

Guide
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WORLD SOFTWARE

Canadian Payroll Volume 1

Release
A7.3

JD Edwards®



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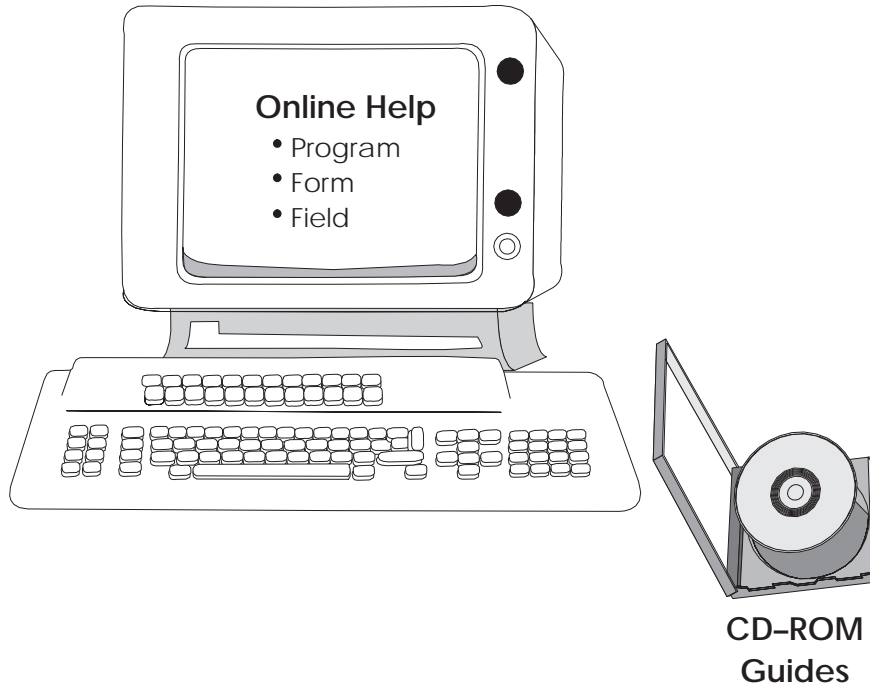
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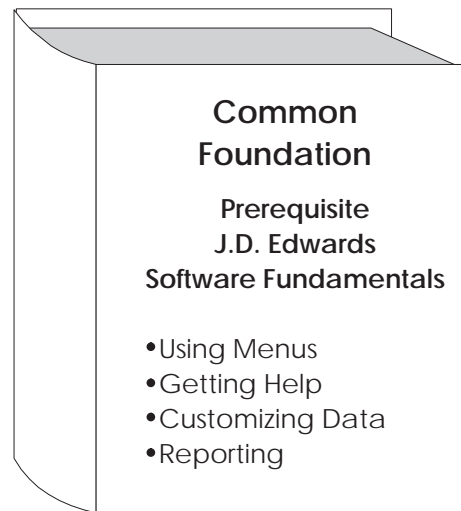
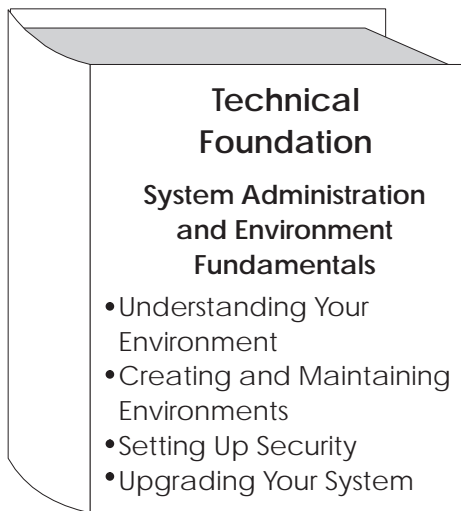
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Where Do I Look?



Guides



Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

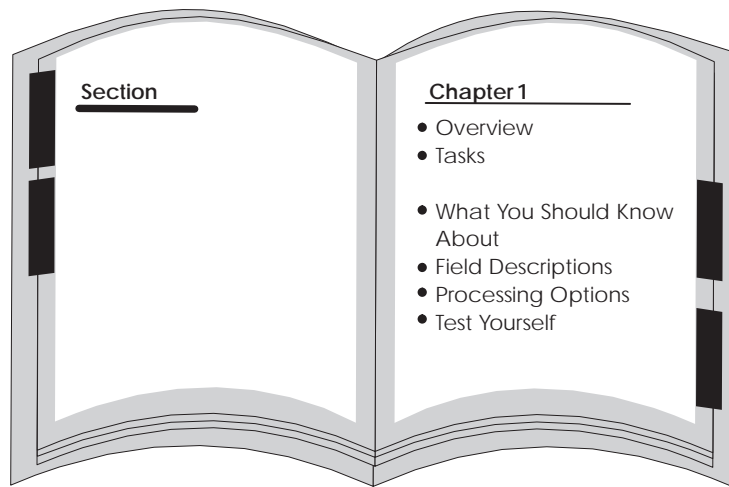
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

CANADIAN PAYROLL

CLASS AGENDA

Day 1	Introductions Payroll Overview Introduction to Case Study Employee Information Time Entry
Day 2	Time Entry, continued Payroll Cycle Payroll History – Inquiries and Reporting
Day 3	Interim Cheques Payment Reconciliation Periodic Reports / Governmental Reporting Journal Entry Processing Prior to the Payroll Cycle Payroll History Integrity General Constants
Day 4	Earnings Information / Pay Rates and Pay Types Deductions, Benefits and Accruals Taxes and Insurance
Day 5	Accounting System Interface Accounts Payable Integration Retroactive Payroll Step Progression

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Payroll Overview

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

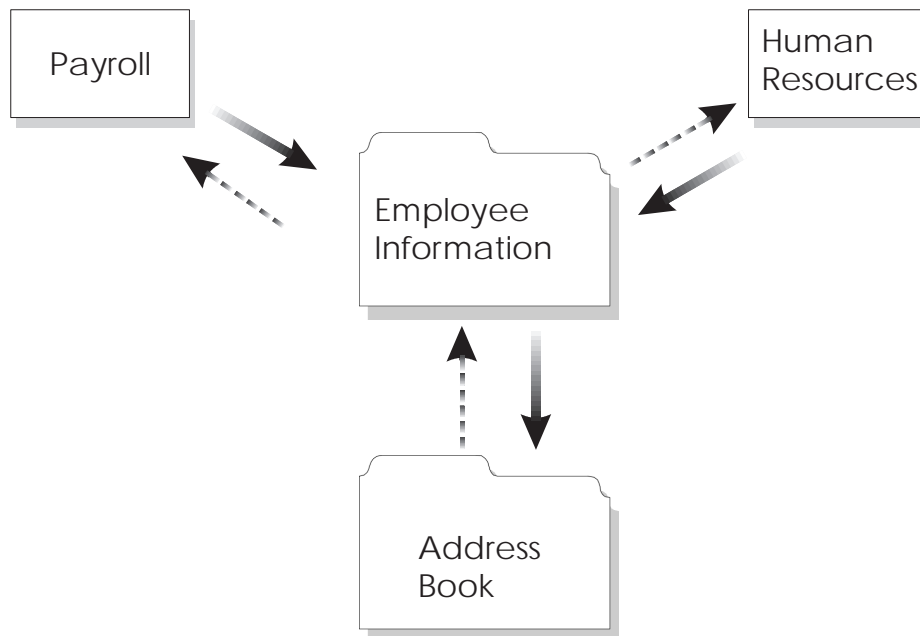
System Integration

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

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

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

The Payroll system integrates with the following J.D. Edwards systems:



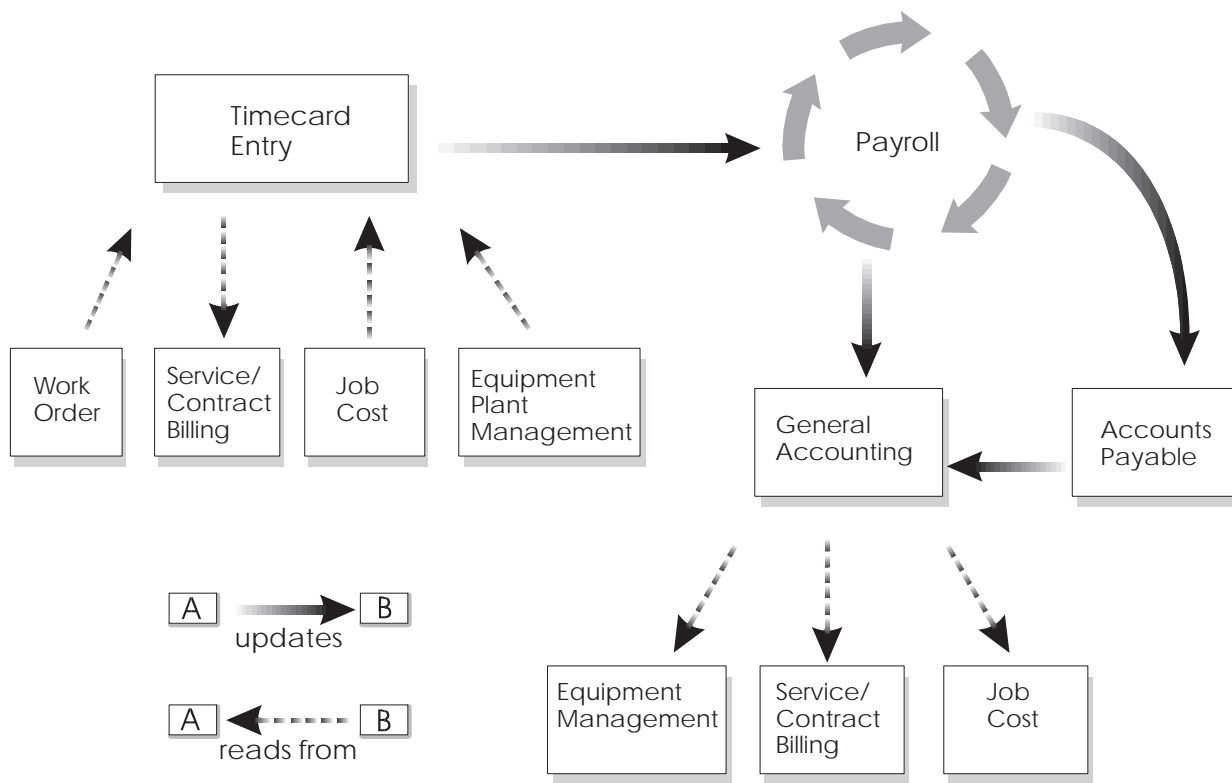
Address Book

The Address Book system contains the employees' names and addresses.

Human Resources

The Human Resources and Payroll systems share a common database of employee information. You can use either system to enter employee information, which is then available to users of both systems. The Human Resources system also incorporates the Benefits Administration system.

Additionally, the Payroll system integrates with other J.D. Edwards systems:



General Accounting

You can set up your Payroll system to integrate with the General Accounting system so that Payroll automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the accounting instructions you define. You can use full detail on your labor accounts and summarize your liabilities and cash accounts.

Accounts Payable

You can set up your Payroll system to integrate with the Accounts Payable system, so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. The Payroll system creates vouchers to these payees for employee-paid and company-paid benefits and taxes and for employee obligations.

Job Cost

You can use the Payroll system to enter labor and equipment time by day. Then, you can use the Job Cost system to analyze the labor and equipment costs for a job.

Service Billing

You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Service Billing system to bill customers for the labor and equipment expenses associated with that job. You can also use Service Billing to charge customers for payroll burden expenses.

Equipment/Plant Management

You can use the Payroll system to enter labor and equipment time. Then, you can use the Equipment/Plant Management system to:

- Charge a job for use of equipment
- Track labor for equipment maintenance
- Track labor for work orders

Contract Billing

You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Contract Billing system to bill customers for that time.

Work Orders

You can use the Payroll system to enter labor and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls.

System Features

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

of the many ways you can use the system to meet your payroll processing needs.

Define your payroll environment

You can use your Payroll system to:

- Track information for an unlimited number of companies within your organization.
- Set up default values for commonly used information. When necessary, you can override default values.
- Set up master pay cycles that define your organization's pay periods and corresponding check dates.
- Define an unlimited number of employee and employer payroll deductions, benefits, and accruals.
- Restrict access to confidential information.
- Process your payroll in a union environment.

Simplify tax calculations

You can use your Payroll system to:

- Identify an unlimited number of taxing entities.
- Take advantage of the payroll tax program that integrates with the Payroll system. This program, supplied by Vertex, calculates federal and Quebec taxes.

Track complete employee information

Eliminate redundant data entry and improve communication between departments by using J.D. Edwards integrated Payroll and Human Resource systems.

Give employees a variety of payment options

You can set up employees to receive their payments by check, automatic deposit, cash, or any combination of these forms of payment.

Choose from a variety of time entry methods

To record employees' time, you can:

- Choose from several methods of entering timecards, including by employee, by business unit, or by day.
- Simplify timecard entry by defining default job and pay information at the employee or group level. When necessary, you can override default values.
- Eliminate manual timecard entry for salaried employees and hourly employees who work standard hours.
- Automatically create overtime pay from regular hours.

Process payments outside the payroll cycle	<p>When you need to process payments outside the payroll cycle, you can:</p> <ul style="list-style-type: none"> • Use the interim check feature for special circumstances, such as terminations, pay advances, and vacation pay. • Quickly calculate an employee's gross-to-net pay for a manual or computer-printed check.
Process payrolls efficiently	<p>When you process payrolls, you can:</p> <ul style="list-style-type: none"> • Select the employees to include in a payroll. You can simultaneously process multiple payrolls for different groups of employees. • Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the cycle. • Control the sequencing of employees' checks to make it easier to distribute payments. • Print time entry, pay, summary, and tax reports during a payroll processing cycle. • Create journal entries automatically each time you process a payroll. When you integrate J.D. Edwards Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.
Review payroll history	<p>Review history for pay types, deductions, benefits, accruals, timecards, paychecks, taxes, and insurance. You can review historical information online, or print history reports.</p>
Satisfy government reporting requirements	<p>Print federal and Quebec tax reports, year-end forms for employees, and Statistics Canada reports.</p>
Prepare required tax forms	<p>Process pay period, monthly, quarterly, and year-end tax forms.</p>

Terms and Concepts

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

- Information about the employee
 - Job type versus job
 - Pay frequency

- Autopay
- Paying the employee
 - Pay types (transactions)
 - Hourly rates
 - Deductions, benefits, and accruals (transactions)
 - Net pay instructions
- Moving information to general accounting
 - Automatic Accounting Instructions (AAIs)
- Payments outside the pay cycle
 - Interim cheques

Information About the Employee

Job Type Versus Job

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

- Job type
- Job (business unit)

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

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

Pay Frequency

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

Autopay

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

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

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

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

Paying the Employee

Pay Types (Transactions)

You use pay types to categorize employee earnings. You can set up pay types to meet the needs of your organization. Typical pay types include regular pay, overtime, sick time, and vacation. When you enter timecards for employees, you charge their time to pay types.

Hourly Rates

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

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

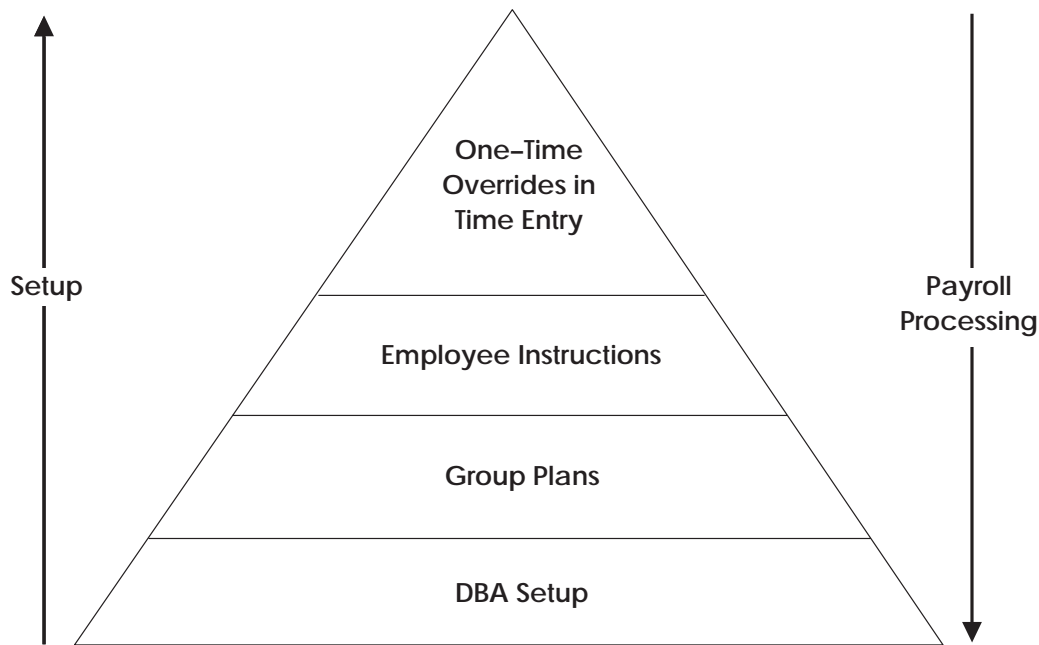
For each employee, the system stops searching when it finds an hourly rate.

Deductions, Benefits, and Accruals (Transactions)

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run your payroll cycle.

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

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



Net Pay Instructions

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

- Check
- Automatic deposit
- Cash

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

Moving Information to General Accounting

Automatic Accounting Instructions (AAIs)

You set up tables of AAIs that control the accounts to which the system posts payroll journals. During payroll cycle processing, the Payroll system creates a

journal entry of every calculation for every employee included in the cycle. These calculations include salary and wage expenses, cash disbursements, liabilities, and accruals. After it creates and summarizes journal entries, the system passes them to the general ledger.

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

Payments Outside the Payroll Cycle

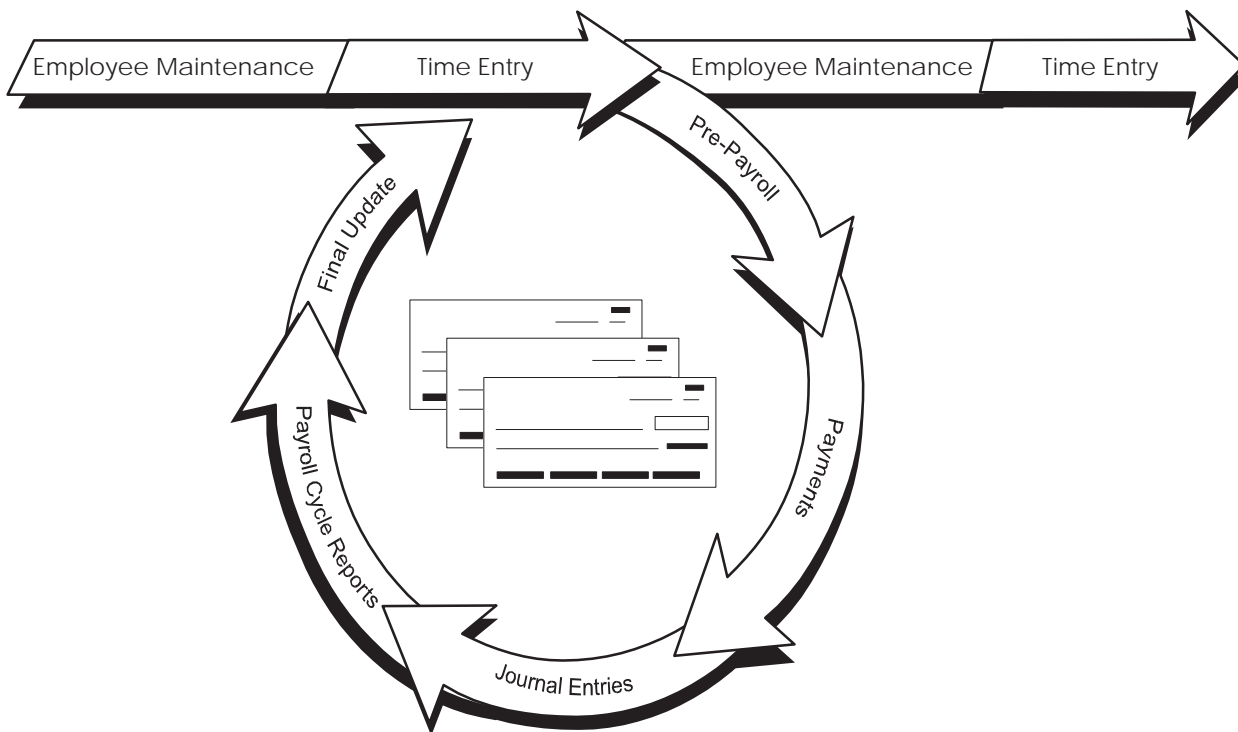
Interim Cheques

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

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

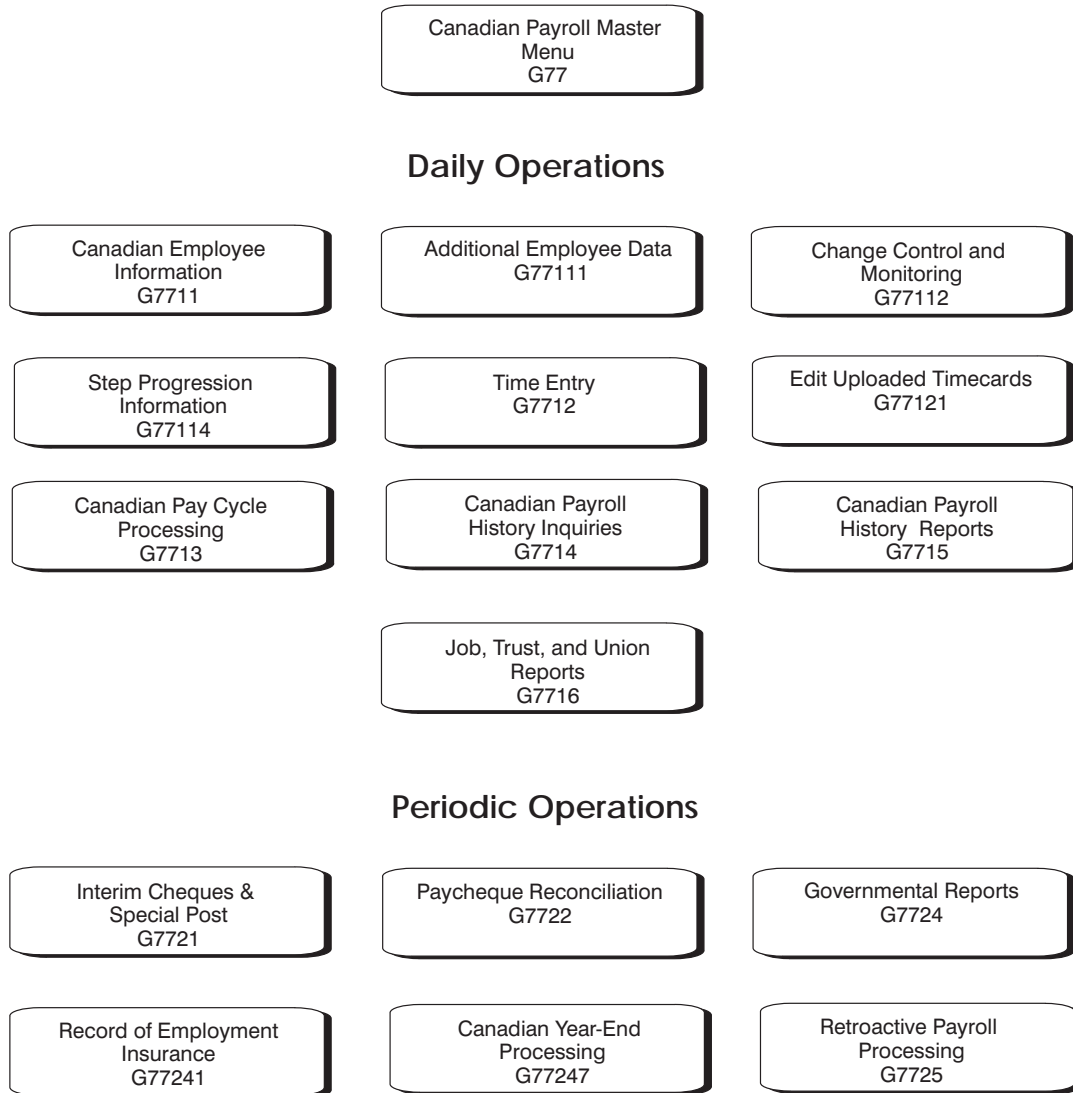
Payroll System Flow (Payroll Cycle)

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

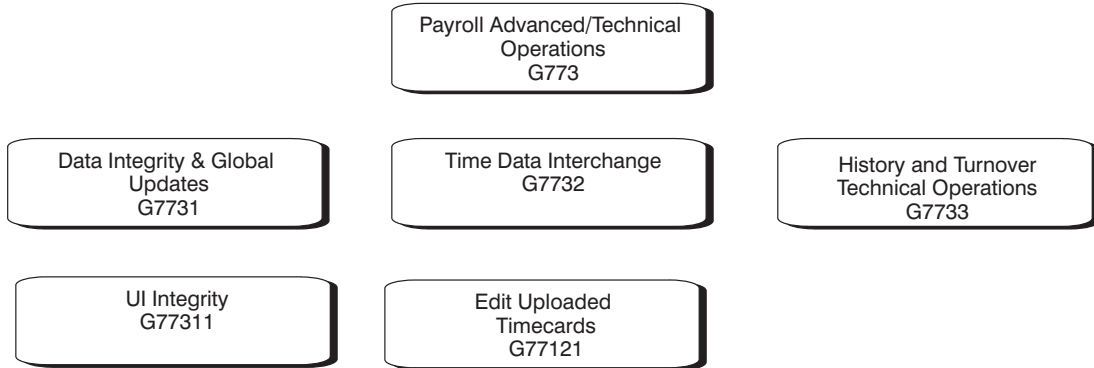


Menu Overview

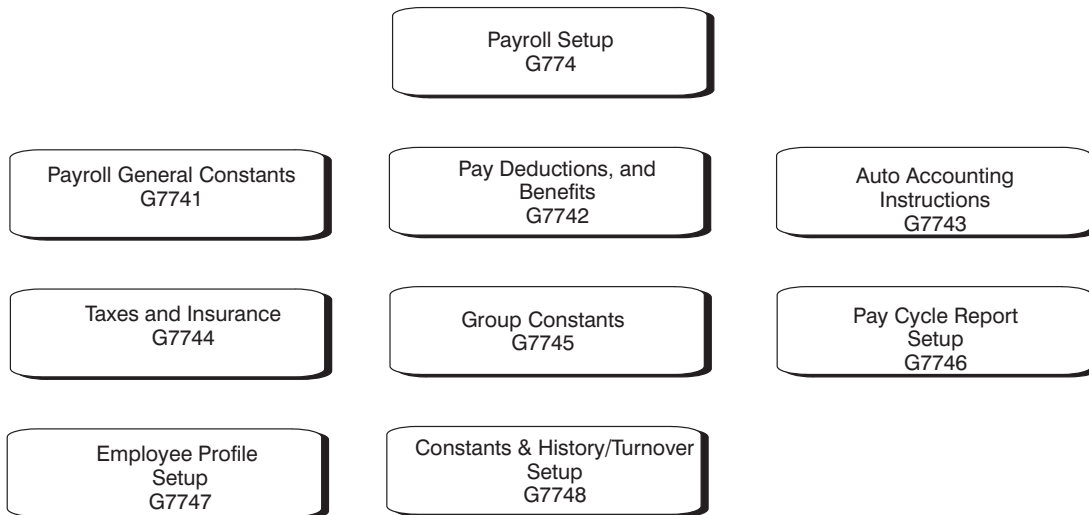
The Payroll system contains the following menus. This illustration does not show navigation among the menus.



Advanced and Technical Operations



Setup Operations



Training Class Case Study

The *Canadian Payroll 1* and *Canadian Payroll 2* guides provide material for the Canadian payroll class. Both basic tasks and more advanced tasks are taught during the week. The following are scenarios and data information that you will use during the class.

Scenario for Payroll Processing

A series of exercises has been developed to illustrate the major concepts of employee maintenance, time entry, processing a payroll, and accessing historical

information. The exercises will be performed at various times throughout the class to illustrate these procedures.

Each of the teams (two students per terminal) is responsible for creating the necessary elements to produce a payroll for two employees. This includes employee enrollment, time entry and completing the payroll cycle.

Each class has its own set of data files. These files already contain test data copied from the standard J.D. Edwards test files. You will be processing a payroll for two employees in A Model Canadian Payroll Company, Company 77, Home Business Unit 707.

Company 77 processes semimonthly and biweekly payrolls. The dates for each of the payrolls for the entire year are set up in advance in tables called Master Pay Cycles.

Company 77 has typical earnings—regular and overtime pay, bonuses, commission, sick, vacation, holiday pay. Employees can choose to pay for health, medical, dental, vision and life insurance as well as short term and long term disability. Savings and registered retirement savings plan (RRSP) plans are available for participation.

Scenario for Payroll Setup

A series of exercises has been developed to illustrate the major concepts of setting up the Payroll System. The exercises will be performed at various times throughout the class to illustrate payroll setup and operations.

A Model Canadian Payroll Company, Company 77, has acquired a new company, JDE Entertainment, Inc. This company is based in Ontario and schedules musical tours.

Each of the teams (two students per terminal) is responsible for setting up various constants and parameters for the new company. These values include company constants, business unit, tax and insurance information, earnings, union, deductions, benefits, and accounting instructions.

Examples of Demonstration Data

Much of the data you use during payroll class has been entered into the system for you. The following tables list examples of this data. In these tables, system codes appear in the left column, and the corresponding descriptions appear in the right column.

Employees

You can assign employee numbers yourself, or let the system automatically assign them for you.

6003	Dwight Akin, hourly
7500	Cathy McDougale, salaried, U.S.
7703	Debbie Bellas, salaried, Canada

Business Units (Jobs)

You must assign business unit numbers yourself.

701	Corporate Administration
501	Potomac Hotel (construction site)
777	Skydome (construction site)
10	Denver Warehouse
63	New York Branch

Accounts

You must assign account numbers yourself.

701.8115	Salaries and wages, regular pay
501.1341.02200	Job 501, regular time, earthwork
7.1110.PAYROLL	Company 7, payroll bank account

Pay Types

You must assign pay type numbers yourself, using earnings codes 001 through 999.

001	Regular pay
------------	-------------

100	Overtime (time and one-half)
200	Double time
300	Sick pay
500	Bonus pay (U.S.)
710	Bonus pay (Canada)
801	Vacation pay
805	Holiday pay

Deductions

You must assign deduction numbers yourself, using codes 1000 through 9999.

1000	Health insurance
2000	Savings
3002	Life insurance
7000	401(k)
7700	RRSP (Canada)

Benefits

You must assign benefit numbers yourself, using codes 1000 through 9999.

1005	Health insurance
3000	Life insurance
7001	401(k) company match
7701	RRSP company match (Canada)

Accruals

You must assign accrual numbers yourself, using codes 1000 through 9999.

8001 Vacation

8004 Sick

Tax Areas

The Vertex system assigns tax area codes. You cannot change these codes.

Federal Federal taxes

05 California

06 Colorado

060310140 Denver, Colorado

21009000 Calvert County Maryland

700030000 British Columbia

700150000 Ontario

700190000 Quebec

Tax Types

The Payroll system assigns tax type codes. You cannot change these codes.

A Federal income tax (U.S.)

C Federal unemployment insurance (U.S.)

D Social Security, employee

E Social Security, employer

F	State income tax
G	State unemployment, employee
H	State unemployment, employer
CA	Federal income tax (Canada)
CB	Pension Plan – employee portion (Canada)
CC	Unemployment Insurance – employee portion (Canada)
CD	Unemployment Insurance – company portion (Canada)
CE	Pension Plan – company portion (Canada)
CF	Provincial income tax
CG	Quebec Provincial Plan – employee portion
CH	Quebec Provincial Plan – company portion

Master Pay Cycles

A master pay cycle lists pre-defined dates that the system uses for each payroll cycle. You set up master pay cycles to avoid keying errors during payroll cycle processing.

The test data includes master pay cycle S, Salary, for 1998. Some information from this master pay cycle includes:

Cycle Number	End Date	Check Date	Standard Hours
1	01/15/98	01/15/98	88
2	01/31/98	01/30/98	88
3	02/15/98	02/15/98	80
2	02/28/98	01/27/98	80
2	03/15/98	03/15/98	80
2	03/31/98	03/31/98	96

Daily



Employee Information

Objectives

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

About Employee Information

The system supports and maintains the following types of information:

- Employee master
- Employee profile
- Employee history and turnover

Complete the following tasks:

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

Employee Master

You must create a master record for each employee you want to include in your payroll. After you have entered employee-related information, you must verify

that you have entered it correctly. You review the accuracy of the information before you enter timecards to ensure that the timecards for the current payroll cycle have the most current data.

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

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

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

- Promotions
- Raises
- Leaves of absence
- Transfers
- Name and address

Employee Profile

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

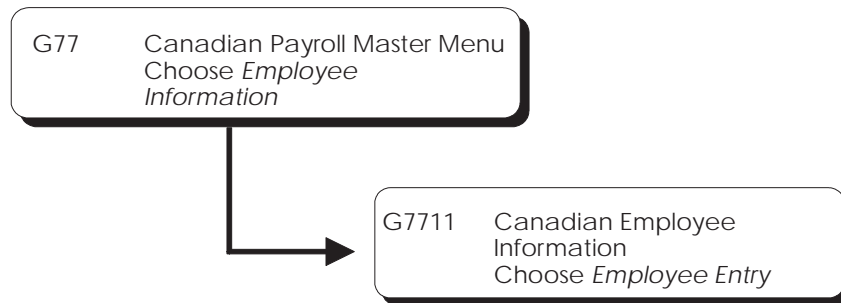
- Emergency contact
- Skills
- Licenses
- Training and educational background

You do not use the supplemental data in the employee's profile to process payroll.

Employee History and Turnover

The history and turnover information allows you to track changes to the employee master. As you create and revise records for individual employees, the system automatically tracks those changes for reporting and analysis purposes. This information does not impact payroll processing.

Enter Employee Information



Entering Employee Information

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

- Entering employee master information
- Entering employee information in the Address Book system
- Entering history and turnover information
- Entering Canadian tax information

Employee information consists of three categories:

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

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

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

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

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

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

What You Should Know About

An alternative entry method

You can also use the Basic Employee Data form to enter an employee. You might use the alternative method if you are entering only non-confidential data.

See Entering Basic Employee Data.

Deleting employee records

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

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

Entering future data changes

You can use Employee Entry to enter a change for future update.

See Revising Employee Information.

Duplicate social security numbers (social insurance numbers in Canada)

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.

In Canada, the system also validates social insurance numbers using the same formula that Revenue Canada uses.

▶ **To enter employee master information**

On Employee Entry

The screenshot shows a software window titled "[070101] - Employee Entry". The window contains a form with various fields for entering employee information. The fields are organized into two columns. The left column includes: Employee No (7701), Social Ins. No (256136888), Add'l EE No (2000), Name (F/M/L) (A), Salary, Hourly Rate (11.250), Billing Rate, Cheque Route Code, Tax Area (Res.) (700150000), Tax Area (Work) (700150000), Marital Status (S), Gender (M), Country/Lang Pref (CA / E), Category Cd 1 & 2, Labour Load Method (0), Flat Bdn. Factor (1.0000), and Net Fed Tax Credit (6,456.00). The right column includes: Anthony Holiday, Address Number (7701), Terminated= (01/15/98), Home Company (00077), Home Business Unit (707), Security Bus. Unit (1), Date Started (06/01/91), Orig. Hire Date (06/01/91), Date Pay Starts (06/01/91), Date of Birth (11/02/68), Job Type/Step (5J-4 /), Pay Freq/Class (B / H), Pay Grade/Step, Workers Comp (ONT /), Exempt Y/N (N), Benefit Group, Union Code (7700), EOC Cat/Ethnic (002 / 01), and Std Hrs/YR (1950.00). At the bottom of the window, there are several icons and a status bar with the text "F4=CTI F5=Basic F11=Addr F15=Labour F16=DBA F21=Auto Dep. F24=More".

1. If you want to assign a specific employee number, complete the following field:

- Employee number

If you leave this field blank, the system automatically assigns the next available number.

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

- Social Security Number (Social Insurance Number in Canada)
- Home Company
- Home Business Unit
- Name
- Security Business Unit
- Date Started
- Original Hire Date
- Date Pay Starts
- Date of Birth
- Tax Area (Residence)
- Tax Area (Work)

- Marital Status
 - Gender
 - EEO Category (EOC Category in Canada)
 - Ethnic Category
3. To include additional identification, complete the following optional fields:
 - Additional Employee Number
 - Check Route Code
 - Category Code 1 and 2
 4. To identify job-related information, complete the following fields:
 - Pay Frequency
 - Pay Class
 - FLSA Exempt Y/N (Exempt in Canada)
 5. To include additional job-related information, complete the following optional fields:
 - Standard Hours per Year
 - Job Type
 - Job Step
 - Pay Grade
 - Pay Step
 - Workers Compensation
 - Benefit Group
 - Labor Load Method
 - Union Code
 - Flat Burden Factor
 6. To enter pay rate information, complete one of the following fields:
 - Salary
 - Hourly Rate
 - Billing Rate
 7. To enter tax credit information in Canada only, complete the following fields:
 - Net Federal Tax Credit
 - Net Provincial Tax Credit

Field	Explanation
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>
Business Unit – Home	<p>The number of the business unit in which the employee generally resides.</p>
Business Unit	<p>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. The Business Unit field is alphanumeric.</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 A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered 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 this business unit cannot access this employee's record.</p>
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 current system date is used. This field can be used multiple times if, for example, an employee is a seasonal worker.</p> <p>The calculation tables in payroll and the eligibility tables and date codes in Human Resources also use this date as a start date to compute deductions, benefits, or accruals.</p>
Date – Original Employment	<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 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.</p>

Field	Explanation
Date – Birth	The employee’s date of birth.
Tax Area (Residence)	<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 tax terminology, this code is synonymous with GEO Code. Refer to Vertex System’s “Master GEO Code List” for valid codes for your locations.</p> <p>See also Tax Area (Work), data item TARA.</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 therein for the employee’s work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System’s “Master GEO Code 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>
Marital Status – Tax	<p>A user defined code (system 06, type MS) that specifies the employees’ federal marital status code as retrieved from the W-4 form. This code is used in the computation of all federal income tax. You can add codes if needed.</p>
Job Category (EEO)	<p>A user defined code (system 06, type J) that specifies classifications established by the Equal Employment Opportunity Commission (EEOC), a Federal agency, for use in reporting levels of minority employment. Do not change any of the codes provided by J.D. Edwards and Company. You can add codes if needed.</p>
Ethnic Code	<p>A user defined code (system 06, type M) designating minority classifications according to EEOC standards. The predefined codes provided by J.D. Edwards 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>
Additional Employee Number	<p>An alternate employee number, typically the number from an old payroll system from which a conversion is being performed.</p> <p>When you search using this number, preface the number with a slash (/).</p>

Field	Explanation
Check Routing Code	A user defined code (system 06, type CR) that specifies the check routing or mail stop code. This code can be used to sequence the printing of payroll checks to facilitate their handling and delivery.
Category Codes – Payroll 001	<p>This is a Payroll system category code. You can define the use and description of this 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"> Division Supervisor Branch office Health insurance plan Stock plan <p>Human Resources: Coordinate the use of this category code with your payroll department.</p>
Pay Frequency	<p>A user defined code (system 06, type PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> B Bi-weekly W Weekly S Semi-monthly M Monthly A Annually C European Annualized <p>The system uses the value in the Description-2 field to calculate the amount per pay period.</p>
Pay Class (H/S/P)	<p>The code that indicates how an employee is paid. Valid codes are:</p> <ul style="list-style-type: none"> H Hourly S Salaried P Piecework
FLSA Exempt 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> <ul style="list-style-type: none"> Y Yes, the employee fits the rules and does not have to be paid for working overtime. N No, the employee does not fit the rules and is to be paid for working overtime.

Field	Explanation
Standard Hours per Year	<p>The number of work hours in the year. This number is used to compute hourly rate when the annual salary is known or vice versa.</p> <p>The system uses the standard number of hours for calculating the salary or hourly rate per pay period in the following order:</p> <ul style="list-style-type: none"> • The hours defined at the employee level (the Standard Hours/Year field) • The standard hours in the Payroll company constants for the employee's company • The payroll company constants for the default company (company 00000) • The system default value of 2080 standard hours per year <p>See Program Notes for information about the Pay Grade Step Table.</p>
Job Type (Craft) Code	<p>A user defined code (system 06, type G) that specifies job classifications established for an organization. This field is used to determine pay rates and benefit plans for employees linked to these classifications.</p>
Job Step	<p>A user defined code (system 06, type GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.</p>
Pay Grade	<p>This code designates a specific salary or wage level within an organization. Grade descriptions are written to identify and define successively greater increments of job skills, requirements, decision making, and responsibility inherent in the type and range of job being evaluated.</p> <p>Pay grades are set up using Pay Grades by Class (P082001).</p>
Pay Grade Step	<p>This field identifies the pay grade step associated with a specific pay grade.</p>
Workers Comp Insurance Code	<p>A user defined code (system 00, type W) that is the workers compensation insurance (WCI) code. It should correspond to the classifications on your periodic workers compensation insurance reports.</p>

Field	Explanation
Benefit Group	<p>The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your company providing you have your benefit plans linked to benefit categories which, in turn, are linked to benefit groups.</p> <p>..... <i>Form-specific information</i></p> <p>NOTE: If you are not using the J.D. Edwards Human Resources system, this is only a memo field.</p>
Labor Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <ul style="list-style-type: none"> 0 Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution. 1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage. <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"> Business Unit Pay Rates table Employee level
Union Code	<p>A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.</p>
Labor Distribution Multiplier	<p>A multiplier to load direct labor costs with burden. For example, a factor of 1.32 would load every dollar of labor cost with 32 cents worth of burden.</p>
Rate – Salary, Annual	<p>The salary for an employee’s primary or secondary job. For the primary job, the annual salary is stored in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the annual salary is stored in the Employee Multiple Job table (F060118).</p> <p>NOTE: The salary displayed may be the annual salary or the effective salary depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040).</p>

Field	Explanation
Hourly Rate	<p>The employee's hourly rate which is retrieved during time entry. (See also GRT, PWRT, BRT.) If you enter a rate in this field on any other form, that rate overrides 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>NOTE: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</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. This rate creates record type 2 or 3.</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"> • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Labor by Shop Floor Control
Net Tax Credit	<p>Federal: This is the net Claim amount from the TD1 (Personal Tax Credit Return)</p> <p>Provincial (Quebec): This is the net Claim amount from the MR-19-V (Exemptions & Deductions)</p>

What You Should Know About

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

Maiden name reporting requirements in Quebec

J.D. Edwards recommends that you enter a female employee's maiden name on the Employee Entry form and use the Maiden Name field on International Data form to record the married name. This satisfies the Quebec requirement for reporting based on maiden name.

