p>The pay adjustment amount, which is the difference between the unpaid amount for the remaining periods at the new rate and the amount due based on the new amount per pay period multiplied by the number of pay periods remaining.</p> <p>In simple terms, on the Payroll Calculation Tool, it is calculated as follows:</p> <p>Total Next Check - (Salary of Next Check + Mult Job Next Check)</p> <p>The detailed calculations are:</p> <ol style="list-style-type: none"> <li>1. Unpaid Amount = (Pay @ Old Rate + Pay @ New Rate) - Salary Paid YTD</li> <li>2. Amount Due = (New Pay Period Gross x Periods Remaining in Contract)</li> <li>3. Adjustment = Unpaid Amount - Amount Due</li> </ol>
Total Next Check	<p>The amount of tips claimed by the employee within the pay period. Tips may be defined as either 'Direct' or 'Indirect' dependent upon the Job Category.</p> <p><i>Screen-specific information</i></p> <p>In the Payroll Calculation Tool this amount represents the total amount of the employee's next check, which is calculated as follows:</p> <ol style="list-style-type: none"> <li>1. Pay @ Old Rate = Days @ Old Rate x Old Daily Rate of Pay</li> <li>2. Pay @ New Rate = Days @ New Rate x New Daily Rate of Pay</li> <li>3. Balance to be Paid = (Pay @ Old Rate + Pay @ New Rate) - Salary Paid YTD</li> <li>4. Total Next Check = Balance to be Paid / Periods Remaining in Contract</li> </ol>
New Pay Class (H/S/P)	<p>A code that indicates how an employee is paid. Valid codes are:</p> <p>Blank H - Hourly S - Salaried P - Piecework</p> <p><i>Screen-specific information</i></p> <p>Enter a new pay class code to apply to the employee.</p>

Field	Explanation
Change Reason	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>■ Why an active employee's master table record was changed</li> <li>■ Why an employee was terminated</li> </ul> <p>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</p>
New Pay Frequency	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B - Biweekly W - Weekly S - Semimonthly M - Monthly A - Annually C - European Annualized</p> <p>The system uses the value in the Description 02 field on user defined codes to calculate the amount per pay period for a salaried employee.</p> <p><i>Screen-specific information</i></p> <p>Enter a new pay frequency code to apply to the employee.</p>
Pay Cycle Code	A code that identifies a master payroll cycle
New Pay Calendar	<p>A user defined code (05/CT) that identifies a yearly contract that specifies the number of days that employees work.</p> <p><i>Screen-specific information</i></p> <p>Enter a new pay calendar code to apply to the employee.</p>
New Job Type/Step	<p>The codes that designate a category for grouping employees according to job types.</p> <p><i>Screen-specific information</i></p> <p>Enter a new job type and step code to apply to the employee.</p>
New Union Code	<p>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</p> <p><i>Screen-specific information</i></p> <p>Enter a new union code to apply to the employee.</p>

<b>Field</b>	<b>Explanation</b>
New Pay Grade/Step	<p>The codes that designate a category for grouping employees according to pay ranges.</p> <p><i>Screen-specific information</i></p> <p>Enter a new pay grade and step code to apply to the employee.</p>
New Standard Hours/Day	<p>The number of hours that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants.</p> <p>For example, if, in the payroll company constants (company options), you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.</p> <p><i>Screen-specific information</i></p> <p>Enter the new number of hours per day to apply to the employee.</p>
New Effective Date	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p><i>Screen-specific information</i></p> <p>This is the date that the new values you enter for the Payroll Calculation Tool become active. If you are using Contract Calendars, it is the start date in the Contract Calendar record that the system creates for the new contract.</p>
Or Days at new rate	<p>The number of days the employee will be paid for the upcoming (new) contract year. This amount may differ from the number of days between the effective (start) date and the stop date of the employee's contract. For example, if the employee will be on a leave of absence, the effective and stop dates reflect all the days covered by their contract from a benefits standpoint, but the days the employee will actually be paid may exclude the dates they will be on leave of absence.</p> <p><i>Screen-specific information</i></p> <p>Enter an amount in the Days @ New Rate field, to override the value in the Days/Year field in the new column. The Payroll Calculation Tool uses this value when calculating the pay at the new rate. You might want to use this feature when a person begins a leave of absence or returns from a leave of absence after the start of their contract.</p>
New Stop Date	<p>The date when an employee should no longer be included in a payroll cycle or the date when an employee stops participating in the company's benefit plans. You can use this date for terminated employees, seasonal employees, or employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT. This date may also be the date that a deduction, benefit, or accrual instruction stops.</p>

Field	Explanation
Previous Effective Date	<p>The pay start date for the previous contract year when an employee began participating in the company's benefit plans or began being included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p>If using contract calendars, it is the start date on the prior contract calendar record.</p>
Or Days at old rate	<p>The number of days the employee was paid on their contract for the previous contract year. This amount may differ from the number of days between the effective (start) date and the stop date of the employee's contract. For example, if the employee was on a leave of absence, the effective and stop dates reflect all the days covered by their contract from a benefits standpoint, but the days the employee was actually paid may exclude the dates they were on a leave of absence.</p> <p><i>Screen-specific information</i></p> <p>Enter an amount in the Days @ Old Rate field, to override the value in the Days/Year field in the current column. The Payroll Calculation Tool uses this value when calculating the pay at the old rate. You might want to use this feature when a person begins a leave of absence or returns from a leave of absence after the start of their contract.</p>
Date in Position (Opt)	<p>The date the employee started their present position. Anytime an employee changes positions, this date is changed to the start date of the new position.</p>

Field	Explanation
Calculation Date	<p>The date to update the employee record with the new information. When updating the Employee Master table using the final update step of the payroll cycle, the system updates any changes with an effective date that is less than or equal to the pay-period end date of the payroll.</p> <p>For example, assume that your company processes a payroll on July 1 for work dates June 16-30 and another payroll on July 16 for work dates July 1-15. You want the system to apply the future data changes to the Employee Master table for the July 16 payroll. Therefore, the effective date that you enter for the future change should be between the dates of the previous payroll (June 16-30, in this case). When you process the 7/16 payroll, the system updates the change to the employee records.</p> <p>The system automatically submits the update program as part of the final update step. Only those employees included in the payroll are processed for future changes.</p> <p>Because informational changes update tables during the final update step of the payroll cycle, the system does not use the updated information until the next payroll cycle. For example, if the current payroll cycle is updating an employee's salary, the employee will not receive the new salary until the next payroll.</p> <p><i>Program-specific information</i></p> <p>In the Payroll Calculation Tool, this field provides the user with the flexibility of "back dating" the system date when using the tool. The default is the system date, which in most cases is fine. However, there may be times when you want the system date to mimic a date in the past (i.e. testing calculations when running parallel testing in a test environment for a previous contract year). In these cases, the user enters the "system date" they are wanting to mimic.</p> <p>You must enter a date that occurs before the payroll when the change is to take effect.</p>
Termination?	<p>A flag to indicate if the calculation is processing a termination or not. Valid values are:</p> <p>0 = Not processing a termination (Default)</p> <p>1 = Processing a termination</p>
Print Report?	<p>A flag to indicate whether or not the results of the Payroll Calculation Tool should be printed via the print program (P08933P). Valid values are:</p> <p>0 = No</p> <p>1 = Yes (Default)</p>

Field	Explanation
Distribute over Remaining Checks?	<p>A flag to indicate how a payroll change will impact the remaining paychecks for a contract. The user has the option of having the amount affect the next paycheck only (full adjustment amount will be applied) or having the adjustment amount distributed evenly over all the paychecks remaining to be paid for the contract.</p> <p>0 = Apply change to the next check only. (Default)            1 = Distribute the amount evenly over the remaining checks..</p> <p><i>Screen-specific information</i></p> <p>Enter a value of 0 to apply changes to only the next check and run the Payroll Calculation Tool in final mode. The system creates a time entry record for the adjustment amount.</p>
Fiscal Year to Date Paid (opt)	<p>The salary paid to an employee between the time that you attach the employee's record to a contract calendar and the time that you change any of the contract calendar information.</p> <p>If you are using the JD Edwards Payroll system, the system retrieves the salary paid before change from payroll history. If you are not using JD Edwards Payroll OR you want to override the amount calculated, you must enter the appropriate amount in this field for the employee.</p> <p><i>Screen-specific information</i></p> <p>Enter an amount in this field to override the value in the Paid YTD field from payroll history. You might want to enter a value in this field if you have a payroll run, set for Final Update mode, that is pending. In this case, the amount in payroll history does not reflect the entire amount. If the amount you enter in the field differs from the amount the program calculates from payroll history, a warning displays on the Payroll Calculation Tool screen that states: Difference between YTD entered &amp; Actual and the amount you entered. This is a warning and you can click Enter for the program to accept the override amount you enter.</p>
Include All jobs in calculation totals	<p>A flag to indicate whether amounts for all secondary jobs should be included in the calculations along with the primary job. This is an all or none situation. If the flag is set to 0 (No), then the calculations will only represent the values for the primary job. If the flag is set to 1 (Yes), then the amounts for all secondary jobs as well as the primary job will be included in the calculations.</p> <p>0 = No (Default)            1 = Yes</p>

Field	Explanation
Annual Multiple Jobs Amount	<p>This field represents the amount of supplemental wages to be paid (i.e. bonus, commission, etc.)</p> <p><i>Program-Specific Information</i></p> <p>This field represents the total salary for all secondary jobs (multiple jobs) associated with the primary job. If you want to override the total of all the salaries for all the supplemental jobs on the Employee Multiple Job screen, you must enter the appropriate amount in the field.</p> <p><i>Screen-Specific Information</i></p> <p>Enter an amount in the Annual Multiple Jobs Amount field to override the current value in the system. You might want to use this feature when you are aware of a termination or addition of a secondary job before the end of the contract via the Multiple Job Entry program (P060118) and you want to supply the Payroll Calculation Tool with the actual amount to use for all of the jobs when it calculates the multiple job amounts.</p>

### 32.2.1 Reports

Each time you run the Payroll Calculation Tool, a report prints based on the information that you enter. In Proof or Final mode, the program sends the report to the output queue with a hold status and you must release it in order to print it.

In Proof mode, the program does not update any of the payroll files and generates one copy of the report as follows.

**Figure 32-6 Salary Calculation report**

08933P	J.D. Edwards World	PAGE . . . . .	1
	SALARY CALCULATION	DATE . . . . .	12/01/09
NAME . . . . .	122997 Wygand III, James	NEW	_____
CALENDAR . . . . .	C92009 BU 7 Check Date 12/18/09	RESIGN	_____
		LEAVE	_____
		RETIRE	_____
		OTHER	_____
YOUR SALARY HAS BEEN CALCULATED DUE TO THE FOLLOWING:			
EFFECTIVE DATE: 07/01/09			
JOB TYPE . . . . .	STS087	JOB STEP . . . . .	
PAY GRADE . . . . .	29B	PAY STEP . . . . .	06
		HRS/DAY . . . . .	7.50
HOURLY . . . . .	15.250		
DAILY . . . . .	114.37502		
PAY PERIOD . . . . .	1,205.70		
ANNUAL . . . . .	28,936.88		
CALCULATION:			
253.00 DAYS AT	114.37502 Eff 07/01/09		28,936.88
	SALARY		28,936.88
			_____
	MULTIPLE JOBS		.00
			_____
CONTRACT TOTAL			28,936.88
PAID TO DATE		-	7,836.70
			_____
TOTAL BALANCE DUE			21,100.18
13 Checks Remaining			
x Pay Period Amount		-	15,674.10
			_____
12/18/09	Gross Pay		5,426.08
			_____
DATE COMPLETED	_____	BY	_____
		EXT	_____

When you choose Update from Calculation (F9), the program updates the payroll files and produces two copies of the report, as follows, with FINAL UPDATE in the header. You can give one copy to the employee and place one in the employee's file.

**Figure 32-7 Salary Calculation (Final Update) report**

08933P	J.D. Edwards World SALARY CALCULATION	PAGE . . . . 1 DATE . . . . 12/01/09
FINAL UPDATE		
NAME . . . . 122997	Wygand III, James	NEW _____
CALENDAR . C92009	BU 7 Check Date 12/18/09	RESIGN _____
		LEAVE _____
		RETIRE _____
		OTHER _____
YOUR SALARY HAS BEEN CALCULATED DUE TO THE FOLLOWING:		
EFFECTIVE DATE: 07/01/09		
JOB TYPE . . . . STS087	JOB STEP . . . .	
PAY GRADE . . . . 29B	PAY STEP . . . . 06	HRS/DAY . . . . 7.50
HOURLY . . . . .	15.250	
DAILY . . . . .	114.37502	
PAY PERIOD . . . .	1,205.70	
ANNUAL . . . . .	28,936.88	
CALCULATION:		
253.00 DAYS AT	114.37502 Eff 07/01/09	28,936.88
	SALARY	28,936.88
	MULTIPLE JOBS	.00
CONTRACT TOTAL		28,936.88
PAID TO DATE		- 7,836.70
TOTAL BALANCE DUE		21,100.18
13 Checks Remaining		
x Pay Period Amount		- 15,674.10
12/18/09	Gross Pay	5,426.08
DATE COMPLETED _____	BY _____	EXT _____

### 32.2.2 Processing Options

See [Section 52.2, "Payroll Calculation Tool \(P08933\)."](#)

## 32.3 Attaching a Calendar to Groups of Employees Initially

### Navigation

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

You use the Attach Calendar to Employees program (P08937) to attach a group of employees to a contract calendar the very first time. This program globally attaches a

calendar to all employees that you specify in the Data Selection and the system assigns the same values you set in the processing options.