► **To enter employee information in the Address Book system**

On Employee Entry

1. Complete the steps for entering employee master information and press Enter.

The system displays the Address Window.

2. On Address Window, complete the following fields:
 - Mailing Address
 - Phone Number

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



The employee's address that displays on the employee's W-2 or T4 form comes from the last three non-blank Address lines plus the City, State, and Postal Code fields. For U.S. magnetic media, only the mailing name, the last non-blank line plus the City, State, and Postal Code fields are used.

A maximum of five lines can print on the forms, the name, as many as three address lines, and the city, state, and postal code line. There is a maximum of 30 characters per line.

See Also

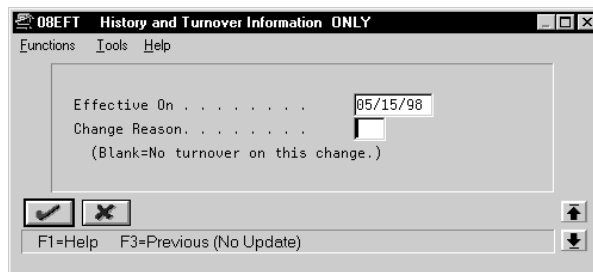
- The appropriate *Year End Processing Guide* for information on W-2 and T4 reporting

▶ To enter history and turnover information

On Employee Entry

1. Complete the steps for entering identification and address book information and press Enter.

The system displays the History and Turnover Information window.



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

Field	Explanation
Effective On	<p>The date you want all the changes you make on this form to take effect, or the date that the changes went into effect. If you are entering data and you do not put a date in this field, the current system date is used as the effective date.</p> <p>..... <i>Form-specific information</i></p> <p>The date you want all the changes you make on this form recorded to the HR History table (F08042) and the Employee Turnover Analysis table (F08045) as the effective date. The changes you make to the Employee Master table, however, take effective immediately. If you are entering data and you do not put a date in this field, the Start Date is used as the effective date.</p>
Change Reason	<p>To specify that you want a record written to the Turnover table (F08045), enter a value in this field. This 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> <ol style="list-style-type: none"> 1. Why an active employee's master table record was changed. 2. The termination reason for an inactive employee. <p>When the HR Monitor reads the information on this form, it writes a turnover record only if a change reason code is entered in this field. If you do not want turnover records written for a change of data, 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>For new employee entry, a default value of 001, New Hire, appears in the field.</p>

▶ To enter Canadian tax information

On Canadian Tax Information

[070105] - Canadian Tax Information

Functions Tools Help

Address Number: 7701 Anthony Holiday

Federal:

- Net Tax Credit: 6,456.00
- Additional Tax: []
- Other Tax Credits: []
- UI Rate Code / Rate: U02 / 1.4000 % (U/I Rate File)

Provincial: (Quebec only)

- Net Tax Credit: []
- Additional Tax: []
- Additional Deduction: []

Other:

- Prescribed Area Deduction: []
- Child Care, Alimony, Etc: []
- Pensioner/Non-Resident Flag:

Overrides:

- Federal Tax Override %: []
- Quebec Tax Override %: []
- CPP/QPP Override %: []

Exemptions:

- UI (Y/N)
- CPP/QPP (Y/N)
- UI/ CPP/QPP (Y/N)
- All Taxes (Y/N)

F19=Previous Employee F20=Next Employee F24=More Keys

1. Locate the employee for whom you want to revise tax information.
2. Review the default data for the employee.
3. Change the data in any of the following fields under their respective headings:

Federal

- Net Tax Credit
- Additional Tax
- Other Tax Credits
- UI Rate Code/Rate

Quebec Provincial

- Net Tax Credit
- Additional Tax
- Additional Deduction

Other

- Prescribed Area Deduction
- Child Care, Alimony, Etc.
- Pensioner/Non-Resident Flag

Overrides

- Federal Tax Override %
- Quebec Tax Override %
- CPP/QPP Override %

Exemptions

- UI
- CPP/QPP
- UI/ CPP/QPP
- All Taxes

Field	Explanation
Net Tax Credit	Federal: This is the net Claim amount from the TD1 (Personal Tax Credit Return) Provincial (Quebec): This is the net Claim amount from the MR-19-V (Exemptions & Deductions)
Additional Tax	Federal: The amount of additional federal tax to be deducted per pay period. Provincial: The amount of additional provincial tax to be deducted per pay period.
Other Tax Credit	Other federal tax credits, such as medical expenses and charitable donations requested by an employee and authorized by the Revenue Canada District office.
Statutory Code 01	This first statutory code in the list must be blank and is used to specify tax exemptions and overrides for federal income tax. Additionally, the exemptions specified on this line will be used for all state and local authorities for which there is no specific entry lower in this table. The overrides (that is, additional, flat amounts, etc.) do not carry forward.
Additional Deduction	Quebec additional deductions claimed on the MR-19-V form or other deductions authorized by the Ministere du Revenu du Quebec.
Prescribed Area Deduction	Annual deduction for living in a prescribed area as per form TD1
Child Care, Alimony, etc.	Annual deductions such as child care expenses, alimony payments, maintenance payments, ect.

Field	Explanation
Exemptions	<p>This field indicates if the employee is exempt or non-exempt from tax deductions. A Y entered in any of the fields listed below indicates:</p> <ul style="list-style-type: none"> • UI – Employee is exempt from federal unemployment insurance deduction. • UI/CPP/QPP – Employee is exempt from unemployment insurance and Canadian pension plan or Quebec pension plan deductions. • CPP/QPP – Employee is exempt from Canadian pension plan or Quebec pension plan deductions. • All Taxes – Employee is exempt from all tax deductions.
Tax Overrides	Allows the ability to override the standard tax rate with the entered flat %.
Tax Calc Method	<p>This code indicates if the employee is a Non-Resident or a Pensioner of Canada.</p> <p>N Non-Resident of Canada P Pensioner blank Regular employee</p>

What You Should Know About

Exemption from all taxes

Use caution when designating an employee as exempt from all taxes. This designation changes other tax credits and tax exemptions to their upper limits and blanks out non-essential fields. It also sets all other exemption options to yes. The system issues a warning before this designation goes into effect, and you must confirm your choice by pressing Enter again.

You can use this designation to exempt students from all taxes.

Processing Options for Basic Employee Initial Setup

```

=====
*   These Processing Options Control:   *
*   P070101 = Employee Entry           *
*   P070111 = Basic Employee Data      *
=====

```

- ```

=====
1. Security Business Unit will be
 updated to the employee's Address
 Book record.
 Enter '1' for Yes, ' ' for No. . : _____

2. Choose the Edit for Workers Comp
 Code: _____

```

- '1' = Edit against User Defined Codes
- '2' = "Hard" Error if Blank
- '3' = "Soft" Error if Blank (Default)
- 3. Display Social Insurance Number on Inquiry and Change.  
Enter '1' for Yes, ' ' for No. . . : \_\_\_\_\_
- 4. All new employees will be added to the COBRA Dep/Beneficiary file.  
Enter '1' for Yes, ' ' for No. . . : \_\_\_\_\_
- 5. Enter your display preference for the Salary and Hourly Rate.  
'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 of the Mailing Name in the Address Book. (Optional)  
' ' = Name entered in Employee Entry will not be used in the address book window. You must also enter the name in the window.  
'1' = John Doe (No middle initial)  
'2' = John R. Doe  
'3' = Doe, John R. (Alpha Name value)
- Note: For users who have the double byte flag turned on in the JDE System Values, a default of ' ' is used.
- 7. Enter the method for assigning Tax Areas.  
' ' = Manually enter Work and Res Tax Areas. (Default)  
'1' = Allow Work and Res. Tax Areas to be left blank.  
'2' = Use GeoCoder to update Work and Res. Tax Areas.  
  
\*Note: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas.
- 8. When an employee is deleted, the profile data will also be deleted.  
Enter '1' for yes or ' ' for no. \_\_\_\_\_
- =====
- \* The following Processing Options \*  
\* are for HUMAN RESOURCES ONLY: \*
- =====
- 9. 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 & 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.
10. Enter '1' when you are using the Job Information file, as specified in processing option 9, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit-Job Cross Reference file (F08005). If processing option 9 is set to 'Default Only When Blank', then the Cross Reference file values will 'Default Only When Blank'. Likewise, if processing option 9 is set to 'Always Default', the Cross Reference file values will 'Always Default'.

---
  11. For an Add, enter the default value for the Benefit Status field which displays on the Dates, Eligibility & EEO screen. (NOTE: This code is used for Batch Enrollment in Benefits.)

---

## What You Should Know About Processing Options

### **GeoCoder (7)**

The GeoCoder allows the system to assign the tax area based on the employee address. The GeoCoder is a combination of programs from J.D. Edwards and Vertex that assigns a tax area to the Tax Area field in the employee master or Business Unit Constants tables. The GeoCoder is a J.D. Edwards Complementary Product and must be purchased separately.

For batch processing:

- A DREAM Writer-driven program reads records that you select from the employee master or Business Unit Constants table.
- The GeoCoder assigns employee master tax areas based on the employee's address and business unit tax areas based on the address of the associated business number
- The system prints a report for every employee or business unit detailing the tax area assignments

For interactive processing:

- For employee entry only
- Possible tax areas are based on employee's address
- Controlled by a processing option

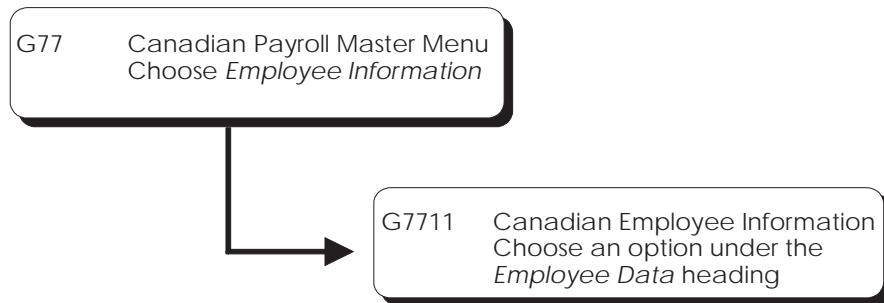
The Vertex programs are stored in a special library, such as, VGEOLIB. The VGEOLIB library must be added to your library list.





# Enter Employee Instructions

---



## Entering Employee Instructions

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

Entering employee instructions includes the following tasks:

- Entering labor distribution instructions
- Working with deduction, benefit, and accrual instructions
- Entering automatic deposit instructions
- Entering commission information (Canada only)

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

## Entering Labor Distribution Instructions

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

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

Use labor distribution instructions to:

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

**▶ To enter labor distribution instructions**

On Labor Distribution

| P | Pay | Descript'n | Hrs / % | Account Number | Dates    |      | Pay Table |
|---|-----|------------|---------|----------------|----------|------|-----------|
|   |     |            |         |                | Start    | Stop |           |
|   | 1   | Regular    | 40.00   | 707.8115       | 04/12/98 |      |           |
|   | 1   | Regular    | 40.00   | 707.8118       | 04/12/98 |      |           |

1. Complete the following required fields:

- Employee Number
- Percent or Hours
- Pay Type
- Hours Worked or %
- Account Number

2. Access the fold area to enter override values.

| Field               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Percent or Hours    | <p>This field represents the method of distribution used for employee labor (either percentage or hours). Valid codes are:</p> <ul style="list-style-type: none"> <li>% Percentage (must equal to 100%)</li> <li>H Hours</li> </ul> <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> |
| Pay Codes           | <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>Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.</p> <p>..... <i>Form-specific information</i> .....</p> <p>A code to define the type of pay. Pay types are numbered from 1 to 999.</p>                    |
| Hours or Percentage | <p>The number of hours associated with each transaction.</p> <p>NOTE: When used in conjunction with the employee labor distribution instructions for an individual employee, this field can be used to enter a percentage. In this case, the sum of the percentages defined on all labor instruction entries must equal 100% to account for all hours that an employee worked during the pay period. The percentages are then converted to hours when the labor instruction records are copied 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>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</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 (P000909).</p> |

## What You Should Know About

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

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

Labor distribution is used to override position ID accounts or AAls both in the multiple job and single job environment. Each job must total to 100% if the percent method is used. A home business unit, position ID, job type, and job step have been added to the form to specify which job is being entered. If you are using multiple jobs, these fields must match an active job in the Employee Multiple Job table (F060118).

See also *Entering Multiple Job Information*.

## See Also

- *Copying Labor Distribution Instructions (P060151)*

## Processing Options for Labor Distribution

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)

## Working with Deductions, Benefits, and Accrual Instructions

Deductions represent dollar amounts withheld from an employee's earnings (excluding taxes). Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up benefits to calculate dollar amounts, such as health care insurance. You set up accruals to calculate hours, such as vacation and sick time.

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

- Assigning deductions, benefits, and accruals
- Reviewing deductions, benefits, and accruals

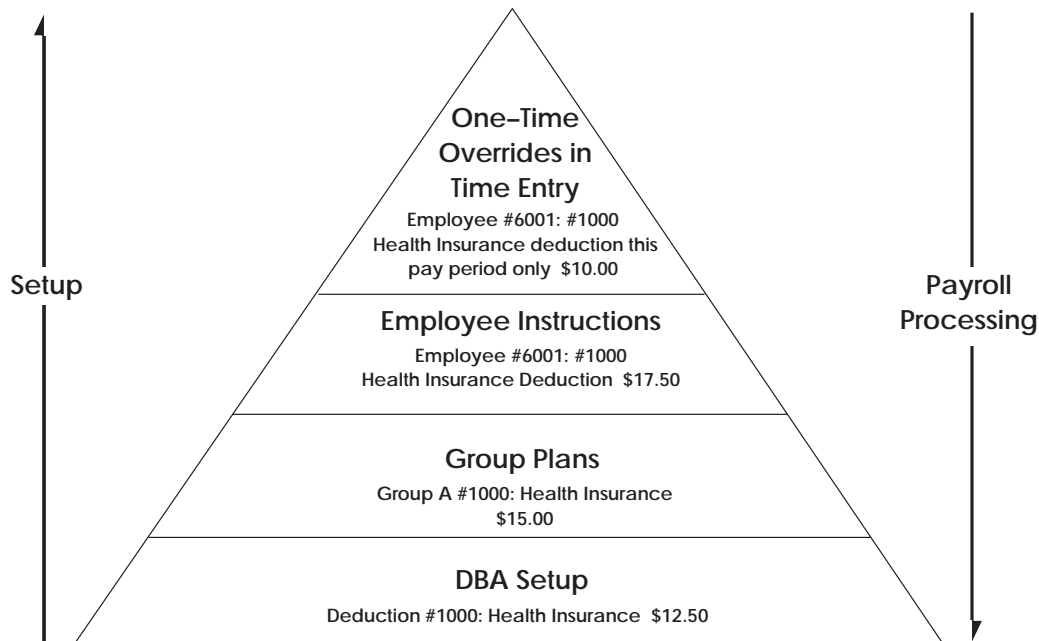
To simplify the handling of DBAs among employees, you can combine DBAs into groups of similar benefits that fit groups of employees with common characteristics. By using benefit groups, you can avoid having to key identical lists of DBAs for each employee.

The system refers to these groups of DBAs as Union or Group codes. The DBA Instructions program provides a good format to define exceptions to union/group codes. Although you can define all DBAs using this form, maintaining the rates requires considerable effort. For this reason, J.D. Edwards recommends that you define the majority of an employee's DBAs in a union/group code, and that you use DBA Instructions only for exceptions. You can override a DBA in a union/group code on the DBA Instructions program, as well as add DBAs to an employee record.

If you use the Human Resources system Payroll program, you also have Benefit Group codes. The system displays Benefit Group codes assigned to an employee in the Employee DBA Instructions program.

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

The following graphic represents the DBA hierarchy.



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

After you assign DBAs, the system calculates them during the payroll process according to the following search sequence:

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

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

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

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

## Assigning Deductions, Benefits, and Accruals

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

### ► To assign deductions, benefits, and accruals

On DBA Instructions

| Code | T | C  | Description  | Amount/Rate |         | Start    | Stop | G | V | Payee No |
|------|---|----|--------------|-------------|---------|----------|------|---|---|----------|
|      |   |    |              | Level 1     | Level 2 |          |      |   |   |          |
| 7700 | D | %  | RRSP         | 5.0000      |         | 07/15/92 |      | N |   |          |
| 7701 | B | %  | RRSP Co.     |             |         | 07/15/92 |      | N |   |          |
| 7705 | B | \$ | Dental/Co.   |             |         | 07/15/92 |      | N |   |          |
| 7725 | B | 3  | Life 1 x sal |             |         | 04/26/98 |      | N |   |          |
| 7735 | B | \$ | Ext Health   |             |         | 07/15/92 |      | N |   |          |
| 7740 | B | \$ | CarAllowCAN  | 410.0000    |         |          |      | N |   |          |
| 7785 | A | 2  | Salary Vac   |             |         | 07/15/92 |      | N |   |          |
| 7790 | A | %  | RRSP Fixed   | 50.0000     |         | 07/15/92 |      | N |   |          |
| 7791 | A | %  | RRSP Mutual  | 50.0000     |         | 07/15/92 |      | N |   |          |

1. Complete the following fields:
  - Employee Number
  - DBA Code
2. Complete the following optional fields:
  - Amount or Rate
  - Date Pay Starts
  - Date Pay Stops
  - Generate A/P Voucher
  - Payee Number

| Field             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PDBA Code         | <p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p>Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.</p>                                                                                                                                                                                                                                                                                                                                                                                          |
| Amount or Rate    | <p>The value in this field is either a percentage, a dollar amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> <li data-bbox="721 659 1367 1003">1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.</li> <li data-bbox="721 1010 1367 1066">2 For a pay type, amounts entered in this field override the hourly rate.</li> </ol> |
| Pay 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.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Enter the date an instruction starts, for example, automatic deposit instructions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Pay Stop Date     | <ol style="list-style-type: none"> <li data-bbox="688 1415 1367 1541">1. The date that an employee's pay stops. This date is used to provide for employees who are seasonal or who work similar to a teacher who works only nine months of the year (see also data item PSDT).</li> <li data-bbox="688 1547 1367 1583">2. The date that a deduction, benefit, or instruction stops.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| A/P Voucher (Y,N) | <p>A code used to determine whether the system should generate an accounts payable voucher for the DBA or tax during the final update phase of the payroll processing cycle. Valid codes are:</p> <ol style="list-style-type: none"> <li data-bbox="721 1730 1367 1793">N No, do not generate an accounts payable voucher</li> <li data-bbox="721 1799 1367 1822">Y Yes, generate an accounts payable voucher.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                         |



| Field                              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address<br>Number-Provider/Trustee | <p>The Address Book number for the supplier who is to receive the final payment.</p> <p>In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.</p> <p>For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.</p> <p>..... <i>Form-specific information</i> .....</p> <p>To add a payee address to the Address Book, change the Action Code field to C (Change) and enter 5 in the option field.</p> |

### What You Should Know About

|                                 |                                                                                                                                                                                                                                                         |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overriding the group DBA</b> | If an employee does not qualify for a DBA in a union/group, you can indicate that the employee does not receive the benefit by entering a "Y" (yes) in the Z (Zero) field. The system overrides the amount in the Amount/Rate field with a zero amount. |
| <b>Declining balance</b>        | You must set up deductions with the declining balance indicator set to "Y" (yes) in order to enter an amount due. Both the indicator and the amount are on the DBA Additional Information window.                                                       |

### Processing Options for DBA Instructions

**BENEFITS ADMINISTRATION:**

- 
1. Enter a '1' to allow changes on the employee DBA instructions screen for DBAs that are attached to benefit plans/options. A blank means changes may only be initiated through the benefits administration programs.

### Reviewing Deductions, Benefits, and Accruals

For any employee you can review:

- All the assigned DBAs
- All the required DBAs

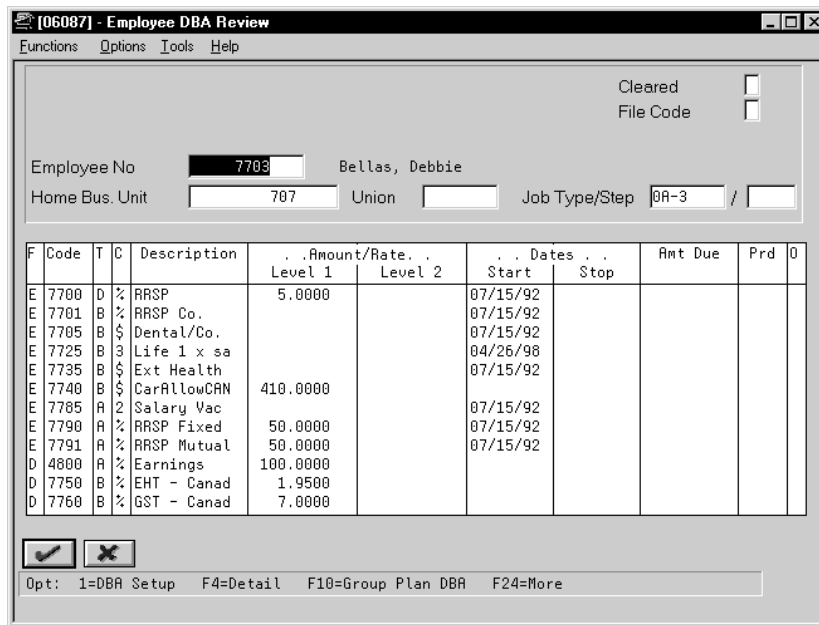
- All parts of a group or union plan
- DBAs unique to an employee

► **To review deductions, benefits, and accruals**

On DBA Instructions

1. Choose the DBA Review function.

The system displays Employee DBA Review.



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

- F (File Code)

| Field     | Explanation                                                                                                                                                                                                                                                                                                                    |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Code | Code used to select a Specific File that should be used for the the Employee D/B/A Overview program (P06087). If a value is specified, only information from that file will be displayed. Valid codes are:<br>E Employee Pay Instructions (F06106)<br>U Union Benefits Master (F069106)<br>D Deduction/Benefit Specs (F069116) |

## What You Should Know About

### **Locked employee**

If you submitted pre-payroll, the system locks the employee's record. The system displays the locked employee's DBA information automatically from the DBA Instructions.

## Entering Automatic Deposit Instructions

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

- Check
- Automatic deposit
- Cash

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

You can perform the following additional functions:

- Set up a combination of automatic deposit, check, or cash payment
- Set up multiple checking and savings accounts for an employee
- Start and stop automatic deposits by period
- Start and stop automatic deposits by date
- Set up a remainder code to automatically process any money remaining when employees select different ways to distribute a payment

## Before You Begin

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

### **To enter automatic deposit instructions**

---

On Auto Deposit Instructions

**[065011] - Auto Deposit Instructions**

Functions Options Tools Help

Co: 77 BU: 707  
 Orig Bank: 1236981  
 SCC: 200  
 SEC: PPD

Employee No: 7701 Anthony Holiday  
 Prenote Flag: N

| 0 | Dist Str | Dist Stp | Bank Account | Bank Trnst No | M C | Tr Cd | Amount or Percent |
|---|----------|----------|--------------|---------------|-----|-------|-------------------|
|   |          |          | 450108505    | 00108870      | \$  | 32    | 75.00             |
|   |          |          | 555364555    | 00108870      | R   | 22    |                   |

Opt: 9=Delete F4=Detail F9=Brk Transit Codes F19/20=Prev/Next F24=More

1. Complete the following fields:

- Employee Number
- Bank Account
- Bank Transit Number
- Method Code-Bank Deposits
- Amount or Percent

The system supplies values for the following fields:

- Prenote Flag
- Transaction Code

2. Access the fold.

**[065011] - Auto Deposit Instructions**

Functions Options Tools Help

Co: 77 BU: 707  
 Orig. Bank: 1236981  
 SCC: 200  
 SEC: PPD

Employee No: 7701 Anthony Holiday  
 Prenote Flag: N

| 0                 | Dist Str | Dist Stp | Bank Account | Bank Trnst No | M C        | Tr Cd     | Amount or Percent |
|-------------------|----------|----------|--------------|---------------|------------|-----------|-------------------|
|                   |          |          | 450108505    | 00108870      |            | \$ 32     | 75.00             |
| Full/Partial Code | F        | Pre Note | Trans Cd     | 33            | Period 1-5 | Y Y Y Y Y |                   |
| Full/Partial Code | F        | Pre Note | Trans Cd     | 23            | Period 1-5 | Y Y Y Y N |                   |
| Full/Partial Code |          | Pre Note | Trans Cd     |               | Period 1-5 |           |                   |
| Full/Partial Code |          | Pre Note | Trans Cd     |               | Period 1-5 |           |                   |
| Full/Partial Code |          | Pre Note | Trans Cd     |               | Period 1-5 |           |                   |
| Full/Partial Code |          | Pre Note | Trans Cd     |               | Period 1-5 |           |                   |
| Full/Partial Code |          | Pre Note | Trans Cd     |               | Period 1-5 |           |                   |

Opt: 9=Delete F4=Detail F9=Bnk Transit Codes F19/20=Prev/Next F24=More MW

3. Review the values supplied by the system for the following fields:

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

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prenote Flag | A code that lets you test the deposit instructions for one pay period before actually doing the deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote stage, the system creates a no-dollar entry for this employee and sends it to the employee's banking account. In addition, the employee receives a check for this amount. After the test, the system changes this field to blank or N. To repeat this test, enter P in this field.<br><br>You cannot use this field for Canadian employees. |

| Field               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Account Number | <p>The employee's unique account number at the financial institution. The number is obtained from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). Account numbers can also be obtained from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789.</p> <p>If you change this number, the system automatically prenotes the employee's auto deposit record again.</p> <p>NOTE: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following files:</p> <ul style="list-style-type: none"> <li>F06560 - Bank Reconciliation - Issue Table</li> <li>F06561 - Bank Reconciliation - Paid Table</li> </ul> |
| Bank Transit Number | <p>The transit routing number used to identify the financial organization in which the employee maintains an account. These numbers can be obtained from the employee's check or deposit slip. They are located between the MICR colons (: ) at the bottom of the check. If nine digits are not present, the employee's financial organization must be contacted to obtain the correct nine-digit code.</p> <p>If you change this number for an employee, the system prenotes the employee's auto deposit record again.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Bank might refer to this number as the ABA or routing number.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Field                       | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Method Code – Bank Deposits | <p>An employee can in a variety of ways split up net pay. This code specifies the method(s) in which a segment is to be computed:</p> <ul style="list-style-type: none"> <li>\$ A specific amount is to be deposited.</li> <li>% A percentage of net pay is to be deposited.</li> <li>C A specific amount is to be generated as a payroll check.</li> <li>P A specific amount is to be generated as cash.</li> <li>R The remainder of the net pay, after % and/or specific amount segments are processed, is to be deposited in the bank.</li> <li>Q The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash.</li> <li>D The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll check.</li> </ul> <p>NOTE: A remainder record is required and only one method can be specified. (R, Q, or D).</p>                                                                                     |
| Transaction Code            | <p>A code used to distinguish various types of bank accounts, for example, checking, savings, or credit union. Currently the following codes have been assigned:</p> <p>Demand Account Credits</p> <ul style="list-style-type: none"> <li>20 - Reserved</li> <li>21 - Credit entry to return automated deposit</li> <li>22 - Automated Deposit</li> </ul> <p>Savings Account Credits</p> <ul style="list-style-type: none"> <li>30 - Reserved</li> <li>31 - Credit entry to return automated deposit</li> <li>32 - Automated Deposit</li> </ul> <p>Demand Account Debits</p> <ul style="list-style-type: none"> <li>25 - Reserved</li> <li>26 - Debit entry to return automated payment</li> <li>27 - Automated Payment</li> </ul> <p>Savings Account Debits</p> <ul style="list-style-type: none"> <li>35 - Reserved</li> <li>36 - Debit entry to return automated payment</li> <li>37 - Automated Payment</li> </ul> <p>NOTE: If you leave this field blank, the system uses the default value of 22.</p> |

| Field                 | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amount or Rate        | <p>The value in this field is either a percentage, a dollar amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> <li data-bbox="721 321 1367 667">1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.</li> <li data-bbox="721 674 1367 730">2 For a pay type, amounts entered in this field override the hourly rate.</li> </ol>                                                                                                                                                                                       |
| Full/Partial Code     | <p>This code only applies to method code “\$” (see BDM). If there is not enough net pay remaining to process the amount specified in the amount/percentage field, a value of “P” in this field specifies that a partial amount can be generated for the bank and account specified for the segment. A value of “F” specifies that if the full amount cannot be generated, the segment is ignored.</p> <p>If you leave this field blank, the system uses F as the default value.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Pre Notification Code | <p>A code used to distinguish various types of debit and credit non-dollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee.</p> <p>Demand Account Credits</p> <ol style="list-style-type: none"> <li data-bbox="721 1251 1235 1276">23 Prenotification of Credit Authorization</li> <li data-bbox="721 1283 1321 1308">24 Prenotification of Credit/Mailed Authorization</li> </ol> <p>Savings Account Credits</p> <ol style="list-style-type: none"> <li data-bbox="721 1360 1235 1386">33 Prenotification of Credit Authorization</li> <li data-bbox="721 1392 1321 1417">34 Prenotification of Credit/Mailed Authorization</li> </ol> <p>Debits are not currently handled by this Payroll system.</p> <p>Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary.</p> |



| Field              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deduction Period 1 | <p>A code designating the pay period in which the system calculates the DBA/auto deposit. Valid codes are:</p> <p>Y Take the DBA/auto deposit during the current period.</p> <p>N Do not take the DBA/auto deposit during the current period.</p> <p>* Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.</p> <p>blank Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.</p> <p>M Applies only to benefits based on gross hours or dollars. An M in the fifth field only tells the system to calculate the benefit during the special timecard post. An M implies a Yes for a weekly withholding frequency.</p> |

## What You Should Know About

### Remainder record instructions

You must designate a remainder code in the automatic deposit instructions. This code identifies how to distribute any money left over from rounding.

The last automatic deposit instruction (remainder record) in each employee's record must have a method code of either R, Q, or D, even if you have only one line. If you enter any value other than one of these or leave the field blank, the system changes the method code to R. You can have only one R, Q, or D instruction per employee.

You cannot use Distribution Start and Stop Date fields for remainder records.

### Percentage method

Use whole numbers for the percentage method. Do not use decimals.

## See Also

- *Printing Cheques and Autodeposits (P07230)*

## Processing Options for Auto Deposit Instructions

1. Enter the Originating Bank Number: \_\_\_\_\_
2. Enter the Service Class Code: \_\_\_\_\_
3. Enter the Standard Entry Class: \_\_\_\_\_

## Entering Commission Information

You can enter commission information for your employees who are paid irregular commissions only and who file a TD1X form. The system uses this information as the basis for calculating taxes for commissioned employees. You can also use this form to maintain estimated annual salary information which the system uses in the calculation of commissions and bonuses.

If the employee is not a TD1X employee, do not use this form unless bonuses must be calculated.

### ► To enter commission information

---

On Commission Information

The screenshot shows a software window titled "[07025] - Commission Information" with a menu bar containing "Functions", "Tools", and "Help". The main area contains the following fields:

- Employee Number: 7781 Anthony Holiday
- Estimated Salary: [ ] TD1X Y/N:
- Estimated Expenses: [ ]
- Commission YTD: [ ]
- Date Last Comm. Pay: [ ]
- YTD Union Dues: [ ]
- YTD Reg. Pens. Plan: [ ]

At the bottom, there is a toolbar with icons for a checkmark, an 'X', an information icon, a home icon, a plus icon, a printer icon, and a refresh icon. Below the toolbar, it says "F24=More Keys".

1. Locate the employee for whom you want to enter commission information.
2. Change information in the following fields:
  - Estimated Salary
  - TD1X Y/N

- Estimated Expenses

| <b>Field</b>            | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate – Estimated Salary | The amount of estimated salary to be applied toward the calculation of Canadian payroll taxes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| TD1X Y/N                | <p>Does the employee qualify for the earned income credit and elect for the employer to give him/her the advance?</p> <p>N indicates that the employee does not qualify. (default)</p> <p>Y indicates that the employee qualifies.</p> <p>B indicates that the employee qualifies and that his/her spouse also qualifies.</p> <p>Special Use by Canadian Users. Is the employee paid by irregular commission payments and has a TD1X form been completed for this employee?</p> <p>N indicates the employee has not. (default)</p> <p>Y indicates the employee has completed the TD1X form for employees paid by irregular commission payments.</p> |
| Estimated Expenses      | An additional amount to be withheld over and above the calculated withholding. This could also represent a flat withholding amount in situations where the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.                                                                                                                                                                                                   |

## What You Should Know About

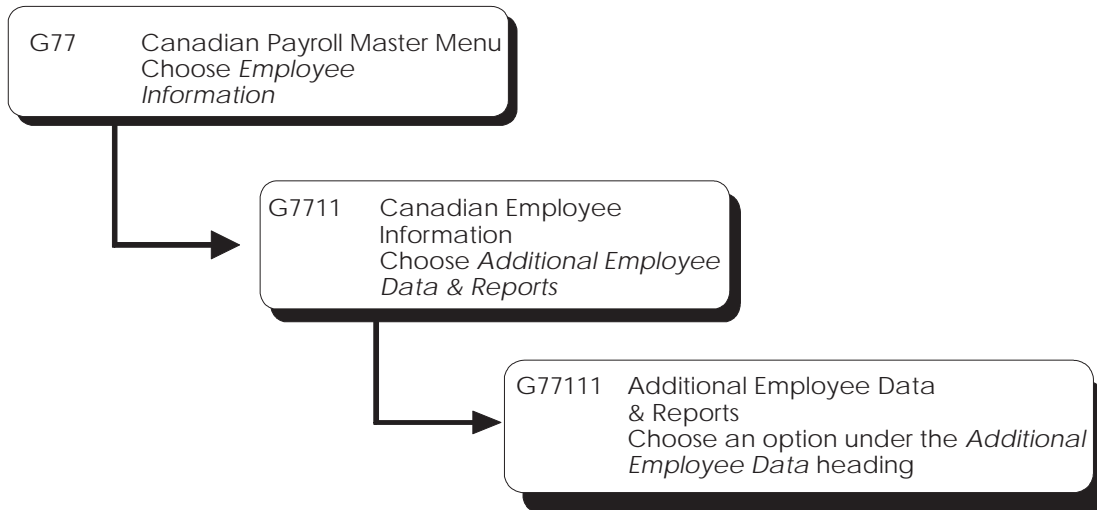
### **TD1X employees**

For employees who file the TD1X form, all taxes regardless of pay type are taxed as an irregular commission. CPP and UI are calculated using only the annual limits. Pay period limits are ignored. The TD1X field must be set to Y for this.



## Enter Additional Employee Information

---



### Entering Additional Employee Information

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

Entering optional information includes the following tasks:

- Entering basic employee data
- Entering pay and tax information
- Entering dates, eligibility, and EEO information
- Entering international information
- Assigning category codes and geographic data codes

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

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

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

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

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

## Entering Basic Employee Data

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

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

- Enter basic employee data for a new employee
- Enter additional data for an existing employee

### Entering Basic Employee Data for a New Employee

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

 **To enter basic employee data for a new employee**

---

On Basic Employee Data

**[070111] - Basic Employee Information**

Functions Tools Help

Employee Number  Anthony Holiday  
 Social Ins. No  Home Co  A Model Canadian Pa  
 Add'l EE No  Home BU  Corporate Administr

Pay Status  Active  
 Employment Status  Full-time Regular  
 Term/Chg Reason  Database correction  
 Supervisor   
 Job Type / Step  /  Fire Fighter  
 Pay Freq/Class  /   
 Workers Comp  /  Ontario  
 Benefit Group   
 Union Code  Labourer - Canada  
 Pay Grade/Step  /  No. Pay Steps   
 Locality  Headquarters (default)  
 Security BU  Last Job Worked   
 Pay Cycle Code  Biweekly  
 Cheque Route Code  Default value  
 Shift Code  No Shift  
 Work Schedule  Employee Class   
 Record Type  Tipped Employee  (U.S. Only)

F6=Pay/Tax Info. F11=Address F15=Labour Instr. F16=Ded/Ben F21=Auto Dep.

1. If you want to assign a specific employee number, complete the following field:

- Employee Number

If you leave this field blank, the system automatically assigns the next available number.

2. Complete the following fields:

- Social Security Number (Social Insurance Number in Canada)
- Home Company
- Home Business Unit
- Pay Status
- Pay Frequency
- Pay Classification
- Security Business Unit

3. Complete the following optional fields and press Enter:

- Employment Status
- Supervisor
- Workers Compensation
- Pay Grade
- Pay Step
- Number of Pay Steps

- Locality
- Shift Code
- Work Schedule Code
- Record Type
- Employee Classification Status

The system displays the Address Window.

OBAB Address Window

Functions Tools Help

Security BU 1  
Search Type Employees

Address Number 7701  
Name - Alpha Holiday, Anthony  
Mailing Name Anthony Holiday  
Mailing Address 202 RoeHampton Ave., Apt. 2004  
City Toronto State ON  
Postal Code M6T 9U5 Cntry CA Canada  
County  
Phone # / Type 416 654-9876 /  
416 342-9541 /

F3=End F5=A/Y Cat Codes F24=More Keys

4. On Address Window, complete the following fields and press Enter:
  - Mailing Address
  - Phone Number

The system displays History and Turnover Information.

OBEEFT History and Turnover Information ONLY

Functions Tools Help

Effective On . . . . . 05/15/98  
Change Reason . . . . .  
(Blank=No turnover on this change.)

F1=Help F3=Previous (No Update)

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



| Field                | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company – Home       | 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.                                                                                                                                                                                                                                                                                                                                                     |
| Business Unit – Home | The number of the business unit in which the employee generally resides.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Pay Status           | <p>The code used to indicate whether an employee's pay status is active or inactive. Codes for active pay status employees are numeric, and codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>See also Employment Status (EST) and Change Reason (TRS).</p>                                                                                                                                                   |
| Supervisor           | <p>The address book number of the supervisor.</p> <p>NOTE: A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values at 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> |
| Pay Frequency        | <p>A user defined code (system 06, type PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> <li>B Bi-weekly</li> <li>W Weekly</li> <li>S Semi-monthly</li> <li>M Monthly</li> <li>A Annually</li> <li>C European Annualized</li> </ul> <p>The system uses the value in the Description-2 field to calculate the amount per pay period.</p>                                                                                                                       |
| Pay Class (H/S/P)    | <p>The code that indicates how an employee is paid. Valid codes are:</p> <ul style="list-style-type: none"> <li>H Hourly</li> <li>S Salaried</li> <li>P Piecework</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
| Employment Status    | <p>A user defined code (system 06, type 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>                                                                                                                          |

| Field                       | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Workers Comp Insurance Code | A user defined code (system 00, type W) that is the workers compensation insurance (WCI) code. It should correspond to the classifications on your periodic workers compensation insurance reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Business Unit               | <p>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. The Business Unit field is alphanumeric.</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 A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered 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> |
| Shift Code                  | A user defined code (system 06, type 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Work Schedule Code          | <p>A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example:</p> <ul style="list-style-type: none"> <li>A Monday through Friday</li> <li>B Saturday through Wednesday</li> <li>C Monday through Thursday (4 x 10 hrs)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Pay Grade                   | <p>This code designates a specific salary or wage level within an organization. Grade descriptions are written to identify and define successively greater increments of job skills, requirements, decision making, and responsibility inherent in the type and range of job being evaluated.</p> <p>Pay grades are set up using Pay Grades by Class (P082001).</p> <p>..... <i>Form-specific information</i> .....</p> <p>In the Payroll system, this field is for information only. The Human Resources system performs all calculations on pay grade and step.</p>                                                                                                                                                                                                                                                                                                                                                                                                |

| Field                          | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Grade Step                 | This field identifies the pay grade step associated with a specific pay grade.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Number of Pay Grade Steps      | Indicates the number of optional pay increments, if any, available within each pay grade.<br><br>..... <i>Form-specific information</i> .....<br><br>This field is informational only.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Locality                       | A code used for comparison purposes to define the different salary localities within an organization. For example, employees on the East Coast might be paid more than employees in the Midwest. You can define the codes using user defined code system 06, type SL. <ul style="list-style-type: none"> <li>• In the header section, you can use this field to limit the information that displays on the field to pay grades in a specific locality. If you leave this field blank, all pay grades display regardless of locality.</li> <li>• In the detail section, this field shows the salary locality for a particular pay grade.</li> </ul> |
| Employee Classification Status | Employee classification status allowed values are:<br>Y     Contract labor (non-employee)<br>N     Regular employee<br>S     Employee to be included in step progression process                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Record Type                    | A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are:<br>1     Payroll Processing Only<br>2     Payroll and Recharge Processing<br>3     Recharge Processing Only<br><br>After a timecard has been added, you cannot change its record type.                                                                                                                                                                                                                                                                                                 |
| Employee Code – Tipped(Y/N)    | A code which specifies whether this employee receives and/or claims tips and should be included in any necessary Tip Processing programs. (This applies to U.S. Version Only. )                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Entering Additional Data for an Existing Employee

You can use this form to enter other employee data that can be found only on this form for an existing employee, such as the employee's supervisor and shift code.

► **To enter additional data for an existing employee**

---

On Basic Employee Data

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

The system displays the employee information.

2. Change the information in any of the fields, as applicable.
3. Complete the following optional fields and press Enter, as applicable:
  - Shift Code
  - Work Schedule
  - Supervisor
4. Review the values supplied by the system for the following fields:
  - Last Job Worked
  - Pay Cycle Code

The system displays History and Turnover Information.

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

| Field           | Explanation                                                                                                                                                  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Job Worked | The last Business Unit(job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries. |
| Pay Cycle Code  | A code that specifies the group of employees to be processed in a single payroll cycle, as entered in Valid Pay Cycles.                                      |

### What You Should Know About

**Setting processing options**

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

## Entering Pay and Tax Information

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

When you enter pay and tax information, you can:

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

In Canada, when you enter the code for a non-resident employee, the employee is taxed differently from a regular employee.

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

### ► To enter pay and tax information

On Pay and Tax Information

1. Complete the following field:
  - Employee Number
2. Complete any of the following optional fields as applicable:
  - Vacation Factor (U.S. only)
  - Pay on Standard Hours
  - Number of Pay Periods Per Year
  - Maximum/Minimum Net Pay
  - Default Auto Pay Type

- Tax Method
- Source of SUI Report (U.S. only)
- Residency Status (U.S. only)
- Work Tax Source (U.S. only)
- EIC (Earned Income Credit) Status (U.S. only)

| <b>Field</b>             | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vacation Factor          | A value in this field represents the number of pay periods that this check is to cover. This is used by the Payroll system to direct the Vertex payroll tax program to treat the pay as a vacation advance. The computed taxes are automatically averaged over the number of pay periods. See the Vertex system manual for an explanation of the method of calculating tax on vacation advances. |
| Pay on Standard Hours    | The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, the system bases it on time entry only.                                                                                                                                                                    |
| Periods per Year         | Used to calculate an employee's pay period gross salary. If you leave this field blank, the annual salary is divided by the pay frequency to obtain the pay period gross. For example, an employee is paid over 10 monthly periods. The annual salary divided by 10 becomes the pay period gross.<br><br>See Program Notes for additional information about periods per year.                    |
| Amount – Maximum Net Pay | The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee.                                                                                               |
| Payroll Autopay Paytype  | This code is used specifically to designate the default pay type to be used in the generation of autopay in those instances where the system does not use the employee labor distribution instructions.<br><br>If nothing is entered in this field, then pay type 001 will be used.                                                                                                              |
| Tax Calculation Method   | This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 06/TM.                                                                                                                                                                                                                                                               |

## Processing Options for Pay and Tax Information

1. Enter the method for assigning Tax Areas.  
' ' = manually enter Work and Res. Tax Areas. (Default)  
'1' = allow Work and Res. Tax Areas to be left blank.  
'2' = use GeoCoder to update Work and Res. Tax Areas.

\*Note: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas.

## Entering Dates, Eligibility, and EOC Information

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

You can enter date information such as:

- The date of the employee's next review
- The date an employee's leave of absence expires

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

### **To enter dates, eligibility, and EOC information**

---

On Dates, Eligibility, and EEO

1. 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
  
2. To enter eligibility information, complete the following fields as appropriate:
  - Eligibility Codes 01–10
  - Pension (U.S. only)
  - Oregon Insurance (U.S. only)
  - Employee Benefit Status



3. To enter EOC information, complete the following fields as appropriate:

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

| <b>Field</b>                     | <b>Explanation</b>                                                                                                                                                                                                                                                                            |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date – Pay Stops                 | <p>1. The date that an employee's pay stops. This date is used to provide for employees who are seasonal or who work similar to a teacher who works only nine months of the year (see also data item PSDT).</p> <p>2. The date that a deduction, benefit, or instruction stops.</p>           |
| Participation Date               | The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date.                                                                                                                                            |
| Date – LOA Beginning Date        | The date on which an employee's paid or unpaid leave of absence begins. Use this date to indicate the leave for the Family and Medical Leave Act.                                                                                                                                             |
| Leave of Absence Expiration Date | The date on which an employee's paid or unpaid leave of absence expires.                                                                                                                                                                                                                      |
| Date – Current Position          | The date the employee started the current position.                                                                                                                                                                                                                                           |
| Date of Recall                   | The date on which the employee can be recalled for employment.                                                                                                                                                                                                                                |
| Last Contacted Date              | The date you last contacted a temporary, seasonal, or laid-off employee, or an employee on furlough or leave of absence.                                                                                                                                                                      |
| Date – Last Raise                | The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using the Pay Rate Information screen. |
| Date – Bonus                     | The date an employee is to receive a bonus. This date is also part of the supplemental data for a bonus review.                                                                                                                                                                               |
| Date – Next Review               | The date the next employee review is scheduled.                                                                                                                                                                                                                                               |
| Type Review                      | A code to define the next type of salary or wage review due. You can define this code using user defined code table system 06, type RV.                                                                                                                                                       |

| Field                              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salary Forecast Change Date        | A date in the future when it is expected the employee will be given a salary change. This date is used by the position budget module to determine if employee position assignments will result in effective budgeted salary amounts being exceeded. It is also used to include future forecast salary changes in generating position budgets when the Create Next Year's Position Budget program (P081820) is used. In both cases, the future rate values are held in either the pay rate table (F069126) or the pay grade step table (F081002).                                                                                                            |
| Eligibility Codes 1-10             | <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> <ul style="list-style-type: none"> <li>Voluntary Accidental Death &amp; Dismemberment Insurance (Y/N)</li> <li>Overtime Call Up (Y/N)</li> <li>Profit Sharing (Y/N)</li> <li>Political Action Committee (Y/N)</li> <li>Coffee Fund (Y/N)</li> <li>U.S. Citizen (Y/N)</li> </ul>                                                                                                                                                                                         |
| Pension Code                       | A code specifying whether an employee is participating in the company's pension or 401(k) plan. The W-2 program uses the code in this field to determine whether to place an X indicating employee participation into the pension box of the tax return form.                                                                                                                                                                                                                                                                                                                                                                                               |
| Benefit Status                     | <p>A user defined code (system 06, type EA) allowing the system to test an employee's eligibility for benefits and determine enrollment parameters (guidelines) for benefit administration.</p> <p>The code in this field specifies the employee action that the system is to search for as it tests for eligibility.</p> <p>Some of these codes are hard-coded and should not be changed.</p>                                                                                                                                                                                                                                                              |
| Move to Applicant Pool – Yes or No | <p>A code indicating whether a terminated employee should be moved, by batch job, into the applicant pool. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Yes, move the employee into the applicant pool</li> <li>N No, do not move the employee into the applicant pool</li> </ul> <p>You can enter a value in this field only when you are terminating an employee (entering a termination date).</p> <p>NOTE: When an employee is moved to the applicant pool, the employee search type is changed to Applicant (A). If the employee is not to be moved to the applicant pool, the employee search type is changed to Terminated (X).</p> |

| Field                  | Explanation                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EEO – I9 Status        | <p>A code indicating the method used to verify that this employee is eligible to work in the United States. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y I9 form on file</li> <li>P Passport used for verification</li> <li>L Driver's license and Social Security card</li> <li>V Visa (worker's permit)</li> <li>B Birth certificate</li> <li>N Waiting for verification</li> </ul> |
| EEO – Veteran          | <p>A code indicating the veteran status of the employee. Valid codes are:</p> <ul style="list-style-type: none"> <li>N No, this employee is not a veteran.</li> <li>Y Yes, this employee is a veteran.</li> <li>V This employee is a Vietnam era veteran.</li> </ul>                                                                                                                                   |
| EEO – Disabled Veteran | <p>A code indicating whether this employee is a disabled veteran. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Yes, this employee is a disabled veteran.</li> <li>N No, this employee is not a disabled veteran.</li> </ul> <p>This field is used to generate the Veterans Employee (VETS-100) report.</p>                                                                            |
| EEO – Disability       | <p>A code indicating whether this employee has a mental or physical disability. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Yes, this employee has a mental or physical disability.</li> <li>N No, this employee does not have a mental or physical disability.</li> <li>U Unknown</li> </ul>                                                                                        |

## What You Should Know About

### User Dates

You can access User Dates to define up to 10 dates according to your business needs. These dates do not print on reports and are not used by DBAs.

### Date of Last Raise field

When you change an employee's salary or hourly rate using Employee Entry, the default is the system date. If this date is not appropriate, you can change it, or enter rate changes by specifying an effective date on Pay Rate Information.

*See Entering Future Changes for Rates Only.*

## See Also

- *Setting Up User Defined Codes for Payroll (P0051)* in the *Payroll Volume 2 Guide*
- *Technical Foundation Guide* for information about user defined codes

## Entering International Information

You enter international employee information to record information about individuals you employ from other countries. For example, if you have a foreign employee working under a green card, you could enter that number as the alien registration number.

### ► To enter international information

On International Data

| Employee Information      |                                    |
|---------------------------|------------------------------------|
| Employee Number           | 7701 Anthony Holiday               |
| International Information |                                    |
| Country Code              | CA Canada                          |
| Currency Code             | CAD Canadian Dollar                |
| Alien Reg. No.            |                                    |
| Maiden Name               |                                    |
| Extended Alpha Name       |                                    |
| Preferred Name            |                                    |
| Additional Name           |                                    |
| Salutation                | MR. Mister                         |
| Suffix                    | .                                  |
| For Canadian Employees    |                                    |
| Language                  | E English                          |
| Medical Plan ID           |                                    |
| National Occ. Code        | 0642 Fire Chiefs & Senior Officers |
| Census Metrop. Area       | 60 Toronto, Ontario                |
| Sector Indus. Code        | 812 Protective Services            |

Complete the following fields as applicable:

- Country Code
- Currency Code
- Alien Registration Number
- Maiden Name
- Extended Alpha Name

- Preferred Name
- Additional Name
- Salutation
- Suffix

| Field                     | Explanation                                                                                                                                                                                                                                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Country Code              | <p>A user defined code (system 00, type CN) that determines the mode in which the payroll system runs. Valid codes are:</p> <p style="padding-left: 20px;">blank US payroll<br/>CA Canadian payroll</p> <p>..... <i>Form-specific information</i> .....</p> <p>The country in which the employee is paid.</p> |
| Alien Registration Number | <p>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 green card, you could record that number in this field.</p>                                                                                                     |
| Maiden Name               | <p>A female employee's maiden name. If this employee is a resident of Canada, this field is mandatory. This information is used for all government reports.</p>                                                                                                                                               |
| Extended Alpha Name       | <p>A 50-character alphabetical field you can use to enter an extended name for an employee. This field can be used on certain designated reports in place of the normal 40-character name.</p>                                                                                                                |

## What You Should Know About

**Entering employee name on International Data**      The standard J.D. Edwards name field is 30 characters long. The International Data form 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 to obtain a listing of the complete name of all your employees with names longer than 30 characters.

**Maiden name reporting requirements in Quebec**      J.D. Edwards recommends that you enter a female employee's maiden name on the Employee Entry form and use the Maiden Name field on International Data form to record the married name. This will satisfy the Quebec requirement for reporting based on maiden name.

## Assigning Category Codes and Geographic Data Codes

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

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

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

### ► To assign category codes and geographic data codes

On Category Codes and Geographic Data

The screenshot shows a software window titled "[060193] - Category Codes & Geo. Data". The window has a menu bar with "Functions", "Tools", and "Help". Below the menu bar, there are two input fields: "Employee No/SIN" with the value "7701" and "Anthony Holiday". A section titled "Category Cds:" contains a list of category codes from "Cat 001" to "Cat 010". Each code has a corresponding dropdown menu. The dropdown for "Cat 001" is currently set to "GER". Below this section is a "Geographic Data:" section with several input fields: "Home State", "Home City", "Std Occ Class", "Work State", "Work City", "Work County", and "Region". At the bottom of the window, there are several icons and a status bar that reads "F5=More Codes F24=More Keys".

Complete the following fields as appropriate:

- Category Codes 1–20
- Home State (U.S. only)
- Home City
- Standard Occupational Class
- Work State (U.S. only)

- Work City
- Work County
- Region

| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category Codes 1–20              | <p>This is a Payroll system category code. You can define the use and description of this 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>Human Resources: Coordinate the use of this category code with your payroll department.</p> |
| Standard Occupational Class Code | <p>A series of codes to identify occupational titles and their definitions. These codes are used in one or more states in the preparation of unemployment reports.</p> <p>..... <i>Form-specific information</i> .....</p> <p>Alaska uses this code for state unemployment insurance reporting.</p>                                                                                                                                                                                |
| Region                           | <p>A region within a state. This field is intended for use in preparation of unemployment reports for some states.</p>                                                                                                                                                                                                                                                                                                                                                             |

### What You Should Know About

- Category codes 1–4** Values from category codes 1–4 can be entered on timecards for reporting purposes.
- Category codes 1–10** Category codes 1–10 can be used by Human Resources job information.

### See Also

- *Setting Up User Defined Codes for Payroll (P0051)* in the *Payroll Volume 2 Guide*
- *Technical Foundation Guide* for information about user defined codes





# Enter Information for Multiple Jobs

---

## Entering Information for Multiple Jobs

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

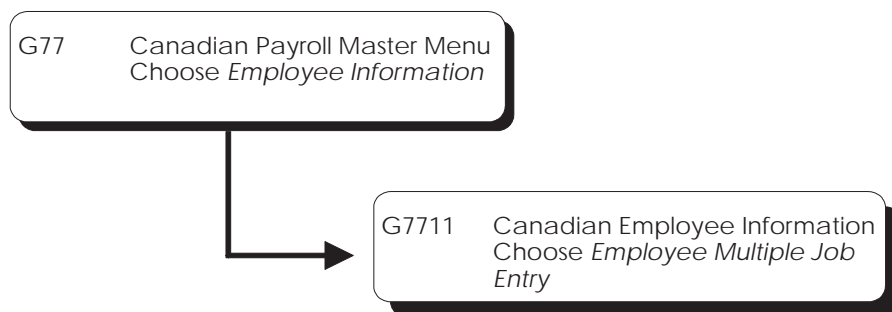
You define occupational pay rates for employees who perform various job types and have different hourly rates for each job type.

Entering information for multiple jobs includes the following tasks:

- Entering employee multiple job information
- Defining occupational pay rate tables

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

## Entering Employee Multiple Job Information



You enter multiple job information in the Payroll system for an employee who holds more than one job or position.

Entering employee multiple job information also allows you to:

- Define job start and stop dates for each position
- Define an hourly employee as autopay by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked
- Set an employee to autopay status for more than one job

▶ **To enter employee multiple job information**

On Employee Multiple Job Entry

| D | P | J | Home Business Unit | Position ID | Job Type | Job Step | Union Code | Salary    | Sal Freq | Hourly Rate |
|---|---|---|--------------------|-------------|----------|----------|------------|-----------|----------|-------------|
|   |   |   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | A        | 25.676      |
|   |   |   | 2435               | CH02        | COACH    |          |            | 3,000.00  | A        | 15.000      |

1. Complete the following required fields:
  - Address Number
  - Home Business Unit
2. Complete one of the following fields:
  - Salary
  - Salary Frequency
  - Hourly Rate
3. Complete the following optional fields:
  - Position ID
  - Job Type
  - Job Step

- Union Code
4. Access the fold area.

[060118] - Employee Multiple Job Entry

Functions Options Tools Help

Address Number  Current Salary 87,500.60  
Morrisey, Anne E.

| OP | Home Business Unit            | Position ID | Job Type      | Job Step | Union Code | Salary           | Sal Freq | Hourly Rate |
|----|-------------------------------|-------------|---------------|----------|------------|------------------|----------|-------------|
|    | 2435                          | CH02        | CORCH         |          |            | 40,000.00        | A        | 15.000      |
|    | Home Bus Unit Desc School     |             |               |          |            | Pay Pd Gross     |          | 13,333.33   |
|    | Position ID Desc Tennis Coach |             |               |          |            | Change Reason    |          | 001         |
|    | Job Type Desc Coach           |             |               |          |            | Effective Date   |          | 04/01/98    |
|    | Job Step Desc                 |             |               |          |            | Date Pay Starts  |          | 04/01/98    |
|    | Union Code Desc               |             |               |          |            | Date Pay Stops   |          | 06/30/98    |
|    | FTE 1.00                      |             |               |          |            | Periods/Year     |          | 3.00        |
|    | Shift Code                    |             | 1.00          |          |            | Std Hrs/Day      |          |             |
|    | No Shift                      |             |               |          |            | Std Days/Year    |          |             |
|    | Locality                      |             | Headquarters  |          |            | Std Hours/Year   |          | 2080.00     |
|    | Employment Status             |             | Full-time Reg |          |            | Pay on Std Hours |          |             |
|    | Supervisor                    |             |               |          |            | Pay Grade/Step   |          |             |
|    | Pay Class(H/S/P) S            |             |               |          |            | Sal Frct Chg Dt  |          |             |
|    | Workers Comp/Sub              |             | No Worker's C |          |            | Nxt Avw Dt/Type  |          |             |
|    | FLSA Exempt Y/N Y             |             |               |          |            | Compa-Ratio      |          |             |
|    | EEO Job Cat 001               |             | Officials and |          |            | Default Auto Pay |          |             |

Opt: 6=Position 7=Job Info F5=Format F10=HR EE F15=Labor Dist

5. Complete the following required fields:
- Change Reason
  - Effective Date
  - Pay Class (H/S/P)
  - FLSA Exempt Y/N (Exempt in Canada)
  - EEO Job Category (Exempt in Canada)
6. Complete the following optional fields:
- Periods per Year
  - Full Time Equivalents
  - Standard Hours per Day
  - Standard Days per Year
  - Standard Hours per Year

| Field                 | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salary Frequency      | <p>A code which indicates the period upon which the entered salary is based. This field works in conjunction with the Salary field to its left (data item SAL). Valid values are as follows:</p> <p>W Weekly<br/>           B Bi-weekly<br/>           S Semi-monthly<br/>           M Monthly<br/>           Q Quarterly<br/>           A Annually</p>                                                                                                                                                                                                                                                                                                                                                                   |
| Position ID           | <p>Used for budgetary (position) control purposes. The system will not create a position based on a value placed in this field. The position must already exist in the Position Master Information table (F08101).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Effective Date        | <p>The date you want all the changes you make on this form to take effect, or the date that the changes went into effect. If you are entering data and you do not put a date in this field, the current system date is used as the effective date.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The date you want all the primary job changes you make on this form recorded to the HR History table (F08042) and the Employee Turnover Analysis table (F08045) as the effective date. The changes you make to the Employee Master table, however, take effective immediately. If you are entering data and you do not put a date in this field, the current system date is used as the effective date.</p> |
| Job Category (EEO)    | <p>A user defined code (system 06, type J) that specifies classifications established by the Equal Employment Opportunity Commission (EEOC), a Federal agency, for use in reporting levels of minority employment. Do not change any of the codes provided by J.D. Edwards and Company. You can add codes if needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |
| Periods per Year      | <p>Used to calculate an employee's pay period gross salary. If you leave this field blank, the annual salary is divided by the pay frequency to obtain the pay period gross. For example, an employee is paid over 10 monthly periods. The annual salary divided by 10 becomes the pay period gross.</p> <p>See Program Notes for additional information about periods per year.</p>                                                                                                                                                                                                                                                                                                                                      |
| Full Time Equivalents | <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>                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Field</b>            | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard Hours per Day  | <p>The number of hours in a day if 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> <p>See Program Notes for additional information about standard hours per day.</p>                                                                                                                                                                                                                                      |
| Standard Days per Year  | <p>Days per year multiplied by hours per day equals the standard hours per year. When the pay grade step table is used to define employee rates, this value is multiplied by the hourly rate in the calculation of salary amounts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Standard Hours per Year | <p>The number of work hours in the year. This number is used to compute hourly rate when the annual salary is known or vice versa.</p> <p>The system uses the standard number of hours for calculating the salary or hourly rate per pay period in the following order:</p> <ul style="list-style-type: none"> <li>• The hours defined at the employee level (the Standard Hours/Year field)</li> <li>• The standard hours in the Payroll company constants for the employee's company</li> <li>• The payroll company constants for the default company (company 00000)</li> <li>• The system default value of 2080 standard hours per year</li> </ul> <p>See Program Notes for information about the Pay Grade Step Table.</p> |

## What You Should Know About

### **Date Pay Stops**

For secondary jobs, position control uses this date as the position's end date. This allows the position to account for a limited assignment in the calculation of projected year end values. For payroll, when the pay stop date is less than or equal to a pay period end date, the employee is paid for the period. In the next pay cycle, the Purge Employee Multiple Job File program (P0601182) deletes this record from the Employee Multiple Job table (F060118) as part of the final update.

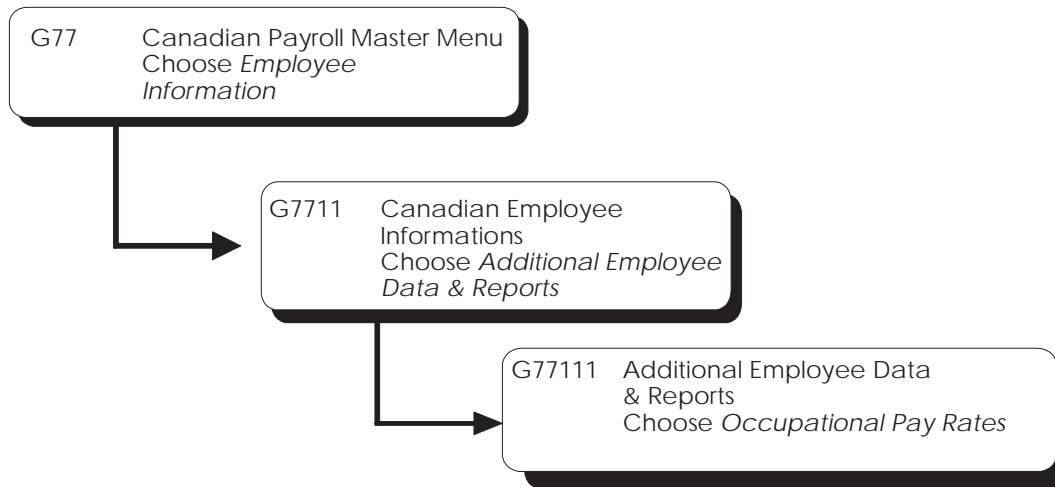
### **Current salary display**

This number is the total of all the salaries displayed on Employee Multiple Job Entry.

**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).

## Defining Occupational Pay Rate Tables



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

► **To define occupational pay rate tables**

---

On Occupational Pay Rates

1. Complete the following required fields:
  - Employee Number
  - Effective Dates
  - Job Type
  - Job Step (optional)
2. Complete the following fields, as applicable:
  - Hourly Rate
  - Billing Rate
  - Piece Rate

| Field                 | Explanation                                                                                                                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Type (Craft) Code | A user defined code (system 06, type G) that specifies job classifications established for an organization. This field is used to determine pay rates and benefit plans for employees linked to these classifications. |
| Job Step              | A user defined code (system 06, type GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.  |

| Field                        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hourly Rate                  | <p>The employee's hourly rate which is retrieved during time entry. (See also GRT, PWRT, BRT.) If you enter a rate in this field on any other form, that rate overrides 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>NOTE: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>                                                                                                                                                                                                                                                                 |
| Distribution or 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. This rate creates record type 2 or 3.</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>• Labor by Shop Floor Control</li> </ul> |
| Rate - Piecework             | <p>The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### What You Should Know About

- Using occupational pay rates in time entry** In time entry, you must enter the associated job type from the occupational pay rates table on the timecard to use the occupational pay rate.
- Accessing pay rates** Set the processing options in time entry to access the rates defined on these tables.



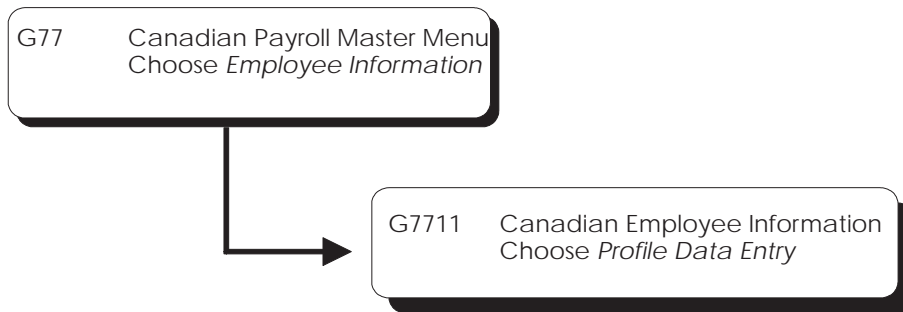
## See Also

- *Entering Employee Multiple Job Information (P060118)*



# Work with Employee Profile Data

---



## Working with Employee Profile Data

Profile data is any auxiliary information you want to maintain in the employee databases.

For example, you can designate who is to be contacted in an emergency situation. Or, you can maintain up-to-date records of any certifications or special skills for an employee.

Working with employee information consists of the following tasks:

- Entering employee profile data for payroll
- Copying employee profile data
- Changing employee profile data
- Reviewing employee profile data
- Reviewing employee profile reports

### See Also

- *Purging Profile Data for Payroll (P98300)* in the *Payroll Volume 2 Guide*

## Entering Employee Profile Data for Payroll

Enter any auxiliary information your company chooses to maintain as profile information.

Entering employee profile data for payroll consists of the following tasks:

- Entering general information using the narrative format
- Entering specific information using the code format

Use the narrative for free-form text. There are no restrictions as to what you can enter in a narrative format.

Code format data types can be linked to user defined codes.

The system displays the categories of information you can define.

### Before You Begin

- Define the profile data types. See *Defining Types of Profile Information* in the *Payroll Volume 2 Guide*.
- Define the applicable user defined codes. See *Setting Up User Defined Codes for Payroll* in the *Payroll Volume 2 Guide*.

### What You Should Know About

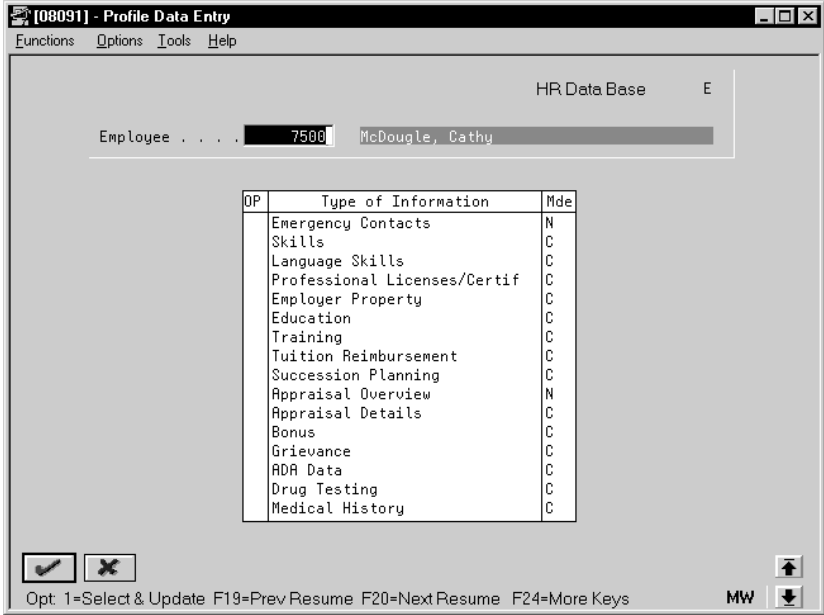
#### **Entering multiple types of information**

On Profile Data Entry, after you select more than one type of information to update, use the appropriate function key to display the form for each type of information you selected.

#### **▶ To enter general information using the narrative format**

---

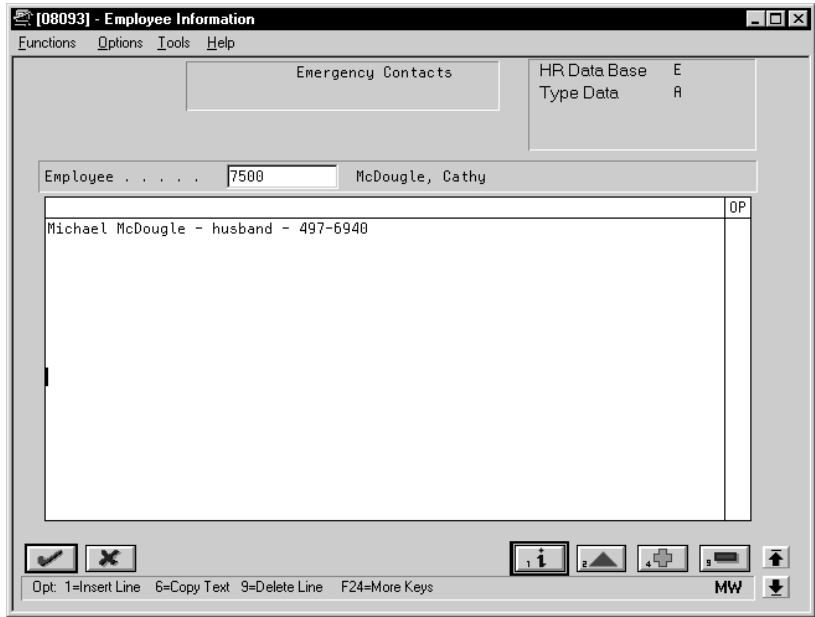
On Profile Data Entry



1. Locate the employee.
2. Choose one or more types of narrative format information to enter.

The Mode column indicates which types of information you can enter in narrative mode.

The system displays the appropriate narrative format form.



3. Enter the information specific to the type of information displayed.

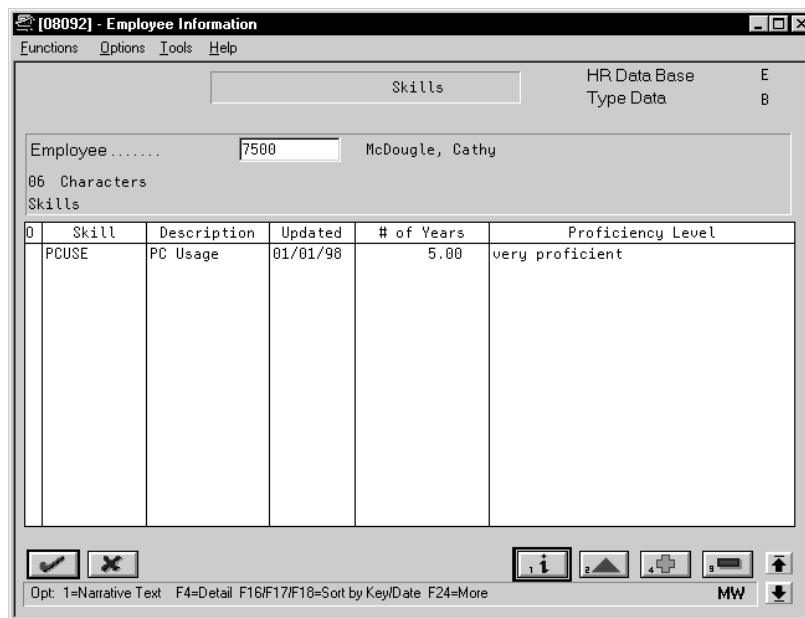
► **To enter specific information using the code format**

On Profile Data Entry

1. Locate the employee.
2. Choose one or more types of code format information to enter.

The Mode column indicates which types of information you can enter in code format mode.

The system displays the appropriate code format form.



3. Enter the information specific to each type of information the system displays.
4. Access the fold area.

The screenshot shows a window titled "[08092] - Employee Information" with a menu bar (Functions, Options, Tools, Help). A "Skills" field is at the top right, with "HR Data Base" and "Type Data" below it. The employee name "McDougale, Cathy" and ID "7500" are displayed. Below this is a table of skills:

| 0                             | Skill | Description | Updated  | # of Years | Proficiency Level |
|-------------------------------|-------|-------------|----------|------------|-------------------|
|                               | PCUSE | PC Usage    | 01/01/98 | 5.00       | very proficient   |
| Education or Usage experience |       |             |          |            |                   |
| Education or Usage experience |       |             |          |            |                   |
| Education or Usage experience |       |             |          |            |                   |

At the bottom, there are navigation icons and a status bar with options: "Opt: 1=Narrative Text F4=Detail F16/F17/F18=Sort by Key/Date F24=More MW".

5. Enter the appropriate information.
6. Choose the Narrative Text option to add additional information in a free-form format.

## What You Should Know About

### Fields edited by user defined codes

On the code format form, the second column is the code title column. If the fields in this column are edited by a user defined code, the system displays the length of the field and the user defined code description above the column.

## Processing Options for Profile Data Entry

1. Enter the Profile Data Base name for the type of information you wish to revise, as follows:  
A = Applicants,  
E = Employees (default value),  
J = Jobs,  
H = Health & Safety Cases,  
P = Dependents/Beneficiaries  
R = Requisitions.

## Copying Employee Profile Data

You can use the same profile data for several employees. After you enter profile data for an employee, you can copy this information either from the narrative

format data types or from the narrative information that is linked to the code format data types.

For example, if a group of employees attended the same training course, you can enter this information for one of the employees and then copy it into the other employees' records.

Copying profile data for payroll consists of the following tasks:

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

▶ **To copy narrative text profile data**

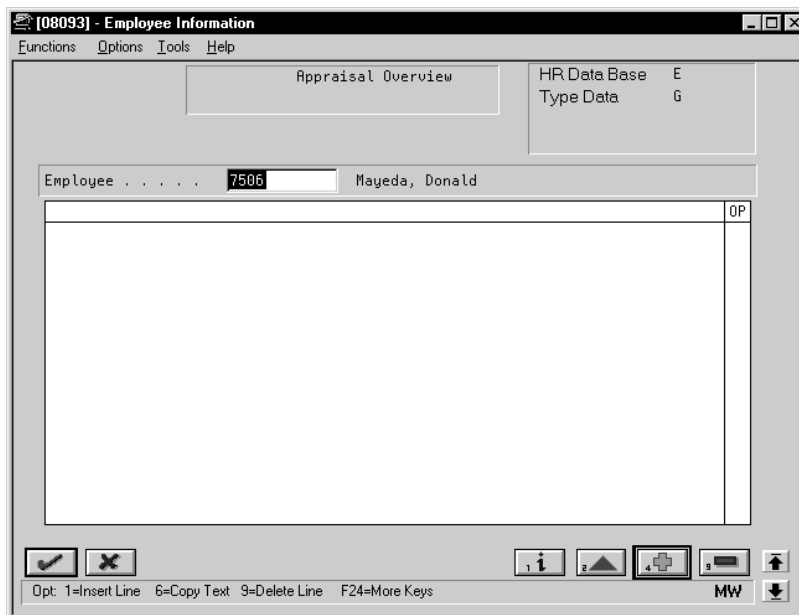
---

On Profile Data Entry

1. Locate the employee to whom you want to copy information.
2. Choose the type of narrative format information you want to copy.

The Mode column indicates which data types are available in the narrative format mode.

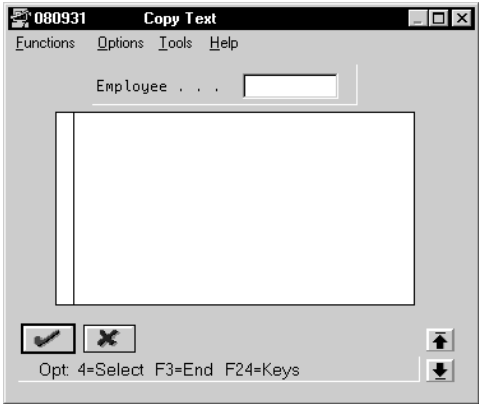
The system displays the appropriate narrative format form.



3. On the narrative mode form, choose the Copy Text option.

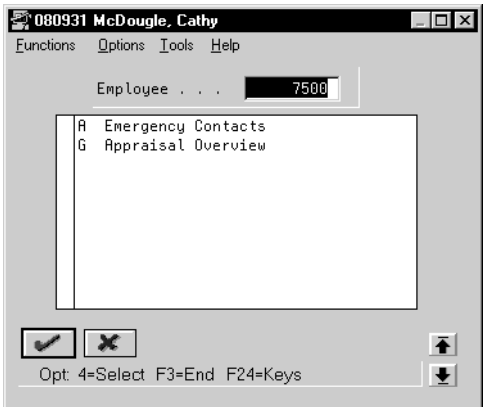
The system displays the Copy Text window.





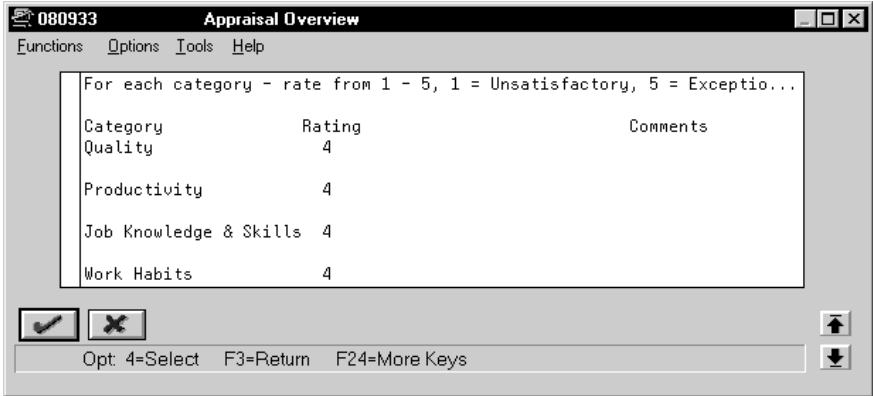
- 4. On the Copy Text window, complete the following field with the number of the employee from which you want to copy narrative text:
  - Employee

The system displays a copy text window.



- 5. Select the data type from which you want to copy text.

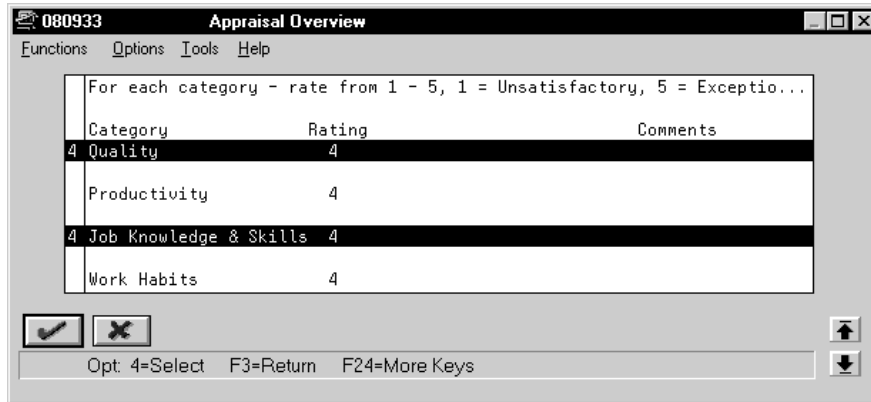
The system displays a window for that data type.



- On the data type window, select the lines of text you want to copy.



Roll through the information to locate the lines you want to copy. You cannot select text in one window, roll up, and then select text from another window. You can select to copy from only one window at a time.



The system copies the text into the narrative mode form.

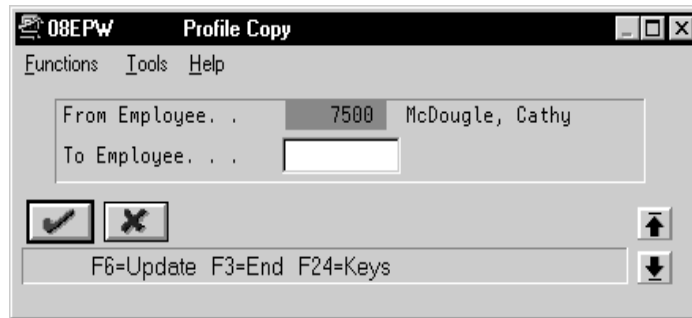


**► To copy all employee profile data**

On Profile Data Entry

- Locate the employee whose profile data you want to copy.
- Choose the Profile Copy function.

The system displays the Profile Copy window.



3. On Profile Copy, complete the following field to specify the employee to whom you are copying profile data:
  - To Employee
4. Choose the Update function to copy all of the profile data.

## Changing Employee Profile Data

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

To change profile data, complete the following tasks:

- Changing narrative employee profile data
- Changing code employee profile data

### ► To change narrative employee profile data

On Profile Data Entry

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

The system displays the appropriate form.

3. Change or delete the entire line of text you want to change using the appropriate option.
4. Add the new information on the first blank line below the text you deleted.

► **To change code employee profile data**

---

On Profile Data Entry

1. Locate the employee on the appropriate code format form.
2. Choose the code type of information you want to change.

The system displays the appropriate form.

If you are changing the code title or date, you must delete and re-enter the information. Other fields can then be changed.

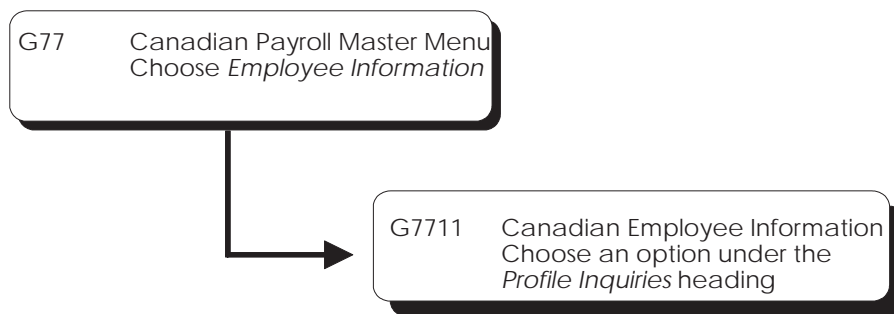


Typing new information over the information you want to change does not delete the original information. The system retains the original information and creates a new line of information for the change.

### What You Should Know About

**Deleting information** Using the Delete action code deletes all information from the form.

## Reviewing Employee Profile Data



After you enter profile data for employees, you can use the information to search for employees linked to one or more data types. You can perform this search by employee, by single data type, or by multiple data types.

Complete the following tasks:

- Review employee profile data for a specific employee
- Review employee profile data by data type

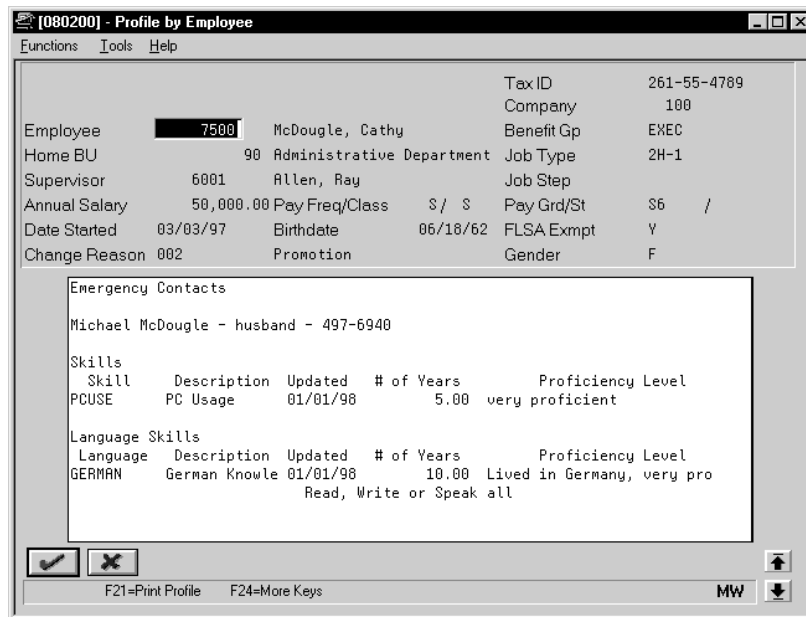
- Review employee information using multiple criteria

► **To review employee profile data for a specific employee**

You can review the employee's master record as well as available profile information. This can be useful if you want to compare employee master information to a specific profile data type you have set up.

For example, you might set up a profile data record to track the language skills your employees have. You can use Profile by Employee to search for employees you are considering for a new position requiring certain language skills. You can also use Profile by Employee to print employee resumes for internal use.

On Profile by Employee



1. Locate the employee.
2. Locate the type of profile data you want to review.

### Processing Options for Profile Data Inquiry

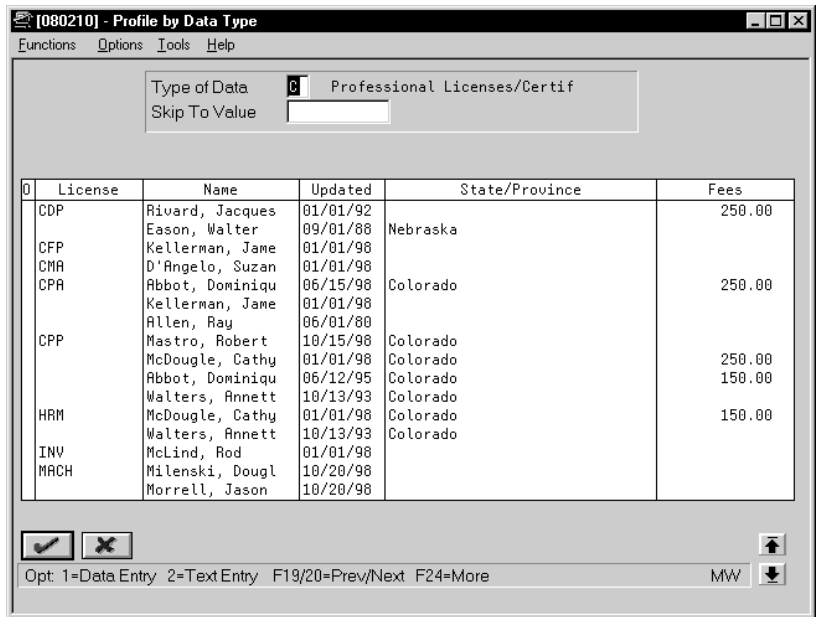
1. Enter the Record Code for the type of information that you wish to review as follows:
  - A = Applicants,
  - E = Employees (default value),
  - H = Injury/Illness Case Number,
  - J = Jobs,
  - P = Dependents/Beneficiaries
  - R = Requisitions.