See [Section 32.3, "Attaching a Calendar to Groups of Employees Initially"](#) for more information.

## 32.4 Recalculating Information for Groups of Employees

### Navigation

From **Payroll Pay Grade/Calendar Setup (G0749)**, choose **Recalculate C.C Salary**

You use the Recalculate C/C Salary program (P08936) to move employees to another calendar or to recalculate salary information for all employees on a specific calendar.

See [Section 30.6, "Recalculating Information for Groups of Employees."](#)

# Part VI

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## Advanced and Technical Operations

This part contains these chapters:

- [Chapter 33, "Overview to Advanced and Technical Operations,"](#)
- [Chapter 34, "Purge Employee Information,"](#)
- [Chapter 35, "Work with the HR Subsystem and Monitor."](#)



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## Overview to Advanced and Technical Operations

This chapter contains these topics:

- [Section 33.1, "Objectives,"](#)
- [Section 33.2, "About Advanced and Technical Operations."](#)

### 33.1 Objectives

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

### 33.2 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



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## Purge Employee Information

This chapter contains these topics:

- [Section 34.1, "Purging Profile Data,"](#)
- [Section 34.2, "Purging History Records,"](#)
- [Section 34.3, "Purging Turnover Records."](#)

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

### 34.1 Purging Profile Data

#### Navigation

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.

#### 34.1.1 What You Should Know About

Topic	Description
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.

### 34.1.2 Processing Options

See [Section 51.1, "Purge Profile Data \(P080800\)."](#)

## 34.2 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

### 34.2.1 Before You Begin

- Review the history reports to verify that you want to purge your history tables.

**See Also:**

- [Section 11.1, "Reviewing the Employee History Log,"](#)
- [Section 12.1, "Reviewing Multiple Job History for an Employee."](#)

### 34.2.2 Purging Employee History

**Navigation**

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.

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**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.

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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:**

- [Section 34.2.4, "Purging Employee Multiple Job History."](#)

### 34.2.3 Processing Options

See [Section 51.2, "Purge Employee History - All Data Items \(P080860\)."](#)

### 34.2.4 Purging Employee Multiple Job History

**Navigation**

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.

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**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.

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### 34.2.5 Processing Options

See [Section 51.3, "Purge Employee Multiple Job File \(P0601182\)."](#)

## 34.3 Purging Turnover Records

**Navigation**

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).

### 34.3.1 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

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## Work with the HR Subsystem and Monitor

This chapter contains these topics:

- [Section 35.1, "Starting the Subsystem and Monitor,"](#)
- [Section 35.2, "Stopping the Subsystem and Monitor,"](#)
- [Section 35.3, "Stopping the Monitor,"](#)
- [Section 35.4, "Starting the Monitor,"](#)
- [Section 35.5, "Reviewing the Status of the 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.

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

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

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

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

In some instances, the subsystem can remain active, yet you work only with the monitor. For example, you must stop the monitor before you can make changes to history setup. As you work with the monitor, you might want to review its status before you perform certain functions. For example, if you want to change 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 your system to track employee history and turnover. See [Chapter 44, "Set Up Employee History and Turnover Tracking."](#)

## **35.1 Starting the Subsystem and Monitor**

### **Navigation**

**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.

### 35.1.1 What You Should Know About

Topic	Description
System backups	<p>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.</p> <p>See <a href="#">Section 35.2, "Stopping the Subsystem and Monitor"</a> for more information about backups.</p>
Multiple environments	<p>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.</p> <p>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.</p>

## 35.2 Stopping the Subsystem and Monitor

### Navigation

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:

- [Section 35.1, "Starting the Subsystem and Monitor."](#)

## 35.3 Stopping the Monitor

### Navigation

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 *JD Edwards World Technical Foundation Guide* for more information About Unattended Night Operations (Sleeper).

## 35.4 Starting the Monitor

### Navigation

**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 *JD Edwards World Technical Foundation Guide* for more information About Unattended Night Operations (Sleeper).

## 35.5 Reviewing the Status of the Monitor

### Navigation

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:

- About JD Edwards World Security in the *JD Edwards World Technical Foundation Guide* for information about system security.

### To review the status of the monitor

On Current HR Monitor Status

**Figure 35–1** Current HR Monitor Status screen



Review the information.

### 35.5.1 What You Should Know About

Topic	Description
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.



# Part VII

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## System Setup

This part contains these chapters:

- Chapter 36, "Overview to System Setup,"
- Chapter 37, "Set Up User Defined Codes for Time Accounting,"
- Chapter 38, "Set Up General Information,"
- Chapter 39, "Set Up Earnings Information,"
- Chapter 40, "Understand AAI's,"
- Chapter 41, "Set Up AAI's for Time Accounting,"
- Chapter 42, "Set Up Tax Information,"
- Chapter 43, "Set Up Employee Profile Information,"
- Chapter 44, "Set Up Employee History and Turnover Tracking."



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## Overview to System Setup

This chapter contains these topics:

- [Section 36.1, "Objectives,"](#)
- [Section 36.2, "About System Setup."](#)

### 36.1 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

### 36.2 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: <ul style="list-style-type: none"> <li>■ Company constants</li> <li>■ Business unit constants</li> <li>■ Constants used for employee tracking</li> </ul>
Earnings information	You set up earnings information to define the various types of pay your employees receive, for example: <ul style="list-style-type: none"> <li>■ Define pay types</li> <li>■ Define shift rate differentials</li> <li>■ Define pay rates for groups and unions</li> <li>■ Define pay grade information</li> </ul>
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.

<b>Information</b>	<b>Description</b>
Employee profile information	You set up employee profile information to track detailed information about your employees.
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

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## Set Up User Defined Codes for Time Accounting

This chapter contains these topics:

- [Section 37.1, "Setting Up User Defined Codes for Time Accounting,"](#)
- [Section 37.2, "Setting Up Timecard Programs Requiring Approval for Time Accounting."](#)

### 37.1 Setting Up User Defined Codes for Time Accounting

#### Navigation

From **Time Accounting (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.

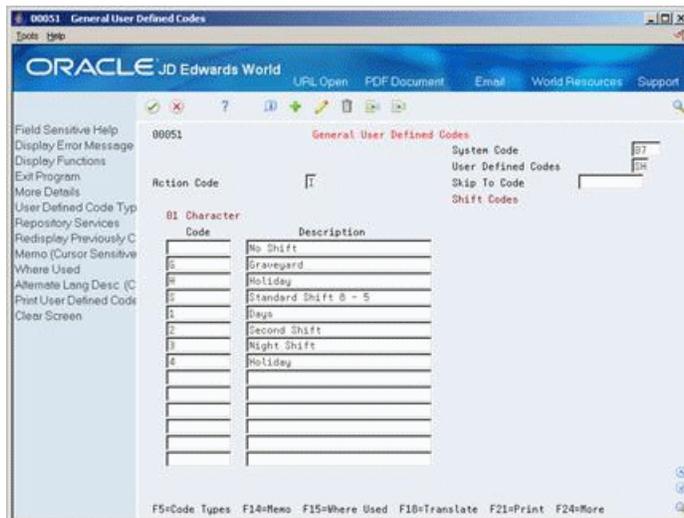
User-Defined Code	Description
EEO Job Code (07/J)	Designate employees by the type of work they do.
EEO Ethnic Code (07/M)	Identify employee by race or ethnic group.
Employee Pay Status (07/PS)	Identify current pay status, such as active or terminated.
Employee Status Codes (07/ES)	Identify current employee 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.

User-Defined Code	Description
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.
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

**Figure 37-1 General User Defined Codes (Time Accounting) 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.

## 37.2 Setting Up Timecard Programs Requiring Approval for Time Accounting

### Navigation

On any user defined codes screen, enter System Code: 00 and User Defined Codes: PD

From General User Defined Codes, press F4 to see More Details

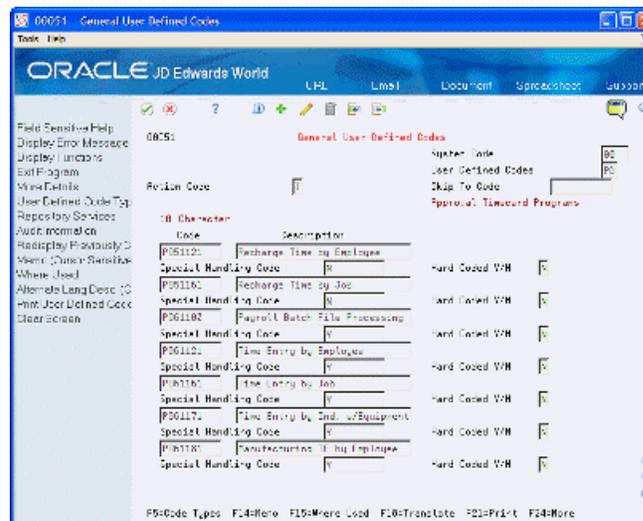
To use the Timecard Approval Workbench program (P00A1207), you need to select which timecard programs are subject to approval

To select the timecard programs that require approval, change only the user defined code listed in the following table.

User-Defined Code	Description
Approval Timecard Programs (00/PD)	Designate which timecard programs require approval.

### To select timecard programs that require approval

Figure 37–2 General User Defined Codes (Timecard Approval) screen



Change the following field to Y or N for each timecard program:

- Special Handling Code

Field	Explanation
Special Handling Code	Use to select which timecards programs are subject to approval. Values are: Y - Yes. Timecard program requires approval. N - No. Timecard program does not require approval.



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## Set Up General Information

This chapter contains these topics:

- [Section 38.1, "Setting Up Company Constants,"](#)
- [Section 38.2, "Setting Up Business Unit Constants,"](#)
- [Section 38.3, "Choosing Fields for Future Data Revisions."](#)

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.

### 38.1 Setting Up Company Constants

#### Navigation

**From Time Accounting (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

### 38.1.1 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.

### 38.1.2 What You Should Know About

Topic	Description
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.

### 38.1.3 Setting Up the Default Company

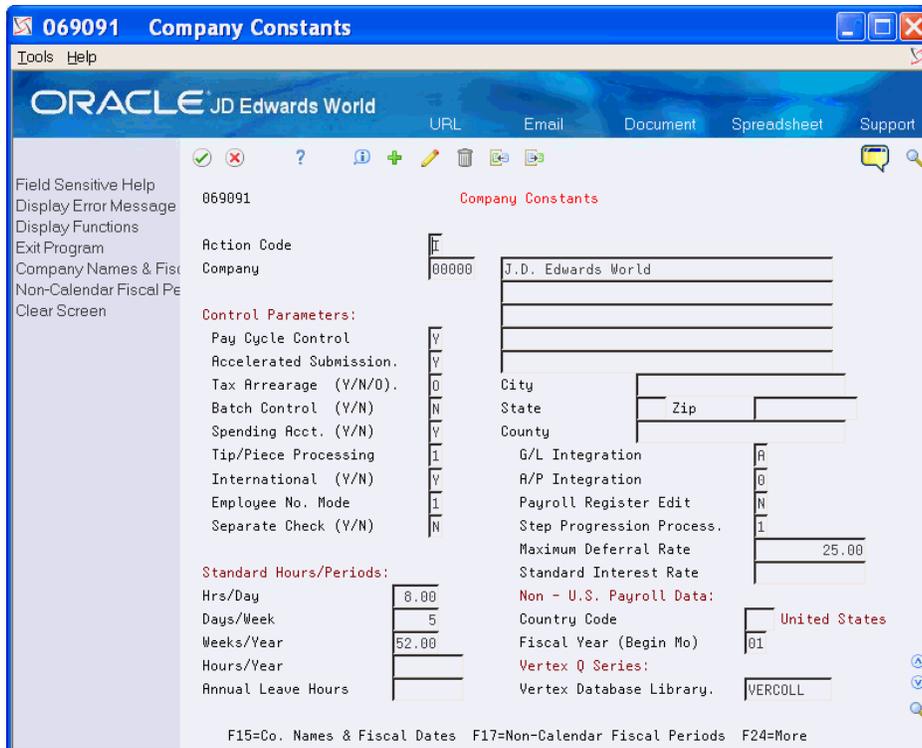
You enter information for Company 00000, the default company, to define the overall operating environment. If you have multiple companies, the parameter settings for Company 00000 must include all of the possible variations that cover all of the companies you set up.

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

Figure 38–1 Company Constants (Set Up Default) screen



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

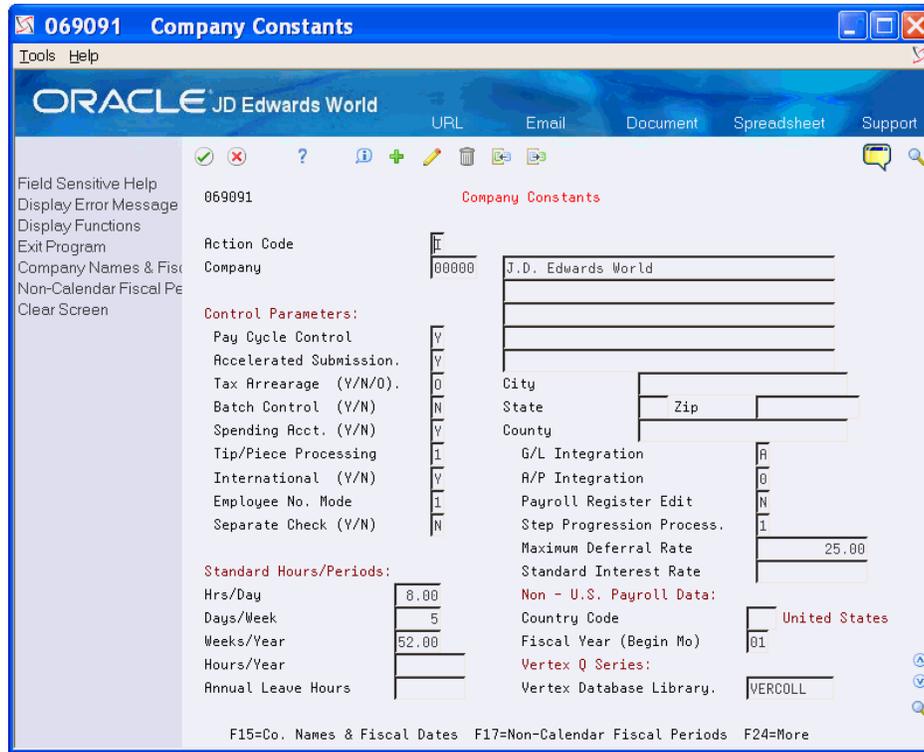
### 38.1.4 Setting Up an Individual Company

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

**Figure 38–2 Company Constants (Individual Company) screen**



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

## 38.2 Setting Up Business Unit Constants

### Navigation

From Time Accounting (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

### 38.2.1 Before You Begin

- Review any existing business unit information

#### To set up business unit constants

On Business Unit Constants

**Figure 38–3 Business Unit Constants screen**

The screenshot shows the 'Business Unit Constants' screen in Oracle JD Edwards World. The window title is '06/0051 Business Unit Constants'. The screen displays various fields for setting up business unit constants, including Business Unit Number (50), Company Number (00050), Burden Factor (1.0000), and others. The screen also shows a menu on the left with options like 'Field Sensitive Help' and 'Display Error Message'.

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	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 – Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 – Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <ul style="list-style-type: none"> <li>Business Unit</li> <li>Pay Rates table</li> <li>Employee level</li> </ul>
Burden Factor	<p>A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.</p>

### 38.3 Choosing Fields for Future Data Revisions

#### Navigation

From Time Accounting (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

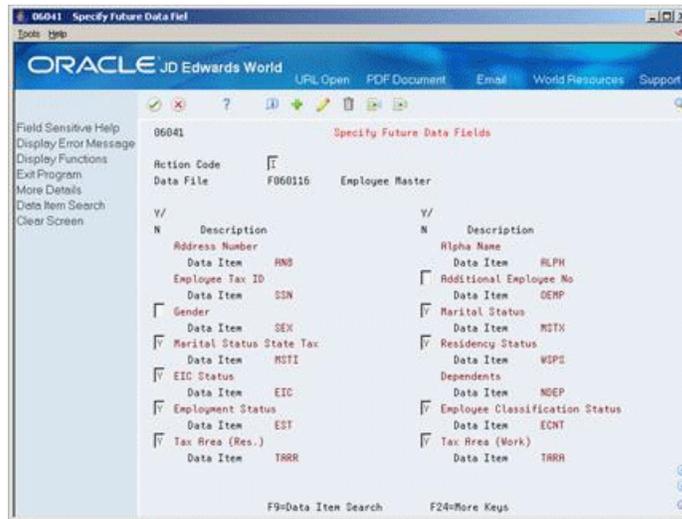
On Specify Future Data Fields

**Figure 38–4 Specify Future Data Fields screen**



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.

**Figure 38–5 Specify Future Data Fields (Details) screen**





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## Set Up Earnings Information

This chapter contains these topics:

- [Section 39.1, "Setting Up Pay Types,"](#)
- [Section 39.2, "Setting Up Pay Grades,"](#)
- [Section 39.3, "Setting Up Pay Grade Steps,"](#)
- [Section 39.4, "Setting Up Shift Rate Differentials,"](#)
- [Section 39.5, "Setting Up Pay Rate Tables."](#)

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.

### 39.1 Setting Up Pay Types

#### Navigation

From Time Accounting (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.

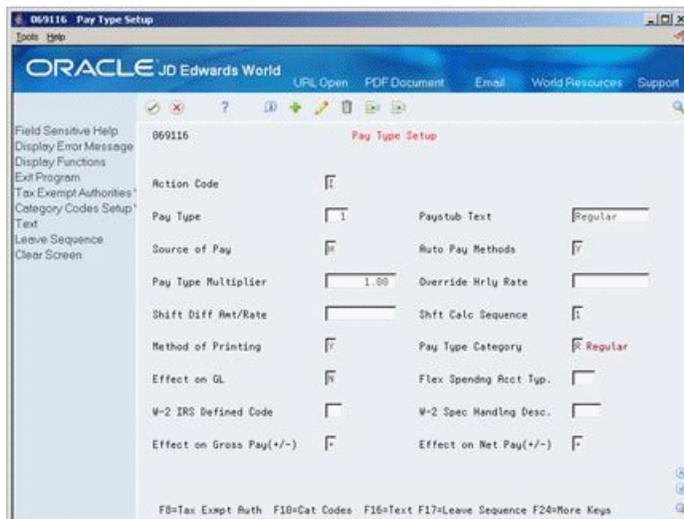
Setting up pay types also allows you to:

- 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

**Figure 39–1 Pay Type Setup screen**



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	<p>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.</p> <p><i>Form-specific information</i></p> <p>Pay type 001 is typically defined for regular pay. JD Edwards World recommends that you do not change this pay type. Autopay uses pay type 001 as the default pay type unless otherwise noted at the employee level.</p>

Field	Explanation
Paystub Text	<p>A description, remark, explanation, name, or address.</p> <p><i>Form-specific information</i></p> <p>The text that you want the system to print on the employee's paystub.</p> <p>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.</p>
Pay Type Multiplier	<p>A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier.</p>
Effect on GL	<p>A code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are:</p> <p>Y – Pass dollars only to the general ledger.</p> <p>N – Pass dollars and hours to the general ledger.</p> <p>M – Do not pass dollars or hours to the general ledger and do not calculate workers' compensation and general liability.</p> <p>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.</p> <p>W – Do not pass dollars or hours to the general ledger but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be passed to the general ledger.</p>

### 39.1.1 What You Should Know About

Topic	Description
Text	<p>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.</p> <p>When you attach a note to a pay type, the word Text appears in the upper right corner of the form.</p>
Category codes	<p>To assign a category code to the pay type, choose the Category Codes function. Category codes are used for reporting purposes.</p>
Functionality for the Time Accounting system	<p>The Tax Exempt Authority program is informational only unless your system is integrated with the Payroll system.</p>

## 39.2 Setting Up Pay Grades

### Navigation

From Time Accounting (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.

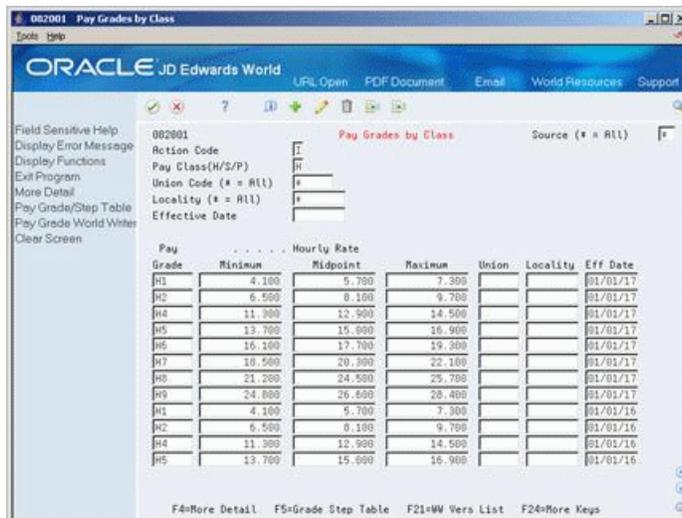
When you define pay grades by class, you establish a permanent record of the pay ranges for your organization's pay grades. When you enter employee information, the system displays an error or warning message when you enter a rate that is not within the pay range for the employee's pay grade.

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

### To set up pay grades

On Pay Grades by Class

**Figure 39–2 Pay Grades by Class screen**



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).

**Figure 39–3 Pay Grades by Class (Detail) screen**

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.

<b>Field</b>	<b>Explanation</b>
Locality	<p>A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.</p> <p><i>Form-specific information</i></p> <p>This field appears in following two sections of this form:</p> <ul style="list-style-type: none"> <li>■ In the header section, use this field to limit the information to pay grades in a specific locality. If you leave this field blank, the system displays all pay grades regardless of locality.</li> <li>■ In the detail section, this field shows the salary locality for a particular pay grade.</li> </ul>
Effective Date	<p>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.</p>
Pay Grade	<p>A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays an error or warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use Pay Grades by Class (P082001).</p>
Minimum	<p>The minimum salary or hourly rate allowed for a pay grade.</p> <p>The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is lower than the minimum rate for the pay grade.</p>
Midpoint	<p>The midpoint salary or hourly rate for a pay grade or pay range.</p> <p>For job IDs with a defined pay grade, you enter the midpoint amount in the Pay Grade table (F082001). For job IDs that you evaluated by points, the system calculates the midpoint amount using a Pay Range Formula table (F08290).</p> <p>The system calculates a compa-ratio (data item #CRA) for an employee by dividing the employee's salary or rate by the midpoint for the employee's pay grade.</p>
Maximum	<p>The maximum salary or hourly rate for a pay grade.</p> <p>The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is higher than the maximum rate for the pay grade.</p>
Rmk	<p>A generic field that you use for a remark, description, name, or address.</p>

### 39.2.1 What You Should Know About

Topic	Description
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.

### 39.2.2 Processing Options

See [Section 53.1, "Pay Grade/Salary Range Information \(P082001\)."](#)

## 39.3 Setting Up Pay Grade Steps

### Navigation

From **Time Accounting (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).

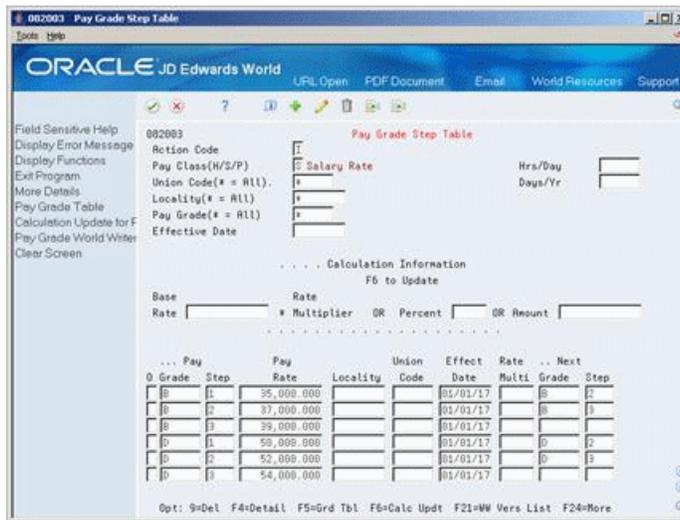
### 39.3.1 What You Should Know About

Topic	Description
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

Figure 39-4 Pay Grade Step Table screen



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.

**Figure 39–5 Pay Grade Step Table (Detail) screen**

## 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.

### 39.3.2 Processing Options

See [Section 53.2, "Pay Grade/Step WW \(P082003\)."](#)

## 39.4 Setting Up Shift Rate Differentials

### Navigation

From **Time Accounting (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:**

- [Section 4.1, "Entering Basic Employee Data."](#)

**To set up shift rate differentials**

On Shift Rate Differentials

**Figure 39–6** *Shift Rate Differentials screen*

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

## 39.5 Setting Up Pay Rate Tables

**Navigation**

From Time Accounting (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.

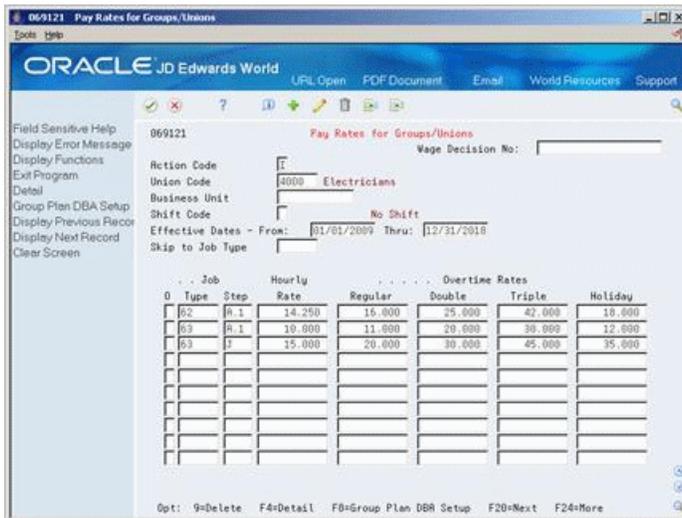
Setting up pay rate tables allows you to:

- 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

**Figure 39–7 Pay Rate for Groups/Unions screen**



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).