2. For Detailed Employee Inquiry Only: \_\_\_\_\_  
 Enter a '1' if you do not wish to display the employee's salary information. (Default of blank will display the information.)
3. For Detailed Employee Inquiry Only: \_\_\_\_\_  
 Enter a '1' if you do not wish to display the employee's Social Security Number. (Default of blank will display the number.)

► **To review employee profile data by data type**

You can review information for all employees who are linked to a specific data type. For example, you can review training profile information to identify employees who have had management training.

On Profile by Data Type



1. Complete the following field:
  - Type of Data
2. To locate a specific value within a list of data types, complete the following field:
  - Skip To Value
3. Access the fold area to review additional information.

[080210] - Profile by Data Type

Functions Options Tools Help

Type of Data  Professional Licenses/Certif  
Skip To Value

| License               | Name            | Updated  | State/Province | Fees   |
|-----------------------|-----------------|----------|----------------|--------|
| CDP                   | Rivard, Jacques | 01/01/92 |                | 250.00 |
| Desc Certified Data P |                 | Status   |                |        |
|                       | Eason, Walter   | 09/01/88 |                |        |
| Desc Certified Data P |                 | Status   |                |        |
| CFP                   | Kellerman, Jame | 01/01/98 |                |        |
| Desc Cert. Financial  |                 | Status   |                |        |
| CMA                   | D'Angelo, Suzan | 01/01/98 | Nebraska       |        |
| Desc Certified Manage |                 | Status   |                |        |

Opt 1=Data Entry 2=Text Entry F19/20=Prev/Next F24=More MW

## Processing Options for Profile by Data Type

- 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.
- Enter the specific Type of Data on which to inquire within the chosen data base.
- 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)

### ▶ To review employee information using multiple criteria

You can locate employees who match many different data types and search codes to fill a position requiring a specific set of skills.

When you review employee information using multiple criteria, the system searches one of the following:

- The applicant profile database
- The employee profile database

- Both profile databases simultaneously

For example, you can search for all employees who:

- Have an MBA degree
- Speak French
- Are Certified Public Accountants
- Know the RPG computer programming language

The system lists all the employees who meet these four criteria.

On Profile Multiskill Search

The screenshot shows a window titled "[080250] - Profile Multiskill Search" with a menu bar (Functions, Options, Tools, Help). The search criteria are defined in a table below:

| And Or | Data Type | Field    | OP | Search Value |
|--------|-----------|----------|----|--------------|
| AND    | B Skills  | KV Skill | EQ | PCUSE        |
| AND    |           |          | EQ |              |
| AND    |           |          | EQ |              |

Additional search options are shown in the top right:

- Empl/App/Both: E (E/A/B)
- Home Bus. Unit: [ ]
- Job Type: [ ]

The results table below lists employees matching the criteria:

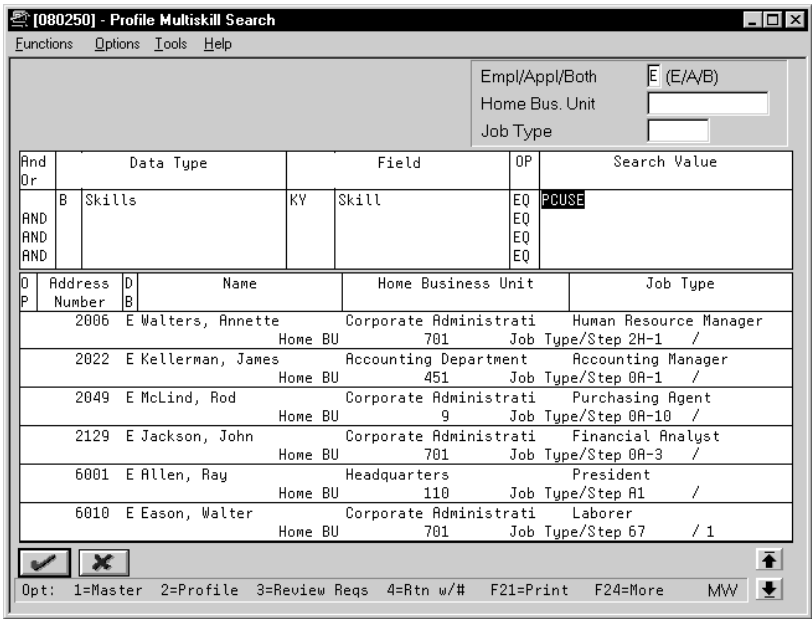
| O P | Address Number | D B | Name             | Home Business Unit     | Job Type               |
|-----|----------------|-----|------------------|------------------------|------------------------|
|     | 2006           | E   | Walters, Annette | Corporate Administrati | Human Resource Manager |
|     | 2022           | E   | Kellerman, James | Accounting Department  | Accounting Manager     |
|     | 2049           | E   | McLind, Rod      | Corporate Administrati | Purchasing Agent       |
|     | 2129           | E   | Jackson, John    | Corporate Administrati | Financial Analyst      |
|     | 6001           | E   | Allen, Ray       | Headquarters           | President              |
|     | 6010           | E   | Eason, Walter    | Corporate Administrati | Laborer                |
|     | 7500           | E   | McDougle, Cathy  | Administrative Departm | Human Resource Manager |
|     | 7505           | E   | Mastro, Robert   | Administrative Departm | Payroll Manager        |

At the bottom, there are navigation buttons (check, X, up, down) and a status bar with options: Opt: 1=Master 2=Profile 3=Review Reqs 4=Rtn w/# F21=Print F24=More MW

1. Complete the following field to choose the database to be searched:
  - Employee/Applicant/Both
2. Complete the following optional fields to limit the search:
  - Home Business Unit
  - Job Type
3. Complete the following fields to determine the search criteria:
  - And/Or
  - Data Type
  - (Profile Data) Field
  - OP (Relationship)



- Search Value
4. Access the fold area to review additional information.



| Field              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| And/Or Selection 1 | <p>A code to designate 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, on the first line, type the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, type the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by typing 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, on the first line, type the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, type 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, type Spanish as the first search value, German as the second search value, then type And in this field. To search for applicants who speak Spanish or German, type Spanish as the first search value, German as the second search value, then type Or in this field.</p> |

| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Type    | The type of data from the profile database that is used in a multiple information search.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Field        | Indicates which data item within the data type is to be included in the multiskill search.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Operator     | <p>You can specify any of the following relationships:</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>NOTE: This field is case sensitive. For example, 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% will display both bamboo and bachelor.</li> <li>• %ing will display all words ending with ing.</li> <li>• %BA% will display any words containing the letters B and A, such as abate, cabbage, or bachelor.</li> </ul> |

## Processing Options for Profile Multiskills Search

### Initial Search Criteria:

- 
1. Enter the search criteria code you want to direct your search:
    - A = Search for Applicants
    - E = Search for Employees
    - B = Search for both types.

A default of blank will display both Applicants and Employees . . . . .
- 

### Active Employee Criteria:

- 
2. To limit the search to only active employees, enter the Pay Statuses, separated by commas, that define an active employee. A blank will search for all employees.
-

**Employment Status Criteria:**

-----  
3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or \*ALL for all employment statuses. The typical default for full time regular is a blank, so a blank followed by a comma must be entered to include this in the search.

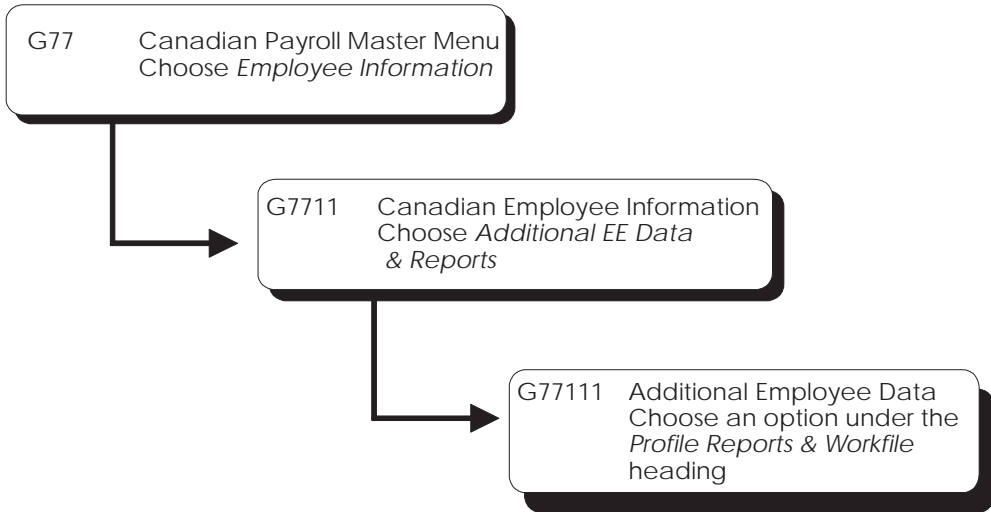
**Applicant Status Criteria:**

-----  
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.

**Reviewing Employee 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

Complete the following tasks:

- Review the Employee Profile report
- Review the Employees by Data Type report
- Run the Employee Profile Workfile

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

### Reviewing the Employee Profile Report

Review the Employee Profile report to verify a summary of data stored in the following tables for each of the employees you select:

- Define Types of Profile Data (F08090)
- User Defined Code Entry (F08092)
- Narrative Text Entry (F08093)
- Employee Master (F060116)

The information that prints on this report is the same information you can review online using the Profile by Employee program.

You can list employees alphabetically by last name or numerically by employee number.

|                     |                                                                        |                      |                      |                               |
|---------------------|------------------------------------------------------------------------|----------------------|----------------------|-------------------------------|
| 080410              | J.D. Edwards & Company<br>Employee Profile<br>in Alphabetical Sequence |                      |                      | Page Number 8<br>Date 3/13/96 |
| 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 . . .   | 02/19/96             | Pay Grade Step . .            |
| Benefit Group . . . |                                                                        | Annual Salary . .    | 20,800.00            | Pay Status . . . . 0          |
| Union Code . . . .  |                                                                        |                      |                      | Change Reason . . . 001       |
|                     |                                                                        |                      |                      | FLSA Exempt Y/N. . Y          |
| Emergency Contacts  |                                                                        |                      |                      |                               |
| =====               |                                                                        |                      |                      |                               |
|                     | Parents: (303) 671-6364                                                |                      |                      |                               |
| Training            |                                                                        |                      |                      |                               |
| =====               |                                                                        |                      |                      |                               |
| Type                | Trng Dte                                                               | Where Obtained       | Certification Earned | Costs                         |
| -----               |                                                                        |                      |                      |                               |
| LDRSHP              | 02/15/96                                                               | Fred Pryor           |                      | 150.00                        |
|                     | She has shown impressive leadership qualities.                         |                      |                      |                               |
| PLTFRM              | 05/30/97                                                               | Local college        |                      | 150.00                        |
|                     |                                                                        |                      | Total                | 300.00                        |
| -----               |                                                                        |                      |                      |                               |
| Appraisal Details   |                                                                        |                      |                      |                               |
| =====               |                                                                        |                      |                      |                               |
| Appraisal           | App.Date                                                               | Overall Results      | Points Earned        | Yrs Wrked                     |
| -----               |                                                                        |                      |                      |                               |
| MR                  | 03/15/98                                                               | Standard performance |                      |                               |

### Processing Options for Employee Profile Report

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.) \_\_\_\_\_

### Reviewing the Employees by Data Type Report

Review the Employees by Data Type report to verify a list of all employees who have information in a particular profile data type category, such as language skills. The information that prints on this report is the same information you can review online using Profile Data Entry.

The data types linked to the employee display in alphabetical order below each employee.

You can review this information in one of the following formats:

- Review employee profile information by data type
- Review employee profile information by employee

### Reviewing Employee Profile Information by Data Type

The report displays employee information by data type. You can list employees under each data type either alphabetically by surname or numerically by employee number.

| Employee                                        | Name              | Updated  | Proficiency Level         | Education or Usage expe | # of Years                      |
|-------------------------------------------------|-------------------|----------|---------------------------|-------------------------|---------------------------------|
| Skill . . . . . LOTUS Lotus 1-2-3 or equivalent |                   |          |                           |                         |                                 |
| 2129                                            | Jackson, John     | 03/01/98 |                           |                         |                                 |
| 7505                                            | Mastro, Robert    | 10/19/93 |                           |                         |                                 |
| 2049                                            | McLind, Rod       | 01/01/98 |                           |                         |                                 |
|                                                 |                   |          |                           |                         | Total for: Lotus 1-2-3 or equiv |
| -----                                           |                   |          |                           |                         |                                 |
| Skill . . . . . MM Machine Maintenance          |                   |          |                           |                         |                                 |
| 7540                                            | Milenski, Douglas | 10/20/98 | High Level                |                         | 10.00                           |
| 7550                                            | Morrell, Jason    | 10/20/98 | High                      |                         | 5.00                            |
|                                                 |                   |          |                           |                         | Total for: Machine Maintenance  |
| -----                                           |                   |          |                           |                         |                                 |
| Skill . . . . . PACK Packaging                  |                   |          |                           |                         |                                 |
| 7540                                            | Milenski, Douglas | 10/20/98 | Recent training           |                         | 10.00                           |
|                                                 |                   |          |                           |                         | Total for: Packaging            |
| -----                                           |                   |          |                           |                         |                                 |
| Skill . . . . . PCUSE PC Usage                  |                   |          |                           |                         |                                 |
| 6010                                            | Eason, Walter     | 01/01/98 | Has PC at home            |                         |                                 |
| 2129                                            | Jackson, John     | 01/01/98 |                           |                         |                                 |
| 2022                                            | Kellerman, James  | 01/03/98 |                           |                         |                                 |
| 7505                                            | Mastro, Robert    | 10/19/93 |                           |                         |                                 |
| 7500                                            | McDougle, Cathy   | 01/01/98 | very proficient           |                         | 5.00                            |
| 2049                                            | McLind, Rod       | 01/01/98 |                           |                         |                                 |
|                                                 |                   |          |                           |                         | Total for: PC Usage             |
| -----                                           |                   |          |                           |                         |                                 |
| Skill . . . . . WDPROC Word Processing          |                   |          |                           |                         |                                 |
| 6002                                            | Abbot, Dominique  | 01/01/98 | WordPerfect, Display Writ |                         |                                 |
|                                                 |                   |          |                           |                         | Total for: Word Processing      |
| -----                                           |                   |          |                           |                         |                                 |
|                                                 |                   |          |                           |                         | Total for: Skills               |
| -----                                           |                   |          |                           |                         |                                 |
|                                                 |                   |          |                           |                         | 55.00                           |

### Processing Options for Employees by Data Type

1. Enter '1' to bypass printing text information on the report.

### Reviewing Employee Profile Information by Employee

This report displays employee information by employee. You can choose to list employees either alphabetically by surname or numerically by Address Book number.

080400

J.D. Edwards & Company  
Employee Information by Employee  
Alphabetical Sequence  
--for Review at Individual Level--

Page Number 7  
Date 3/13/96

Training

| Type                                        | Description                                                              | Trng Dte | Where Obtained | Certification Earn | Costs  |
|---------------------------------------------|--------------------------------------------------------------------------|----------|----------------|--------------------|--------|
| Employee Number . . . 6002 Abbot, Dominique |                                                                          |          |                |                    |        |
| LDRSHP                                      | Leadership Development<br>She has shown impressive leadership qualities. | 02/15/96 | Fred Pryor     |                    | 150.00 |
| PLTFRM                                      | Platform Speaking Traini                                                 | 05/30/97 | Local college  |                    | 150.00 |
| Total for: Abbot, Dominique                 |                                                                          |          |                |                    |        |

### Running the Employee Profile Workfile

To run a report that includes profile information for all your employees, you must first build the Employee Profile Workfile (T08092WF) to create records for employees with no profile data. The program:

- Searches the employee master records to locate employees with no profile data
- Creates a table with Xs in place of actual profile data

After you build the Employee Profile Workfile, you must run the associated Workfile and Report World Writer to review the workfile. For employees who have profile data, the profile data type codes appear in the User Defined Code field. For employees who have no profile data, Xs appear in the User Defined Code field.

82000

Employee Profile  
Using Work File T08092WF

Page - 1  
Date - 5/11/99

| Address Number | User Def Code | Effective Date | User ID  |
|----------------|---------------|----------------|----------|
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6002           | MR            | 03/15/98       |          |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6002           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6010           | PCUSE         | 01/01/98       |          |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6010           | CDP           | 09/01/88       |          |
| 6010           | KEYOFC        | 01/10/91       |          |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6010           | XXXXXXXXXX    | 02/26/96       | SS788627 |
| 6010           | ALCOHOL       | 10/10/91       |          |
| 6010           | COCAINE       | 10/10/91       |          |

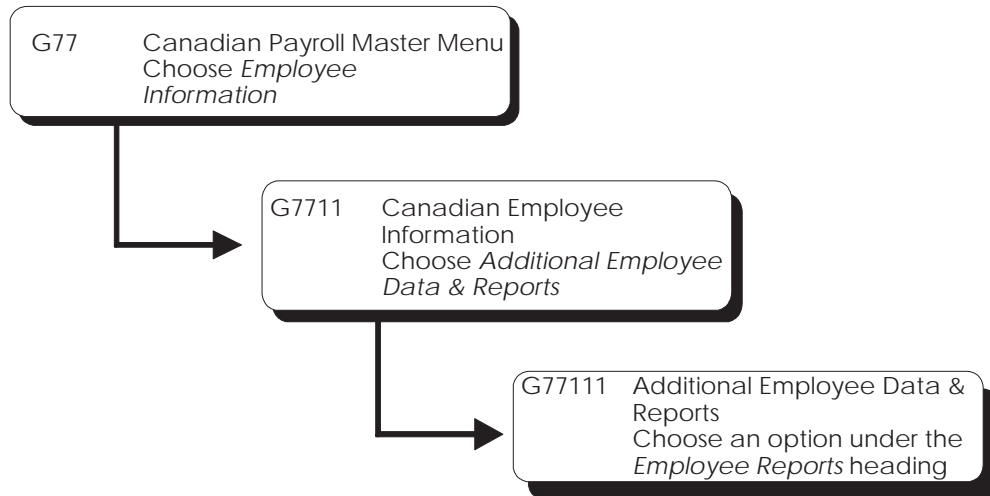
**See Also**

- *Reviewing Employee Profile Data (P080200)*



## Review Employee Information

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### Reviewing Employee Information

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

Complete the following tasks to review employee information:

- Reviewing the Employee Roster report
- Reviewing the Employee Roster with Rate report
- Reviewing the Employee Labor Distribution report
- Reviewing the Employee DBA Instructions report

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

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the Employee Roster Report

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

- Home company
- Business unit
- Basic dates
- Group plan
- Workers compensation
- Net tax credit (Canada)
- Job type and step
- Pay status
- UI Rate Code (Canada)

| J.D. Edwards & Company   |                                |                  |          |    |           |       |         |   |   |         |         |       | Page     | -          |       | 2       |   |
|--------------------------|--------------------------------|------------------|----------|----|-----------|-------|---------|---|---|---------|---------|-------|----------|------------|-------|---------|---|
| Canadian Employee Roster |                                |                  |          |    |           |       |         |   |   |         |         |       | Date     | -          |       | 7/12/96 |   |
| Alpha Name               | Address                        | Social Ins.      | Addition | Co | Bus. Unit | Group | Job Typ | S | M | Net Cr. | UI Wrkr | Dates | P        |            |       |         |   |
| -----                    |                                |                  |          |    |           |       |         |   |   |         |         |       | #        | Comp       | Birth | Hire    | S |
| 074011                   |                                |                  |          |    |           |       |         |   |   |         |         |       |          |            |       |         |   |
| Anthony Holiday          | 202 RoeHampton Ave., Apt. 2004 | 7701 256-136-888 | 2000     | 77 | 707       | 7700  | 5J-4    |   | M | 6,456   | 02      | ONT   | 11/02/68 | 06/01/91 0 |       |         |   |
| Toronto                  | ON M6T 9U5                     |                  |          |    |           |       |         |   |   |         |         |       |          |            |       |         |   |
| Leslie Derrick           | 198 Pine Ave                   | 7702 184-560-670 |          | 77 | 707       | 7700  | 5J-3    |   | F | 6,456   | 01      | ONT   | 03/21/65 | 12/10/90 9 |       |         |   |
| North York               | ON M5R 6T5                     |                  |          |    |           |       |         |   |   |         |         |       |          |            |       |         |   |
| Debbie Bellas            | 6000 Young St                  | 7703 481-560-670 | X541     | 77 | 707       |       | 0A-3    |   | F | 6,456   | 01      | ONT   | 01/15/48 | 03/15/87 0 |       |         |   |
| Thornhill                | ON M8Y 9I8                     |                  |          |    |           |       |         |   |   |         |         |       |          |            |       |         |   |
| Jacques Rivard           | 10039 Beelleville              | 7704 652-136-888 |          | 77 | 707       |       | 3P-1    |   | M | 6,456   | 01      | QUE   | 02/02/49 | 08/25/82 0 |       |         |   |
| Montreal Nord            | QU H1H 4Z8                     |                  |          |    |           |       |         |   |   |         |         |       |          |            |       |         |   |
|                          | Corporate Administration       |                  |          |    |           |       |         |   |   |         |         |       |          | 4          |       |         |   |
|                          | A Model Canadian Payroll Co    |                  |          |    |           |       |         |   |   |         |         |       |          | 4          |       |         |   |

Processing Options for Report – Canadian Employee Roster

Print full Employee Address Information  
(Y/N)

\_\_\_\_\_

## Reviewing the Employee Roster with Rate Report

The Employee Roster with Rate report lists all or a selected group of employees entered in the Payroll 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 payroll data and the date it occurred
- Work and residence tax areas
- Employment status
- Termination/change status
- Contract employee information
- Residence status
- Tax method
- Pay frequency and class
- FLSA (Fair Labor Standards Act) exemption status

| 074021                          |           | J.D. Edwards & Company        |          |       |                     |                    |          |              |             |           |  | Page | - | 2       |
|---------------------------------|-----------|-------------------------------|----------|-------|---------------------|--------------------|----------|--------------|-------------|-----------|--|------|---|---------|
| Home Business Unit . . . . . 70 |           | Canadian Employee Pay Profile |          |       |                     |                    |          |              |             |           |  | Date | - | 7/12/96 |
| Employee Name                   | Empl No   | Salary                        | Rate     | M U/I | Tax Areas           | P Ch E C I R T     | Chq      | Pay E        | Home        | Bus. Unit |  |      |   |         |
|                                 |           |                               |          | S Cd  | Residence Work Loc. | S ng S E X S M Rte | F C x    | Co           | Bus. Unit   |           |  |      |   |         |
| Anthony Holiday                 | 256136888 | 21,937.50                     | 11.250   | S U02 | 700150000 700150000 | 0 01 N             |          | B H N 77     | 707         |           |  |      |   |         |
|                                 |           | Net Cr.                       | Loading  | Bypas | .Date of Last       |                    |          | U . . . . .  | Last Change |           |  |      |   |         |
|                                 |           | Equiv.                        | L Factor | Cq Bn | Raise               | Cheque             | Security | F User       | Program     | Date      |  |      |   |         |
|                                 |           | 6,456                         | 0 1.0000 | 00 00 | 04/17/98            |                    |          | 1 N WC909193 | P073901     | 07/09/96  |  |      |   |         |
| Derrick, Leslie                 | 184560670 | 19,500.00                     | 10.000   | M U01 | 700150000 700150000 | 9 RS N             |          | B H N 77     | 707         |           |  |      |   |         |
|                                 |           | Net Cr.                       | Loading  | Bypas | .Date of Last       |                    |          | U . . . . .  | Last Change |           |  |      |   |         |
|                                 |           | Equiv.                        | L Factor | Cq Bn | Raise               | Cheque             | Security | F User       | Program     | Date      |  |      |   |         |
|                                 |           | 6,456                         | 0 1.0000 | 00 00 | 04/17/98            |                    |          | 1 N WC909193 | P073901     | 07/09/96  |  |      |   |         |
| Bellas, Debbie                  | 481560670 | 18,200.00                     | 9.333    | M U01 | 700150000 700150000 | 0 01 N             |          | B S N 77     | 707         |           |  |      |   |         |
|                                 |           | Net Cr.                       | Loading  | Bypas | .Date of Last       |                    |          | U . . . . .  | Last Change |           |  |      |   |         |
|                                 |           | Equiv.                        | L Factor | Cq Bn | Raise               | Cheque             | Security | F User       | Program     | Date      |  |      |   |         |
|                                 |           | 6,456                         | 0 1.0000 | 00 00 | 07/01/96 04/17/98   |                    |          | 1 N WC909193 | P073901     | 07/09/96  |  |      |   |         |
| Rivard, Jacques                 | 652136888 | 44,000.00                     | 22.564   | M U01 | 700190000 700190000 | 0 01 N             |          | B S Y 77     | 707         |           |  |      |   |         |
|                                 |           | Net Cr.                       | Loading  | Bypas | .Date of Last       |                    |          | U . . . . .  | Last Change |           |  |      |   |         |
|                                 |           | Equiv.                        | L Factor | Cq Bn | Raise               | Cheque             | Security | F User       | Program     | Date      |  |      |   |         |
|                                 |           | 6,456                         | 0 1.0000 | 00 00 | 04/12/96 04/17/98   |                    |          | 1 N WC909193 | P073901     | 07/09/96  |  |      |   |         |

### Processing Options for Report – Canadian Employee Roster with Rate

Select which Employee Number you wish to print on the report:

- A = Address Book Number
- S = Social Insurance Number
- O = Third Employee Number

## Reviewing the Employee Labor Distribution Report

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

| 06106P |                 |   |        |                                           |          |       |      |              |   | J.D. Edwards & Company      |   | Page - 2       |  |  |
|--------|-----------------|---|--------|-------------------------------------------|----------|-------|------|--------------|---|-----------------------------|---|----------------|--|--|
|        |                 |   |        |                                           |          |       |      |              |   | Employee Labor Distribution |   | Date - 7/12/96 |  |  |
| Number | Name            | M | Hrs./% | Account Number                            | Dates    | Table | W/C  | Tax Area     | S | Gross Amount                | H | Annual Limit   |  |  |
| Pay    |                 | T |        |                                           |          |       | Code |              | H | Annual Limit                |   |                |  |  |
| 7701   | Anthony Holiday |   |        |                                           |          |       |      |              |   |                             |   |                |  |  |
| 1 P    | Regular         | H | 40.00  | 707.8115                                  | 04/12/98 |       | ONT  |              |   |                             |   |                |  |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |  |
| 7701   | Anthony Holiday |   |        |                                           |          |       |      |              |   |                             |   |                |  |  |
| 1 P    | Regular         | H | 40.00  | 707.8118                                  | 04/12/98 |       | ONT  |              |   |                             |   |                |  |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |  |
|        |                 |   | 80.00  |                                           |          |       |      |              |   |                             |   |                |  |  |
| 7703   | Bellas, Debbie  |   |        |                                           |          |       |      |              |   |                             |   |                |  |  |
| 1 P    | Regular         | % | 20.00  | 707.8115                                  |          |       | ONT  |              |   |                             |   |                |  |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |  |
| 7703   | Bellas, Debbie  |   |        |                                           |          |       |      |              |   |                             |   |                |  |  |
| 1 P    | Regular         | % | 80.00  | 707.8118                                  |          |       | ONT  |              |   |                             |   |                |  |  |
|        |                 |   |        | Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y |          |       |      |              |   |                             |   |                |  |  |
|        |                 |   |        |                                           |          |       |      | Annual Limit |   |                             |   |                |  |  |
|        |                 |   | 100.00 |                                           |          |       |      |              |   |                             |   |                |  |  |

### Processing Options for Report – Employee Labor Instructions

- Select the employee number to print \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Additional Employee Number

## Reviewing the Employee DBA Instructions Report

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

| 06106D  |             | J.D. Edwards & Company    |       |                    |          |             | Page    | -           |   |   |   | 31                    |
|---------|-------------|---------------------------|-------|--------------------|----------|-------------|---------|-------------|---|---|---|-----------------------|
|         |             | Employee DBA Instructions |       |                    |          |             | Date    | -           |   |   |   | 7/12/96               |
| Number  | Name        | Amount                    | Start | Pay Period         | Monthly  | Annual-LV 1 | Hours   | W/H Periods |   |   |   |                       |
| D/B/A T | Description | LV-1/LV-2                 | Stop  | Amt-Hrs /%         | Quarter  | Annual-LV 2 | Min/Max | 1           | 2 | 3 | 4 | 5                     |
| *****   |             |                           |       |                    |          |             |         |             |   |   |   |                       |
| 7701    | D           | Anthony Holiday           |       | 100.0000           |          |             |         |             |   |   |   |                       |
| 7730    | D           | CSB Canada                |       |                    |          |             |         |             |   |   |   |                       |
|         |             | Pred:                     |       | Calc Table         |          |             |         |             |   |   |   | Number of Periods . . |
|         |             | Group:                    |       | Default Group Code |          |             |         |             |   |   |   | Payee                 |
|         |             |                           |       |                    |          |             |         |             |   |   |   | Remaining Balance . . |
|         |             |                           |       | 70.0000            |          |             |         |             |   |   |   |                       |
| 7770    | B           | BC Medical                |       |                    |          |             |         |             |   |   |   |                       |
|         |             | Pred:                     |       | Calc Table         |          |             |         |             |   |   |   | Number of Periods . . |
|         |             | Group:                    |       | Default Group Code |          |             |         |             |   |   |   | Payee                 |
|         |             |                           |       |                    |          |             |         |             |   |   |   | Remaining Balance . . |
| *****   |             |                           |       |                    |          |             |         |             |   |   |   |                       |
| 7702    | D           | Derrick, Leslie           |       | 01/01/98           |          |             |         |             |   |   |   |                       |
| 7730    | D           | CSB Canada                |       | 04/11/98           |          |             |         |             |   |   |   |                       |
|         |             | Pred:                     |       | Calc Table         |          |             |         |             |   |   |   | Number of Periods . . |
|         |             | Group:                    |       | Default Group Code |          |             |         |             |   |   |   | Payee                 |
|         |             |                           |       |                    |          |             |         |             |   |   |   | Remaining Balance . . |
| 7750    | B           | EHT - Canada              |       | 01/01/98           |          |             |         |             |   |   |   |                       |
|         |             | Pred:                     |       | Calc Table         |          |             |         |             |   |   |   | Number of Periods . . |
|         |             | Group:                    |       | Default Group Code |          |             |         |             |   |   |   | Payee                 |
|         |             |                           |       |                    |          |             |         |             |   |   |   | Remaining Balance . . |
| 7780    | B           | Vacation Pay              |       | 04/11/98           |          |             |         |             |   |   |   |                       |
|         |             | Pred:                     |       | Calc Table         |          |             |         |             |   |   |   | Number of Periods . . |
|         |             | Group:                    |       | Default Group Code |          |             |         |             |   |   |   | Payee                 |
|         |             |                           |       |                    |          |             |         |             |   |   |   | Remaining Balance . . |
| 9997    | D           | Overpayment               |       | 8.3900             | 03/29/98 |             |         |             |   |   |   | * Y Y Y Y             |
|         |             | Pred:                     |       | Calc Table         |          |             |         |             |   |   |   | Number of Periods . . |
|         |             | Group:                    |       | Default Group Code |          |             |         |             |   |   |   | Payee                 |
|         |             |                           |       |                    |          |             |         |             |   |   |   | Remaining Balance . . |

### Processing Options for Report - Employee DBA Instructions

- Select the employee number you wish to print. \_\_\_\_\_  
 A = Address Book Number (Default)  
 S = Social Security Number  
 O = Additional Employee Number

- Enter a year for a prior year Remaining Balance. Blank is the default for the current year Remaining Balance. \_\_\_\_\_

\*Note: If it is January, and you have not run Year End Processing (Rollover), you must enter the previous year.



# Revise Employee Information

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## Revising Employee Information

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

- Promotions
- Raises
- Leaves of absence
- Transfers

Complete the following tasks to revise employee information:

- Revise the status of an employee
- Enter future changes for rates only
- Process future changes for any data item
- Process mass changes

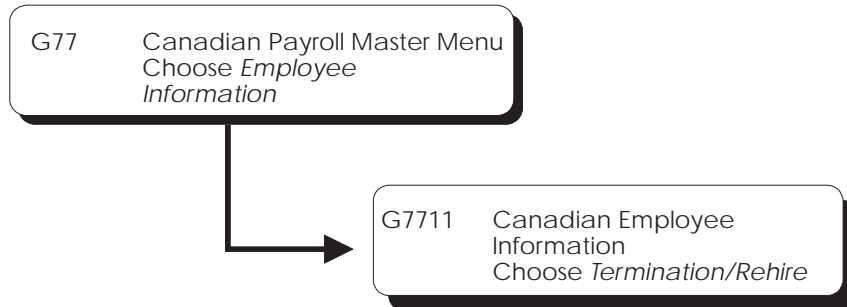
You revise the status of an employee if there is a change to the employee/employer relationship, such as the employee's pay or employment status.

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

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

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

## Revising the Status of an Employee



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

Revising the status of an employee allows you to indicate to the system that an employee's status has changed due to termination or rehire.

Complete the appropriate task:

- Terminate an employee in the Payroll system
- Rehire an employee in the Payroll system

When you terminate an employee you are indicating to the system that an employee's employment has ended as a result of:

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

You can also:

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



- Change pay status and employment status

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

Revising employee information changes the Employee Master table (F060116).

### See Also

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

### Terminating an Employee in the Payroll 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:

**Indicate a termination date and continue pay**

Enter the termination date and a numeric pay status if an employee is to continue receiving payments from your company for entered time or autopay. You can set up numeric statuses that determine processing for the last check for a terminated employee.

A numeric pay status allows you to process any final payments for as long as necessary. A numeric pay status allows you to enter time, process a payroll, and create interim checks regardless of the actual termination date.

If you use a termination date without a pay status, the termination date must fall before the current pay period to prevent autopay. As long as the termination date falls within or after the current pay period, the employee continues to receive autopay.

**Indicate a termination date and cease pay**

An employee with an alpha pay status immediately stops receiving autopay if the pre-payroll version uses a data selection range for pay status greater than or equal to zero.

Using an alpha pay status also prevents you from entering time, either in the time entry menu selections or in interim checks.



J.D. Edwards recommends setting up a special numeric pay status to indicate that an employee has been terminated and that the final payment is to be processed in the future. Once the last payment is processed for the employee,

update the employee's pay status to an alpha code. You can automate this process by using the Employee Master Revisions program.

**See Also**

- *Entering Future Changes (P06042)*

**▶ To terminate an employee in the Payroll system**

On Termination/Rehire

1. Locate the employee you are terminating.
2. Complete the following fields:
  - Date Terminated
  - Change Reason
  - Move to Applicant Pool
  - Pay Status
3. Complete the following optional field:
  - Expected Recall Date
4. Review the value supplied by the system for the following field:
  - Last Check Date
5. If you use the J.D. Edwards 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 or N in the Move to Applicant Pool field. If you are reactivating an employee, remove the date from this field.</p>                                                                                                                                                                                                        |
| Change Reason                      | <p>A user defined code (system 06, type T) that indicates:</p> <ol style="list-style-type: none"> <li>1. The reason an active employee's record was changed.</li> <li>2. The reason an employee was terminated.</li> <li>3. The reason 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> </ol> <p>NOTE: The reason code default for new hires is the default value for the data item TRS.</p>                                                                                                        |
| Move to Applicant Pool – Yes or No | <p>A code indicating whether a terminated employee should be moved, by batch job, into the applicant pool. Valid codes are:</p> <p>Y Yes, move the employee into the applicant pool</p> <p>N No, do not move the employee into the applicant pool</p> <p>You can enter a value in this field only when you are terminating an employee (entering a termination date).</p> <p>NOTE: When an employee is moved to the applicant pool, the employee search type is changed to Applicant (A). If the employee is not to be moved to the applicant pool, the employee search type is changed to Terminated (X).</p> |
| Pay Status                         | <p>The code used to indicate whether an employee's pay status is active or inactive. Codes for active pay status employees are numeric, and codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>See also Employment Status (EST) and Change Reason (TRS).</p>                                                                                                                                                                                                                                                 |
| Date – Employee Recall             | <p>The date on which the employee can be recalled for employment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date – Last Check                  | <p>The date of the last payroll check issued to the employee. The system automatically updates this field when you run a payroll. If you leave this field blank, the system uses the check date as the default.</p>                                                                                                                                                                                                                                                                                                                                                                                            |

## Rehiring an Employee in the Payroll System

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

### ► To rehire an employee in the Payroll system

---

On Termination/Rehire

1. Locate the employee you are rehiring.
2. Remove the value from the following field:
  - Date Terminated
3. Complete the following fields:
  - Change Reason
  - Pay Status
  - Employment Status
  - Date Started
  - Benefit Status

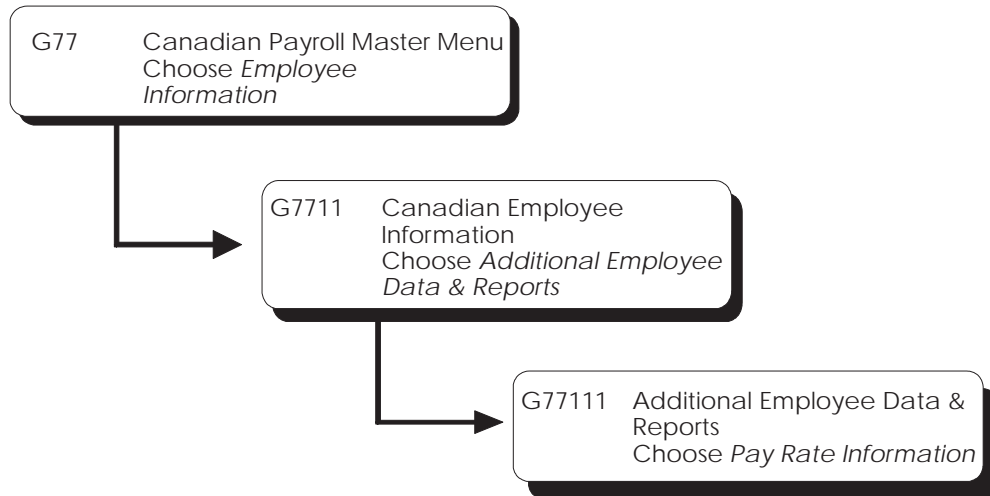
| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 current system date is used. This field can be used multiple times if, for example, an employee is a seasonal worker.</p> <p>The calculation tables in payroll and the eligibility tables and date codes in Human Resources also use this date as a start date to compute deductions, benefits, or accruals.</p> |

## Processing Options for Termination and Rehire

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 req's that the employee has a candidate requisition status type of 'FIL'. (The candidate requisition status type is defined in the special handling code of the user defined code 08/CN)
-

2. Enter the default value for Requisition Status when an employee is terminated and a requisition is created.  
(F1 for valid values)

## Entering Future Changes for Rates Only



You enter future rate changes by setting up planned rate changes, such as an increase, for an individual employee and specifying effective dates for those changes. You can specify an increase as a flat dollar amount or as a percentage of the employee's current pay rate. Alternately, you can enter a new salary or hourly pay rate.

You can revise the following types of pay rates:

- Annual salary
- Hourly rate
- Billing rate
- Piecework rate

Unlike Employee Master Revisions, the system automatically updates the Employee Master table with the rate changes you make using Pay Rate Information. Time entry programs and Pre-Payroll Processing use the dates stored in the Employee Master table.

### ▶ **To enter future changes for rates only**

On Pay Rate Information

Complete the following fields:

- Employee Number
- Planned Increase
- Method for Pay Increase (F/%)
- New Rate
- Date Effective
- Annual Salary 1
- Annual Salary 2
- Employee Age
- Change Reason

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

| Field                                  | Explanation                                                                                                                                               |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planned Increase                       | The amount of increase specified either as a dollar amount or as a percentage to be added to the current annual salary to obtain the new annual salary.   |
| Flat Dollar/Percentage Increase Amount | The method by which the pay increase amount is to be calculated. The increase can either be a percentage of the current amount or a flat dollar increase. |

| Field                            | Explanation                                                                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Rates                        | The employee's new annual salary for all payroll entries manually entered or automatically generated for the payroll period after the Date of Next Raise from the employee's master record.<br><br>See the definition for data item NRDT (Date – Next Raise). |
| Date Effective                   | The date on which the hourly or annual pay rate for the employee increases. The new rates go into effect after the payroll processing run that has a payroll date on or after the date of next raise.                                                         |
| Annual Salary 1 – Life Insurance | You can use this field to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.                                                                   |
| Annual Salary 2 – Life Insurance | You can use this field to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F uses this field.                                                                                  |
| Employee Age                     | The age of the employee as of a certain date (for instance, August 1st) for a given year. You can manually update this field or update it each year using the future data facility.                                                                           |

## What You Should Know About

### Effective date of changes All changes

- The final update step of the payroll cycle updates the new annual salary, hourly rate, and salary per pay period in the Employee Master table.

#### DBAs

- DBAs based on annual salary become effective at the next payroll after the effective date.

#### Hourly employees

- Time entry uses this rate when the effective date is less than or equal to the time entry work date.

#### Autopay

- The new rate applies when the effective date is less than or equal to the pay period end date of the payroll being processed.

### Method

Be sure to specify the correct method, \$ or %, for calculating the pay raise. Although you define the method on the Annual Salary row only, the system uses that method for all other rows.

- Planned Increase field** When you enter a flat dollar amount in the New Rate field, the system calculates and displays the planned increase in the Planned Increase field.
- When you enter a percentage in the New Rate field, the system calculates the planned increase as a flat dollar amount and displays the new rate in the Planned Increase field.
- Rate decreases** To decrease the pay rate (demote an employee), enter a minus sign (-) either before or after the flat dollar amount of percentage you enter in the Planned Increase field.