**Figure 39–8 Pay Rates for Groups/Unions (Detail) screen**

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.
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.

Field	Explanation
Hourly Rate	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p><b>Note:</b> If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>
Shift Code	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Rate - Distribution (or Billing)	<p>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.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> <li>■ Pay Rate Information</li> <li>■ Employee Labor Distribution</li> <li>■ Occupational Pay Rates</li> <li>■ Time Entry by Employee</li> <li>■ Time Entry by Job or Business Unit</li> <li>■ Daily Timecard Entry</li> <li>■ Time Entry by Employee with Equipment</li> <li>■ Time Entry by Shop Floor Control</li> </ul>
Flat Bdn	<p>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.</p>

<b>Field</b>	<b>Explanation</b>
Labor Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 – Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 – Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <p>Business Unit</p> <p>Pay Rates table</p> <p>Employee level</p>

### 39.5.1 What You Should Know About

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



This chapter contains the topic:

- [Section 40.1, "About AAls for Time Accounting."](#)

## 40.1 About AAls for Time Accounting

Automatic Accounting Instructions (AAls) 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 AAls 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 AAls 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.

### 40.1.1 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.

### 40.1.2 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.

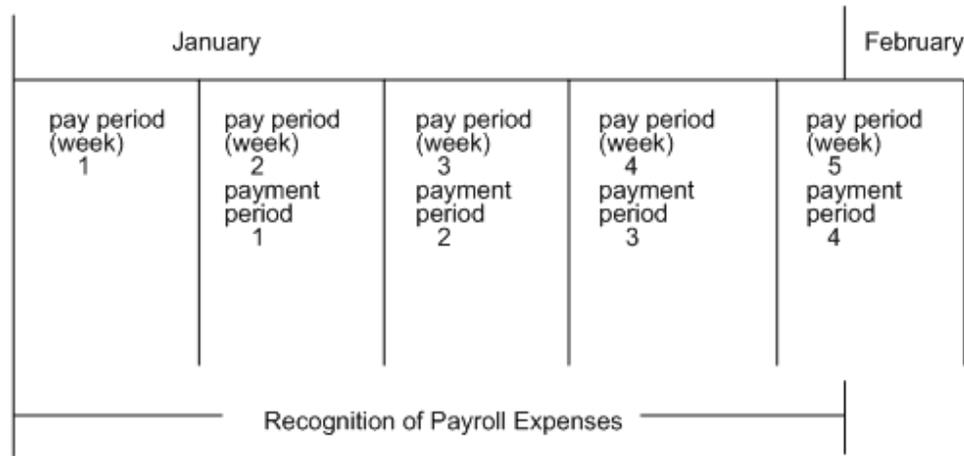
The account number identifies whether the account is an asset, liability, or expense. It contains three parts:

- 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

### 40.1.3 What Dates Are Associated with Payroll Journal Entries?

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

**Figure 40–1 Timing of 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

**Figure 40–2 Example Payroll Journal Entry**

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

#### 40.1.4 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
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 AAls.

**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

**Figure 40–3 Example Payroll Journal Entry with Document and Journal Types**

Type	Journal Type	Date	Account	Description	DR	CR	Menu Sel.
<b>Type T2 - Labor Distribution Journal</b>							
T2	AW	01/28/17	1.4205	Wages Payable		1000	7
T2	LD	01/28/17	25.8115	Labor Expenses	1000		2
					1000	1000	
<b>Type T5 - Equipment Journal</b>							
T5	ED	01/28/17	1.8400	Equipment Expenses (12 Units)			2

### 40.1.5 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.



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## Set Up AAIs for Time Accounting

This chapter contains these topics:

- [Section 41.1, "Entering Default Journal Types,"](#)
- [Section 41.2, "Setting Up AAIs for Labor, Billings, and Equipment Distribution,"](#)
- [Section 41.3, "Setting Up AAIs for Burden and Premium Labor Distribution,"](#)
- [Section 41.4, "Setting Up AAIs for Labor Billings,"](#)
- [Section 41.5, "Setting Up AAIs for Accruals and Clearing,"](#)
- [Section 41.6, "Setting Up Journal Summarization Rules."](#)

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.

### 41.1 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

## 41.2 Setting Up AAls for Labor, Billings, and Equipment Distribution

**Navigation**

From Time Accounting (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 AAls 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.

### 41.2.1 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:

<b>Business Unit</b>	<b>Union</b>	<b>Job Type</b>	<b>Job Step</b>	<b>Payment Type</b>	<b>Journal Type</b>
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR	LD	
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

The following list identifies additional search criteria the system can use to match information from the timecard for the default Company 00000:

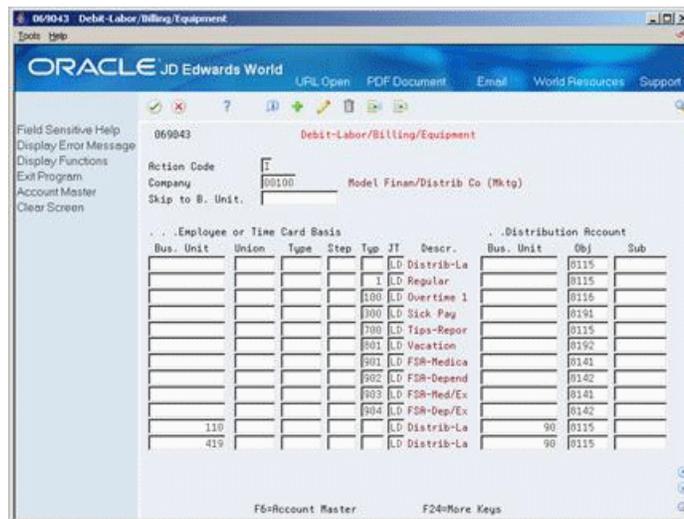
<b>Business Unit</b>	<b>Union</b>	<b>Job Type</b>	<b>Job Step</b>	<b>Payment Type</b>	<b>Journal Type</b>
	3000	CARP	APPR	1	LD

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
	CARP	APPR		1	LD
	CARP	APPR			LD
	CARP			1	LD
	CARP				LD
				1	LD
					LD

**To set up AAls for labor, billings, and equipment distribution**

On Debit - Direct Labor/Billings/Equipment

**Figure 41-1 Debit - Direct Labor/Billings/Equipment screen**



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	<p>This field represents the type of transaction for which an account is to be derived.</p> <p><i>Form-specific information</i></p> <p>For Equipment Billing:</p> <p>Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table.</p> <p>When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify in the Equipment Worked (EQPW) field on Equipment Time Entry forms in Payroll or Time Accounting.</p>
Employee or Time Card Basis Bus. Unit	<p>Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit.</p> <p>You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.</p> <p><i>Form-specific information</i></p> <p>For autopay employees, the system uses the labor distribution instructions, the employee's home business unit, or the lowest level of default.</p>

## 41.2.2 What You Should Know About

Topic	Description
Search criteria	<p>The system uses the following search criteria to determine which distribution account to debit:</p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Codes in the Union, Type, and Step fields help to narrow the system's search.</li> </ul>
Distribution account fields	<p>To determine the distribution account, the system treats each distribution account as follows:</p> <ul style="list-style-type: none"> <li>■ Business Unit - Override or Timecard Basis Business Unit</li> <li>■ Object - Table entry required</li> <li>■ Subsidiary - Override or timecard subsidiary</li> </ul>

Topic	Description
<b>Business unit search for Company 00000</b>	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:**

- [Section 41.1, "Entering Default Journal Types."](#)

## 41.3 Setting Up AAls for Burden and Premium Labor Distribution

**Navigation**

From Time Accounting (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 AAls 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 AAls for burden and premium labor distribution

On Debit - Burden/Premium-Labor Distribution

**Figure 41–2 Debit - Burden/Premium-Labor Distribution screen**

Time Card Basis			Distribution Account						
Bus. Unit	Obj	Sub	Type	JT	Descr.	H	Bus. Unit	Obj	Sub
0115			BF		Burden-Frin	4	0125		
0115			BT		Burden-Taxe	4	1111		
0115			C		FUI Paid	4	0170		
0115			E		FICR Paid	4	0195		
0115			FB		Flat Burden	4	0130		
0115			H		SUI Paid	4	0170		
0115			PR		Premium Lab	4	0116		PRER
0115			D		Medicare Pa	4	0135		
0115			W		Workers Com	4	0145		
0115			V		General Lia	4	0145		
0115			1005		Health/Co.	4	0140		
0115			1000		Dental/Co.	4	0140		

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.

### 41.3.1 What You Should Know About

Topic	Description
Search criteria	<p>The system uses the following search criteria to determine which distribution account to debit:</p> <ul style="list-style-type: none"> <li>■ On the first pass, the system searches for all fields in the Time Card Basis section of the form.</li> <li>■ On the second pass, the system searches for business unit, object, subsidiary, and journal type.</li> <li>■ On each successive pass the system uses a different combination of data fields.</li> </ul>
Distribution account fields	<p>To determine the distribution account, the system treats each distribution account as follows:</p> <ul style="list-style-type: none"> <li>■ Business Unit - Override or controlled by hierarchy method</li> <li>■ Object - Table entry required</li> <li>■ Subsidiary - Override or controlled by hierarchy method</li> <li>■ Subledger - Controlled by the hierarchy</li> </ul>

**See Also:**

- [Section 41.1, "Entering Default Journal Types."](#)

## 41.4 Setting Up AAls for Labor Billings

**Navigation**

From Time Accounting (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 AAls 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.

### 41.4.1 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

Home Business Unit	Job Location	Pay Type	Journal Type
		1	RO
			RO

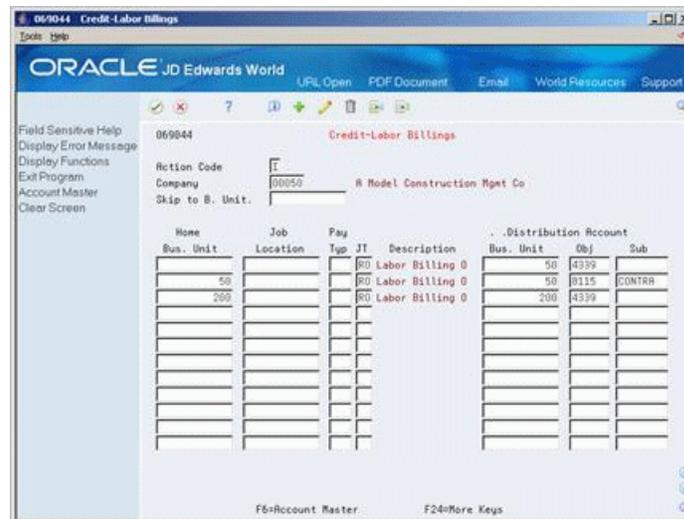
The following table represents the search criteria the system uses to match information from the timecard to the default Company 00000:

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

**Figure 41-3 Credit - Labor Billings screen**



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.

#### 41.4.2 What You Should Know About

Topic	Description
Search criteria	<p>On the first pass, the system searches on the following fields:</p> <ul style="list-style-type: none"> <li>■ Home Business Unit</li> <li>■ Job Location</li> <li>■ Pay Type</li> <li>■ Journal Type</li> </ul> <p>On each successive pass the system searches on a different combination of data fields.</p>
Distribution account fields	<p>To determine the distribution account, the system treats each distribution account as follows:</p> <ul style="list-style-type: none"> <li>■ Business Unit - Override or employee home business unit</li> <li>■ Object - Table entry required</li> <li>■ Subsidiary - Table entry optional</li> <li>■ Subledger - None</li> </ul>
Default labor billings	<p>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.</p>

**See Also:**

- [Section 41.1, "Entering Default Journal Types."](#)

### 41.5 Setting Up AAls for Accruals and Clearing

**Navigation**

From Time Accounting (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 AAls 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

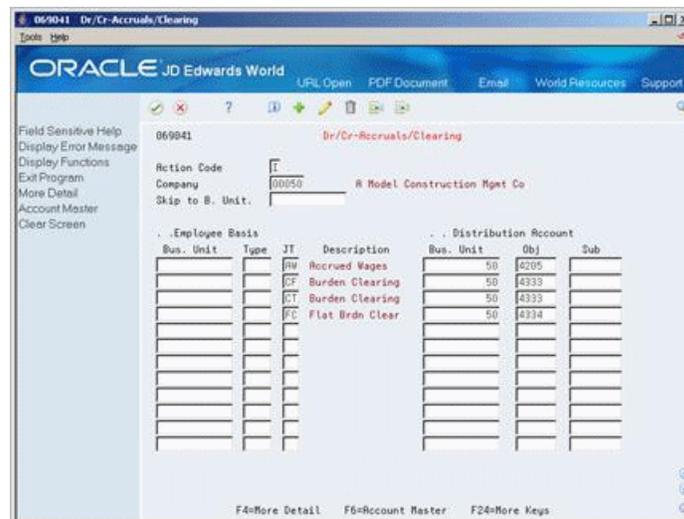
The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	Type	Journal Type
		AW, FC, IC, or RC

**To set up AAIs for accruals and clearing**

On Debit/Credit - Accruals/Clearing

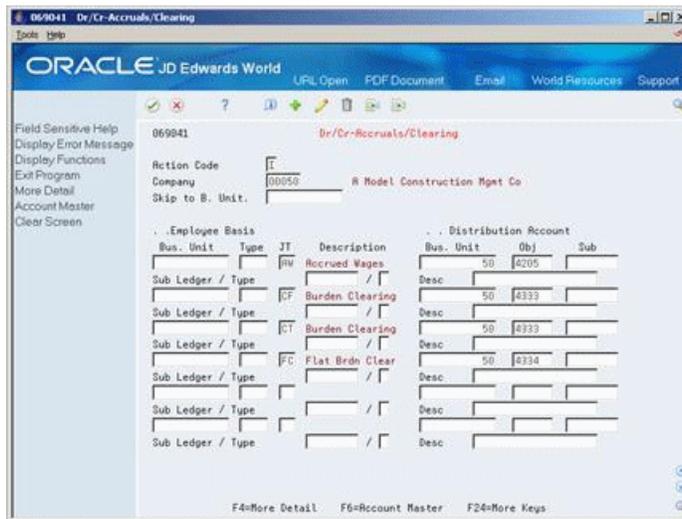
**Figure 41-4 Debit/Credit - Accruals/Clearing screen**



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).

**Figure 41–5 Debit/Credit - Accruals/Clearing (Detail) screen**



5. Complete the following optional fields:
  - Subledger
  - Type
  - Description
  - Enhanced Subledger 1-4
  - Enhanced Subledger Types
6. Complete the steps to enter default journal type CF, CT, and AW.

Field	Explanation
Enhanced Subledger 1- 4	An enhanced subledger can be, for example, an equipment item number or an address book number. If you enter an enhanced subledger code, you must also specify the enhanced subledger type. This field acts the same and is edited much the same as the Subledger field.

Field	Explanation
Enhanced Subledger Types 1 - 4	A user defined code (16/E1 through 16/E4) that is used with the associated Enhanced Subledger field (ABR1 through ABR4) to identify the Enhanced Subledger field type and how the system will perform the Enhanced Subledger editing. The second line of the description on the User Defined Codes form controls how the system validates entries in the Enhanced Subledger field. This is either hard-coded (edits against a file as described in the second line of the description) or user defined.

### 41.5.1 What You Should Know About

Topic	Description
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: <ul style="list-style-type: none"> <li>■ Business Unit - Override entry or employee home business unit</li> <li>■ Business Unit - *LABOR for FC (Flat burden offset) provides the same business unit as labor, not Home Business Unit</li> <li>■ Object - Table entry required</li> <li>■ Subsidiary - Override entry or *PAY for DBAs and *CO for intercompany settlements</li> <li>■ Subledger - Table entry</li> </ul>

**See Also:**

- [Section 41.1, "Entering Default Journal Types."](#)

## 41.6 Setting Up Journal Summarization Rules

### Navigation

From **Time Accounting (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





Field	Explanation
Payroll Summarization Code	<p>The rules tell the system how to summarize the pro forma entries before creating the actual journal entries. The system looks for all documents that have the same value and summarizes them into one journal.</p> <p>Valid codes for rules and journal entry descriptions are:</p> <p>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.)</p> <p>First description in the journal entry - Document description Second description in the journal entry - Blank</p> <p>2 – Same as Rule 1 and include pay type</p> <p>First description in the journal entry - Document description Second description in the journal entry - Pay type</p> <p>3 – Same as Rule 1 and include pay type, job type, and job step</p> <p>First description in the journal entry - Document description Second description in the journal entry - Pay type</p> <p>4 – Same as Rule 1 and include pay type, job type, job step, and employee</p> <p>First description in the journal entry - Employee Second description in the journal entry - Pay type</p> <p>5 – Do not summarize</p> <p>First description in the journal entry - Document description Second description in the journal entry - Time entry comment and pay type</p> <p>6 – Do not summarize and include employee name</p> <p>First description in the journal entry - Employee Name Second description in the journal entry - Time entry comment and pay type</p>

### 41.6.2 What You Should Know About

Topic	Description
Summarization code	<p>The summarization code also indicates the descriptions in the journal entry.</p> <p>EXA is the first description in the journal entry in the Account Ledger table (F0911).</p> <p>EXR is the second description in the journal entry in the Account Ledger table (F0911).</p>
Equipment Transactions	<p>You must set up the system so that the equipment transactions are not summarized. For those ranges of accounts, choose either:</p> <ul style="list-style-type: none"> <li>■ No summarization</li> <li>■ No summarization with Employee Name</li> </ul>

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## Set Up Tax Information

This chapter contains these topics:

- [Section 42.1, "Setting Up Tax Area Information,"](#)
- [Section 42.2, "Setting Up Corporate Tax IDs."](#)

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.

### 42.1 Setting Up Tax Area Information

#### Navigation

From **Time Accounting (G05)**, enter **29**

From **Time Accounting Setup (G054)**, choose **Payroll Constants and Tables**

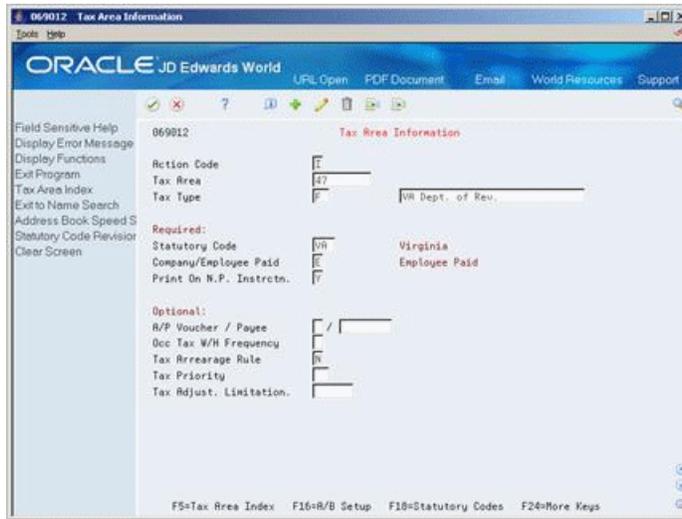
From **Additional Constants and Tables (G0541)**, choose **Tax Area Information**

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**

**Figure 42-1 Tax Area Information screen**



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	<p>A user defined code (07/TT) that identifies the type of payroll tax being processed.</p> <p>Refer to the associated user defined code records for the current descriptions of these codes.</p> <p>The values and meanings associated with this user defined code are pre-set by JD Edwards World. You should not alter the values and meanings.</p> <p><i>Form-specific information</i></p> <p>For Canadian provincial tax types:</p> <p>Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.</p> <p>For U.S. state tax types:</p> <p>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.</p> <p>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.</p> <p>For U.S. local tax areas:</p> <p>Local tax areas use all 9 digits of the GeoCode tax area. You should define a 3 character statutory code.</p> <p>For U.S. Earned Income Credit (EIC)</p> <p>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.</p>
Description-Alpha	<p>Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions:</p> <p>Dates - Begin all Date fields with Date</p> <p>Amounts - Begin all Amount fields with Amount</p> <p>Units - Begin all Unit, Quantity, and Volume fields with Units</p> <p>Name - Begin all 30-byte description fields with Name</p> <p>Prompt - Begin any Y/N prompting field with Prompt</p> <p>Address Number - Begin all address numbers (employee, customer, owner) with Address Number</p> <p><i>Form-specific information</i></p> <p>For Tax Area Information:</p> <p>The first 12 characters of the description print on the paystub. Because the tax area index sorts on this description:</p> <ul style="list-style-type: none"> <li>■ Begin each state tax with the statutory code or state abbreviation so similar state taxes display together on the index.</li> <li>■ Begin federal tax descriptions with the same letters, for example FED.</li> </ul>

Field	Explanation
Print On N.P. Instrctn	<p>Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:</p> <p>Pay Types/Payroll Taxes:</p> <p>Y – Print on paystub (default)</p> <p>S – Print separate check (one item per check)</p> <p>C – Print separate check (C types combined)</p> <p>N – Do not print on paystub</p> <p>Deduction/Benefit/Accrual Types:</p> <p>Y – Print as total deductions (default)</p> <p>S – Print separate check (one item per check)</p> <p>C – Print separate check (include detail)</p> <p>N – Do not print on paystub</p> <p>I – Print individual transactions</p> <p>T – Print by DBA Print Group</p> <p>The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.</p> <p><i>Form-specific information</i></p> <p>Enter a Y for taxes paid by the employee.</p>
Company/Employee Paid	<p>A code that specifies whether the payroll tax associated with the tax authority is paid by the company (expense) or a employee deduction (withholding). Codes are:</p> <p>C – Company Paid</p> <p>E – Employee withheld</p> <p>If a code of E is used for employee withheld, then an associated DBA must be set up in order for this table to calculate correctly. DBA No. 9050 can be used as an example when setting up employee paid workers compensation.</p>

## 42.2 Setting Up Corporate Tax IDs

### Navigation

From **Time Accounting (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 PDDBA 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

Figure 42–2 Corporate Tax IDs screen

069001 Corporate Tax ID's

ORACLE JD Edwards World

URL Open PDF Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Detail  
Index of Tax Areas  
Previous Record  
Next Record  
Clear Screen

069001 Corporate Tax ID's

Action Code [F]  
Company [00001] Model Financial Co (Trng)  
Skip to Tax Area [ ]

Tax Area	Tx	C	PM	Stat.	Tax Id	Description
FEDERAL	F	F	F	01	040702700	FED Income Tax
05	F	F	F	CO	06123456	CO Department of Revenue
05	H	F	F	CO	00112345632	CO Unemployment Ins.
05	Z	F	F	CO	00112345632	CO Weeks Worked
050310140	K	F	F	DEN	000025	CO Denver Occ Read Tax
47	F	F	F	VR	47123456	VR Dept. of Rev.
47	H	F	F	VR	17991916163	VR Unemployment
47	Z	F	F	VR	17991916163	VR Weeks Worked

F4=Detail F15=Tax Area Index F19=Previous F20=Next F24=More

## 1. Complete the following fields:

- Company
- Tax Area
- Tax Type
- Tax Identification Number

Field	Explanation
Tax Identification Number	<p>A number that identifies your company to the tax authority. Such numbers include social security number, federal or state corporate tax IDs, sales tax number, etc.</p> <p>This number has specifically been established for the Payroll system to handle the current requirement of states such as Idaho and Louisiana which use more than 9 positions.</p> <p>Do not enter hyphens (dashes) embedded in the code.</p> <p><i>Form-specific information</i></p> <p>You must make an entry in this field. If you do not currently have the number, type applied for followed by the tax area and tax type. When you receive the number, replace this temporary entry.</p> <p>For Canadian employment insurance: Enter the Revenue Canada business identification number (BIN) as the corporate tax ID.</p>



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## Set Up Employee Profile Information

This chapter contains these topics:

- [Section 43.1, "Defining Types of Profile Data,"](#)
- [Section 43.2, "Setting Up Security for Profile Data,"](#)
- [Section 43.3, "Generating the Title Search Table,"](#)
- [Section 43.4, "Transferring Profile Data."](#)

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.

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.

### 43.1 Defining Types of Profile Data

#### Navigation

From **Time Accounting (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

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**Note:** If you do not have the Human Resources system, you can track profile information for employees only.

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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	<p>Narrative format allows you to enter information in free form text. You might want to use the narrative format for:</p> <ul style="list-style-type: none"> <li>■ Employee appraisal overviews</li> <li>■ Emergency contacts</li> </ul>
Code format	<p>Code format requires you to enter information in specific fields on the form. You might want to use the code format for:</p> <ul style="list-style-type: none"> <li>■ Language skills</li> <li>■ Training completed</li> <li>■ Employee appraisal details</li> </ul> <p>To standardize data entry and make it possible to report on profile data, you can associate the following columns in a code format data type with a user defined table:</p> <ul style="list-style-type: none"> <li>■ Code Title</li> <li>■ Remark 1 Title</li> <li>■ Remark 2 Title</li> </ul> <p>You can use either 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.</p>
Program format	<p>Program format allows you to access a specific program and version number from a profile data type. Instead of customizing menus, you can set up profile data types to access the forms that you use most often. Setting up profile data types in this manner allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.</p>

Defining types of profile data 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

### 43.1.1 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

**Figure 43–1 Define Types of Data screen**



1. Complete the following fields:
  - HR Data Base
  - Type Data
  - Description
2. Enter N in the following field:
  - Mode

Field	Explanation
HR Data Base	<p>A user defined code (08/RC) that specifies a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are:</p> <ul style="list-style-type: none"> <li>A – Applicant Information</li> <li>E – Employee Information</li> <li>J – Job Description</li> <li>H – Injury/Illness Case Number</li> <li>P – Dependent/Beneficiary Information</li> <li>R – Requisition Information</li> </ul>
Type Data	<p>A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts.</p> <p>You define these codes using Define Types of Data (P08090).</p> <p><i>Form-specific information</i></p> <p>Enter the code for the type of data you want to track in the Human Resources and Payroll systems.</p>
Display Mode - Code or Narrative	<p>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</p> <ul style="list-style-type: none"> <li>C – Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).</li> <li>N – Narrative format, which displays the form for entering narrative text.</li> <li>P – Program exit, which allows you to exit to the program you specified in the Pgm ID field.</li> <li>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.</li> </ul>

**To define profile data types in code format**

On Define Types of Data

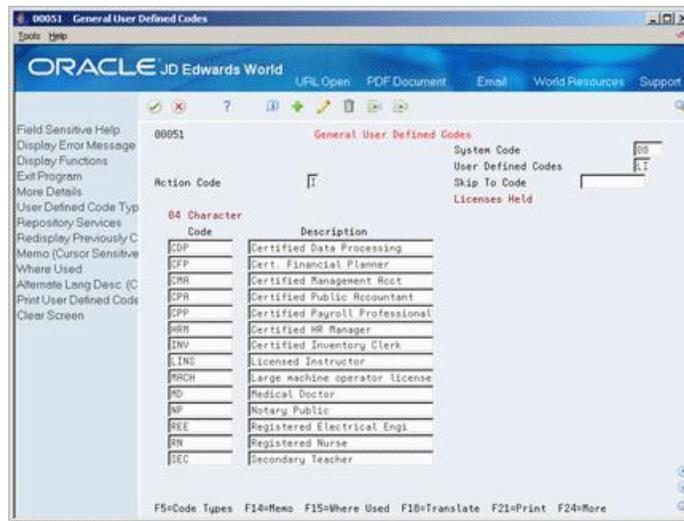
1. Complete the following fields:
  - HR Data Base
  - Type Data
  - Description
2. Enter C in the following field:
  - Mode
3. To specify the information you want to track for this data type, complete the following fields:
  - Code Title
  - Date Title
  - Amount Title

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).