### See Also

- *Changing the Rate by Entering Future Rate Changes (P060131) in the Payroll Volume 2 Guide*

## Processing Future Changes for Any Data Item

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

You have a choice of when changes are processed:

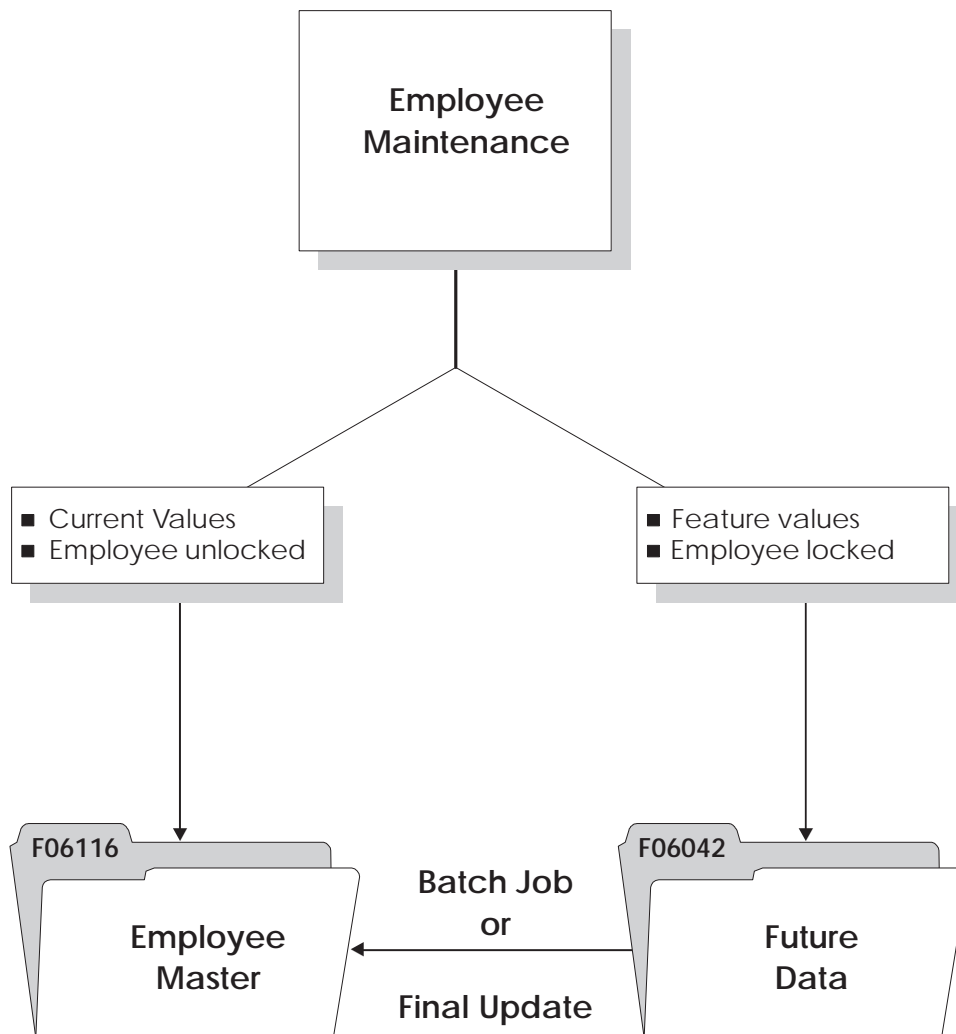
- During the final update steps of the payroll cycle
- When you request a batch job to update the changes

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

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



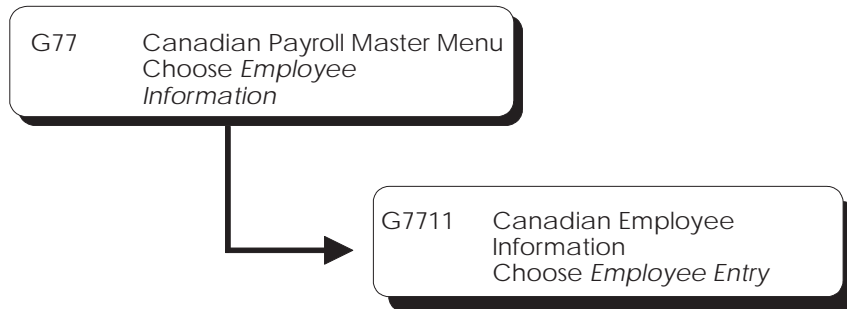
The graphic below illustrates how the system process future data changes:



### Before You Begin

- To modify the value of the data item, you must choose the data items that you will allow for changes when you set up your system. See *Choosing Fields for Future Data Revisions*.

## Entering Future Changes



Entering future changes allows you to:

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

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

### ▶ **To enter future changes**

---

On Employee Entry

1. Locate the employee whose data item you want to change.
2. Place your cursor on the field containing the value you want to change.
3. For U.S. payroll, access Enter Future Data Revisions.

For Canadian payroll, access Automatic Employee Update Revisions.

The system displays Employee Master Revisions.

[06042] - Employee Master Revisions

Functions Options Tools Help

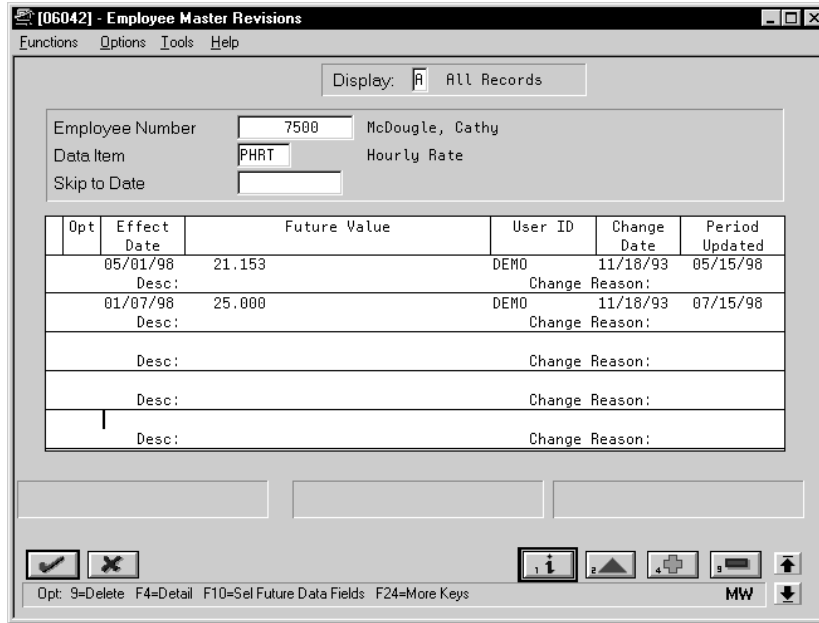
Display:  Unprocessed

Employee Number  McDougale, Cathy  
 Data Item  Annual Salary  
 Skip to Date

| Opt | Effect Date | Future Value | User ID | Change Date |
|-----|-------------|--------------|---------|-------------|
|     | 09/30/98    | 52,000.00    | DEMO    | 02/16/95    |

Opt: 9=Delete F4=Detail F10=Sel Future Data Fields F24=More Keys

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 fold area.



7. Complete the following optional field:

- Change Reason

| Field                   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Item               | <p>The RPG data name. This data field has been set up as a 10-byte field for future use. Currently, it is restricted to 4 bytes so that, when preceded by a 2-byte table prefix, the RPG data name will not exceed 6 bytes.</p> <p>Within the Data Dictionary, all data items are referenced by this 4-byte data name. As they are used in database tables, a 2-character prefix is added to create unique data names in each table specification (DDS). If you are adding an error message, this field must be left blank. The system assigns the error message number using next numbers. The name appears on a successful add. You should assign error message numbers greater than 5000. Special characters are not allowed as part of the data item name, with the exception of #, @, \$.</p> <p>You can create protected data names by using \$xxx and @xxx, where you define xxx.</p> |
| Display Cleared Records | <p>This field controls which records in the Future Employee Master Data file (F06042) will be displayed. The possible values are:</p> <p>A All records will be displayed<br/>                     Y Only Processed (Cleared) records will be displayed<br/>                     blank Only Unprocessed records will be displayed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Field          | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective Date | <p>The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update.</p> <p>Use the Skip to Date field in the header part of the Enter Future Data Revisions form to specify the first date to display in the detail area.</p> <p>For Payroll: Enter the date that you want the system to apply the change to the employee master record. This is not the pay period ending date. You must enter a date that updates the employee master record before the payroll when the change is to take effect.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The date that the revision is updated in the HR History table (F08042). The update program identifies the pay period ending date of the payroll being processed to determine whether the future value qualifies for the update.</p> <p>Use the Skip to Date field in the header part of the form to specify the first date to display in the detail area.</p> |

**What You Should Know About**

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternative revision methods</b> | You can also enter future changes by choosing Employee Master Revisions from the Change Control and Monitoring menu.                                                                                                                                                                                                                                                                                                    |
| <b>Effective date</b>               | <p>You can think of the effective date as the date to update. When updating the Employee Master using Final Update, the system updates any changes with an effective date less than or equal to the pay period end date of the payroll.</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> |
| <b>Hourly and salary rates</b>      | If you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. If you enter a future value for hourly rate, the system recalculates the annual salary.                                                                                                                                                                                  |
| <b>Terminating an employee</b>      | When you are terminating an employee and the last payment is processed for the employee, update the employee's pay status to an alpha code. You can automate this process by using this program.                                                                                                                                                                                                                        |

**Future Values**

You can access this window to review previously entered changes for the field where your cursor is located.

You cannot access Future Values if the value in the field is not specified as valid for future changes.

Access to this window is also available on several other employee forms.

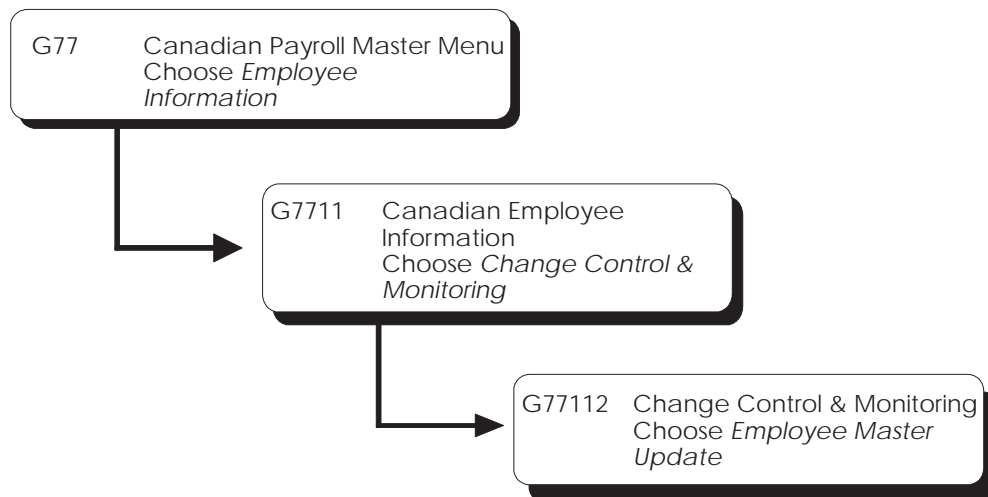
See *Choosing Fields for Future Data Revisions* in *Payroll Guide Volume II*.

**Future Data (F06042) table**

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

- The update does not delete any of the records in this table.
- The system does not display future data changes on the Pay Rate Information form.
- Pre-payroll processing does not read the Future data table. You must update the Employee Master with new rates.
- If you use the Employee History table to monitor changes made to the Employee Master, the system updates the Employee History (F08042) table with turnover and history records for all future data changes.

**Updating the Employee Master**



Employee Master Update includes a DREAM Writer batch job that applies changes to future data in the Employee Master table. You can either submit the

Employee Master Update or let the system make the changes during the final update step of the payroll cycle.

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

When you let the system make the changes during the payroll cycle, the system processes future changes only for the employees included in the payroll. When you choose to run the master update, you can make changes for employees included in any payroll.

### See Also

- *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version
- *Entering Future Changes for Rates Only (P060131)* for an alternative rate change method

### What You Should Know About

**Employees who are locked in the payroll cycle**

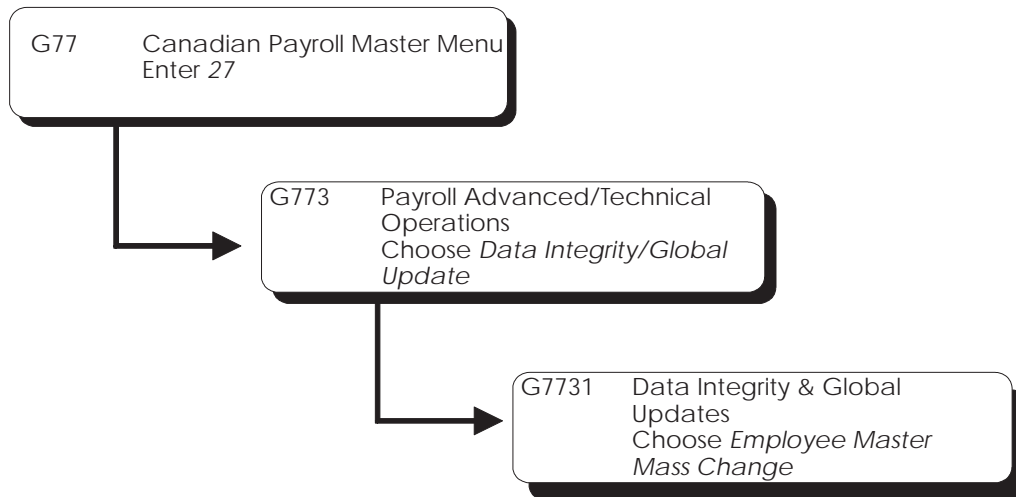
If an employee's record is not available because it is locked in the payroll cycle, the system displays a message at the bottom of the form. In addition, "Update" flashes beside any data item that will be updated during the processing of the current payroll cycle. During a payroll cycle, you can enter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

### Processing Options for Update Future Data to Employee Master

Enter the Pay Period Ending Date that you would like the Future Values Records (in F06042) to be "tagged" with. . . . :

(Today's Date will be used if left blank)

## Processing Mass Changes



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

- All employees currently in Building 1 are moving to Building 2. Because you use the check route code to indicate the location of employees, you must reassign the check route code for employees currently in Building 1.
- Your company is restructuring departments. You must change the category code for all employees currently in department 10 to department 110.

When you process mass changes, you can also:

- Specify employees in the data selection values
- Omit individual employees after selection occurs
- Specify the effective date and reason for the change
- Use percentages or flat amounts when changing the salary or hourly rate
- Review both old and new data
- Override the mass change data and effective date for specific employees
- Apply changes immediately or at a later date

### Before You Begin

- Define your DREAM Writer. See the *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version.



► **To process mass changes**

On Employee Master Mass Change

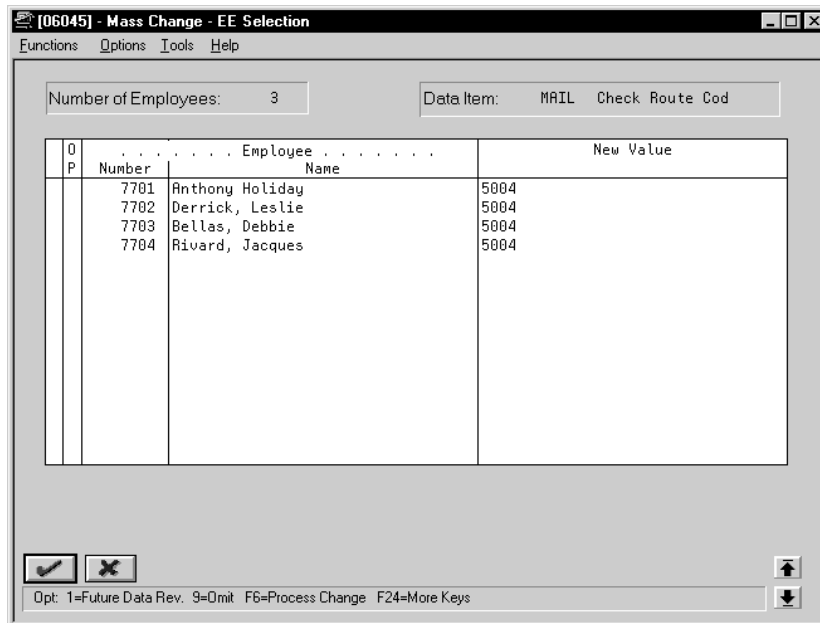
1. Choose a DREAM Writer version.

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

- Data Item

- New Value
  - Effective On Date
  - Change Reason
3. If you are revising a rate field, complete the following field:
- Method for Pay Increase (\$ or %)

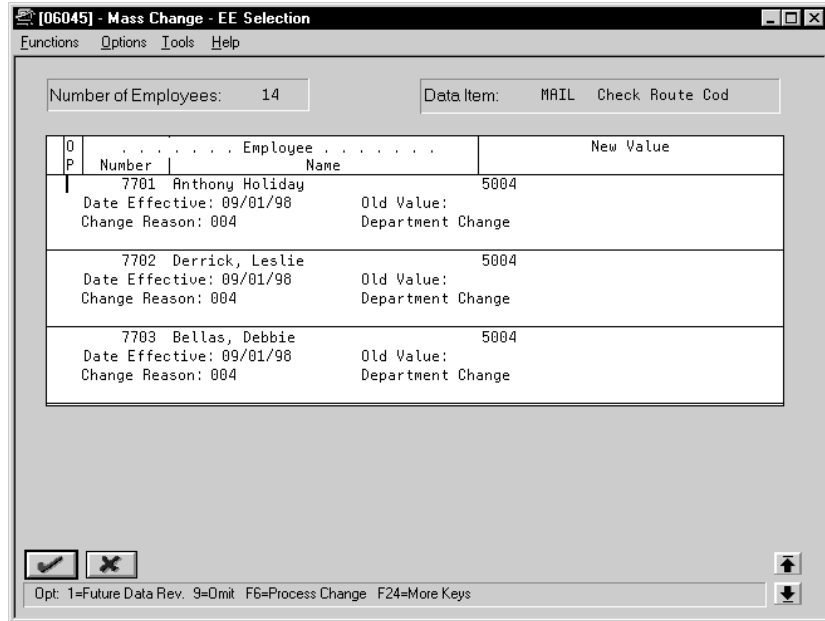
The system displays a list of employees that have been selected for the change.



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

If the field to the left of the employee’s name contains an “L,” the employee is locked in payroll processing. In the fold area, you can view information about the lock and the current step in the payroll cycle.

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 fold area to review additional information.

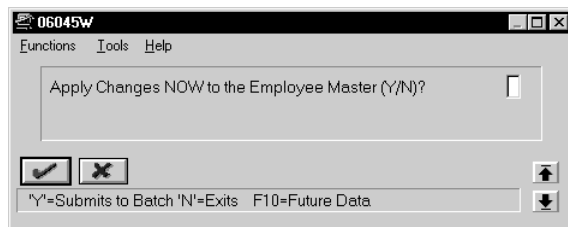


8. Change the following fields if applicable:

- Effective Date
- Change Reason

9. Choose the Process Change function.

A prompt question appears.



10. Complete the following field:

- Apply Changes Now to the Employee Master (Y/N)

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Value    | <p>A code that indicates selection or a future set of information. The value in this field represents an employee master value to be updated in the future based upon the effective date of the revision.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The new information you want in the field. You can enter more than one change for the same field if you use different effective dates.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |
| Effective On | <p>The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update.</p> <p>Use the Skip to Date field in the header part of the Enter Future Data Revisions form to specify the first date to display in the detail area.</p> <p>For Payroll: Enter the date that you want the system to apply the change to the employee master record. This is not the pay period ending date. You must enter a date that updates the employee master record before the payroll when the change is to take effect.</p> <p>..... <i>Form-specific information</i> .....</p> <p>For Benefits: The date that the benefit plan goes into effect once the employee's eligibility is verified.</p> |

## What You Should Know About

### Applying changes

If you answer yes to the prompt question:

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

If you answer no to the prompt question:

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

For locked employees:

- Whether you answer yes or no, if the effective date is within the pay period dates for a current payroll, the system creates future data records and flags them as "Update Pending." The system applies the changes in the final update.
- When you request a mass change, the system does not create a separate payroll of changes for locked employees.
- Any changes that affect gross to net pay will not reflect on the current payroll for locked employees.

**Omitting and reloading employees**

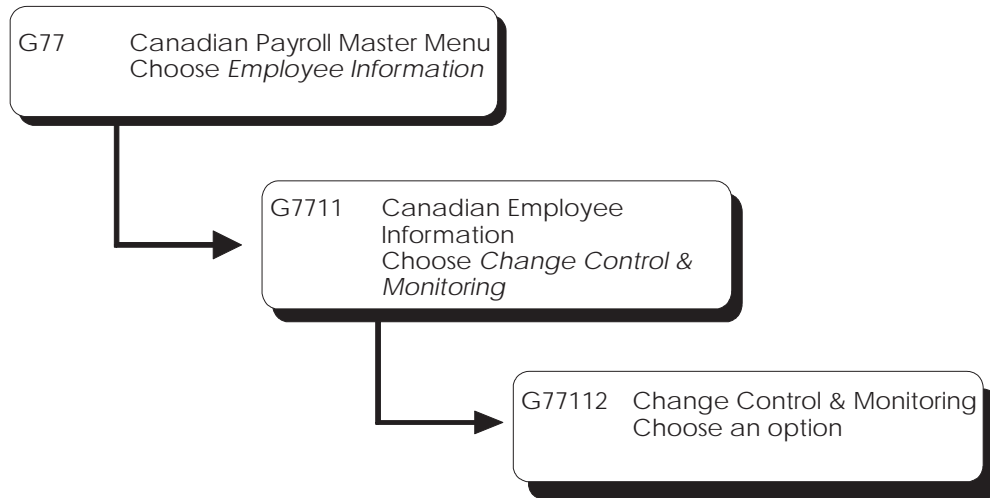
You can choose an option to omit an employee from the mass change.

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



# Work with Employee Master History

---



## Working with Employee Master History

You can set the system so that history records are created each time you create or change employee master records. After you enter employee information, you can review the history information to determine an employee's qualifications and work record.

You can also correct history information if an error was made when entering employee master or employee multiple job information. Additionally, you can purge history records to clear space on your system for future history records.

Working with employee history includes the following tasks:

- Reviewing history
- Correcting history
- Reviewing employee history reports

### Before You Begin

- Verify that the employee master data items for which you want to track history have been selected.

- Verify that your constants are set up to track employee master history.
- Verify that the Human Resources history subsystem and monitor are set up to run in order to save employee master changes.

### See Also

- *Setting Up Employee History and Turnover Tracking (P08040)* in the *Payroll Volume 2 Guide*
- *Entering Employee Information (P070101)*

## Reviewing History

You can set up your constants to enable the system to create a history record for an employee whenever you change employee master information. You might want to review this history to:

- Analyze historical changes to employee information
- Consider an employee's work record for promotions or raises
- Consider an employee's work record for another position
- Monitor employee movement within your company

Reviewing history consists of:

- Reviewing employee history records
- Reviewing employee multiple job history records

## Reviewing Employee History Records

You can review all history linked to an individual employee from the first entry through the most recent entry. You can also review all history linked to a specific data item.

### **To review employee history records**

---

On Employee History Inquiry



**[08042] - Employee History Inquiry**

Functions Tools Help

As of Date 06/24/96  
Last Chg Only (Y)

Employee Number 7701 Anthony Holiday  
and/or Data Item

| Description                  | History Data | Data Description | Date     |
|------------------------------|--------------|------------------|----------|
| Date Of Last Raise . . . . . | 04/03/96     |                  | 04/03/96 |
| Hourly Rate. . . . .         | 11.250       |                  | 04/03/96 |
|                              | 12.000       |                  | 04/03/96 |
| Annual Salary. . . . .       | 21,937.50    |                  | 04/03/96 |
|                              | 23,400.00    |                  | 04/03/96 |
| Date Updated . . . . .       | 04/03/96     |                  | 04/03/96 |

F4=Details F24=More Keys

1. Complete the following required field:
  - Employee Number
2. Complete the following optional fields:
  - As of Date
  - Last Change (Y) (Yes or No Entry)
  - Data Item
3. Access the fold area.

**[08042] - Employee History Inquiry**

Functions Tools Help

As of Date 06/24/96  
Last Chg Only (Y)

Employee Number 7701 Anthony Holiday  
and/or Data Item

| Description                  | History Data   | Data Description | Date           |
|------------------------------|----------------|------------------|----------------|
| Date Of Last Raise . . . . . | 04/03/96       |                  | 04/03/96       |
| EE No 7701                   | Data Item DR   | User JE652201    | Pgm ID P070101 |
| Change Reason                |                | Sequence Number  | 1.00           |
| Hourly Rate. . . . .         | 11.250         |                  | 04/03/96       |
| EE No 7701                   | Data Item PHRT | User JE652201    | Pgm ID P070101 |
| Change Reason                |                | Sequence Number  | 2.00           |
|                              | 12.000         |                  | 04/03/96       |
| EE No 7701                   | Data Item PHRT | User JE652201    | Pgm ID P070101 |
| Change Reason                |                | Sequence Number  | 1.00           |
| Annual Salary. . . . .       | 21,937.50      |                  | 04/03/96       |
| EE No 7701                   | Data Item SAL  | User JE652201    | Pgm ID P070101 |
| Change Reason                |                | Sequence Number  | 2.00           |
|                              | 23,400.00      |                  | 04/03/96       |
| EE No 7701                   | Data Item SAL  | User JE652201    | Pgm ID P070101 |
| Change Reason                |                | Sequence Number  | 1.00           |

F4=Details F24=More Keys

4. Review the information.

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes or No Entry | <p>A code that defines whether the screen displays only employee history changes made through the date you indicate in the As of Date field. Valid codes are:</p> <p style="margin-left: 2em;">Y     Yes, display only the history changes in effect through the As of Date.</p> <p style="margin-left: 2em;">N     No, display all changes.</p> <p style="margin-left: 2em;">blank The same as N.</p> <p>NOTE: Since changes are date effective, if two changes were made on the same date, both changes will be shown.</p> |

### What You Should Know About

- Reviewing history for a specific date**     You can review all history linked to an individual employee for one specific date by using Employee History Snapshot. Only the history in effect on the date you select appears.

### See Also

- *Purging Employee Multiple Job History (P98300) in the Payroll Volume 2 Guide*

## Processing Options for Employee Master History Inquiry

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.

## Reviewing Employee Multiple Job History Records

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:

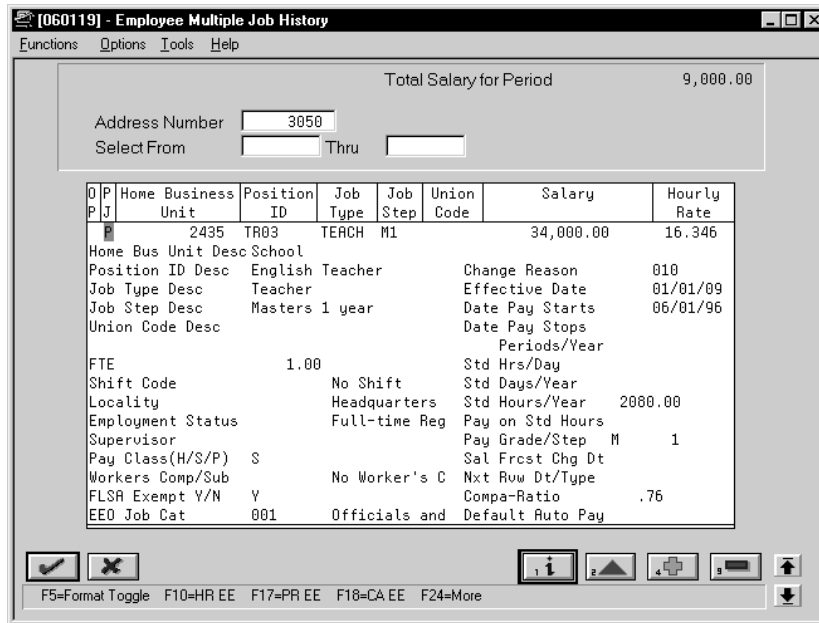
- Determine which jobs the employee is holding
- Verify that the employee's pay is appropriate for each job held
- Review the employee's multiple job record

### ► To review employee multiple job history records

On Employee Multiple Job History

| O/P | Home Business Unit | Position ID | Job Type | Job Step | Union Code | Salary    | Hourly Rate |
|-----|--------------------|-------------|----------|----------|------------|-----------|-------------|
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 16.346      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 16.346      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 16.346      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 35,000.00 | 16.826      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 32,000.00 | 15.384      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 25.676      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 25.676      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 47,500.60 | 25.676      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 25.676      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 16.346      |
| P   | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | 25.676      |
| P   | 2435               |             | 5J-8     |          |            | 30,000.00 | 14.423      |
| P   | 2435               |             | 5J-8     |          |            | 3,000.00  | 1.442       |
| P   | 2435               |             | 5J-8     |          |            | 30,000.00 | 14.423      |
|     | 2435               | CH02        |          |          |            | 3,000.00  | 15.000      |
|     | 2435               | CH02        | COACH    |          |            | 3,000.00  | 4.807       |

1. Complete the following required field:
  - Address Number
2. Complete the following optional fields to narrow the search:
  - Select From
  - Select Through
3. Access the fold area.



4. Review the information.

**See Also**

- *Purging Employee Multiple Job History (P98300) in the Payroll Volume 2 Guide*

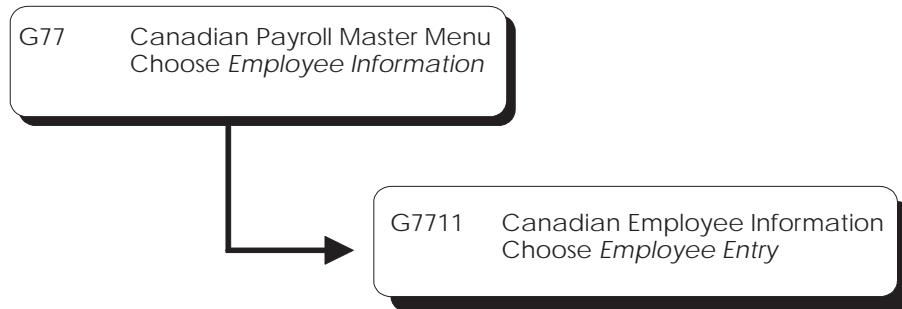
**Correcting History**

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 change an employee record and then correct the error, you must also correct the corresponding history table to maintain an accurate history trail.

Correcting history records consists of the following tasks:

- Correcting employee master history records
- Correcting invalid change reason codes or effective dates
- Correcting multiple job history records

## Correcting Employee Master History Records



You can set up your constants to enable the system to create a record in the corresponding history table each time you make an entry in the employee's master record. When you change information in an employee record, the system creates a new history record reflecting the change. This creates a history trail for each employee's record.

If you make a mistake when you change an employee's master record, the corresponding history record is also incorrect. After you correct the employee master record, you must delete the incorrect history record to maintain an accurate history trail.

To correct an employee master history record, complete the following:

- Correct an employee master record
- Delete an incorrect employee history record

### ▶ **To correct an employee master record**

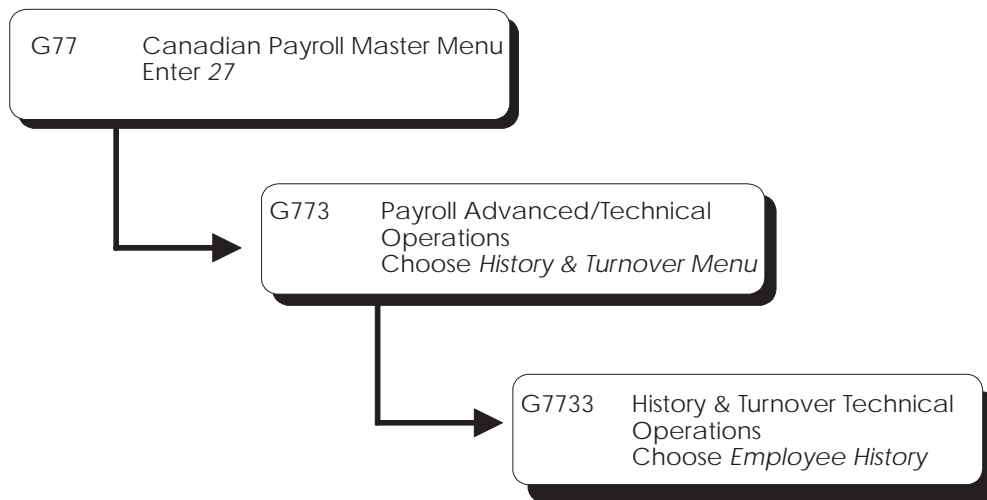
---

On Employee Entry

1. Locate the employee.
2. Make the necessary corrections.

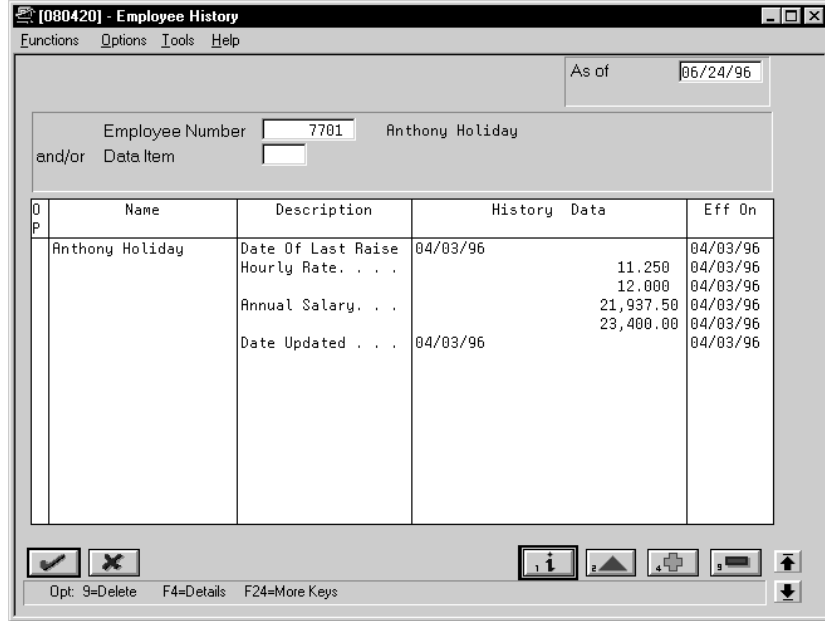
The system automatically creates a new record in the Employee Master History table and, if appropriate, the Employee Multiple Job History table.

► **To delete an incorrect employee history record**



After you correct the employee master record, you must delete the incorrect history record to maintain an accurate history audit trail.

On Employee History

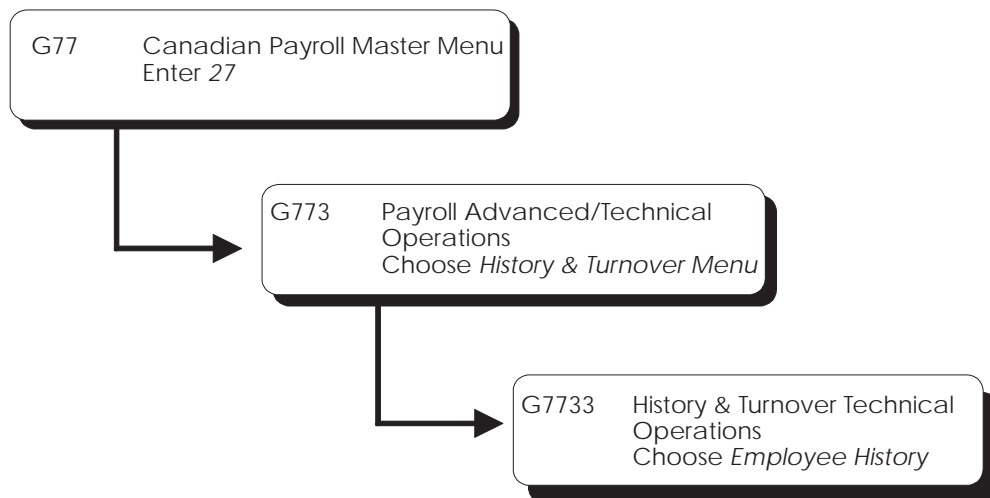


1. Locate the incorrect employee history record.
2. Delete the record using the delete option.

### What You Should Know About

**Employee master table** Changes to employee history tables do not change data in the Employee Master table.

### Correcting Invalid Change Reason Codes or Effective Dates



When you change employee master information, the system prompts you to enter a code identifying the reason for the change and the date when the change is effective. If the change effects the employee's primary job, the change reason and effective date are also updated in the Employee Multiple Job table (F060118). If the change effects the employee's secondary job, the change reason and effective date are also updated in the Employee Multiple Job History table (F060119).

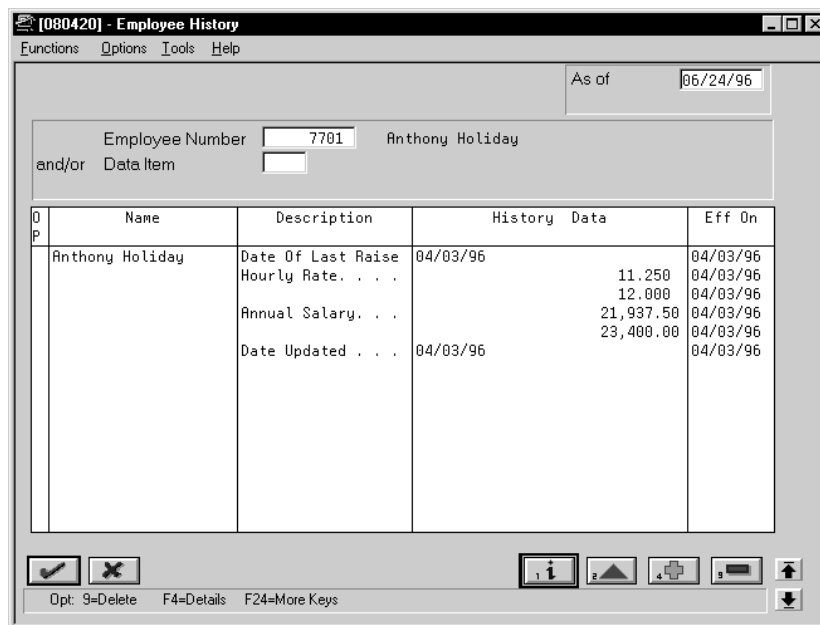
If you make a mistake when entering the change reason code or the effective date, you should correct the error to maintain an accurate history trail.

To correct an invalid change reason code or effective date, complete the following tasks:

- Correct Employee Master change reason codes or effective dates
- Correct primary job change reason codes or effective dates

**▶ To correct Employee Master change reason codes or effective dates**

On Employee History



1. Locate one or both of the following:
  - Employee
  - Data Item
2. Correct the following field:
  - Effective On



3. Access the fold area.

As of 06/24/96

Employee Number 7701 Anthony Holiday  
and/or Data Item

| OP | Name                | Description        | History Data          | Eff On   |
|----|---------------------|--------------------|-----------------------|----------|
|    | Anthony Holiday     | Date Of Last Raise | 04/03/96              | 04/03/96 |
|    | EE No 7701          | Data Item DR       | Sequence Number 1.00  |          |
|    | Chg Reasn           |                    |                       |          |
|    | User ID JE652201    | Program ID P070101 | Date Updated 04/03/96 |          |
|    | Hourly Rate . . . . |                    | 11.250                | 04/03/96 |
|    | EE No 7701          | Data Item PHRT     | Sequence Number 2.00  |          |
|    | Chg Reasn           |                    |                       |          |
|    | User ID JE652201    | Program ID P070101 | Date Updated 04/03/96 |          |
|    | Hourly Rate . . . . |                    | 12.000                | 04/03/96 |
|    | EE No 7701          | Data Item PHRT     | Sequence Number 1.00  |          |
|    | Chg Reasn           |                    |                       |          |
|    | User ID JE652201    | Program ID P070101 | Date Updated 04/03/96 |          |

Opt: 9=Delete F4=Details F24=More Keys

4. Correct the following field:

- Change reason

► **To correct primary job change reason codes or effective dates**

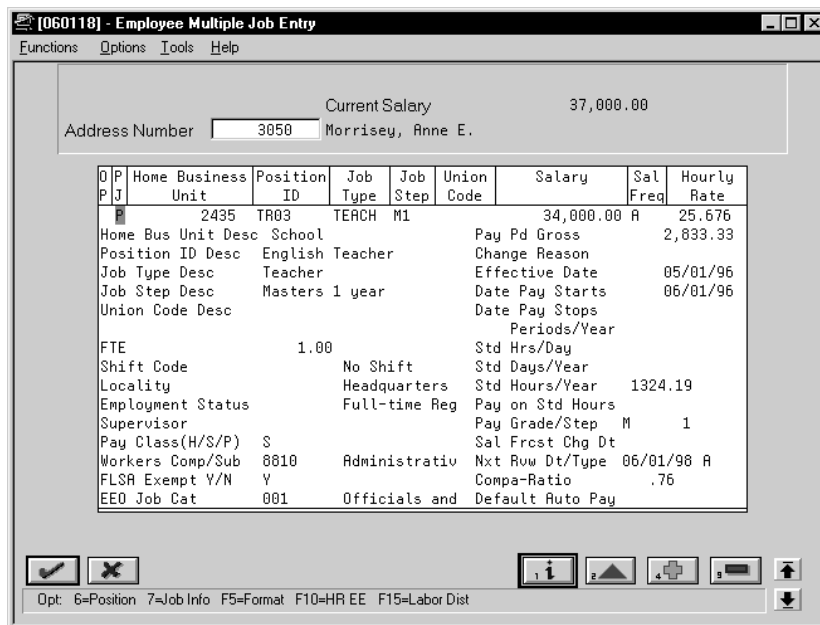
On Employee Multiple Job Entry

Address Number 3050 Morrisey, Anne E. Current Salary 37,000.00

| OP | Home Business Unit | Position ID | Job Type | Job Step | Union Code | Salary    | Sal Freq | Hourly Rate |
|----|--------------------|-------------|----------|----------|------------|-----------|----------|-------------|
| P  | 2435               | TR03        | TEACH    | M1       |            | 34,000.00 | A        | 25.676      |
|    | 2435               | CH02        | CORCH    |          |            | 3,000.00  | A        | 15.000      |

Opt: 6=Position 7=Job Info F5=Format F10=HR EE F15=Labor Dist

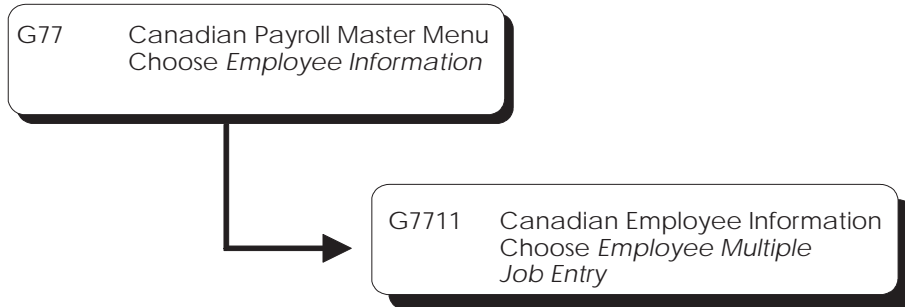
1. Locate the employee.
2. Access the fold area.