**Figure 43–2 Define Types of Data (Detail) screen**

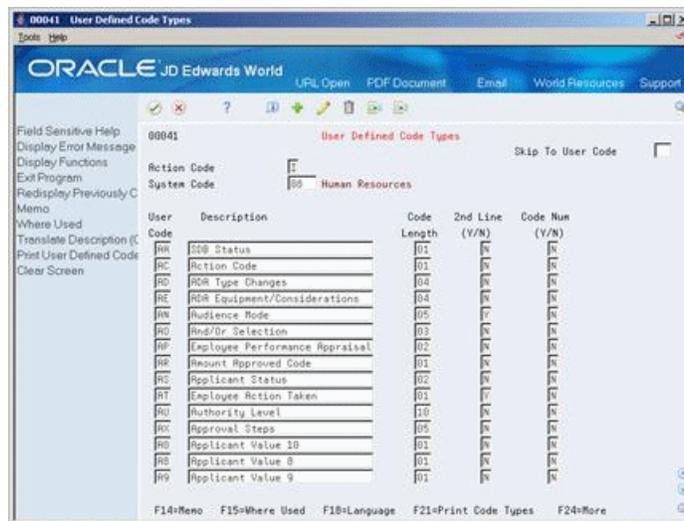
6. Complete any of the following optional fields:
  - Remark 1 Title
  - Edit Remark 1 on
  - Edit Remark 2 on
  - Remark 2 Title
  - Default Date
  - Through Date Title
  - Amount 2 Title
7. To create a new user defined code table for this data type, choose the User Defined Codes function.

**Figure 43–3 General User Defined Codes (Code Format) screen**



8. On User Defined Code Revisions, choose the Code Types function.

**Figure 43–4 General User Defined Code Types screen**



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	<p>The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.</p> <p><i>Form-specific information</i></p> <p>Enter the heading you want to display for a column on Profile Data Entry.</p> <p>For example, in Human Resources Benefits this could indicate the COBRA plan, option, type, and so forth.</p>
Date Ttl	<p>The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.</p>
Amt Title	<p>The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.</p>
System Code	<p>A user defined code (98/SY) that identifies a JD Edwards World system.</p> <p>A user defined code that identifies a JD Edwards World system, such as Accounts Receivable, Address Book, Inventory, and so on.</p> <p>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.</p> <p>See UDC 98/SY</p> <p><i>Form-specific information</i></p> <p>The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type.</p> <p>For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message.</p> <p>This field applies only to the code format (C).</p>
Remark 1 Title	<p>The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.</p>

Field	Explanation
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.
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.  <i>Form-specific information</i> 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.  <i>Form-specific information</i> The title you want to appear for Amount 2.

**To define profile data types in program format**

On Define Types of Data

1. Complete the following fields:
  - HR Data Base
  - Type Data
  - Description
2. Enter P in the following field:
  - Mode
3. Access the detail area.
4. To specify the program that you want this data type to access, complete the following fields:
  - Program ID
  - Version

Field	Explanation
Pgm ID/Vers	The identification, such as program number, table number, and report number, that is assigned to an element of software.

Field	Explanation
Version	<p>For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.</p> <p>For OneWorld, the name of the version. It is created when the version is added.</p> <p><i>Form-specific information</i></p> <p>The DREAM Writer version of the program that you want this data type to access.</p>

## 43.2 Setting Up Security for Profile Data

### Navigation

From Time Accounting (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.

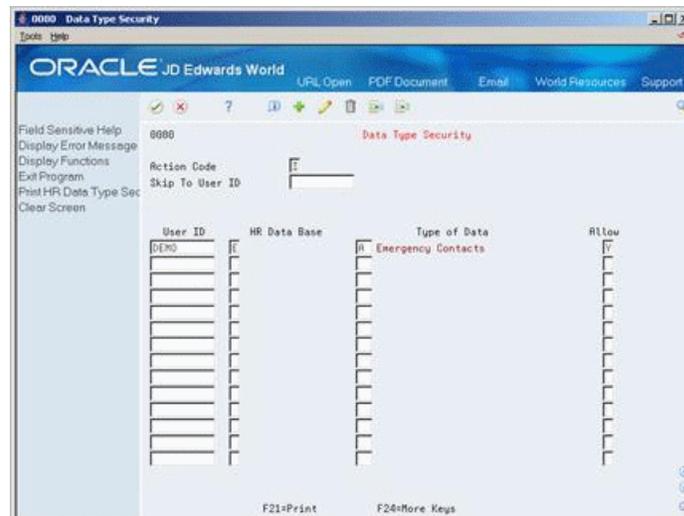
### See Also:

- About JD Edwards World Security in the *JD Edwards World Technical Foundation Guide* for information about JD Edwards World system security.

### To set up security for profile data

On Data Type Security

Figure 43–5 Data Type Security screen



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).
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). <i>Form-specific information</i> The specific type of data to which you are restricting employee from access.

### 43.3 Generating the Title Search Table

**Navigation**

**From Time Accounting (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.

### 43.4 Transferring Profile Data

**Navigation**

**From Time Accounting (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

#### 43.4.1 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.

#### 43.4.2 To transfer profile data

On Profile Data Copy/Move

Select the type of transfer operation you want to run.

**Figure 43–6 Applicant Profile Data Copy/Move report**

080840		JD Edwards World			Page No. . . .		
HR Data Base . . . . A		Applicant Information			Date - . . . . 1/30/17		
		Applicant Profile Data - Copy/Move					
		From Type of Data . . B		Skills			
		To Type of Data . . B		Skills Applicant			
Number	Name	Type	Description	App Date	Comment		
8920	Jorganson, Terri	COACH	Coaching experience	04/01/17	Record already exists		
8000	Bates, Richard T.	LOTUS	Lotus 1-2-3 or equivalent	08/18/17	Record already exists		
8000	Bates, Richard T.	PCUSE	PC Usage	08/18/17	Record already exists		
8001	Hogan, Betsy	PCUSE	PC Usage	01/01/17	Record already exists		
8001	Hogan, Betsy	WDFROC	Word Processing	01/01/17	Record already exists		
8004	Torres, Elisabeth M.	WDFROC	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		
8900	Smith, Mary	LOTUS	Lotus 1-2-3 or equivalent	08/02/17	Record already exists		
8900	Smith, Mary	PCUSE	PC Usage	08/02/17	Record already exists		
8500	Thomas, Susanne	LOTUS	Lotus 1-2-3 or equivalent	10/19/17	Record already exists		
8500	Thomas, Susanne	PCUSE	PC Usage	10/19/17	Record already exists		

#### 43.4.3 Processing Options

See [Section 53.3, "Applicant Profile Data - Copy/Move \(P080840\)."](#)



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## Set Up Employee History and Turnover Tracking

This chapter contains these topics:

- [Section 44.1, "Setting Up History and Turnover Constants,"](#)
- [Section 44.2, "Choosing Data for History Tracking Purposes,"](#)
- [Section 44.3, "Setting Up Turnover Columns,"](#)
- [Section 44.4, "Activating History and Turnover Tracking."](#)

To set up your system to track history and turnover, you must complete the tasks in the order that they are listed above.

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).

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**

Topic	Description
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 <a href="#">Section 35.1, "Starting the Subsystem and Monitor."</a>

## 44.1 Setting Up History and Turnover Constants

**Navigation**

From Time Accounting (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:**

- [Chapter 35, "Work with the HR Subsystem and Monitor."](#)

**To set up history and turnover constants**

On Constants Information

**Figure 44–1 Constants Information screen**



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.
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.  <b>Note:</b> If you enter a Y in this field, you must also choose to track employee history, employee turnover, or both.

### 44.1.1 What You Should Know About

Topic	Description
Functionality for the Time Accounting system	The full functionality of the Contract Calendar field is dependent on the Payroll or Human Resources system.

## 44.2 Choosing Data for History Tracking Purposes

### Navigation

From Time Accounting (G05), enter 29

From Time Accounting Setup (G054), choose Select Data for Tracking

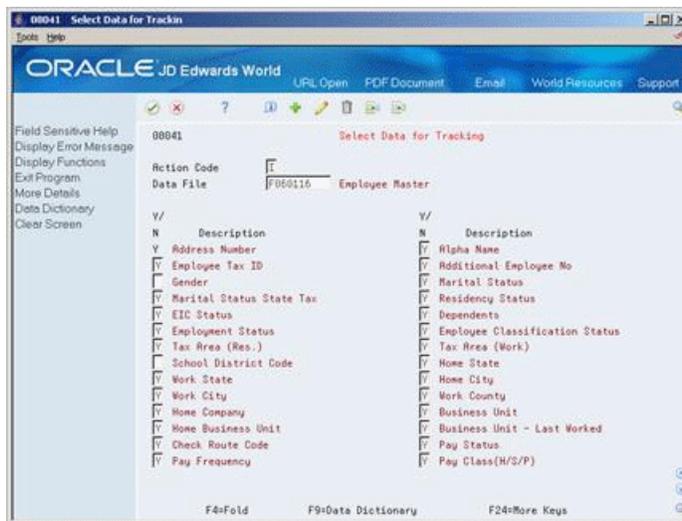
After you set up history and turnover constants, you must specify the data items for which you want to track history. You have the option to track history for some data items and not others. For example, you might choose to track history for marital status, employment status, salary, and pay status, 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

Figure 44–2 Select Data for Tracking screen



- Review the value in the following field:
  - Data File
- For each data item for which you want to track history, enter Y in the following field:
  - Yes/No

Field	Explanation
Data File	<p>The identification, such as program number, table number, and report number, that is assigned to an element of software.</p> <p><i>Form-specific information</i></p> <p>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.</p>
HR History-Include Y/N	<p>A code that indicates whether the system creates historical records for the corresponding data item. Valid codes are:</p> <p>Y – Yes, track history for this data item</p> <p>N – No, do not track history for this data item</p> <p>N is the default value for all data items except Address Number (AN8). You must track history for Address Number if you track history for any other data item.</p> <p><b>Note:</b> For each data item, history tracking begins when you change this code from N to Y. The system cannot retrieve information for changes that occurred when the code in this field was N.</p>

### 44.2.1 What You Should Know About

Topic	Description
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.

## 44.3 Setting Up Turnover Columns

### Navigation

From Time Accounting (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.

### 44.3.1 Before You Begin

- Verify that you have set up your system to track employee turnover. See [Chapter 44.1, "Setting Up History and Turnover Constants."](#)
- Set up the user defined code table for change reasons (07/T). See [Section 37.2, "Setting Up Timecard Programs Requiring Approval for Time Accounting."](#)

#### To set up turnover columns

For each turnover column, complete the following steps.

On Define Turnover Columns

**Figure 44–3 Define Turnover Columns screen**



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	<p>This field, in conjunction with the second Column Heading field (data item TCH2), allows you to specify the title of one of the seven columns available on the employee turnover analysis reports. You use this first field to either enter the first word or an abbreviation of the column heading. You can enter a maximum of seven characters in this field.</p> <p>For example, to title a column New Hire, enter the word New in this field and enter Hire in the field below this one. On the reports, this column title would look like this:</p> <p>New Hire</p> <p>You do not have to define all seven available column headings.</p>
Column Heading 02 - Turnover	<p>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.</p> <p>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:</p> <p>New Hire</p> <p>You do not need to define all seven available column headings.</p>
Turnover Column Group	<p>You can define up to 999 sets of column headings for your turnover analysis reports. Use the Turnover Column Group field to number each set of column headings.</p> <p>For example, the first group of column headings might be Turnover Column Group 000. To define an additional set of column headings, enter 001 in this field and then define as many of the seven available column headings as you need.</p>

## 44.4 Activating History and Turnover Tracking

### Navigation

From Time Accounting (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.