3. Correct the following fields:
  - Change Reason
  - Effective On

| Field         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Change Reason | <p>A user defined code (system 06, type T) that indicates:</p> <ol style="list-style-type: none"> <li>1. The reason an active employee's record was changed.</li> <li>2. The reason an employee was terminated.</li> <li>3. The reason 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> </ol> <p>NOTE: The reason code default for new hires is the default value for the data item TRS.</p> |

## Correcting Multiple Job History Records



When you correct the record, and the change reason and effective date are the same, no action is required. However, you must correct the employee master history. When the change reason and effective date are different, you must delete the entire record in employee multiple job history and make changes to the Multiple Jobs History table.

To correct a multiple job history record, complete the following tasks:

- Correct primary job history records
- Correct secondary job history records

### ▶ To correct primary job history records

On Employee Multiple Job Entry

[060118] - Employee Multiple Job Entry

Functions Options Tools Help

Current Salary 37,000.00

Address Number 3050 Morrisey, Anne E.

| OP | Home Business | Position | Job   | Job  | Union | Salary    | Sal  | Hourly |
|----|---------------|----------|-------|------|-------|-----------|------|--------|
| P  | Unit          | ID       | Type  | Step | Code  |           | Freq | Rate   |
| P  | 2435          | TR03     | TEACH | M1   |       | 34,000.00 | A    | 25.676 |
|    | 2435          | CH02     | COACH |      |       | 3,000.00  | A    | 15.000 |

Opt: 6=Position 7=Job Info F5=Format F10=HR EE F15=Labor Dist

1. Locate the employee.
2. Make the necessary corrections.

► **To correct secondary job history records**

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On Employee Multiple Job Entry

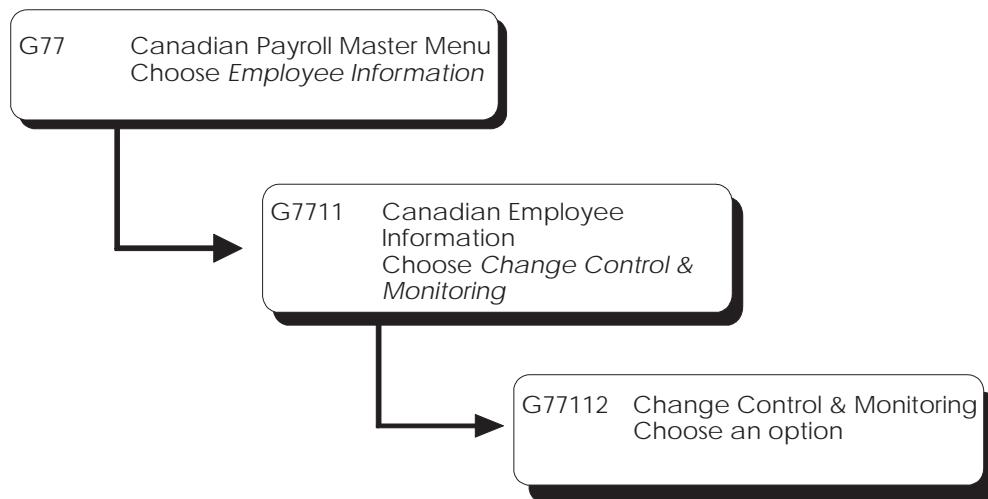
1. Locate the employee.
2. Delete the incorrect history record.

**What You Should Know About**

**Correcting errors** Errors in an employee's secondary job history record can only be corrected using Employee Multiple Job Entry.

**Deleting an incorrect employee multiple job history record** On Employee Multiple Job History Inquiry, you can also delete an incorrect employee multiple job history record.

## Reviewing Employee History Reports



You can review the most recent changes made to your employee's history and salary records.

Complete the following tasks:

- Review the Employee History Log

Review the Salary History Analysis report

### Reviewing the Employee History Log

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

| Employee             |      | Data                   |                   | History Data                        |                 | Effectv        | Seq           | Change Reason        |      | Changed By |
|----------------------|------|------------------------|-------------------|-------------------------------------|-----------------|----------------|---------------|----------------------|------|------------|
| Number               | Name | Item                   | Description       | Description                         | On              | Number         | Change Reason |                      |      |            |
| 080423               |      | J.D. Edwards & Company |                   | All Employees by Home Business Unit |                 | Page - . . . 9 |               | Date - . . . 6/25/96 |      |            |
|                      |      | 01/01/98 Thru 12/31/98 |                   |                                     |                 |                |               |                      |      |            |
| Home Business Unit . |      | 707 Administration     |                   |                                     |                 |                |               |                      |      |            |
|                      |      | PHRT                   | Hourly Rate. .    |                                     | 26.000          | 01/15/98       |               | DEMO01               |      |            |
|                      |      |                        |                   |                                     | 18.000          | 01/01/98       |               | DEMO01               |      |            |
|                      |      | PSDT                   | Date Pay Starts   | 08/17/90                            |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | SAL                    | Annual Salary.    |                                     | 54,080.00       | 01/15/98       |               | DEMO01               |      |            |
|                      |      |                        |                   |                                     | 37,440.00       | 01/01/98       |               | DEMO01               |      |            |
|                      |      | SALY                   | Pay Class(H/S/P H |                                     |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | SSN                    | Employee Tax ID   | 058-43-2559                         |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | TARA                   | Tax Area (Work)   | 06                                  |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | TARR                   | Tax Area (Res.)   | 06                                  |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | TRS                    | Change Reason.    | 07                                  |                 | 03/01/98       |               | DEMO01               |      |            |
|                      |      |                        |                   | 98                                  |                 | 01/15/98       |               | DEMO01               |      |            |
|                      |      |                        |                   | 010                                 | Database correc | 01/01/98       | 1.00          | 010 Database correct | DEMO |            |
|                      |      |                        |                   | 04                                  |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | UPMJ                   | Date Updated .    | 10/17/91                            |                 | 03/01/98       |               | DEMO01               |      |            |
|                      |      |                        |                   | 04/04/95                            |                 | 01/01/98       | 1.00          | DEMO                 |      |            |
|                      |      |                        |                   | 10/14/91                            |                 | 01/01/98       |               | DEMO01               |      |            |
|                      |      | WCMP                   | Workers Comp .    | 8810                                | Administrative  | 01/01/98       | 2.00          | DEMO                 |      |            |
|                      |      |                        |                   |                                     | No Worker's Com | 01/01/98       | 1.00          | 010 Database correct | DEMO |            |
|                      |      |                        |                   | 8810                                | Administrative  | 01/01/98       |               | DEMO01               |      |            |

### Processing Options for Employee History Log Report

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.

## Reviewing the Salary History Analysis Report

Run the Salary History Analysis report to review changes to the primary job salary within the date range you specify.

The system selects a salary record and an hourly record for each employee. It then compares the effective dates of the two records and chooses the earlier date to identify the pay class linked to the employee.

If the pay class is S (Salary), the system prints a report based on salary information. If the pay class is H (Hourly), the system prints a report based on hourly rate information.

| 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 |
|----------------------------------------|------------------------------------------------------------------------------------------|------------|------------|---------------|-----------|-----------|-------------|-----|---------------|----------------|---------------|------------|
| 080424                                 | J.D. Edwards & Company<br>Employee Salary History<br>All Employees by Home Business Unit |            |            |               |           |           |             |     |               |                |               |            |
| Page - . . . 2<br>Date - . . . 3/05/96 |                                                                                          |            |            |               |           |           |             |     |               |                |               |            |
| 01/01/98 Thru 12/31/98                 |                                                                                          |            |            |               |           |           |             |     |               |                |               |            |
| 7500                                   | McDougle, Cathy                                                                          | Active     |            | Human Resourc | S4        |           | 1.05        | S   | 40,000.00     |                |               | 01/01/98   |
|                                        |                                                                                          | Active     |            | Human Resourc | S6        |           | 0.79        | S   | 44,000.00     | 10.00          | Promotion     | 02/15/98   |
|                                        |                                                                                          | Active     |            | Human Resourc | S6        |           |             | S   |               | 100.00-        |               | 07/01/98   |
| 7504                                   | Meade, Jane                                                                              | Active     |            |               | S4        |           | 0.92        | S   | 35,000.00     |                |               | 01/01/98   |
| 7506                                   | Mayeda, Donald                                                                           | Active     |            | Clerk         |           |           |             | H   | 7.500         |                |               | 01/01/98   |
| 7510                                   | Moralez, Jesus                                                                           | Active     |            |               |           |           | 0.67        | H   | 6.500         |                |               | 01/01/98   |
| 6001                                   | Allen, Ray                                                                               | Active     |            |               | S7        |           | 0.73        | S   | 48,800.00     |                |               | 01/01/98   |
|                                        |                                                                                          | Active     |            | President     | S7        |           | 1.05        | S   | 70,000.00     | 43.44          |               | 03/17/98   |
| 5127                                   | Ebby, Chester A.                                                                         | Active     |            | EEO Specialis |           |           |             | S   | 25,000.00     |                | Automated Con | 01/01/98   |
| 6000                                   | Easter, Melvyn                                                                           | Active     | Full-time  | Secretary     |           |           | 2.57        | H   | 18.000        |                |               | 01/01/98   |
|                                        |                                                                                          | Active     | Full-time  | Foreman       |           |           | 3.71        | H   | 26.000        | 44.44          |               | 01/15/98   |
| 2006                                   | Walters, Annette                                                                         | Active     |            | Project Leade |           |           | 0.70        | S   | 40,000.00     |                |               | 01/01/98   |
| 2111                                   | Ingraham, Paul                                                                           | Active     |            | Laborer       | H5        |           |             | S   | 35,000.00     |                |               | 03/15/98   |
| 2129                                   | Jackson, John                                                                            | Active     |            | Financial Ana |           |           | 1.26        | S   | 50,000.00     |                |               | 01/15/98   |
| 6002                                   | Abbot, Dominique                                                                         | Active     | Full-time  | Financial Ana | S4        |           | 0.74        | S   | 28,000.00     |                |               | 01/01/98   |
| 6010                                   | Eason, Walter                                                                            | Active     |            | Laborer       |           |           |             | H   | 18.000        |                |               | 01/01/98   |
| 7701                                   | Anthony Holiday                                                                          | Active     |            | Fire Fighter  |           |           | 1.34        | H   | 11.250        |                | Automated Con | 01/01/98   |
| 7702                                   | Derrick, Leslie                                                                          | Active     |            | Financial Ana |           |           | 2.54        | H   | 37.500        |                | Automated Con | 01/01/98   |
| 7703                                   | Bellas, Debbie                                                                           | Active     |            | Financial Ana |           |           | 1.34        | S   | 53,000.00     |                | Automated Con | 01/01/98   |
| 7704                                   | Rivard, Jacques                                                                          | Active     |            | Payroll Manag |           |           | 1.04        | S   | 43,620.00     |                | Automated Con | 01/01/98   |
| 7508                                   | Mai, Tien                                                                                | Active     |            |               |           |           | 0.54        | H   | 5.250         |                |               | 01/01/98   |

## Processing Options for Employee Salary History Analysis Report

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. \_\_\_\_\_



# Time Entry

## Objectives

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

## About Time Entry

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

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

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

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



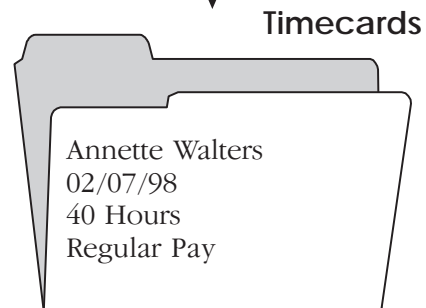
Salaries employees and hourly employees who are paid on standard hours are autopay



Timecards for regular pay are automatically generated



Timecards are required for exceptions only such as sick, holiday, and vacation



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

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

The way in which your organization gathers timecard information determines your most efficient method for time entry. You can also use different methods



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for different groups of employees. For example, in a manufacturing environment, you can use autopay for office personnel and enter time by business unit for factory workers.

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

- Automatically create timecards for overtime hours
- Enter timecard information in a third-party system and upload it to the Payroll system

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

Time entry includes:

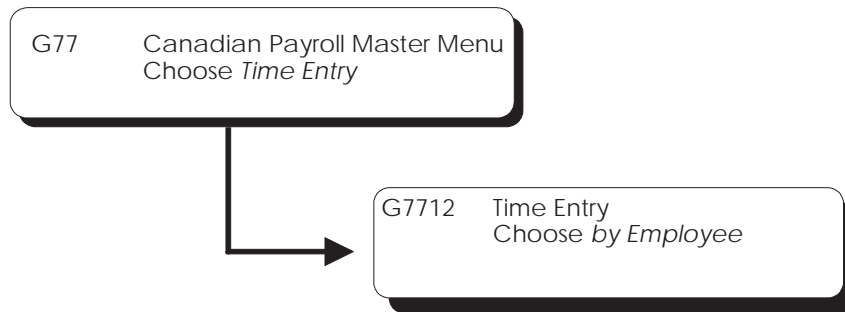
- Entering timecards by employee
- Entering timecards by job or business unit
- Entering timecards by day
- Entering timecards with equipment information
- Working with timecard information
- Generating overtime timecards automatically
- Working with uploaded timecard information

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



# Enter Timecards by Employee

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## Entering Timecards by Employee

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

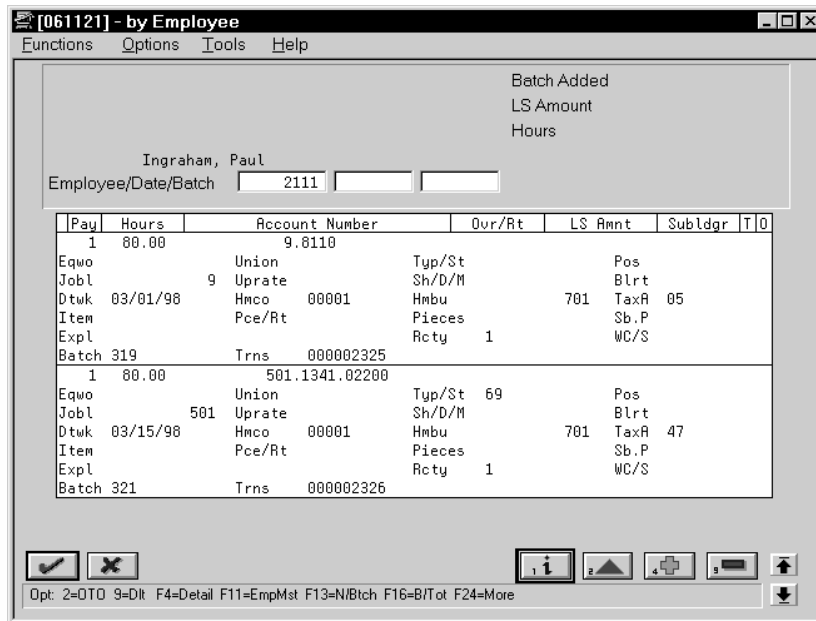
Entering timecards by employee includes:

- Entering essential timecard information by employee (required)
- Calculating an employee's hourly rate
- Entering a bonus for an employee
- Entering work order information
- Overriding system-supplied information temporarily
- Overriding DBA amounts temporarily
- Copying labor distribution instructions

Essential timecard information is the minimum information required to pay an employee. When you enter essential timecard information for an employee, the system supplies a pay rate and some additional information, such as business unit, account number, tax area, and so on. In some cases, you might need to

temporarily override an employee's system-derived information. For example, when an employee who normally works the day shift temporarily works the night shift, you might need to enter a shift differential.

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



### Before You Begin

- Review the processing options for Time Entry by Employee. They control important information for your time entry sessions.

### See Also

- *Appendix B — Timecard Derivation Sequence* in the *Payroll Volume 2 Guide* for information on how the system derives timecard information.

## Entering Essential Timecard Information by Employee

Essential timecard information is the minimum information required to pay an employee. You must enter essential timecard information for all employees who are not set up for autopay. (Autopay employees include salaried employees and hourly employees who are set up for standard hours.) When you need to enter timecards for individual employees, Time Entry by Employee is usually the most convenient method. When you enter essential timecard information by

employee, the system supplies additional information, depending on how your system is set up.

**▶ To enter essential timecard information by employee**

On by Employee

1. Complete the following fields:
  - Employee
  - Date
  - Pay (Pay Codes)
2. Complete one of the following fields:
  - Hours
  - Lump Sum Amount
3. To assign a specific batch number, complete the following field:
  - Batch Number

| Field | Explanation                                                                                                                                                                                                                                                                                                                                             |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date  | <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>                                            |
| Batch | <p>A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.</p> |

| <b>Field</b>    | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Codes       | <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>Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.</p> <p>..... <i>Form-specific information</i> .....</p> <p>A code to define the type of pay. Pay types are numbered from 1 to 999.</p> |
| Hours           | <p>The number of hours associated with each transaction.</p> <p>NOTE: When used in conjunction with the employee labor distribution instructions for an individual employee, this field can be used to enter a percentage. In this case, the sum of the percentages defined on all labor instruction entries must equal 100% to account for all hours that an employee worked during the pay period. The percentages are then converted to hours when the labor instruction records are copied into actual time entry (timecard) records.</p>                                               |
| Lump Sum Amount | <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>                                                                                                                                                                                                                                                                                                                                                                                              |

### What You Should Know About

**Adding a timecard entry** Each line on by Employee represents a timecard entry. If you are viewing an employee's existing entries and you want to add a new entry, choose to change the information. Do not choose to add the entry.

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

### **Entering a pay type**

If you are using pay rate tables and have set the processing option to use union rates, you can:

- Leave the Pay field blank when you need to enter regular hours. The system automatically supplies the regular pay type and the corresponding union rate from the table.
- Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours.

### **Changing locked timecards**

The time entry records for employees who are included in an active payroll cycle display the message *locked*. Typically, only the person who initiated payroll cycle processing should change locked timecards. However, Time Entry by Employee includes a processing option that you can use to give other users access to change locked timecards.

When you change a locked timecard, you must run a changes only pre-payroll.

See *Processing Changes Only Pre-Payroll*.

### **Changing an employee's pay rate**

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

**Reviewing status codes** A code to the left of the Pay field indicates the status of the timecard in relation to the payroll cycle or an interim check process. A blank status indicates that the timecard is not included in a payroll cycle or an interim check process. The active codes are:

- A – A step of the payroll cycle is active. You cannot change the timecard.
- C – Checks have been printed for this payroll. You cannot change the timecard unless you reset the payment workfile.
- F – The final update is active. You cannot change the timecard.
- H – The timecard was created by the Human Resources system. You cannot change the timecard.
- I – The timecard belongs to an interim check. The timecard can be changed only through Interim Check Processing.
- L – The timecard is locked because pre-payroll has been run. The timecard can be changed only if you have the correct authorization. You must run a Changes Only Pre-Payroll if you change it.
- P – Journal entries have already been posted. You cannot change the timecard.
- ! – You are attempting to enter a timecard into an active payroll. Entry is not allowed.
- R – The timecard is a reversing timecard created by the Automatic Timecard Generator for a timecard posted through Special Timecard Post.

You can use the help function to review these codes.

## Calculating an Employee's Hourly Rate

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

1. Time Entry forms – all information you enter.
2. Union Rates table (F069121) – union and job type.
3. Occupational Pay Rates table (F060231) – job type and job step.
4. Employee Multiple Job form (F060118) – job type and job step.
5. Employee Entry form (F060116) – 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-derived hourly rate. For example, an employee might receive a higher rate for working in a job other than the employee's regular job. You can use time entry to override an employee's hourly rate for the current timecard.

### ▶ **To calculate an employee's hourly rate**

---

On by Employee

1. Complete the steps for entering essential timecard information.

See *Entering Essential Timecard Information by Employee*.

2. Complete the following field if necessary:
  - Override/Rate
3. Access the fold area.
4. Complete any of the following fields:
  - Uprate
  - Shift Code
  - Shift Differential
  - Percent or Amount

| <b>Field</b>                | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Override Rate               | <p>This is the employee's hourly rate. If applicable, Pay Type Multiplier and Shift Differential values will be added.</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>Use this field to enter an amount that overrides all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours entered. Depending on where the system derives 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), no rate amounts appear. "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 different rates are detected for the lines of time entry, the system displays "Dff U.Rate."</li> </ul> |
| Amount – 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 (system 06, type 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| <b>Field</b>      | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                              |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Percent or Amount | A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are: <ul style="list-style-type: none"><li>H The amount in the Shift Differential field is added to the hourly rate.</li><li>% The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate.</li></ul> |

---

## Entering a Bonus for an Employee

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

### **To enter a bonus for an employee**

---

On by Employee

Complete the following fields:

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

## Entering Work Order Information

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

### **To enter work order information**

---

On by Employee

1. Complete the steps for entering essential timecard information.

See *Entering Essential Timecard Information by Employee*.

2. Complete the following additional fields:

- Account Number
- Subledger
- Subledger Type
- Subledger Phase (optional)

| <b>Field</b>                  | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</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 (P000909).</p> |
| Subledger                     | <p>A value such as equipment number or work order number, 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>                                                                                                                                                                                                                                                                                                                                                                                      |
| Categories – Work Order<br>01 | <p>A user defined code (system 00, type 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>NOTE: A processing option for some forms lets you enter a default value for this field, which the system displays in the appropriate fields on any work orders you create on those forms and on the Project Setup form. (You can either accept or override the default value.)</p>                                              |

## What You Should Know About

### **Account numbers**

If you leave the Account Number field blank, the system uses the employee's home company and home business unit to retrieve the object account and subsidiary from the accounting rules table.

If you enter a business unit followed by a period (.), the system uses this business unit and retrieves the rest of the accounting information 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.

### **Speed code entry**

You can use speed codes to reduce data entry when you enter work order information. When you enter a speed code, the system automatically enters account information that is stored elsewhere in the system. To enter a speed code, enter a backslash, the work order number, and a period (for example, \1919.) in the Account Number field.

## Overriding System-Supplied Information Temporarily

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

### **See Also**

- *Appendix B — Timecard Derivation Sequence* in the *Payroll Volume 2 Guide* for more about system-supplied information.



### **To override system-supplied information temporarily**

---

On by Employee

1. Complete the steps for entering essential timecard information.

See *Entering Essential Timecard Information by Employee*.

2. Access the fold area.
3. To override system-supplied information, enter values in any of the following fields:
  - Account Number
  - Over/Rate
  - Job Type/Step
  - Job Location
  - Shift Code
  - Shift Differential
  - Shift Method
  - Billing Rate
  - Date Worked
  - Home Company
  - Home Business Unit
  - Explanation
  - Record Type
  - Worker's Compensation Insurance Code

| <b>Field</b>              | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Unit – Chargeout | <p>This business unit represents the location in which the employee worked. It can be used to identify 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> <p>A value in this field overrides the rates set up in the Union Rates table if the table is set up by job or business unit.</p> |

| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. This rate creates record type 2 or 3.</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>• Labor by Shop Floor Control</li> </ul> |
| Company – Home                   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Business Unit – Home             | The number of the business unit in which the employee generally resides.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Name – Remark Explanation        | An optional explanation that prints on the Time and Pay Register.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Workers Comp Insurance Code      | A user defined code (system 00, type W) that is the workers compensation insurance (WCI) code. It should correspond to the classifications on your periodic workers compensation insurance reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Overriding DBA Amounts Temporarily

When you enter timecards by employee, you can temporarily override the DBA amount the system normally calculates. For example, you might need to override DBA amounts for employees:

- Who did not earn enough to pay for their deductions

- Who began employment in the middle of a pay period

To override DBA amounts, change the dollar amount that the system calculates for that DBA during payroll cycle processing. You can enter zero or any adjusted amount. You do not need to enter a timecard to override DBA amounts for an employee.

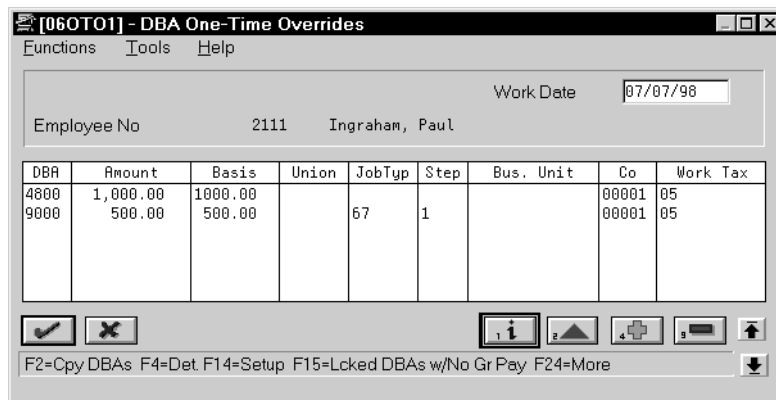
When you override DBA amounts temporarily, the system updates the DBA Transaction Detail table (F0609).

**► To override DBA amounts temporarily**

On by Employee

1. Complete the following fields:
  - Employee
  - Date
  - Batch
2. Choose the One-Time Override option.

The system displays DBA One-Time Overrides window.



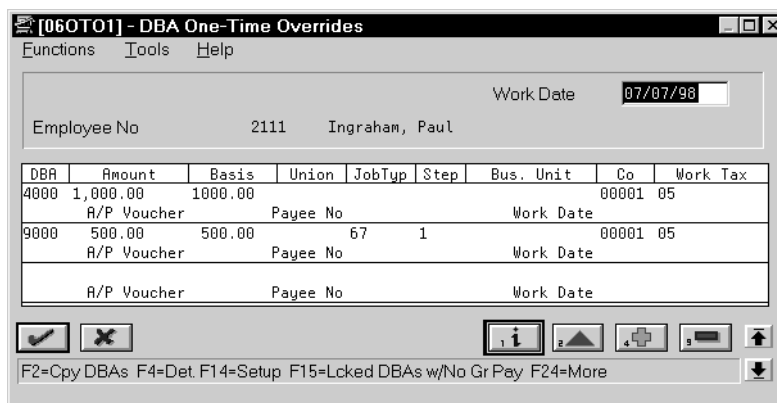
3. On DBA One-Time Overrides, complete the following field:
  - Date Worked
4. Choose the function to copy DBAs or complete the following field:
  - DBA
5. Complete the following field:
  - Amount



6. Complete any of the following optional fields:

- Basis
- Union
- Job Type
- Step
- Business Unit
- Company
- Work Tax

7. Access the fold area



8. To override voucher information, complete the following fields:

- A/P Voucher
- Payee Number

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

- Wage Attachment

## What You Should Know About

### Reviewing timecards

When you review timecards, the system does not indicate that a DBA one-time override exists.

### Reviewing DBA information

During a payroll cycle, you can use the DBA One-Time Override window to review the DBAs that the system calculates for an employee.

## Copying Labor Distribution Instructions

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

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

- Copy labor distribution instructions by hour
- Copy labor distribution instructions by percentage

### Before You Begin

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

#### **To copy labor distribution instructions by hour**

---

On by Employee

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

The system displays a timecard entry.

3. Accept the information as displayed or make changes to any of the fields as needed for this entry.
4. Complete the timecard.

#### **To copy labor distribution instructions by percentage**

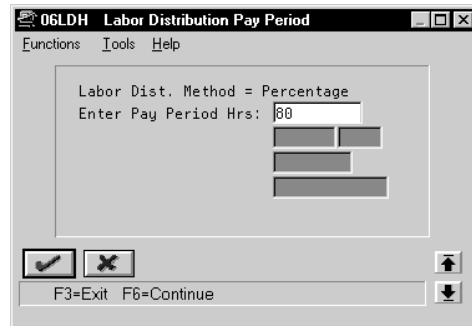
---

On by Employee

1. Complete the following fields:
  - Employee
  - Date

- Batch
2. Choose the Copy Labor Distribution Instructions function.

The Labor Distribution Pay Period window appears.



3. On Labor Distribution Pay Period, complete the following field:
  - Pay Period Hours
4. Use the Continue function.

The system displays a timecard entry on by Employee.

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 timecard.

## What You Should Know About

### Multiple jobs

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

## Processing Options for Time Entry by Employee

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Hourly Rate from Employee Multiple Job File will be used.
2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you

entered Premium Amounts in Union Table, enter their Pay Type codes here also.

If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

|             |         |       |
|-------------|---------|-------|
| Regular     | - Blank | _____ |
| Overtime    | - A     | _____ |
| Doubletime  | - B     | _____ |
| Triplettime | - C     | _____ |
| Holiday     | - D     | _____ |

NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.

3. Enter '1' if using Multiple Jobs feature.  
(Please refer to program helps for information about this processing option). \_\_\_\_\_
4. Enter '1' to have batch numbers automatically assigned.  
(F13 will be Invalid.) \_\_\_\_\_
5. Enter '1' to have date and batch loaded from the first timecard for this employee. \_\_\_\_\_
6. Enter '1' to display batch statistics on request. \_\_\_\_\_
7. Enter '1' to prevent changes and deletes to records locked to another user. \_\_\_\_\_
8. Enter '1' to edit Pay Type with job type and step from the Classification/Pay Cross Reference screen. \_\_\_\_\_
9. Enter '1' to use Zero Billing Rate. \_\_\_\_\_
10. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR). \_\_\_\_\_
11. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry. \_\_\_\_\_
12. Enter '1' to automatically split time based on Labor Distribution or Position Account Distribution instructions. Default is ' ' and time will not be split unless F2 is used during Time Entry. \_\_\_\_\_

13. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.
- 

## What You Should Know About Processing Options

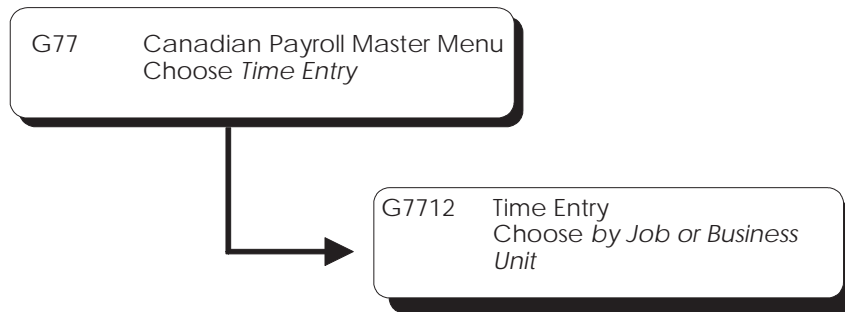
### **Multiple jobs (1, 3)**

Processing options 1 and 3 operate in conjunction with one another. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F06116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record.



## Enter Timecards by Job or Business Unit

---



### Entering Timecards by Job or Business Unit

All employees must have timecards to receive their payments. You can use several methods to manually enter timecards. Use *Time Entry by Job or Business Unit* to 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. Then, you can enter individual information for each employee in the group. You also can track detailed information about a job site, such as the superintendent, foreman, and check route code for the job.

Entering timecards by business unit includes:

- Entering essential timecard information by job or business unit
- Entering site information

Essential timecard information is the minimum information required to pay an employee.

**[061161] - by Job or Business Unit**

Functions Options Tools Help

Batch Added:

Supertndt  Gnl Foreman  Foreman   
 Wrk Area  Shift  Check Route 5001

Batch / Seq 728 / 0  
 Date Worked 07/28/98 Job Worked 501

| Employee                                           | Hours | Cost Code | Pay    | Job Type | Job Step | Ovr/Rt | LS Amnt | Subldgr | T | 0 |
|----------------------------------------------------|-------|-----------|--------|----------|----------|--------|---------|---------|---|---|
| 7550                                               | 40.00 | 02800     | 1 62   |          |          | 25.500 |         |         |   |   |
| Name. Morrell, Jason Expl. Regular                 |       |           |        |          |          |        |         |         |   |   |
| Eqwo. Union 7000 Shft. WC/S. 5610 Sbl.Ph.          |       |           |        |          |          |        |         |         |   |   |
| Jobw. 501 Objw. 1341 Jobl. Up/Bl                   |       |           |        |          |          |        |         |         |   |   |
| Eopw. Eobj. Eqhr. RC/R.                            |       |           |        |          |          |        |         |         |   |   |
| Dtuk. Hmco. 00050 Hmbu. TaxR. 47 Rcty. 1 000025490 |       |           |        |          |          |        |         |         |   |   |
| 7550                                               | 9.00  | 02800     | 100 62 |          |          | 38.250 |         |         |   |   |
| Name. Morrell, Jason Expl. Overtime 1.5            |       |           |        |          |          |        |         |         |   |   |
| Eqwo. Union 7000 Shft. WC/S. 5610 Sbl.Ph.          |       |           |        |          |          |        |         |         |   |   |
| Jobw. 501 Objw. 1341 Jobl. Up/Bl                   |       |           |        |          |          |        |         |         |   |   |
| Eopw. Eobj. Eqhr. RC/R.                            |       |           |        |          |          |        |         |         |   |   |
| Dtuk. Hmco. 00050 Hmbu. TaxR. 47 Rcty. 1 000025491 |       |           |        |          |          |        |         |         |   |   |

Opt: 9=Dlt F4=Detail F11=Emp. Mstr. F13=NewBatch F16=Btch Tot F24=More

### Before You Begin

- Review the processing options for Time Entry by Job or Business Unit. They control important information for your time entry sessions.

### See Also

- *Appendix B — Timecard Derivation Sequence* in the *Payroll Volume 2 Guide* for information on how the system derives timecard information.

## Entering Essential Timecard Information by Job or Business Unit

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

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



▶ **To enter essential timecard information by job or business unit**

On by Job or Business Unit

1. Complete the following fields:
  - Batch
  - Date Worked
  - Job Worked
2. For each employee working on the job, complete the following fields:
  - Employee
  - Hours
  - Pay Type
  - Cost Code

| Field      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Worked | A code for the job worked. In Timecard Entry by Job, the code entered in this field on the header of the screen defaults into each timecard unless overridden 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>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</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 (P000909).</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> |

## What You Should Know About

- Features not available** When you enter timecards by job or business unit, you cannot:
- Copy labor distribution instructions
  - Override DBA amounts
- You must use by Employee to access these features.
- See also:
- *Copying Labor Distribution Instructions*
  - *Overriding DBA Amounts Temporarily*
- Locating timecards** To locate a timecard for an employee using Time Entry by Job or Business Unit, you must know the job and batch number that includes the timecard.
- Adding a timecard entry** Each line on by Job or Business Unit represents a timecard entry. If you are viewing existing entries and you want to add a new entry, choose to change the information. Do not choose to add the entry.
- Copying timecard fields** You can duplicate any field of timecard information to the next line on the form. Use the designated “dup key” on your keyboard.

**Reviewing status codes** A code to the left of the Pay field indicates the status of the timecard in relation to the payroll cycle or an interim check process. A blank status indicates that the timecard is not included in a payroll cycle or an interim check process. The active codes are:

- A – A step of the payroll cycle is active. You cannot change the timecard.
- C – Checks have been printed for this payroll. You cannot change the timecard unless you reset the payment workfile.
- F – The final update is active. You cannot change the timecard.
- H – The timecard was created by the Human Resources system. You cannot change the timecard.
- I – The timecard belongs to an interim check. The timecard can be changed only through Interim Check Processing.
- L – The timecard is locked because pre-payroll has been run. The timecard can be changed only if you have the correct authorization. You must run a Changes Only Pre-Payroll if you change it.
- P – Journal entries have already been posted. You cannot change the timecard.
- ! – You are attempting to enter a timecard into an active payroll. Entry is not allowed.
- R – The timecard is a reversing timecard created by the Automatic Timecard Generator for a timecard posted through Special Timecard Post.

You can use the help function to review these codes.

## Entering Site Information

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

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

### **To enter site information**

---

On by Job or Business Unit

Complete the following fields:

- Superintendent

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

| Field              | Explanation                                                                                                                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check Routing Code | A user defined code (system 06, type CR) that specifies the check routing or mail stop code. This code can be used to sequence the printing of payroll checks to facilitate their handling and delivery. |

### What You Should Know About

**Category codes**

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

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

### Processing Options for Time Entry by Job or Business Unit

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.

2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also. If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

Regular      -      Blank

Overtime - A \_\_\_\_\_  
Doubletime - B \_\_\_\_\_  
Triplettime - C \_\_\_\_\_  
Holiday - D \_\_\_\_\_

NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.

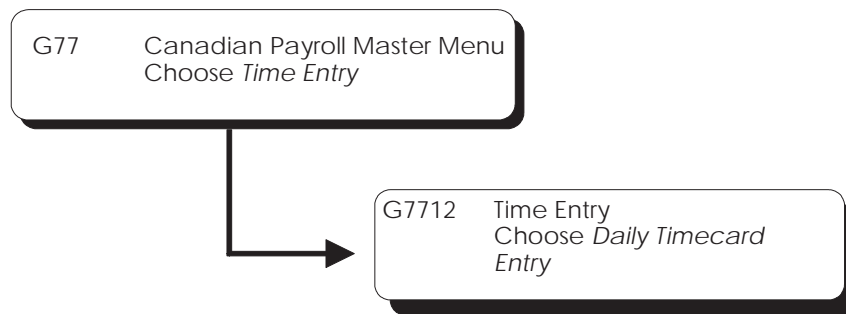
- 3. Enter '1' to have batch numbers automatically assigned.(F13 Invalid) \_\_\_\_\_
- 4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch. \_\_\_\_\_
- 5. Enter one of the following Header Info. Update Options: (default = 0)  
0 = Update time cards with header info. during an add only.  
1 = Update time cards with header info. during an add and change. \_\_\_\_\_  
NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings
- 6. Enter one of the following Check Route Code Update Options:  
0 = Update Master only if Blank  
1 = Always Update Master  
2 = Do Not Update Master \_\_\_\_\_
- 7. Enter one of the following Cost Code window formats: (default=1)  
1 = Business Unit.Object.Subsidiary  
2 = Business Unit.Subsidiary.Object \_\_\_\_\_
- 8. Enter '1' to have heading fields clear when you press Enter. \_\_\_\_\_
- 9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. \_\_\_\_\_
- 10. Enter '1' to use Zero Billing Rate. \_\_\_\_\_
- 11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field. \_\_\_\_\_
- 12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area. \_\_\_\_\_
- 13. Enter '1' to request Canadian Employee Entry. Enter ' ' to

request US Employee Entry.  
(default = ' ')

---

# Enter Timecards by Day

---



## Entering Timecards by Day

All employees must have timecards to receive their payments. You can use several methods to manually enter timecards. For employees who must record their time daily, 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. In U.S. payroll, this method is particularly useful for employees in certified payroll jobs, who are required to report time on a daily basis.

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

### Before You Begin

- Review the processing options for Daily Time Entry. They control important information for your time entry sessions.

### See Also

- *Appendix B — Timecard Derivation Sequence* in the *Payroll Volume 2 Guide* for information on how the system derives timecard information.

▶ **To enter timecards by day**

On Daily Timecard Entry

**[061191] - Daily Timecard Entry**

Functions Options Tools Help

Batch Added:  
LS Amt

Supertndt  Gnl Foreman  Foreman  Hours  
 Wrk Area  Shift  Chk Route 5001  
 Batch 590 Job Location 5001 Week Start Date 07/06/98  
 Employee 7550 Morrell, Jason

| Cost Code | Pay  | MON<br>07/06 | TUE<br>07/07 | WED<br>07/08 | THU<br>07/09 | FRI<br>07/10 | SAT<br>07/11 | SUN<br>07/12 | Ovr/Rate | 0       |
|-----------|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|---------|
| 01100     | 1    | 8.00         | 8.00         | 8.00         | 8.00         | 8.00         |              |              |          | Secured |
| JobW      | 5001 | Sb/T         |              |              | Type         | 62           | Step         |              | Union    | 7000    |
| Eqwo      |      | TaxA         | 06           |              | Objw         | 1341         | S.Ph         |              | WC/S     | 5610    |
| Hmbu      | 50   | Hmco         | 00050        |              | Blrt         |              | Uprt         |              |          |         |
| Eqpw      |      | Eqhr         |              |              | Eobj         |              | RC/R         |              |          |         |
| LSum      |      | Sh/D         |              |              | Sh/M         |              | Rcty         | 1            |          |         |
| 01100     | 100  | 2.00         | 4.00         |              |              |              |              |              |          | Secured |
| JobW      | 5001 | Sb/T         |              |              | Type         | 62           | Step         |              | Union    | 7000    |
| Eqwo      |      | TaxA         | 06           |              | Objw         | 1341         | S.Ph         |              | WC/S     | 5610    |
| Hmbu      | 50   | Hmco         | 00050        |              | Blrt         |              | Uprt         |              |          |         |
| Eqpw      |      | Eqhr         |              |              | Eobj         |              | RC/R         |              |          |         |
| LSum      |      | Sh/D         |              |              | Sh/M         |              | Rcty         | 1            |          |         |

Opt: 9=Dlt F5=Rates F11=Emp. Mstr. F13=NewBatch F16=Btch Tot F24=More

1. Complete the following fields:
  - Batch
  - Job Location (Business Unit — Chargeout)
  - Week Start Date
  - Employee
  - Cost Code
  - Pay Type
  - Hours
  
2. Complete the following optional fields:
  - Superintendent
  - General Foreman
  - Foreman
  - Work Area
  - Shift
  - Check Route



| Field                     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Unit – Chargeout | <p>This business unit represents the location in which the employee worked. It can be used to identify 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> <p>A value in this field overrides the rates set up in the Union Rates table if the table is set up by job or business unit.</p> |

## What You Should Know About

- Features not available** When you enter timecards by day, you cannot:
- Copy labor distribution instructions
  - Override DBA amounts
- You must use by Employee to access these features.
- See also:
- *Copying Labor Distribution Instructions*
  - *Overriding DBA Amounts Temporarily*
- Adding a timecard entry** Each line on Daily Timecard Entry represents a timecard entry. If you are viewing an employee’s existing entries and you want to add a new entry, choose to change the information. Do not choose to add the entry.
- Copying timecard fields** You can duplicate any field of timecard information to the next line on the form. Use the designated “dup key” on your keyboard.

**Reviewing status codes** A code to the left of the Pay field indicates the status of the timecard in relation to the payroll cycle or an interim check process. A blank status indicates that the timecard is not included in a payroll cycle or an interim check process. The active codes are:

- A – A step of the payroll cycle is active. You cannot change the timecard.
- C – Checks have been printed for this payroll. You cannot change the timecard unless you reset the payment workfile.
- F – The final update is active. You cannot change the timecard.
- H – The timecard was created by the Human Resources system. You cannot change the timecard.
- I – The timecard belongs to an interim check. The timecard can be changed only through Interim Check Processing.
- L – The timecard is locked because pre-payroll has been run. The timecard can be changed only if you have the correct authorization. You must run a Changes Only Pre-Payroll if you change it.
- P – Journal entries have already been posted. You cannot change the timecard.
- ! – You are attempting to enter a timecard into an active payroll. Entry is not allowed.
- R – The timecard is a reversing timecard created by the Automatic Timecard Generator for a timecard posted through Special Timecard Post.

You can use the help function to review these codes.

**Category codes** Time Entry by Job uses category codes one through 4. You name and define these category codes when you set up your Payroll system. In the J. D. Edwards demonstration data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively.

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

**Entering the week start date** The date you enter as the week start date 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 Monday, you can enter 02/05/96 because it is an actual Monday date. You cannot enter 02/10/96, because that date is on a Saturday.

**Reviewing timecards**

You can use Daily Timecard Entry to review only those timecards that are entering using this program. You cannot use this program to review timecards entered in other programs.

**Processing Options for Daily Time Card Entry**

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.

\_\_\_\_\_

2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you

entered Premium Amounts in Union Table, enter their Pay Type codes here also.

If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

|             |   |       |       |
|-------------|---|-------|-------|
| Regular     | - | Blank | _____ |
| Overtime    | - | A     | _____ |
| Doubletime  | - | B     | _____ |
| Triplettime | - | C     | _____ |
| Holiday     | - | D     | _____ |

NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.

3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid)
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.
5. Enter one of the following Header Info. Update Options: (default = 0)  
 0 = Update time cards with header Info. during an add only.

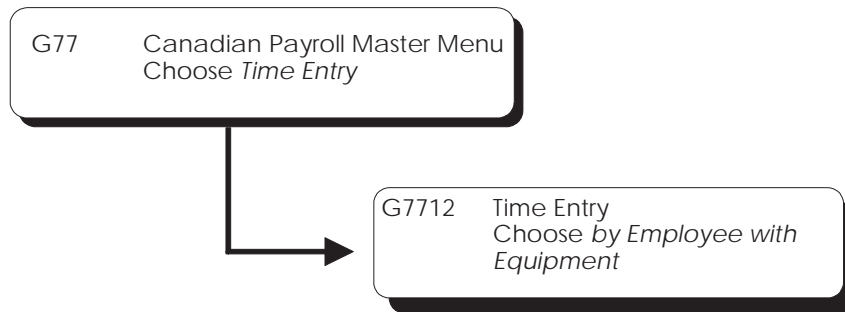
\_\_\_\_\_

\_\_\_\_\_

- 1 = Update time cards with header  
Info. during an add and change. \_\_\_\_\_
- NOTE: Header Info. Changes only allowed**  
when Option #4 is set to load headings.
  
- 6. Enter one of the following Check  
Route Code Update Options:  
0 = Update Master only if Blank  
1 = Always Update Master  
2 = Do Not Update Master \_\_\_\_\_
  
- 7. Enter one of the following Cost Code  
window formats: (default=1)  
1 = Business Unit.Object.Subsidiary  
2 = Business Unit.Subsidiary.Object \_\_\_\_\_
  
- 8. Enter '1' to have heading fields  
clear when you press Enter. \_\_\_\_\_
  
- 9. Enter '1' to edit Pay Type with  
job type and step from the  
Classification Pay Cross-Reference  
screen. \_\_\_\_\_
  
- 10. Enter '1' to use Zero Billing Rate. \_\_\_\_\_
  
- 11. Enter the beginning day of the week  
where Monday='1', Tuesday='2', etc.  
(Default or ' ' is Monday) \_\_\_\_\_
  
- 12. Select what day of the week should  
be in column one of the time entry  
screen. (Mon = 1, Tues = 2, etc.) \_\_\_\_\_
  
- 13. Enter '1' to have default cursor on  
action code.  
Enter '0' to have default cursor on  
Employee Number field. \_\_\_\_\_
  
- 14. Enter '1' to request Canadian  
Employee Entry. Default is ' '  
to request US Employee Entry. \_\_\_\_\_
  
- 15. Enter '1' to default Equipment  
Worked On (EQWO) from referenced  
Work Order. \_\_\_\_\_

# Enter Timecards with Equipment Information

---



## Entering Timecards with Equipment Information

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

- The equipment ID number
- The number of hours that the employee used the equipment
- Equipment billing rates
- Equipment costs and expenses

All employees must have timecards to receive their payments. You can choose from several methods of time entry to include equipment information on an employee's timecard. The method you choose depends on the amount of equipment information you need to track, as well as the way in which you organize your timecards. Use Time Entry by Employee with Equipment when you need to:

- Track complete equipment information
- Track equipment hours separate from employee payroll hours

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

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

### Before You Begin

- Set up equipment numbers on the Equipment Master form. See *Creating an Equipment Master Record* (P1201) in the *Equipment Billing Guide*.
- Set up rate tables and rate groups in the Job Cost system. See *Setting Up Equipment Billing* in the *Equipment Billing Guide*.
- Set up an AAI table for the equipment distribution journal type (ED). See *Setting Up Labor, Billings, and Equipment Distribution Instructions* (P069043) in the *Payroll Volume 2 Guide*.
- Review the processing options for Time Entry by Employee with Equipment. They control important information for your time entry sessions.

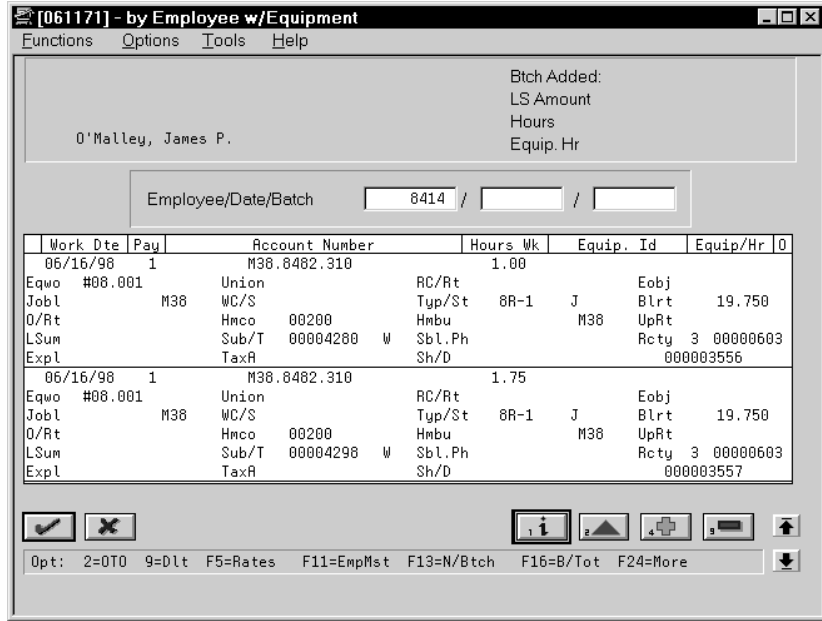
### See Also

- *Appendix B — Timecard Derivation Sequence* in the *Payroll Volume 2 Guide* for information on how the system derives timecard information.

### ▶ **To enter timecards with equipment information**

---

On by Employee with Equipment



1. Complete the steps for entering essential timecard information.

See *Entering Essential Timecard Information by Employee*.

2. Complete the following fields:

- Equipment Worked On
- Equipment Hours
- Equipment ID
- Equipment Billing Rate Code
- Equipment Billing Rate Amount

| Field               | Explanation                                                                                                                                                                                                                             |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.  |
| Hours – Equipment   | 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. |

| Field                    | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Equipment Worked         | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Equipment Rate Code      | <p>This user defined code (system 00, type RC) 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> <ul style="list-style-type: none"> <li>• 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>• 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>• 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> </ul> |
| 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> <ul style="list-style-type: none"> <li>\$20 = Rate 1 (Ownership Component)</li> <li>\$50 = Rate 2 (Operating Component)</li> <li>\$25 = Rate 3 (Maintenance Component)</li> <li>\$5 = Rate 4 (Other Costs Component)</li> </ul> <p>The Equipment Time Entry program provides for the entries of 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> |



## What You Should Know About

**Adding a timecard entry** Each line on by Employee with Equipment represents a timecard entry. If you are viewing an employee's existing entries and you want to add a new entry, choose to change the information. Do not choose to add the entry.

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

**Changing locked timecards** The time entry records for employees who are included in an active payroll cycle display the message *locked*. Typically, only the person who initiated payroll cycle processing should change locked timecards. However, Time Entry by Employee includes a processing option that you can use to give other users access to change locked timecards.

When you change a locked timecard, you must run a changes only pre-payroll.

See *Processing Changes Only Pre-Payroll*.

**Reviewing status codes** A code to the left of the Pay field indicates the status of the timecard in relation to the payroll cycle or an interim check process. A blank status indicates that the timecard is not included in a payroll cycle or an interim check process. The active codes are:

- A – A step of the payroll cycle is active. You cannot change the timecard.
- C – Checks have been printed for this payroll. You cannot change the timecard unless you reset the payment workfile.
- F – The final update is active. You cannot change the timecard.
- H – The timecard was created by the Human Resources system. You cannot change the timecard.
- I – The timecard belongs to an interim check. The timecard can be changed only through Interim Check Processing.
- L – The timecard is locked because pre-payroll has been run. The timecard can be changed only if you have the correct authorization. You must run a Changes Only Pre-Payroll if you change it.
- P – Journal entries have already been posted. You cannot change the timecard.
- ! – You are attempting to enter a timecard into an active payroll. Entry is not allowed.
- R – The timecard is a reversing timecard created by the Automatic Timecard Generator for a timecard posted through Special Timecard Post.

You can use the help function to review these codes.

## Processing Options for Time Entry by Employee with Equipment

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.
2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also. If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

|             |         |       |
|-------------|---------|-------|
| Regular     | - Blank | _____ |
| Overtime    | - A     | _____ |
| Doubletime  | - B     | _____ |
| Triplettime | - C     | _____ |
| Holiday     | - D     | _____ |

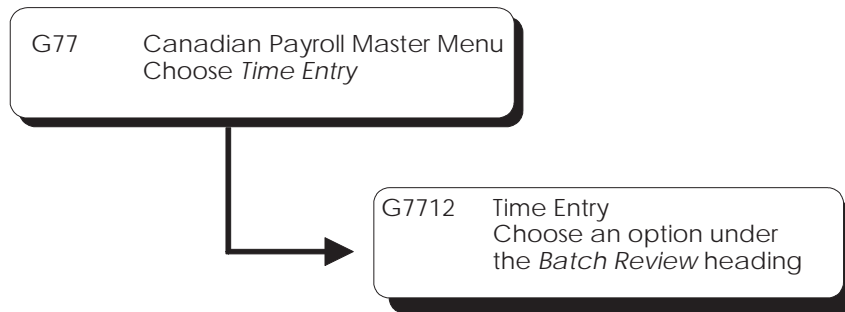
NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.

- 3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid). \_\_\_\_\_
- 4. Enter '1' to have heading date and batch to be loaded from the first subfile record. \_\_\_\_\_
- 5. Enter '1' to display batch statistics on request. \_\_\_\_\_
- 6. Enter '1' to prevent changes and deletes to records locked to another user. \_\_\_\_\_
- 7. Enter '1' to edit Pay Type from Classification/Pay X-Ref. \_\_\_\_\_
- 8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR) \_\_\_\_\_
- 9. Enter '1' to request Canadian Employee Entry. Default is ' ' to request US Employee Entry. \_\_\_\_\_
- 10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. \_\_\_\_\_



# Work with Timecard Information

---



## Working with Timecard Information

After you enter timecards, but before you begin pre-payroll processing, review the timecard information to verify that it is correct. You can review current timecards only (timecards that have not been updated to history). If you discover any errors, use the time entry programs to revise the incorrect timecards.

Working with timecard information includes:

- Reviewing timecard information by batch
- Working with time entry reports
- Revising timecards

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

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

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

## Reviewing Timecard Information by Batch

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

- Work Date
- Business unit (job)
- Pay type

Reviewing timecard information by batch includes:

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

### Reviewing Timecards by Date

To verify that timecard information is correct, you can review batches of current timecards that were entered within a certain time period or for a specific business unit (job). You can also review totals for a batch of timecards.

▶ **To review timecards by date**

---

On Review by Date

| P | Work Date | Hours Regular | Hours O/T 1.50 | Hours O/T 2.00 | Hours Sick | Hours Vac | Hours Other | Gross Pay |
|---|-----------|---------------|----------------|----------------|------------|-----------|-------------|-----------|
|   | 01/24/98  | 80.00         | 11.00          |                |            |           |             | 2,364.25  |
|   | 04/11/98  | 320.00        |                |                |            |           |             | 7,395.19  |
|   | 04/18/98  | 40.00         |                |                |            |           |             | 574.00    |
|   | 04/25/98  | 32.00         | 8.00           |                |            |           |             | 631.40    |
|   | 05/15/98  |               |                |                |            |           |             | 35.00     |
|   | 07/07/98  | 7.00          |                |                |            |           |             |           |
|   | 07/08/98  | 3.50          |                |                |            |           |             |           |
|   | 07/09/98  |               |                |                |            |           |             | 38.64     |
|   | 07/11/98  | 51.00         |                |                |            |           |             | 1,275.00  |
|   | 07/15/98  |               |                |                |            |           |             | 325.00    |
|   | Totals:   | 373.50        | 3.00           |                |            |           |             | 7,909.98  |

- To limit your review to specific dates, complete one or both of the following fields:
  - From Date
  - Through Date
- To review information by job or business unit, complete the following optional field:
  - Job

### What You Should Know About

#### Column headings

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

See the *Technical Foundation Guide* for information on vocabulary overrides.

### Processing Options for Reviewing Batch Totals by Date

- Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column.  
 e.g. Regular From Pay Type - 001  
 " Thru Pay Type - 010

Regular Hours - From Pay Type \_\_\_\_\_  
 " " - Thru Pay Type \_\_\_\_\_

|                                 |       |
|---------------------------------|-------|
| Overtime (1.5) - From Pay Type  | _____ |
| " " - Thru Pay Type             | _____ |
| Overtime (2.0) - From Pay Type  | _____ |
| " " - Thru Pay Type (more)      | _____ |
| Sick Hours - From Pay Type      | _____ |
| " " - Thru Pay Type             | _____ |
| Vacation Hours - From Pay Type  | _____ |
| " " - Thru Pay Type             | _____ |
| All Other Hours - From Pay Type | _____ |
| " " " - Thru Pay Type           | _____ |

Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.

- To have Column 7 heading say "Gross Pay", key an 'E'. To have it say "Equipment Units/Hours", key a 'U'.

## What You Should Know About Processing Options

### Pay types (1)

In the processing options, specify a range of pay types for calculation and display in each of the columns. You must be able to group pay types in ranges for these columns. You should identify meaningful ranges when you set up the payroll system.

See *Setting Up Pay Types* in the *Payroll Volume 2 Guide*.

## Reviewing Batch Totals by Batch

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

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

### ► To review batch totals by batch

---

On Batch Summary by Batch



| 0<br>P | Batch<br>Number | Hours<br>Regular | Hours O/T<br>1.50 | Hours O/T<br>2.00 | Hours<br>Sick | Hours<br>Vac | Hours<br>Other | Gross Pay |
|--------|-----------------|------------------|-------------------|-------------------|---------------|--------------|----------------|-----------|
|        | 358             | 32.00            | 8.00              |                   |               |              |                | 631.40    |
|        | Totals:         | 32.00            | 8.00              |                   |               |              |                | 631.40    |

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

### What You Should Know About

**Column headings**

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

See the *Technical Foundation Guide* for information on vocabulary overrides.

### Processing Options for Review Batch Summary by Batch

1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column.  
 e.g. Regular From Pay Type - 001  
 " Thru Pay Type - 010

Regular Hours - From Pay Type \_\_\_\_\_  
 " " - Thru Pay Type \_\_\_\_\_

Overtime (1.5) - From Pay Type \_\_\_\_\_  
 " " - Thru Pay Type \_\_\_\_\_

|                 |                        |       |
|-----------------|------------------------|-------|
| Overtime (2.0)  | - From Pay Type        | _____ |
| " "             | - Thru Pay Type (more) | _____ |
| Sick Hours      | - From Pay Type        | _____ |
| " "             | - Thru Pay Type        | _____ |
| Vacation Hours  | - From Pay Type        | _____ |
| " "             | - Thru Pay Type        | _____ |
| All Other Hours | - From Pay Type        | _____ |
| " " "           | - Thru Pay Type        | _____ |

Note: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types.

2. To have the Column 7 heading say "Gross Pay", key an 'E'. To have it say "Equipment Units/Hours", key 'U'. \_\_\_\_\_

### What You Should Know About Processing Options

#### Pay types (1)

In the processing options, specify a range of pay types for calculation and display in each of the columns. You must be able to group pay types in ranges for these columns. You should identify meaningful ranges when you set up the payroll system.

See *Setting Up Pay Types* in the *Payroll Volume 2 Guide*.

### Reviewing Timecards by Pay Type

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

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

[061221] - Batch Review by Pay Type

Functions Options Tools Help

Work Date 04/25/98 Batch 358 Job

| Pay . . . . . |              | Hours | Gross  |
|---------------|--------------|-------|--------|
| 1             | Regular      | 32.00 | 459.20 |
| 100           | Overtime 1.5 | 8.00  | 172.20 |
| Total         |              | 40.00 | 631.40 |

Opt: 1=Detail Batch Review F5=T/E Indiv F15=T/E Job F24=More Keys

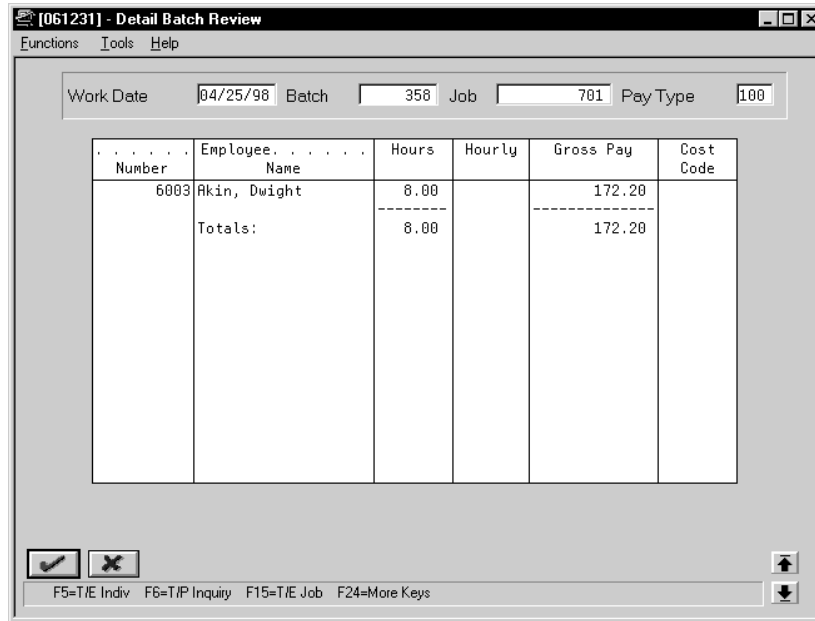
1. Complete the following fields:
  - Work Date
  - Batch
2. Complete the following optional field:
  - Job

## Reviewing Detail Batch Information

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

### ▶ To review detail batch information

On Detail Batch Review



1. Complete the following required fields:
  - Work Date
  - Batch
2. Complete the following fields (optional):
  - Job
  - Pay Type

## Working with Time Entry Reports

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

Working with time entry reports include:

- Reviewing the Time and Pay Register
- Reviewing the Payroll Exception Report
- Reviewing the DBA Register
- Printing employee time sheets

## Reviewing the Time and Pay Register

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

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

| 063001                                   |              |          |                    |                  |     |    |       |        |        |                           |        |        | Page 11      |  |
|------------------------------------------|--------------|----------|--------------------|------------------|-----|----|-------|--------|--------|---------------------------|--------|--------|--------------|--|
| J.D. Edwards & Company                   |              |          |                    |                  |     |    |       |        |        |                           |        |        | Date 7/03/96 |  |
| Time & Pay Entry Register w/o Emp. Total |              |          |                    |                  |     |    |       |        |        |                           |        |        |              |  |
| Company Number . . . . . 00100           |              |          |                    |                  |     |    |       |        |        |                           |        |        |              |  |
| Company - Home . . . . . 00100           |              |          |                    |                  |     |    |       |        |        |                           |        |        |              |  |
| Model Finan/Distrib Co (Mktg)            |              |          |                    |                  |     |    |       |        |        |                           |        |        |              |  |
| Model Finan/Distrib Co (Mktg)            |              |          |                    |                  |     |    |       |        |        |                           |        |        |              |  |
| Labor Records                            |              |          |                    |                  |     |    |       |        |        |                           |        |        |              |  |
| Batch                                    | Payroll      | Work     | Employee/Equipment | Pay              | Rt  | S  | Hours | Hourly | Gross  | Flat                      |        | P      |              |  |
| Number                                   | Trans.       | Date     | Number             | Description      | Typ | Cd | H     | Shift  | Uprate | Worked                    | Rate   | Burden |              |  |
| 2022                                     | 21484        | 06/26/98 | 2022               | Kellerman, James | 811 |    |       |        |        | 32.00                     | 14.423 | 461.54 |              |  |
|                                          | Tax Area: 06 |          | Colorado           | Acct No :        |     |    |       |        |        |                           |        |        |              |  |
|                                          | Sub/T:       |          | PayM: 1.00         |                  |     |    |       |        |        |                           |        |        |              |  |
| 568                                      | 3456         | 07/20/98 | 7500               | McDougle, Cathy  | 998 |    |       |        |        | 8.00                      | 16.826 | 134.61 |              |  |
|                                          | Tax Area: 06 |          | Colorado           | Acct No :        |     |    |       |        |        |                           |        |        |              |  |
|                                          | Sub/T:       |          | PayM: 1.00         |                  |     |    |       |        |        |                           |        |        |              |  |
| 5578                                     | 19191        | 08/15/98 | 7500               | McDougle, Cathy  | 903 |    |       |        |        |                           |        | 75.00  |              |  |
|                                          | Tax Area: 06 |          | Colorado           | Acct No :        |     |    |       |        |        |                           |        |        |              |  |
|                                          | Sub/T:       |          | PayM: 1.00         |                  |     |    |       |        |        |                           |        |        |              |  |
| 5774                                     | 19768        | 08/15/98 | 7500               | McDougle, Cathy  | 801 |    |       |        |        | 8.00                      | 24.038 | 192.30 |              |  |
|                                          | Tax Area: 06 |          | Colorado           | Acct No :        |     |    |       |        |        |                           |        |        |              |  |
|                                          | Sub/T:       |          | PayM: 1.00         |                  |     |    |       |        |        |                           |        |        |              |  |
| 572                                      | 26582        | 06/20/98 | 7500               | McDougle, Cathy  | 904 |    |       |        |        |                           |        | 75.00- |              |  |
|                                          | Tax Area: 06 |          | Colorado           | Acct No :        |     |    |       |        |        |                           |        |        |              |  |
|                                          | Sub/T:       |          | PayM: 1.00         |                  |     |    |       |        |        |                           |        |        |              |  |
| 1                                        | 3507         | 07/20/98 | 7510               | Morales, Jesus   | 500 |    |       |        |        |                           |        | 200.00 |              |  |
|                                          | Tax Area: 06 |          | Colorado           | Acct No :        |     |    |       |        |        |                           |        |        |              |  |
|                                          | Sub/T:       |          | PayM: 1.00         |                  |     |    |       |        |        |                           |        |        |              |  |
|                                          |              |          |                    |                  |     |    |       |        | 90     | Administrative Department | 48.00  | 988.45 |              |  |

## Processing Options for Print – Time and Pay Register

- Enter the type of Time Cards that you wish to print. \_\_\_\_\_  
 L = Labor Time Cards (Default)  
 R = Recharge Time Cards  
 E = Equipment Time Cards
- 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
- Enter '1' to print the General Ledger Account Number, and Tax Area. '0' is the default and will not print these items. \_\_\_\_\_
- Enter '1' to print Subledger, Subledger Type, and Pay Type Multiplier. '0' is the default and will not print these items. \_\_\_\_\_

## Reviewing the Payroll Exception Report

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

| 063191      |                    | J.D. Edwards & Company<br>Payroll Exception Report |           |                                                                    | Page - 4           |
|-------------|--------------------|----------------------------------------------------|-----------|--------------------------------------------------------------------|--------------------|
|             |                    |                                                    |           |                                                                    | Date - 7/03/96     |
|             |                    |                                                    |           |                                                                    | From Date -        |
|             |                    |                                                    |           |                                                                    | To Date - 00/00/00 |
| Employee No | Employee           | Hours Worked                                       | Gross Pay | Message                                                            | Amt Over/Under     |
| 7701        | Anthony Holiday    | .80                                                | 9.00      | Hours less than minimum                                            | 79.20              |
| 7702        | Derrick, Leslie    | .80                                                | 9.88      | Pay rate different than Employee Master<br>Hours less than minimum | 2.350<br>79.20     |
| 7704        | Rivard, Jacques    |                                                    | 97.21     | Pay rate different than Employee Master<br>Hours less than minimum | .195-<br>80.00     |
| 7775        | Deveny, Cindy L.   | 80.00                                              | 2,615.38  | Excessive Pay Rate                                                 | 9.872              |
| 8414        | O'Malley, James P. | 10.00                                              |           | Below minimum rate<br>Hours less than minimum                      | 3.000<br>30.00     |

## Processing Options for Report – Payroll Exception Report

1. For weekly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
2. For biweekly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
3. For semimonthly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
4. For monthly employees, enter  
     Minimum hours. \_\_\_\_\_  
     Maximum hours. \_\_\_\_\_
5. Enter the maximum allowable pay rate. \_\_\_\_\_
6. Enter the minimum allowable pay rate. \_\_\_\_\_
7. Specify From and Thru date if being  
     run stand alone.  
         From date(MM/DD/YY) \_\_\_\_\_  
         Thru date(MM/DD/YY) \_\_\_\_\_
8. Enter the type of Employee number to  
     print.  
     A = Address Book Number (Default)  
     S = Social Security Number  
     O = Additional Employee Number \_\_\_\_\_

## Reviewing the DBA Register

The DBA Register lists the one-time override DBAs and assigned DBAs calculated for employees during payroll cycle processing. This report lists

different information depending on when you print it. The following table shows the times when you would print this report and the type of information that the report prints at each of these times.

**After time entry, but before pre-payroll**

- One-time DBA overrides
- DBAs for outstanding interim checks

**After pre-payroll, but before journal entries**

- One-time DBA overrides
- DBAs for outstanding interim checks
- DBAs generated during pre-payroll that were defined to calculate in pre-payroll processing

**After journal entries**

- All DBAs, including non-cash benefits

| 06306 J.D. Edwards & Company |                 |   |          |          |             |       |   |       |            | Page                     | -     |        | 2       |
|------------------------------|-----------------|---|----------|----------|-------------|-------|---|-------|------------|--------------------------|-------|--------|---------|
| DBA Register                 |                 |   |          |          |             |       |   |       |            | Date                     | -     |        | 7/03/96 |
| Employee #                   | Name            | T | Work     | Pay Per  | Transaction |       |   |       |            | Union                    | Craft | Step   | Arrear  |
| Code                         | Description     | T | Date     | Date     | Table       | Basis | M | Rate  | Amount     |                          |       |        | Amount  |
| 7701                         | Anthony Holiday |   |          |          |             |       |   |       |            |                          |       |        |         |
| 7706                         | Dental Fam      | D | 04/11/98 | 04/11/98 |             |       |   | 12.35 | \$ 12.3500 | 8.26                     | 7700  |        |         |
|                              |                 |   |          |          |             |       |   |       |            | -----                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | Total Deduction Type - D |       | 8.26   |         |
| 7720                         | H&W - Canada    | B | 04/11/98 | 04/11/98 |             |       |   | .80   | H .5000    | .40                      | 7700  |        |         |
| 7735                         | Ext Health      | B | 04/11/98 | 04/11/98 |             |       |   | 45.00 | \$ 45.0000 | 45.00                    | 7700  |        |         |
| 7750                         | EHT - Canada    | B | 04/11/98 | 04/11/98 |             |       |   | 9.00  | % .0195    | .18                      |       |        |         |
| 7760                         | GST - Canada    | B | 04/11/98 | 04/11/98 |             |       |   | .40   | % .0700    | .03                      |       |        |         |
| 7770                         | BC Medical      | B | 04/11/98 | 04/11/98 |             |       |   | 70.00 | \$ 70.0000 | 70.00                    |       |        |         |
| 7780                         | Vacation Pay    | B | 04/11/98 | 04/11/98 | 07780       |       |   |       | 2          | 1.08                     | 7700  |        |         |
|                              |                 |   |          |          |             |       |   |       |            | -----                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | Total Deduction Type - B |       | 116.69 |         |
|                              |                 |   |          |          |             |       |   |       |            | -----                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | Total Employee -         |       | 124.95 |         |
| *****                        |                 |   |          |          |             |       |   |       |            |                          |       |        |         |
| 7702                         | Derrick, Leslie |   |          |          |             |       |   |       |            |                          |       |        |         |
| 7720                         | H&W - Canada    | B | 04/11/98 | 04/11/98 |             |       |   | .80   | H .5000    | .40                      | 7700  |        |         |
| 7735                         | Ext Health      | B | 04/11/98 | 04/11/98 |             |       |   | 45.00 | \$ 45.0000 | 45.00                    | 7700  |        |         |
| 7750                         | EHT - Canada    | B | 04/11/98 | 04/11/98 |             |       |   | 9.88  | % .0195    | .19                      |       |        |         |
| 7760                         | GST - Canada    | B | 04/11/98 | 04/11/98 |             |       |   | .40   | % .0700    | .03                      |       |        |         |
| 7780                         | Vacation Pay    | B | 04/11/98 | 04/11/98 | 07780       |       |   |       | 2          | 1.28                     |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | -----                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | Total Deduction Type - B |       | 46.90  |         |
| 9997                         | Overpayment     | D | 04/11/98 | 04/11/98 |             |       |   |       | \$ 12.3500 | 8.39-                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | -----                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | Total Deduction Type - D |       | 8.39-  |         |
|                              |                 |   |          |          |             |       |   |       |            | -----                    |       |        |         |
|                              |                 |   |          |          |             |       |   |       |            | Total Employee -         |       | 38.51  |         |
| *****                        |                 |   |          |          |             |       |   |       |            |                          |       |        |         |

**Printing Employee Time Sheets**

The Employee Time Sheets report lists employees, their job categories, job steps, union codes, and 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. Workers can use this report to enter time.

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

|                   |                                |                                   |                   |                   |                   |                   |                   |                   |                   |                       |
|-------------------|--------------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|
| 06338             | J.D. Edwards & Company         |                                   | Page              | -                 | 12                |                   |                   |                   |                   |                       |
|                   | Employee Time Sheets           |                                   | Date              | -                 | 7/03/96           |                   |                   |                   |                   |                       |
| Check Route :     | - Default value                |                                   | Pay Period Ending | -                 | 04/09/98          |                   |                   |                   |                   |                       |
| Job/Bus. Unit :   | 707 - Corporate Administration |                                   | 04/03             | 04/04             | 04/05             |                   |                   |                   |                   |                       |
| Contract Number : | -                              |                                   | 04/06             | 04/07             |                   |                   |                   |                   |                   |                       |
| 04/08 04/09       |                                |                                   |                   |                   |                   |                   |                   |                   |                   |                       |
| Employee Number   | Employee Name                  | ---Job---<br>Type Step Union Code | --Mon--<br>Reg OT | --Tue--<br>Reg OT | --Wed--<br>Reg OT | --Thu--<br>Reg OT | --Fri--<br>Reg OT | --Sat--<br>Reg OT | --Sun--<br>Reg OT | --Tot Hrs--<br>Reg OT |
| 7701              | Anthony Holiday                | 5J-4 7700                         |                   |                   |                   |                   |                   |                   |                   |                       |
| Hourly Rate       | 11.250                         |                                   |                   |                   |                   |                   |                   |                   |                   |                       |
| 7702              | Derrick, Leslie                | 5J-3 7700                         |                   |                   |                   |                   |                   |                   |                   |                       |
| Hourly Rate       | 12.350                         |                                   |                   |                   |                   |                   |                   |                   |                   |                       |
| 7703              | Bellas, Debbie                 | 0A-3                              |                   |                   |                   |                   |                   |                   |                   |                       |
| Hourly Rate       | 9.333                          |                                   |                   |                   |                   |                   |                   |                   |                   |                       |
| 7704              | Rivard, Jacques                | 3P-1                              |                   |                   |                   |                   |                   |                   |                   |                       |
| Hourly Rate       | 22.564                         |                                   |                   |                   |                   |                   |                   |                   |                   |                       |

### Processing Options for Printing Employee Time Sheets

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) \_\_\_\_\_

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



Revising timecards includes:

- Revising unprocessed timecards
- Revising locked timecards

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

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

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

You cannot revise timecards after you have created pro forma journal entries, unless you rerun pro forma journal entries without regenerating the batch. You cannot revise timecards when a step in the payroll cycle is active.

Each time entry form displays timecard status codes in an untitled field on the left side of the form. Review these status codes to determine whether you can revise a specific timecard.

### See Also

- *Creating the Pro Forma Journal Entry Workfile* for information about rerunning journal entries without regenerating the batch.

## Revising Unprocessed Timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. When you revise unprocessed timecards, you perform the same steps as you use to change information on most entry forms. You can use any of the time entry programs to revise unprocessed timecards. However, when you review daily timecards, you must use the Daily Timecards program. You cannot use the Daily Timecard program to review other types of timecards.

You should revise an unprocessed timecard when one of the following occurs:

- You discover an error on the timecard when you review timecards or time entry reports
- You enter a rate change for an employee on an employee entry form

When you enter a rate change for an employee after you have entered the employee's timecard, you must revise the timecard to remove the pay rate entered on it. Removing the existing rate causes the system to recalculate the employee's gross pay using the new rate you entered on the employee entry form.

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.

## Revising Locked Timecards

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

You can use the following time entry programs to revise locked timecards:

### **by Employee**

Use this method for

- One employee
- Several employees who work in different business units

### **by Job or Business Unit**

Use this method for

- Several employees who work in the same business unit

When you revise locked timecards, you perform the same steps as you use to change information on most entry forms.



No one can rerun pre-payroll while you are revising locked timecards. When you finish revising timecards, you must process a changes only pre-payroll.

### **Before You Begin**

- Before you can revise locked timecards using the by Job or Business Unit program, you must use the Attach Version function to specify the payroll ID associated with the timecards you need to revise. You do this because the timecards in a batch might be locked by different users.

## See Also

- *Processing Changes Only Pre-Payroll (P07210)*



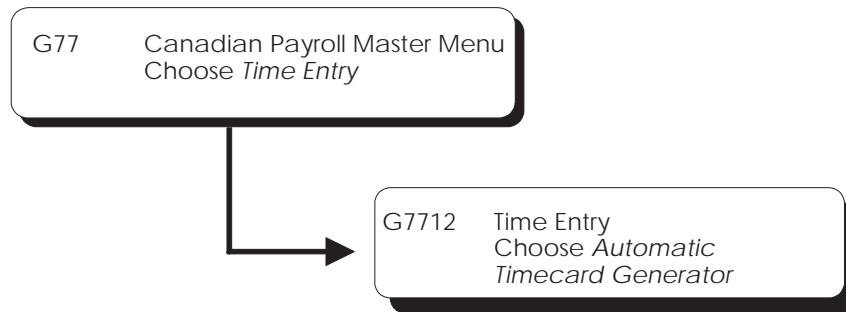
## Exercises

See the exercises for this chapter.



# Generate Overtime Timecards Automatically

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## Generating Overtime Timecards Automatically

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

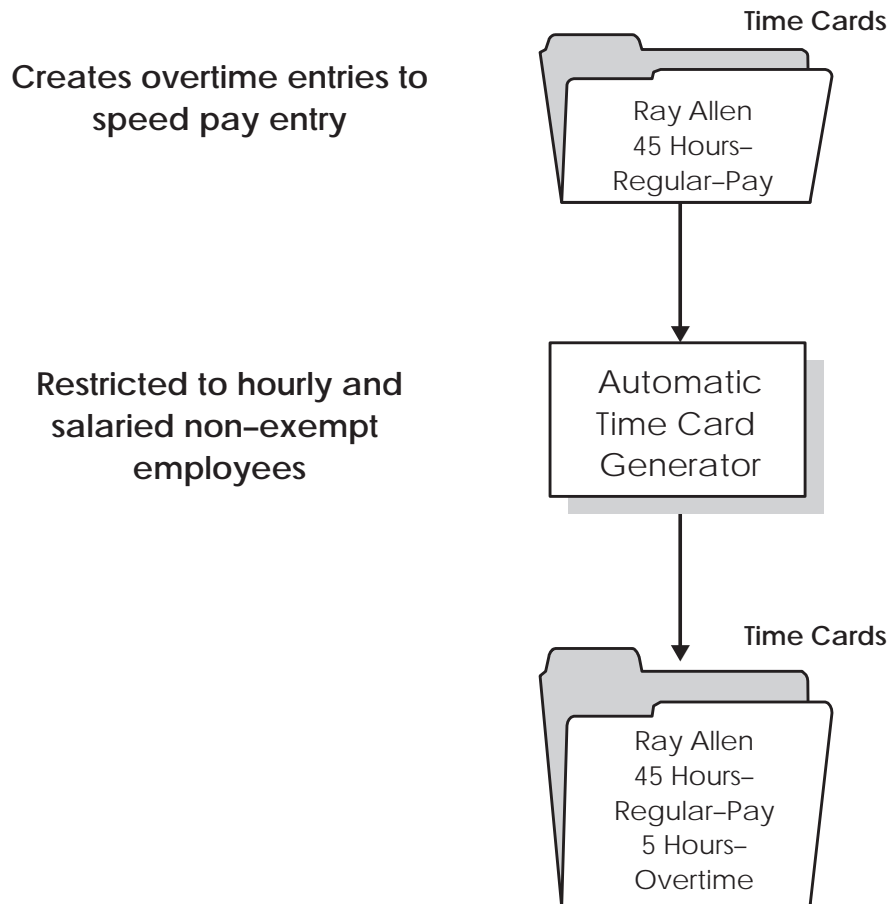
When you automatically generate overtime timecards, the system uses the timecards you enter to determine the number of overtime hours that an employee worked. The program then creates a timecard for those overtime hours. You can calculate overtime hours on a daily or weekly basis.

For example, you can enter 45 hours of regular pay for an employee. When you generate overtime automatically, the system creates a time card for 5 hours of overtime and revises the original timecard to 40 hours.

Generating overtime timecards automatically includes:

- Entering overtime information
- Reviewing the Automatic Overtime Calculation report

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



You should generate overtime timecards before you begin payroll cycle processing. You can generate overtime timecards automatically for employees who are paid on a weekly or bi-weekly basis. However, you can generate overtime timecards for only one week at a time. For example, for employees who are paid bi-weekly, you must run the Automatic Overtime Generator program twice per pay period (once per week).

The system also can calculate 8/80 overtime for bi-weekly employees.

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 enter a DREAM Writer version that specifies the employees for whom you want to generate the overtime timecards.

If you entered a version number for the Automatic Overtime Calculation report, the system prints this report when you submit the automatic timecard generator for processing. You should review this report to verify that the overtime timecards are correct.



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

### Before You Begin

- Enter timecards for employees. See *Entering Timecards by Employee*, *Entering Timecards by Job or Business Unit*, *Entering Timecards with Equipment Information*, or *Entering Timecards by Day*.
- Create versions of the DREAM Writers for the timecard generation program (P061501) and the Automatic Overtime Calculation report (P061511). See the *Technical Foundation Guide* for information about copying and changing a DREAM Writer version.

## Entering Overtime Information

You can save time and keystrokes during time entry by automatically generating timecards for employees' overtime hours. 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 enter a DREAM Writer 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.



### **To enter overtime information**

---

On Automatic Timecard Generator

The screenshot shows the 'Automatic Timecard Generator' software interface. The window title is '[061502] - Automatic Timecard Generator'. The interface includes a menu bar with 'Functions', 'Tools', and 'Help'. The main area is divided into several sections for data entry:

- Version Information:** 'Version No. for Timecard Generation' and 'Version No. for Report - P061511' are both set to 'XJDE0001'. There are also checkboxes for 'Auto Overtime Calculati' and 'Automatic Overtime Calc'.
- Pay Information:** 'Enter the type of Timecard Generation' is set to 'W Weekly'. 'Enter the pay frequency - (Weekly only)' is also set to 'W Weekly'. 'Enter Pay Type Category Codes' and 'Enter Allocation Category Codes' are both set to 'R and [ ] and [ ]'.
- Range and Hours:** 'Enter the range of dates to be used' shows 'From: 07/05/98' and 'Thru: 07/11/98'. 'Enter hours per day' has 'Regular:' and 'Overtime:' fields. 'Enter hours per week' has 'Regular: 40.00' and 'Overtime: 10.00'. 'Enter pay type number' has 'Overtime: 100' and 'Doubletime: 110'.
- Calculation and Overtime:** 'Enter the type of Re-Calculation (0/1)' is set to '0'. 'Enter the type of Automatic Overtime' has a checkbox for 'Avg. Hourly Rate'. 'If '3' Column to retrieve the rate from' is set to '1'. 'Labor Dist. Acct. - '1'=All, '1'=Last' has a checkbox. 'Overtime Account Number' has a checkbox. 'Include Posted Time Cards' is set to '0'.

At the bottom, there is a toolbar with icons for navigation and a status bar with keyboard shortcuts: 'F5=Pay Cycle', 'F6=Update/Submit', 'F8=Versions List', and 'F24=More Keys'.

1. Complete the following field:
  - Version Number for Timecard Generation
2. To specify pay information, complete the following fields:
  - Type of Timecard Generation
  - Pay Frequency
  - Pay Type Category Codes
  - Allocation Category Codes
3. To specify information used to calculate overtime, complete the following fields:
  - Range of Dates to be Used
  - Hours Per Day (if calculating daily overtime)
  - Hours Per Week (if calculating weekly overtime)
  - Pay Type Number
  - Type of Recalculation
  - Type of Automatic Overtime
  - Include Posted Timecards
4. If Type of Automatic Overtime is 3, complete the following field:
  - Column to Retrieve the Rate from
5. To specify accounting information, complete the following fields:
  - Labor Distribution Account
  - Overtime Account Number



6. Enter a DREAM Writer version for the following optional report:
  - Version Number for Report
7. To generate the timecards, submit the job for processing.

| Field                           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code – Overtime Processing Type | <p>A code that specifies the type of timecard generation processing to be executed. Valid values are:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>H Holiday Pay Calculation (inactive): In this mode a second program is called (P061506), the Holiday Table is read and holiday pay will be generated.</li> <li>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.</li> </ul> |
| Pay Frequency                   | <p>A user defined code (system 06, type PF) that indicates how often an employee is paid. Codes are:</p> <ul style="list-style-type: none"> <li>B Bi-weekly</li> <li>W Weekly</li> <li>S Semi-monthly</li> <li>M Monthly</li> <li>A Annually</li> <li>C European Annualized</li> </ul> <p>The system uses the value in the Description-2 field to calculate the amount per pay period.</p> <p>..... <i>Form-specific information</i> .....</p> <p>To generate overtime timecards automatically, you must enter W in this field.</p>                                                                                                                                                                                                                                                                                                                                        |

| Field                           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Type Category               | <p>A user defined code (system 06, type PC) that specifies the pay type categories you want to use to generate overtime. Pay type category codes provide a method for grouping different pay types. For example, you might have a pay type category for regular pay that includes three pay types.</p> <p>Enter the pay type category code that corresponds to the desired group. Standard codes are R for regular, V for overtime, and O for other. The Automatic Timecard Generator program uses the hours associated with each pay type in the group to determine an individual's overtime hours.</p> <p>To include a timecard in automatic overtime calculation, its pay types must be included in the pay type category you specify.</p> |
| Allocation Category Code        | <p>Codes that specify which pay types you want to include in the allocation of overtime. For example, overtime typically is not charged to holiday or sick time, but only to regular pay.</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Hours Worked – Overtime Per Day | <p>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.</p>                                                                                                                                                                                                            |
| Hours Worked – Regular Per Week | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| <b>Field</b>                     | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
| PDBA Code                        | <p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p>Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.</p>                                                                           |
| Pay/Deduction/Benefit Type       | A code that is used to designate the PDBA type of pay, deduction, benefit, or accrual to be used in automatic overtime generation.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Type of Recalculation            | A code that specifies whether the program will recalculate the hourly rates for the selected timecards instead of generating overtime timecards. Enter 1 in this field to recalculate hourly rates.                                                                                                                                                                                                                                                                                                                                |

| Field                       | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Automatic Overtime  | <p>A code that specifies how the overtime hourly rate is calculated. Codes are:</p> <ul style="list-style-type: none"> <li>Blank Average all the regular time timecards' hourly rates.</li> <li>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).</li> <li>2 Retrieve the hourly rate from the Employee Master table.</li> <li>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.</li> <li>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.</li> <li>5 Spread a salaried employee's salary over all the hours worked and do not generate any overtime.</li> <li>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.</li> </ul> |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Labor Distribution Accounts | <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>This code determines how the account number is derived for overtime. Valid values are:</p> <ul style="list-style-type: none"> <li>0 Use the payroll automatic accounting instructions to obtain the account numbers for the overtime timecards.</li> <li>1 Copy the account numbers from the original timecards into the overtime timecards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Field</b>             | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Include Posted Timecards | <p>A code which specifies whether the program is to include posted timecards in the allocation of overtime hours. To include posted timecards, enter 1.</p> <p>NOTE: 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> |

### What You Should Know About

**Chinese overtime** To have the system calculate Chinese overtime, enter 1 in the Type of Automatic Overtime field.

**Posted Timecards** If you include posted timecards when you use the Automatic Timecard Generator program, the system does not change original timecards. Instead, it creates 3 new timecards for each posted timecard.