### 44.4.1 Before You Begin

- Enter all employee records into your system. See [Chapter 3, "Enter Employee Information."](#)

## 44.4.2 Processing Options

See [Section 53.4, "Initialize History - Include all Active EE \(P080810\)."](#)

# Part VIII

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## Processing Options

This part contains these chapters:

- Chapter 45, "Employee Information Processing Options,"
- Chapter 46, "Employee History and Turnover Processing Options,"
- Chapter 47, "Time Entry Processing Options,"
- Chapter 48, "Timecard Post Processing Options,"
- Chapter 49, "Summary Timecard History Processing Options,"
- Chapter 50, "Timecard History Review Processing Options,"
- Chapter 51, "Advanced and Technical Operations Processing Options,"
- Chapter 52, "Contract Calendars and Payroll Calculations Processing Options,"
- Chapter 53, "System Setup Processing Options."



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## Employee Information Processing Options

This chapter contains these topics:

- Section 45.1, "Employee Initial Entry (P060101),"
- Section 45.2, "Labor Distribution (P060151),"
- Section 45.3, "Extended Employee - Dates, Eligibility & EEO (P060190),"
- Section 45.4, "Employee Job Entry (P060118),"
- Section 45.5, "Employee Information (P08092),"
- Section 45.6, "Profile by Employee (P080200),"
- Section 45.7, "Inquiry by Applicant (P080210),"
- Section 45.8, "Employee Profile Multiskills Search (P080250),"
- Section 45.9, "Employee Profile - Alphabetical Sequence (P080410),"
- Section 45.10, "Employee Info by Data Type - Alpha Seq (P080400),"
- Section 45.11, "Employee Roster (P064011),"
- Section 45.12, "Employee Roster with Rate (P064021),"
- Section 45.13, "Extended Employee - Termination/Rehire (P060161)."

### 45.1 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.	
<b>Note:</b> 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)	

Processing Option	Processing Options Requiring Further Description
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
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)
<b>Note:</b> 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. <b>Note:</b> 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.	
<b>Note:</b> This code is used for Batch Enrollment in Benefits.	

## 45.2 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)	
FORMAT CONTROL	
2. Select the default screen format:	
' ' = Standard Distribution	
'1' = Enhanced Subledgers	

## 45.3 Extended Employee - Dates, Eligibility & EEO (P060190)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTIONS:	
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)	

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.	
<b>Note:</b> 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.	

## 45.4 Employee Job Entry (P060118)

Processing Option	Processing Options Requiring Further Description
SET VIDEO DISPLAY:	
1. Enter your display preference for the Salary and Hourly Rate.	
' ' or '1' = Always Display	
'2' = Do not Display on Inquiry	
'3' = Never Display	
2. Enter a '1' next to each to suppress its display:	
Workers Comp/Sub	
FLSA Exempt	
Union Code	
EEO Job Category	
Shift Code	
Job Step	
Hourly Rate	
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	

Processing Option	Processing Options Requiring Further Description
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 'Default Only When Blank'. Likewise, if processing option 4 is set to 'Always Default', the Cross Reference file values will 'Always Default'.	
6. Enter a '1' if you want F18 to exit to Canadian Payroll Employee Setup program (P070101).	
Default of blank will exit to US Payroll Employee Setup program (P060101).	
WHEN CHANGING AN EMPLOYEE JOB:	
7. Enter a '1' to automatically redisplay the information.	

## 45.5 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.	

## 45.6 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	

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Processing Option	Processing Options Requiring Further Description
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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.)

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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.)

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## 45.7 Inquiry by Applicant (P080210)

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Processing Option	Processing Options Requiring Further Description
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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.

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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)

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## 45.8 Employee Profile Multiskills Search (P080250)

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Processing Option	Processing Options Requiring Further Description
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INITIAL SEARCH CRITERIA:

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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 . . . . .

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ACTIVE EMPLOYEE CRITERIA:

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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.

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EMPLOYMENT STATUS CRITERIA:

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Processing Option	Processing Options Requiring Further Description
3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or *ALL for all employment statuses.	
The typical default for full time regular is a blank, so a blank followed by a comma must be entered to include this in the search.	
APPLICANT STATUS CRITERIA:	
4. To limit the search to specific application statuses, enter the application statuses, separated by commas, or blank for all application statuses. Since this field is two characters wide, you should always enter two characters between commas including a blank if necessary. For example, to search for 5 and 99, the entry would be: 5 ,99 (NOT 5,99).	
APPLICATION DATE CRITERIA:	
5. Enter the earliest application date to limit the search. Only applications on or after this date will be included in the list.	
A blank will search through all applications, regardless of date.	

## 45.9 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.)	

## 45.10 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.	

## 45.11 Employee Roster (P064011)

Processing Option	Processing Options Requiring Further Description
If you wish to print full employee address, enter a 'Y'. (Y/N)	

## 45.12 Employee Roster with Rate (P064021)

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Processing Option	Processing Options Requiring Further Description
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1. Select the employee number you wish to print.

A = Address Book Number

S = Social Security Number

O = Additional Employee Number

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## 45.13 Extended Employee - Termination/Rehire (P060161)

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Processing Option	Processing Options Requiring Further Description
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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)

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2. Enter the default value for Requisition Status when an employee is terminated and a requisition is created.

(F1 for valid values)

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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.

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## Employee History and Turnover Processing Options

This chapter contains these topics:

- [Section 46.1, "Employee History Inquiry \(P08042\),"](#)
- [Section 46.2, "Employee History Log \(P080423\),"](#)
- [Section 46.3, "Salary History Analysis \(P080424\),"](#)
- [Section 46.4, "Most Recent Change Work File Build \(P0804500\)."](#)

### 46.1 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.	

## 46.2 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.	

## 46.3 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.	

## 46.4 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 )	

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## Time Entry Processing Options

This chapter contains these topics:

- Section 47.1, "Time Entry by Individual (P051121),"
- Section 47.2, "Time Entry by Job (Business Unit) (P051161),"
- Section 47.3, "Time Entry by Individual (P061171),"
- Section 47.4, "Daily Labor (P061191),"
- Section 47.5, "Manufacturing/Payroll Time Entry (P061181),"
- Section 47.6, "Recharge Time by Employee (P051121),"
- Section 47.7, "Recharge by Job or Business Unit (P051161),"
- Section 47.8, "Batch Summary by Date (P061201),"
- Section 47.9, "Batch Summary by Batch (P061211),"
- Section 47.10, "Time & Pay Entry Register with Employee Total (P063001),"
- Section 47.11, "Payroll Exception Report (P063191),"
- Section 47.12, "Employee Time Sheets - Active Employees (P06338),"
- Section 47.13, "Auto Overtime Calculation (P061501) (Release A9.3 Update)"
- Section 47.14, "Payroll Batch File Revisions (P0601Z1),"
- Section 47.15, "Payroll Batch Server (XT06116Z1),"
- Section 47.16, "Payroll Batch File Processing (P06110Z),"
- Section 47.17, "Batch File Purge (P00PURGE)."

### 47.1 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*):	

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' 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.	
11. Enter one of the following values to set the default display format: Blank = Do not display Enhanced Subledgers (Default) '1' = Display Enhanced Subledgers	

## 47.2 Time Entry by Job (Business Unit) (P051161)

Processing Option	Processing Options Requiring Further Description
RATE TABLES:	
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	
DATA HANDLING:	
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	
<b>Note:</b> 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	
DISPLAY FORMATTING:	
10. Enter '1' to have Equipment info on the main line.	
11. Enter '1' to load Pay Type Desc. in Explanation field (YTEXR).	
12. Enter '1' to display Enhanced Subledgers. If left blank, Enhanced Subledgers will not be displayed.	

## 47.3 Time Entry by Individual (P061171)

Processing Option	Processing Options Requiring Further Description
RATE TABLES:	
<p>1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.</p>	
<p>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.</p> <p>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".</p> <p>Regular - Blank Overtime - A Double time - B Triple time - C Holiday - D</p> <p><b>Note:</b> 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.</p>	
DATA HANDLING:	
<p>3. Enter '1' to have batch numbers automatically assigned.</p> <p>(F13 will be Invalid).</p>	
<p>4. Enter '1' to have heading date and batch to be loaded from the first subfile record.</p>	
<p>5. Enter '1' to display batch statistics on request.</p>	
<p>6. Enter '1' to prevent changes and deletes to records locked to another user.</p>	
<p>7. Enter '1' to edit Pay Type from Classification/Pay X-Ref.</p>	
<p>8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR)</p>	
<p>9. Enter '1' to request Canadian Employee Entry.</p> <p>Default is '' to request US Employee Entry.</p>	
<p>10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.</p>	
DISPLAY FORMATTING:	
<p>11. Select the default screen format:</p> <p>'' = Standard Time Entry '1' = Enhanced Subledgers</p>	

## 47.4 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 <b>Note:</b> 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.	
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. <b>Note:</b> 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	

Processing Option	Processing Options Requiring Further Description
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.	
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:	
18. Enter one of the following values to set the default display format: Blank = Do not display Enhanced Subledgers (Default) '1' = Display Enhanced Subledgers	

## 47.5 Manufacturing/Payroll Time Entry (P061181)

Processing Option	Processing Options Requiring Further Description
RATE TABLES:	
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 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	
DATA HANDLING:	
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.	
9. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
DISPLAY FORMATTING:	
10. Select the default screen format:	
' ' = Standard Time Entry	
'1' = Enhanced Subledgers	
---MANUFACTURING INFORMATION---	
11. Enter the Document Type associated with Shop Floor Activity.	
12. Enter the Status Code beyond which Shop Floor Activity cannot be entered.	
13. Enter the Version of Shop Floor Hours and Quantity Entry to call.	
(Default is version ZJDE0001)	
14. Enter a '1' to use the Employee Pay Instructions Table - F06106.	
If left blank, the Employee Master hourly rate will be used.	
15. Enter a '1' for HH:MM:SS format.	
If left blank, decimal format will be used (HH.MM).	

## 47.6 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	
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.
11. Enter one of the following values to set the default display format:	
Blank = Do not display Enhanced	
Subledgers (Default)	
'1' = Display Enhanced Subledgers	

## 47.7 Recharge by Job or Business Unit (P051161)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter 'E' to use the Employee Occupational Rate Table or enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master billing rate will be used.</p> <p>(*THIS PROGRAM ONLY USES BILLING RATES*):</p>	
<p>2. If the Union Table is selected, enter the Pay Type to be used for each of the following categories.</p> <p>If the Occupational Table is selected, only enter the Pay Type for "Regular".</p> <p>Regular - Blank Overtime - A Double time - B Triple time - C Holiday - D</p>	
<p>3. Enter '1' to have batch numbers automatically assigned (F13=Invalid).</p>	
<p>4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.</p>	
<p>5. Enter one of the following Header Update Options: (default = 0)</p> <p>0 = Update time cards with header info during an add only 1 = Update time cards with header info during an add and change</p> <p><b>Note:</b> Header Info. Changes only allowed when proc opt 4 is set to load headings.</p>	
<p>6. Enter one of the following Check Route Code Update Options:</p> <p>0 = Update Master only if blank 1 = Update Master always 2 = Do Not Update Master</p>	
<p>7. Enter one of the following Cost Code window formats: (default=1)</p> <p>1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object</p>	
<p>8. Enter '1' to have heading fields clear with each update.</p>	
<p>9. Enter '1' to default Equipment Worked on from referenced work order</p>	
<p>10. Enter '1' to have Equipment info on the main line.</p>	
<p>11. Enter '1' to load Pay Type Desc. in Explanation field (YTEXR).</p>	

## 47.8 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
<b>Note:</b> 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'.	

## 47.9 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
<b>Note:</b> If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.	

Processing Option	Processing Options Requiring Further Description
2. To have the Column 7 heading say "Gross Pay", enter an 'E'.	
To have it say "Equipment Units/Hours", enter 'U'.	

## 47.10 Time & Pay Entry Register with Employee Total (P063001)

Processing Option	Processing Options Requiring Further Description
1. Enter the type of Time Cards that you wish to print. L = Labor Time Cards (Default) R = Recharge Time Cards E = Equipment Time Cards	
2. If 'L', enter the type of employee number you want to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number	
3. Enter '1' to print the General Ledger Account Number, and Tax Area. '0' is the default and will not print these items.	
4. Enter '1' to print Subledger, Subledger Type, Enhanced Subledger Information and Pay Type Multiplier. '0' is the default and will not print these items.	

## 47.11 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.	

Processing Option	Processing Options Requiring Further Description
7. Specify From and Thru date if being run stand alone. From date(MM/DD/YY) Thru date(MM/DD/YY)	
8. Enter the type of Employee number to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number	

## 47.12 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)	

## 47.13 Auto Overtime Calculation (P061501) (Release A9.3 Update)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to have equipment information included on all overtime timecards.  If this is left blank, and the timecard is entirely overtime, the equipment information will remain on the overtime timecard.  If this is left blank, and the timecard is split, then the equipment information will be on the regular time split and the equipment information on the overtime timecard will be blank.	

## 47.14 Payroll Batch File Revisions (P0601Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW:	
1. Enter a '1' to view the Batch Review screen prior to working with the Payroll Batch File Revisions.	
The default value of blank will take you directly to Time Entry.	
FORMAT CONTROL:	
2. Enter the default screen format as follows:	
1 - Time Entry by Individual	
2 - Time Entry by Job	
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.	
<b>Note:</b> If in Time Entry by Individual and you enter a blank Account Number, the Job Worked field will not be updated with blanks.	

## 47.15 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:	

Processing Option	Processing Options Requiring Further Description
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	

## 47.16 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.	

## 47.17 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	



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## Timecard Post Processing Options

This chapter contains these topics:

- [Section 48.1, "Generate Timecard Journals Batch Proof \(P06229\),"](#)
- [Section 48.2, "General Ledger Post \(P09800\)."](#)

### 48.1 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	

### 48.2 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:	
4. Enter a '1' to post F/A entries to Fixed Assets. <b>Note:</b> 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.	

Processing Option	Processing Options Requiring Further Description
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.)	
<b>CASH BASIS ACCOUNTING:</b>	
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.)	
<b>ACCOUNTING FOR 52 PERIODS:</b>	
8. Enter a '1' for 52 Period Post.	
<b>Note:</b> 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.	
<b>TAX FILE UPDATE:</b>	
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	
<b>Note:</b> When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.	
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.	
'1' = update VAT amount only	
'2' = update VAT amount, extended price and taxable amount	
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.	
'1' = update VAT amount only	
'2' = update VAT amount, extended price and taxable amount	
<b>PROPERTY MANAGEMENT:</b>	
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 '/'.)	
<b>UPDATE OPTION:</b>	
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.)	

Processing Option	Processing Options Requiring Further Description
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:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.	
<b>Note:</b> 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:	
<b>Note:</b> This option should NOT be changed by User.	



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## Summary Timecard History Processing Options

This chapter contains the topic:

- [Section 49.1, "Repost DBAs to Payroll Month F06146 \(P06146\)."](#)

### 49.1 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.	



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## Timecard History Review Processing Options

This chapter contains these topics:

- Section 50.1, "Transaction Ledger Inquiry (P060912),"
- Section 50.2, "Time & Pay Inquiry (P06099),"
- Section 50.3, "Analysis of Hours Report - Address Book Number (P063271),"
- Section 50.4, "PDBA History by Company (P06415),"
- Section 50.5, "PDBA History by Employee (P064151),"
- Section 50.6, "Job Billing Register (P063200),"
- Section 50.7, "Job Billing Register - Detail (P063201),"
- Section 50.8, "Job Billing Register - Summary (P063211),"
- Section 50.9, "Job Billing Health & Welfare - Detail (P063121),"
- Section 50.10, "Job Billing Health & Welfare - Summary (P063122),"
- Section 50.11, "Union Distribution Report (P063151),"
- Section 50.12, "Time & Pay Entry Register (P063002)."

### 50.1 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)	

### 50.2 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)	

## 50.3 Analysis of Hours Report - Address Book Number (P063271)

Processing Option	Processing Options Requiring Further Description
1. Enter a two digit month. If left blank the system will use the current month.	
2. Enter the type of employee number to print. A = Address Book Number (Default) S = Social Security Number O = Third Employee Number	

## 50.4 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)	
<b>Note:</b> 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.	

## 50.5 PDBA History by Employee (P064151)

Processing Option	Processing Options Requiring Further Description
1. Specify the thru calendar quarter for this payroll report. '1' = 1st Calendar Quarter '2' = 2nd " " '3' = 3rd " " '4' = 4th " " Default = '1'	
2. Enter the employee number you wish to print. (Default = 'A') A = Address Book Number S = Social Security Number O = Third Employee Number	
<b>Note:</b> 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.	

## 50.6 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	

## 50.7 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	
<b>Note:</b> YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT THEM.	

## 50.8 Job Billing Register - Summary (P063211)

Processing Option	Processing Options Requiring Further Description
1. Include payroll burden costs:	
' ' = No	
'1' = Yes	
<b>NOTE: YOU MUST HAVE CREATED DETAILED:</b>	
BURDEN RECORDS (F0624) TO REPORT THEM.:	
2. Summarize benefits:	
' ' = Do not summarize	
'1' = Summarize by benefit	
'2' = Summarize all benefits	

## 50.9 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	
<b>Note:</b> YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.	

## 50.10 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	
<b>Note:</b> YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.	

## 50.11 Union Distribution Report (P063151)

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### Processing Option

### Processing Options Requiring Further Description

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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.

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## 50.12 Time & Pay Entry Register (P063002)

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### Processing Option

### Processing Options Requiring Further Description

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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)

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## Advanced and Technical Operations Processing Options

This chapter contains these topics:

- Section 51.1, "Purge Profile Data (P080800),"
- Section 51.2, "Purge Employee History - All Data Items (P080860),"
- Section 51.3, "Purge Employee Multiple Job File (P0601182)."

### 51.1 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.	

### 51.2 Purge Employee History - All Data Items (P080860)

Processing Option	Processing Options Requiring Further Description
<p>You have chosen to purge Employee History Information. Enter the desired values for the following options.</p> <p>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.</p> <p>2. Enter a date to be used to purge History information. All records that are effective on or before this date will be purged.</p> <p>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.</p> <p>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.</p>	

## 51.3 Purge Employee Multiple Job File (P0601182)

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<b>Processing Option</b>	<b>Processing Options Requiring Further Description</b>
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Enter a date. Records with a pay stop date prior to this date will be deleted.

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## Contract Calendars and Payroll Calculations Processing Options

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This chapter contains these topics:

- Section 52.1, "Employee Contract Calendar Setup (P08932),"
- Section 52.2, "Payroll Calculation Tool (P08933),"
- Section 52.3, "Attach Calendar to Employees (P08937)."

### 52.1 Employee Contract Calendar Setup (P08932)

Processing Option	Processing Options Requiring Further Description
1. Do you want the Annualized Salary to display? (0/1) 0 = No 1 = Yes (Default)	

### 52.2 Payroll Calculation Tool (P08933)

Processing Option	Processing Options Requiring Further Description
1. Enter the Status Code to use for Termination.	When processing a termination using the Payroll Calculation Tool, the program uses the value you enter in this processing option to update the Pay Status field on the Employee Master record.
2. Display Social Security Number. 0 = No (Default) 1 = Yes	Use this processing option to control whether the employee's Social Security Number displays on the Payroll Calculation Tool screen.
3. Enter the Pay Type to be used in the creation of time entry records.	When you choose to include an adjustment in the next pay cycle, instead of distributing it over the remaining pay periods, the program uses the value you enter as the pay type on the time entry records that it creates when you run the calculation in final mode.
4. Do you want to create Contract Calendar records during final update? 0 = No (Default) 1 = Yes	If you use the full functionality of Contract Calendars, enter 1 for the program to create and update records in the Contract SalaryWork File (F08932) when you run the calculation in final mode.  If you do not use the full functionality of Contract Calendars, enter 0 (No) in this processing option.

Processing Option	Processing Options Requiring Further Description
<p>5. Enter the version to call for each of the following programs. If left blank the default is ZJDE0001</p> <p>Employee Multiple Jobs (P060118)</p> <p>HR Employee Entry (P0801)</p> <p>Time Entry (P061121)</p> <p>Print Payroll Calculations (P08933P)</p>	<p>If you want to use a custom version for any of the programs, enter the name of the version next to each program. If you do not enter a value, the system uses the default version of ZJDE0001.</p>
<p>6. Include all multiple jobs in the calculations.</p> <p>0 = No</p> <p>1 = Yes (Default)</p>	<p>Enter a value, to display as the default value, in the Include All jobs in calculation totals field on the Payroll Calculation Tool (Enter New Values) screen.</p> <p>The value you enter in this processing option indicates whether the program includes amounts for all secondary jobs in the calculations, as well as the primary job. If you enter 0 (No), the calculations only represent the values for the primary job. If you enter 1 (Yes), the program includes amounts for all secondary jobs, as well as the primary job in the calculation for the employee's total salary.</p>
<p>7. Enter the method to be used when editing the Job Type and Step fields.</p> <p>0 = Edit against the Data Dictionary values. (Default)</p> <p>1 = Edit against the Job Information file (F08001).</p>	<p>Use this processing option to specify what method the program uses when validating the Job Type and Step fields.</p> <p>0 = Validate Job Type/Step against UDC's and use the Data Dictionary for default values for the Job Type (JBCD) and Job Step (JBST) data items.</p> <p>1 = Validate Job Type/Step against the values in the Job Data &amp; Evaluation Points program (P08001)</p>

## 52.3 Attach Calendar to Employees (P08937)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the name of the calendar to attach employee(s) to.</p>	
<p>2. Proof or Final Mode?</p> <p>0 = Proof (Default)</p> <p>1 = Final</p>	
<p>3. Enter a '1' to retrieve Salary Paid Before Change.</p>	
<p>4. Enter the Change Reason</p>	
<p>5. Enter the number of periods left to pay for the calendar being attached.</p>	
<p>6. Enter the dates to be assigned to the Employee Contract Calendar record(s).</p> <p>If left blank, the Date Pay Starts/ Stops on the Calendar Master will be used.</p> <p>Start Date</p> <p>Stop Date</p>	

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## System Setup Processing Options

This chapter contains these topics:

- [Section 53.1, "Pay Grade/Salary Range Information \(P082001\),"](#)
- [Section 53.2, "Pay Grade/Step WW \(P082003\),"](#)
- [Section 53.3, "Applicant Profile Data - Copy/Move \(P080840\),"](#)
- [Section 53.4, "Initialize History - Include all Active EE \(P080810\)."](#)

### 53.1 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.	

### 53.2 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.	

### 53.3 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.	

Processing Option	Processing Options Requiring Further Description
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).	

### 53.4 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.	
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.

## Timecard Derivation Sequence

This appendix lists the sequence the system uses to derive values for fields on the timecard entry forms.

**Figure A-1 Sequence Used for Values on Timecard Entry Forms (1 of 3)**

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)			

**Figure A-2 Sequence Used for Values on Timecard Entry Forms (2 of 3)**

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	<p>The derivation of the Base Rate depends on the derivation of the hourly rate as follows:</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ If the Occupation Rates table is used, then the rate from the Occupation table is assumed to be the Base Rate.</li> <li>▪ If the Hourly Rate is manually entered, then the Base Rate is found by dividing the entered rate by the Pay Type Multiplier.</li> <li>▪ If the Employee Master rate is used, the Base Rate is the rate from the Employee Master.</li> </ul>				

**Figure A-3 Sequence Used for Values on Timecard Entry Forms (3 of 3)**

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			

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**Note:** For full functionality, these items require integration with the Fixed Assets and Equipment/Plant Management systems.

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## Functional Servers

This appendix contains the topic:

- [Section B.1, "About Functional Servers."](#)

### B.1 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.

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**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 *JD Edwards World Technical Foundation Guide*.

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**Example: Voucher Processing Functional Server**

The following programs use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

- Speed Voucher Entry (P040015)
- Standard Voucher Entry (P04105)
- Void Payment Entry (P4704103)
- Credit Tied to Debit Bill (P041010)
- Multi-Voucher (P041017)
- Calculate Withholding (P04580)

## 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 #	VL PANP	SSN or third Employee # (optional)
Address Number	VL AN8	The employee address number (input either the employee address number or SSN)
Transaction #	VL PRTR	Zeros or a unique number per record
Record Type	VL RCCD	1 = payroll record 2 = payroll and recharge 3= recharge only
Hours Worked	VL PHRW	Either hours or gross is required
Gross	VL GPA	Either hours or gross is required
Work State	VL WST	Zero fill
Work County	VL WCNT	Zero fill
Work City	VL WCTY	Zero fill
Month - Update	VL HMO	Zero fill
Pay/Ded/Ben	VL PDBA	The pay type right justified and zero filled
G/L Date	VL DGL	Zero fill

<b>Name</b>	<b>Field</b>	<b>Value</b>
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

<b>Field</b>	<b>Name</b>	<b>Notes</b>
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" *
VLPHRW or VLEPA	Hours worked Entered gross or lump sum	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*).
VLEDTN or PRTR	Transaction number (2) 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

Topic	Description
VLEDSP - Processed	<p>Valid values (PR column on report) are:</p> <p>`0' or Blank = Unprocessed record</p> <p>`1' = Processed record</p> <p>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).</p>
VLEDTR - Transaction Type	<p>Valid values are:</p> <p>`1' or Blank = Time entry by employee (not supplying a cost center)</p> <p>`2' = Time entry by job (supplying a cost center)</p> <p>If transaction 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.</p> <p><b>Note:</b> (A) If the business unit (VLMCU) is the employee home business unit, you only need to load VLMCU.</p> <p>(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.</p>
VLPRTR - Transaction Number	<p>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.</p>
VLRCCD - Record Type	<p>Valid values are:</p> <p>`1' – Hourly time card</p> <p>`2' – Hourly and Recharge time card</p> <p>`3' – Recharge time card</p> <p>`4' – Default from the EE Master</p>
VLMCU - Business Unit / Cost Center	<p>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.</p> <p>Loading the business unit in BLMCU and leaving VLANI blank will not override the business unit or cost center.</p>
VLEDTC - Business Unit / Cost Center	<p>Valid values are:</p> <p>'A' or Blank</p>

### 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.



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