For example, if you include a posted timecard for 42 regular hours, the system creates the following timecards:

- 40 Regular
- 2 Overtime
- -42 (To reverse the posted timecard)

### Reviewing the Automatic Overtime Calculation Report

If you entered a version number for the Automatic Overtime Calculation report, the system prints this 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 standard rate timecards and the overtime timecards the system automatically generated.

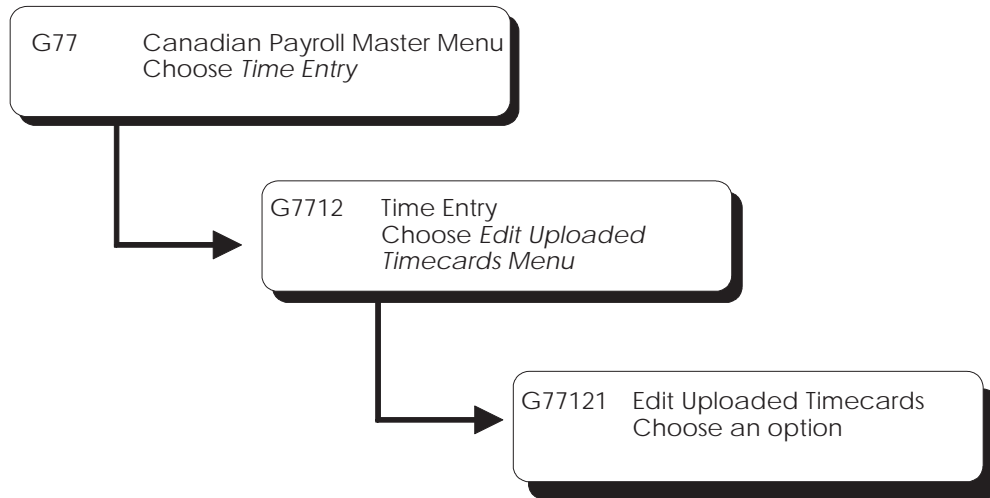
| 061511                      |                |           |          |            |         |          |     |                |             | J.D. Edwards & Company         |          | Page     | - | 2       |
|-----------------------------|----------------|-----------|----------|------------|---------|----------|-----|----------------|-------------|--------------------------------|----------|----------|---|---------|
|                             |                |           |          |            |         |          |     |                |             | Automatic Overtime Calculation |          | Date     | - | 7/03/96 |
| A Model Financial Co (Trng) |                |           |          |            |         |          |     |                |             |                                |          |          |   |         |
| Number                      | Employee Name  | Work Date | Pay Type | Union Code | Job Typ | Job Step | S h | Account Number | Hourly Rate | Hours                          | Gross    | R        |   |         |
| 2111                        | Ingraham, Paul | 07/11/98  | 1        |            | 67      | 1        |     | 701.8115       | 25.000      | 40.00                          | 1,000.00 | 1        |   |         |
| 2111                        | Ingraham, Paul | 07/11/98  | 110      |            | 67      | 1        |     | 701.8115       | 50.000      | 1.00                           | 50.00    | 1        |   |         |
| 2111                        | Ingraham, Paul | 07/11/98  | 100      |            | 67      | 1        |     | 701.8116       | 37.500      | 10.00                          | 375.00   | 1        |   |         |
|                             |                |           |          |            |         |          |     |                |             | Ingraham, Paul                 | 51.00    | 1,425.00 |   |         |
|                             |                |           |          |            |         |          |     |                |             | Corporate Administration       | 51.00    | 1,425.00 |   |         |
|                             |                |           |          |            |         |          |     |                |             | A Model Financial Co (Trng)    | 51.00    | 1,425.00 |   |         |

### Data Selection for Automatic Overtime Calculation

You must include source of pay in the data selection for the Automatic Overtime Calculation report. Do not change the value for this data selection.

## Work with Uploaded Timecard Information

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### Working with Uploaded Timecard Information

Uploaded timecard information is time entry information entered in third-party software and then transferred to the J.D. Edwards Payroll system. This type of software typically saves your payroll department time and helps reduce keying errors. The timecard information might originate from sources such as:

- A remote PC time entry program
- Custom systems
- Electronic Data Interchange (EDI) transactions

If you are using third-party software for time entry, you edit the uploaded timecard information and use it to create timecards in the Payroll system. You can then include those timecards in payroll cycle processing to prepare the employees' pay.

Working with uploaded timecard information includes:

- Revising uploaded timecard information
- Reviewing the Payroll Batch File Register

- Creating a Version of the Payroll Batch Server
- Creating timecards from uploaded information
- Purging processed payroll batches

The timecard information you upload is stored in the Employee Transactions Batch table (F06116Z1) until you process it. Once the uploaded timecard information is processed, the system moves it to the Employee Transactions Detail table (F06116) with all other time entry information.

Before you create timecards from uploaded information, you can review the records in the table to verify that they are correct. If you find an error, you can easily make the necessary corrections.

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

Before you can create timecards from uploaded information, you must create a version of the Payroll Batch Server that contains the processing options you want to use to process the timecards.

After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards in the Payroll system. Once you create the timecards, the uploaded batches are processed. You can then include those timecards in payroll cycle processing.

After you create the timecards in Payroll, you can purge the Employee Transactions Batch table of the processed batches. When you purge this table, you conserve computer disk space and make it easier to locate unprocessed batches.

### Before You Begin

- Upload timecard information into the Payroll system.

## Revising Uploaded Timecard Information

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

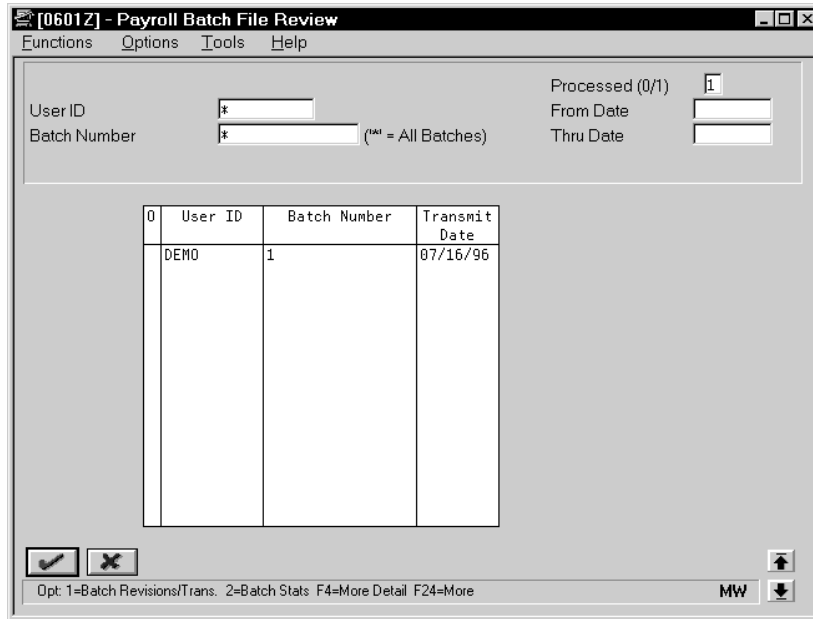
Payroll Batch Revisions allows you to enter and update transactions in the Employee Transactions Batch table (F06116Z1). Later, when you run the Payroll Batch File Processing program (P06110Z), the system creates timecards in the Employee Transactions Detail table (F06116).



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

► **To revise uploaded timecard information**

On Payroll Batch File Review



1. Complete the following fields:
  - Processed (0/1) [EDI – Successfully Processed]
  - User ID (EDI – User ID)
  - Batch Number (EDI – Batch Number)
2. Complete one or more of the following optional fields:
  - From Date
  - Thru Date

The system displays all uploaded timecard batches that match your search criteria.

If the User ID displays in highlight, the batch has been processed.

3. Access the fold area to see the number of lines in each batch.

**[0601Z] - Payroll Batch File Review**

Functions Options Tools Help

User ID: \* [ ] Processed (0/1) 1  
 Batch Number: \* [ ] (\*\* = All Batches) From Date: [ ]  
 Thru Date: [ ]

| 0     | User ID | Batch Number | Transmit Date |
|-------|---------|--------------|---------------|
|       | DEMO    | 1            | 07/16/96      |
| Lines | 1       |              |               |
|       |         |              |               |
|       |         |              |               |
|       |         |              |               |

Opt: 1=Batch Revisions/Trans. 2=Batch Stats F4=More Detail F24=More MW

4. 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.

See *Entering Timecards by Employee* or *Entering Timecards by Job or Business Unit*.

**[0601Z1] - Batch File Revisions by Indiv**

Functions Options Tools Help

\*\* Batch Control \*\*  
 User ID: DEMO User Batch: 1

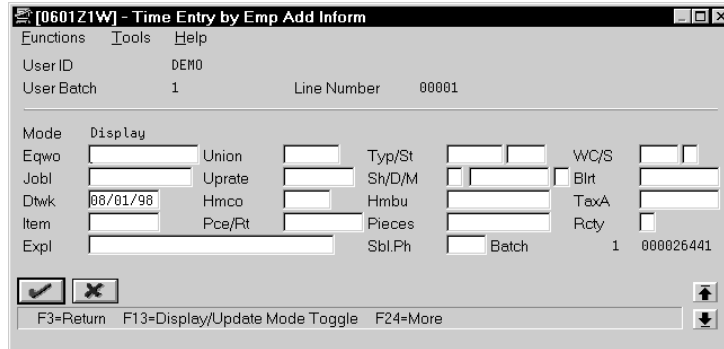
\*\* Transaction Information \*\*  
 LS Amount  
 Hours

Easter, Melvyn  
 Employee/Date/Batch: 6000 / 08/01/98 / 1

| Pay | Hours | Account Number | Ovr/Rt | LS Amt | Subldgr | T | 0 |
|-----|-------|----------------|--------|--------|---------|---|---|
| 1   | 40.00 |                |        |        |         |   |   |

Opt: 9=Dlt F6=Format Toggle F10=Accrual Inq F16=Batch Totals F24=More MW

5. On the batch file revisions form, you can add, change, or delete records in an unprocessed batch.
6. To review detail information for an employee, position the cursor on the employee's record line.
7. Access the fold area.



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

Enter corrections or override information only. The server fills in blank fields during the processing program.

10. Return to Payroll Batch Revisions to review and revise another batch.

| Field                        | Explanation                                                                                                                                                                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EDI – Successfully Processed | 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.<br><br>Valid values are:<br>0 Unprocessed only<br>1 Processed and unprocessed |
| EDI – User ID                | The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.                                                                          |
| EDI – Batch Number           | The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.                                                                                     |

## What You Should Know About

**Review printed information**

Alternately, you can print the Batch File Register to review the uploaded timecard information before it is processed. After reviewing the printed information, you can make revisions.

See also *Reviewing the Payroll Batch File Register*.

**Revising processed information**

You cannot use Payroll Batch File Review and Revisions to revise processed batches. Instead, use the regular Time Entry forms.

**Batch numbers**

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 Payroll system timecards.

## Processing Options for Payroll Batch File Revisions/Review

**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.

\*NOTE: If in Time Entry by Individual and you enter a blank Account Number, the Job Worked field will not be updated with blanks.

## Reviewing the Payroll Batch File Register

After you revise uploaded timecard information, you should review the Payroll Batch File Register to verify that the timecards are correct. This report is similar to the Time and Pay Register that you print after you manually enter timecards.

### See Also

- *Reviewing the Time and Pay Register (P063001)* for information about this report

## Creating a Version of the Payroll Batch Server

Before you can create timecards from uploaded information, you must create a version of the Payroll Batch Server that contains the processing options you want to use to process the timecards. You specify this version in the processing options for payroll batch file processing (P06110Z).

Payroll Batch Server is a DREAM Writer program (XT0611621). You cannot run this DREAM Writer program from the menu or from the DREAM Writer processing form.

Typically, you create a version of this program only once, and reuse the version each time you create timecards from uploaded information.

## Processing Options for Payroll Batch Server

### PAY RATES:

1. If you wish to use the Employee Occupational Pay Rate Table enter an (E). If you wish to use the Union Table enter a (U). If left blank, neither will be used.

\_\_\_\_\_

### PAY TYPES:

2. If you selected Occupational Pay Rates, enter the pay type for Regular Pay.
3. If you selected Union Rates, enter the pay type to be used for each of the following categories:
  - Regular - \_\_\_\_\_
  - Overtime - A \_\_\_\_\_
  - Doubletime - 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

\_\_\_\_\_

## Creating Timecards from Uploaded Information

After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards in Payroll. You can then include those timecards in payroll cycle processing. Employees must have timecards to get paid.

You use the payroll batch file processing to:

- Edit the uploaded transactions against other constants tables in the payroll system
- Create the timecards

This process transfers the uploaded information from the Employee Transactions Batch table (F06116Z1) to the Employee Transactions Detail table (F06116).

► **To create timecards from uploaded information**

On Payroll Batch File Processing

| 0 | Version  | Description                   | User | Chg Date |
|---|----------|-------------------------------|------|----------|
|   | XJDE0001 | Payroll Batch File Processing | DEMO | 04/18/95 |

Opt: 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 6=Repair 9=DLT

1. Run a version.

The system displays the processing options for the version.

2. Set the processing options to process the batch in proof mode.

The system prints the Employee Transaction Update and Transaction Errors reports without updating the Employee Transactions Detail table (F06116).

3. Use Payroll Batch File Revisions to correct any errors that print on the Transaction Errors report.

See *Revising Uploaded Timecard Information*.

4. On Payroll Batch File Processing, run the version again.
5. Set the processing options to process the batch in final mode.

The system prints the Employee Transaction Update report and the Transaction Errors report. If there are no errors on the Transaction Errors report, the system creates timecards in the Employee Transactions Detail table (F06116). If there are errors on the report, the system does not create any timecards.

## Processing Options for Payroll Batch File Processing

### **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.

## Purging Processed Payroll Batches

After you create payroll timecards, you should purge the processed batches. Purging batches conserves disk space and makes it easier to locate unprocessed batches. You can use either of the following methods to purge batches:

- Set the processing option for creating timecards to purge processed information automatically.
- Use the Payroll Batch File Purge utility to purge processed batches.

When you purge processed batches, the system removes records from the Employee Transactions Batch table (F06116Z1), or you can specify that the system save them to a special purge library.

### See Also

- *Creating Timecards from Uploaded Information (P06110Z)*

### **To purge processed batches**

---

On Payroll Batch File Purge, specify the processing options.



## What You Should Know About

**Saving purged records** When you save purged records, the system creates a new physical file in a special purge library. The name of the library is JDE followed by the current date. For example, if you purged the batch table on January 31, 1998, the system creates a file in a library called JDE013198. If you purge two tables on the same date, the records from both purged tables are saved in the same library.

In addition, you can reorganize the purged tables after the purge process.

## Processing Options for Payroll Batch File Purge

**SAVE PURGED RECORDS:**

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

\_\_\_\_\_

**REORGANIZE FILE:**

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

\_\_\_\_\_



# Payroll Cycle

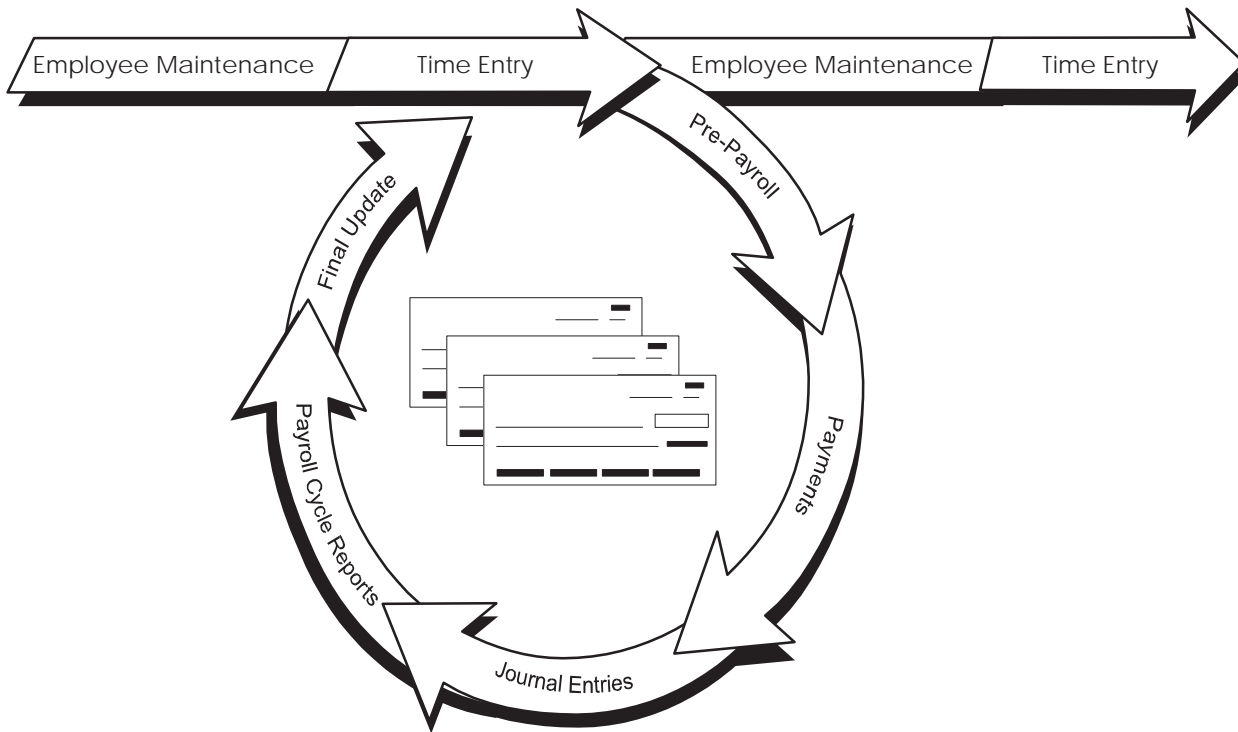
## Objectives

- To process employees through a payroll cycle

## About the Payroll Cycle

The payroll cycle is a process you complete to pay your employees. The payroll cycle consists of the following five steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update



Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You use pre-payroll processing to create the workfiles that the system needs to produce payments and reports. Payments are the forms that employees receive when they are paid. You can set up employees to receive automatic deposit advice slips, paychecks, and payslips. You print reports to verify that payroll information is correct.

You create the pro forma journal entry workfile to prepare the journal entries for posting to the general ledger.

You can print payroll cycle reports at any time after pre-payroll and before final update.

Final update is the last step in the payroll cycle. You use final update to update employees' transaction, tax, and check history, and to create actual journal entries from the pro forma entries. After you run final update, you cannot change information related to that payroll. The system allows you to automatically post journal entries during final update.

When you encounter errors prior to final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it.

Processing the payroll cycle includes the following tasks:

- Processing pre-payroll
- Reviewing payroll cycle information
- Working with payments
- Resetting payroll cycle steps
- Processing pro forma journal entries
- Working with payroll cycle reports
- Processing final update
- Working with journal entries
- Correcting errors in pre-payroll processing

### **How Does the Payroll Cycle Use the Payroll ID?**

The payroll cycle is driven by a payroll ID and a DREAM Writer version. You must set up a payroll ID and attach it to a DREAM Writer version that selects employees to be paid. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. You use the same

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payroll ID for all steps of the payroll cycle. You can also use different payroll IDs and DREAM Writer versions to process multiple payrolls simultaneously.

## **Working with Locked Out Employees**

To manage payroll processing and prevent anyone from changing current payroll information for included employees, the pre-payroll program initiates a payroll lockout condition for all employees included in the pre-payroll DREAM Writer. If you locate an employee who is included in a payroll, the system displays a warning message.

Once lockout is established, it remains in effect until the final update is complete. During lockout, only the person who submitted pre-payroll can update any of the records of employees included in the pre-payroll, with the exception of timecards.

If an employee is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is cleared either by normal completion of the final update or by running a reset.

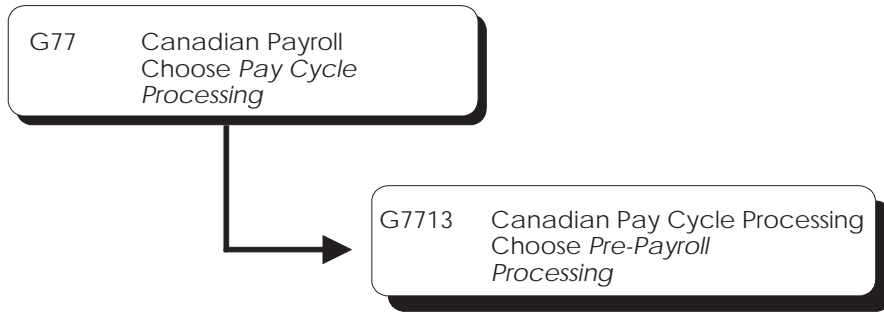
### **See Also**

- *Resetting the Payroll ID (P06217)*



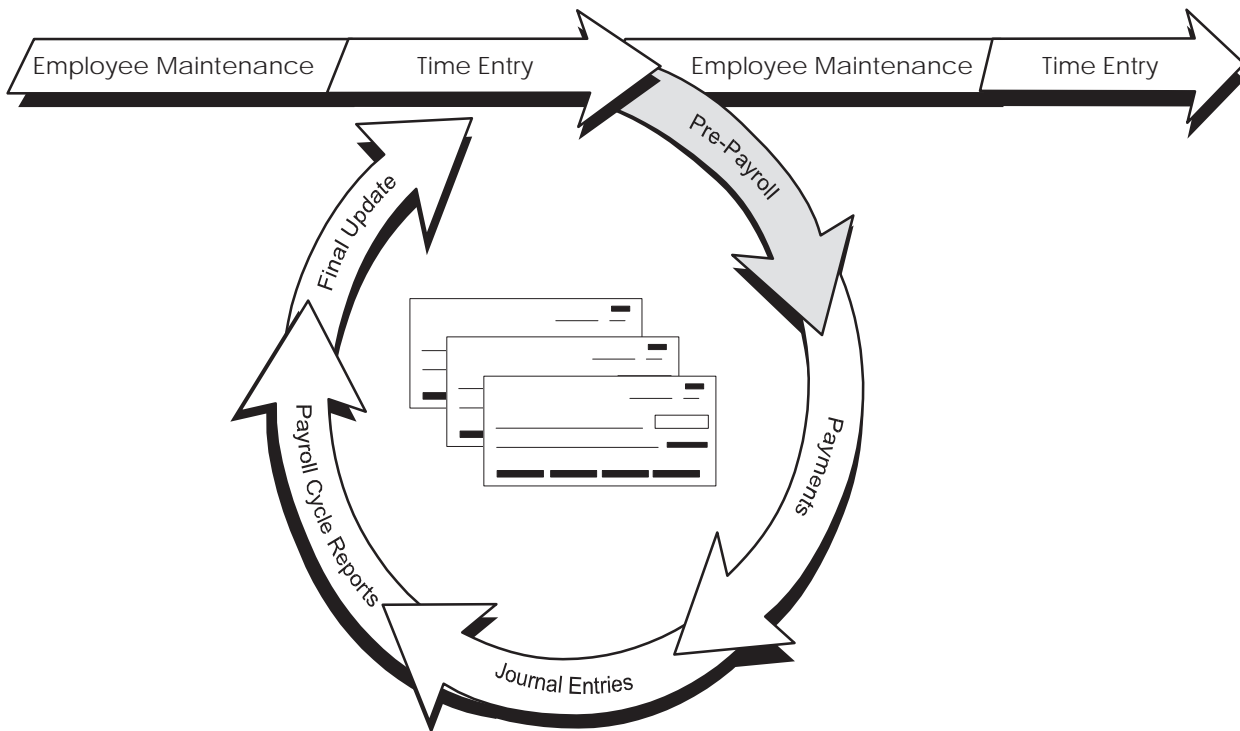
# Process Pre-Payroll

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## Processing Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.



Payroll Cycle

You use pre-payroll processing to:

- Specify the employees to include in a payroll cycle.
- Generate timecards for employees who are set up for autopay. Autopay employees are those for which you do not need to enter timecards for regular pay.
- Process timecards entered for the pay period.
- Calculate gross-to-net pay for employees.
- Create the workfiles that the system needs to produce payments and reports.
- Print reports listing PDBAs, taxes withheld, and any unique overrides used in the calculations.

To begin pre-payroll processing, you must enter a payroll ID and submit it for processing. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle.

After you process pre-payroll, you should review the reports that printed to verify that the information is correct.

If your pre-payroll reports identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called *changes only pre-payroll processing*.

Complete the following tasks:

- Enter a payroll ID
- Review pre-payroll reports
- Process changes only pre-payroll (as needed)

### Before You Begin

- Enter new and updated employee information, such as new hire information, pay increases, and so on. See *Entering Employee Information*.
- Print a roster to review job and pay information for current employees. See *Verifying Employee Information*.
- Enter timecards for employees whose timecards are not automatically generated. See *Entering Timecards by Employee*.



- Set up versions of the payroll cycle reports. You typically set up these reports only once, and reuse them each payroll cycle. See *Setting Up Payroll Cycle Reports*.
- Create a DREAM Writer version for pre-payroll processing. You typically create a version only once, and reuse it each payroll cycle. See the *Technical Foundation Guide* for information on creating a DREAM Writer version.

### See Also

- *Appendix A — Technical Overview of Payroll Cycle* in the *Payroll Volume 2 Guide* for information on the tables affected by pre-payroll processing

## Entering a Payroll ID

To begin pre-payroll processing, you must enter a payroll ID. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. The payroll ID also identifies the DREAM Writer version that you use to choose employees and process them through the payroll cycle. You use this ID when you run all subsequent steps in the payroll cycle.

To enter a payroll ID, you can either:

- Create a new payroll ID
- Choose an existing payroll ID

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional IDs for processing special groups of employees, such as only those receiving interim checks or a special bonus payroll.

After you create a payroll ID, you can choose it again in subsequent pay periods to process payroll for that group of employees.

### Creating a New Payroll ID

You must create a new payroll ID when you process payroll for a selected group of employees for the first time.

When you create a payroll ID, you must assign a unique DREAM Writer version to it. You use this version to choose the employees to include in that payroll cycle. A DREAM Writer version can be assigned to only one payroll ID. If no suitable DREAM Writer version exists, you can add a new version when you create the new payroll ID.



Make sure that the version you specify is not already assigned to another payroll ID. The system checks for duplicate DREAM Writer assignments.

When you create a new payroll ID, you specify the pay period information that the system needs to process the payroll cycle. You also specify the reports you want to print during pre-payroll.

In addition to entering the basic information you need to process pre-payroll, you can enter additional parameters such as:

- A minimum payment amount
- Job step progression information

### See Also

- *Technical Foundation Guide* for information on creating, running, copying, and changing a DREAM Writer version



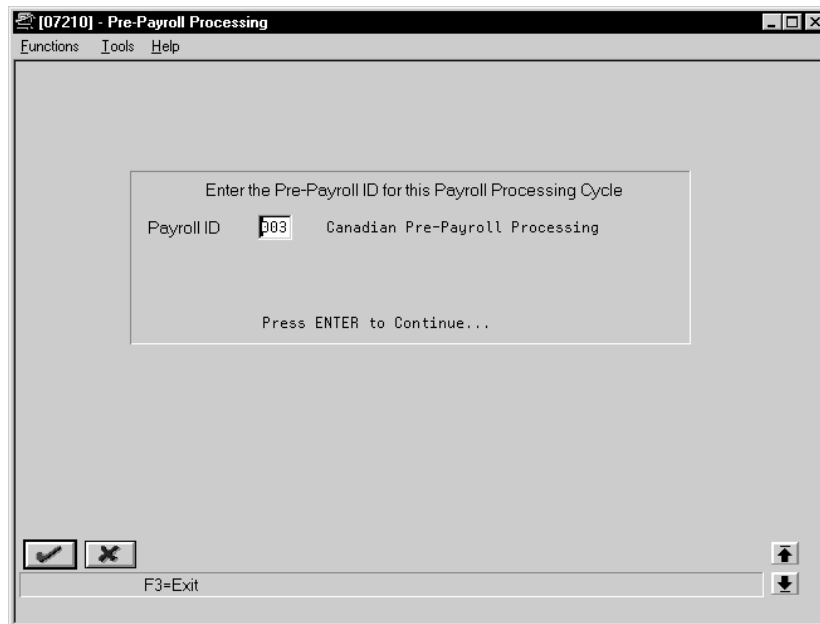
### Exercises

See the exercises for this chapter.

▶ **To create a new payroll ID**

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On the first Pre-Payroll Processing form



1. Complete the following field:

- Payroll ID

The system displays the second Pre-Payroll Processing form.

The screenshot shows a window titled "[07210] - Pre-Payroll Processing" with a menu bar containing "Functions", "Tools", and "Help". Below the menu bar, there are two input fields: "Year" with the value "96" and "Version" with the value "KJDE0003".

Below these fields are three tabs: "Pay Cycle Information:", "Detail Information:", and "Report Selection:". The "Pay Cycle Information:" tab is active and contains the following fields:

|                            |                          |                                |
|----------------------------|--------------------------|--------------------------------|
| Payroll ID                 | 003                      | Canadian Pre-Payroll Processin |
| Pay Cycle Code             | <input type="text"/>     | Biweekly                       |
| Pay Period Ending Date     | <input type="text"/>     | * Pay Cycle Count = 9          |
| Type of Processing         | <input type="checkbox"/> | Full Pre-Payroll               |
| Country Code               | <input type="text"/>     | Canada                         |
| Fiscal/Anniv. Rollover     | <input type="text"/>     |                                |
| Process Step Prog. History | <input type="checkbox"/> |                                |

At the bottom of the window, there are several icons and a status bar. The status bar contains the text: "F6=Submit Job F10=Cycle Constants F15=Unprotect Fields MW".

2. Complete the following field to assign a DREAM Writer version to the payroll ID:
  - Version
3. Complete the following field:
  - Pay Cycle Code
4. Use the Cycle Constants function.

The system displays the Master Pay Cycles form.

**[069061] - Master Pay Cycles**

Functions Options Tools Help

Pay Cycle Code:  Biweekly  
 Date - YR:   
 Skip to YTD No:

| O<br>P | YTD<br>No | MO | Descr    | Ending<br>Date | Check Date | Pay Prds to Calc |   |   |   |   | Intgry<br>Prd |
|--------|-----------|----|----------|----------------|------------|------------------|---|---|---|---|---------------|
|        |           |    |          |                |            | W                | B | S | M | A |               |
| 1      | 01        | 01 | January  | 01/03/98       | 01/09/98   | 1                |   |   |   |   | 1             |
| 2      | 01        | 01 | January  | 01/17/98       | 01/23/98   | 2                |   |   |   |   | 2             |
| 3      | 02        | 02 | February | 01/31/98       | 02/06/98   | 1                |   |   |   |   | 1             |
| 4      | 02        | 02 | February | 02/14/98       | 02/20/98   | 2                |   |   |   |   | 2             |
| 5      | 03        | 03 | March    | 02/28/98       | 03/06/98   | 1                |   |   |   |   | 1             |
| 6      | 03        | 03 | March    | 03/14/98       | 03/20/98   | 2                |   |   |   |   | 2             |
| 7      | 04        | 04 | April    | 03/28/98       | 04/03/98   | 1                |   |   |   |   | 1             |
| 8      | 04        | 04 | April    | 04/11/98       | 04/17/98   | 2                |   |   |   |   | 2             |
| 9      | 05        | 05 | May      | 04/25/98       | 05/01/98   | 1                |   |   |   |   | 1             |
| 10     | 05        | 05 | May      | 05/09/98       | 05/15/98   | 2                |   |   |   |   | 2             |

Opt: 4=Return w/ Date 6=Ovrd Date Edits 9=Delete F8=Dup Cycle F24=More

- On Master Pay Cycles, use the Return with Date option to choose a pay period for the payroll cycle.

The system displays the second Pre-Payroll Processing form again. The form displays the dates that correspond to the pay period you selected.

**[07210] - Pre-Payroll Processing**

Functions Tools Help

Year:  Version:

Pay Cycle Information: | Detail Information: | Report Selection:

|                            |                                       |                                |
|----------------------------|---------------------------------------|--------------------------------|
| Payroll ID                 | 003                                   | Canadian Pre-Payroll Processin |
| Pay Cycle Code             | <input type="text" value="BW"/>       | Biweekly                       |
| Pay Period Ending Date     | <input type="text" value="04/11/98"/> | * Pay Cycle Count = 9          |
| Type of Processing         | <input type="text" value="1"/>        | Full Pre-Payroll               |
| Country Code               | <input type="text" value="CA"/>       | Canada                         |
| Fiscal/Anniv. Rollover     | <input type="text"/>                  |                                |
| Process Step Prog. History | <input type="checkbox"/>              |                                |

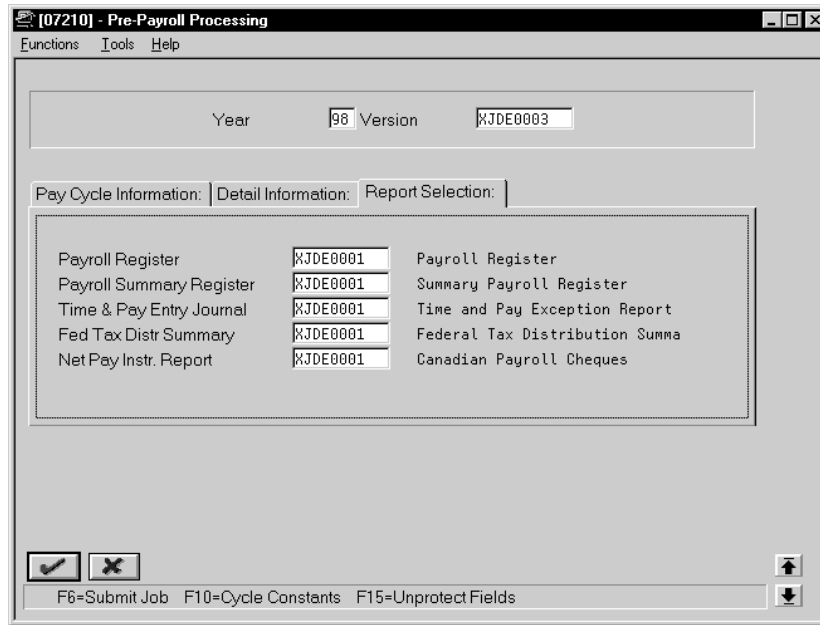
F6=Submit Job F10=Cycle Constants F15=Unprotect Fields MW

- On the Pay Cycle Information tab, review following fields:

- Year
- Pay Cycle Code

- Pay Period Ending Date
  - Type of Processing
  - Country Code
7. To process fiscal and anniversary rollovers during the payroll cycle, enter a DREAM Writer version in the following field:
    - Fiscal/Anniversary Rollover
  8. To process step progression history during the payroll cycle, complete the following field:
    - Process Step Progression History
  9. For WorldVision, choose the Detail Information tab.

10. On the Detail Information tab, review the following fields:
  - Work Dates (Date – Beginning Effective, Date – Ending Effective)
  - Cheque Date (Date – Pay Check)
  - Period Number
  - Company Number
  - Pay Cycle Group Code
  - Bank Account Number
  - Minimum Check Amount
  - Denomination Minimum
  - Process Calendar Month Basis DBAs
11. For WorldVision, access the Report Selection tab.



12. On the Report Selection tab, enter a DREAM Writer version for the following required report:
  - Net Pay Instructions
13. Enter a DREAM Writer version for at least one of the following reports:
  - Payroll Register
  - Summary Payroll Register



You must print at least one of these two reports. If you do not enter a version number for either report, the system prints the default version (XJDE0001) of the Payroll Register.

14. Enter a DREAM Writer version for the following optional reports:
  - Time and Pay Entry Journal
  - Federal Tax Distribution Summary
15. Submit the job for processing.

For subsequent payrolls, the pay cycle you defined is saved and protected from changes.

The system prints the reports for which you entered DREAM Writer versions.

For samples of these reports, see *Reviewing Pre-Payroll Reports*.

| Field                      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll ID                 | This is the ID you use to process each step of the payroll cycle. When you are processing payroll, a library is created that holds all of the tables necessary for that specific payroll cycle. The library is named PAYRLxxx, where xxx is the ID for the payroll.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date – YR                  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                |
| Pay Cycle Code             | <p>A code that specifies the group of employees to be processed in a single payroll cycle, as entered in Valid Pay Cycles.</p> <p>..... <i>Form-specific information</i> .....</p> <p>After you enter a code in this field, access the master pay cycles to load the pay period ending date, work and check dates, standard hours for that pay period, and period numbers used to calculate DBAs. In subsequent payroll cycles, the system automatically completes these fields. The next time you run this payroll ID, you see values for the next pay period.</p>                                                                                                 |
| Date – Pay Period Ending   | <p>The date which corresponds to the end of a processing period (pay period, month, quarter or year).</p> <p>..... <i>Form-specific information</i> .....</p> <p>If the pay period ending date is on or before the 6th of the month, and you want to calculate the monthly values for DBAs with a basis of C, the system uses the prior month's amount from the Payroll Transactions History table (F0618). If the pay period ending date is after the 6th, the system calculates the DBAs using the current month's amount from the Payroll Transactions History table, plus the current timecard amount from the Employee Transactions Detail table (F06116).</p> |
| Type of Processing         | A code that indicates the kind of pre-payroll processing that you want to submit. Once a regular pre-payroll processing has been run (types 1, 3, 5, or 7) this field is automatically set to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run a changes only pre-payroll processing. The system edits the field against the Processing Type Codes user defined table (06/ST).                                                                                                                                                                                                                                                 |
| Date – Beginning Effective | The first date in a range of dates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date – Ending Effective    | The last date in a range of dates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Field</b>                    | <b>Explanation</b>                                                                                                                                                                                                                                                                                       |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date – Pay Check                | The date associated with the various types of net pay instructions. This date can be related to a payroll check, a bank deposit advice, a payslip (cash), or a claim reimbursement.                                                                                                                      |
| Pay Period Number – Weekly      | The number of the pay period, within the month, for employees being paid on a weekly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.      |
| Pay Period Number – Biweekly    | The number of the pay period, within the month, for employees being paid on a biweekly basis. This value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.   |
| Pay Period Number – Semimonthly | The number of the pay period, within the month, for employees being paid on a Semimonthly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle. |
| Pay Period Number – Monthly     | The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.                                                                                  |
| Pay Period Number – Annually    | The number of the pay period used in conjunction the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.                                                                                       |
| Pay Period Number – Other       | The number of the pay period used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.                                                                                  |

### What You Should Know About

**Creating a new payroll ID**

The Payroll system can contain only one PAYRLxxx library, which stores the payroll ID workfiles, at one time. To avoid overwriting IDs, J.D. Edwards recommends that you reserve IDs 001 through 799 for your production environment, IDs 800 through 899 for your test environment, and, for U.S. Payroll only, IDs 900 through 999 for interactive update of interims.



|                                    |                                                                                                                                                                                                                                                                                                                                |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deleting a payroll ID</b>       | <p>If you delete a payroll ID, you can reassign its DREAM Writer version to another payroll ID.</p> <p>See <i>Resetting the Payroll ID</i> for information on deleting a payroll ID.</p>                                                                                                                                       |
| <b>Subsequent payrolls</b>         | <p>Pay cycle and detail information is saved and protected from change for subsequent payrolls. You must use the Unprotect function if you want to make any changes.</p>                                                                                                                                                       |
| <b>Paying terminated employees</b> | <p>To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll DREAM Writer version. The pre-payroll process selects only those terminated employees whose termination dates are on or after the pay period beginning date.</p>                    |
| <b>Print Paycheques version</b>    | <p>The version number you enter for the Print Paycheques report must match the version numbers that control other types of payments, such as cheques, auto deposits, payslips, attachments, and the cheque register.</p> <p>See <i>Setting Up Payroll Cycle Reports</i> for more information on setting up these versions.</p> |
| <b>Joblogs</b>                     | <p>The system creates joblogs for every step of the payroll cycle except print payments. A joblog does not necessarily indicate that there is a problem. However, you should check the user messages for the message, Completed Successfully.</p>                                                                              |
| <b>Inactive field</b>              | <p>The Accelerate Submission field is currently inactive.</p>                                                                                                                                                                                                                                                                  |
| <b>Standard hours</b>              | <p>The second Pre-Payroll Processing form displays the number of hours for which autopay employees will be paid.</p>                                                                                                                                                                                                           |

### See Also

- *Processing Fiscal and Anniversary Rollovers (P07210)*
- *Creating a Payroll ID that Uses Step Progression (P07210)*
- *Technical Foundation Guide* for information on creating, running, copying, and changing a DREAM Writer version

### Data Selection for Pre-Payroll

When you add a new pre-payroll DREAM Writer version, do not include an employee in more than one payroll cycle. When this happens, the employee will be included in only the first payroll ID you process.

J.D. Edwards recommends that you include pay status in your data selection.

### Data Sequence for Pre-Payroll

The DREAM Writer versions for the Payroll Register and Summary Payroll Register must have the same data sequencing as the DREAM Writer version for pre-payroll (P06210 – U.S., P07210 – Canada), although they do not have to include the Payroll Lockout ID. The pre-payroll version stores the lockout ID for all payroll reports. The data sequence of the pre-payroll version controls the order in which both payroll registers print data.



The Payroll Lockout ID must be the first data sequence parameter the DREAM Writer version (P06210 – U.S., P07210 – Canada).

### Choosing an Existing Payroll ID

You do not need to create a new payroll ID each time you process a payroll cycle. After you create a payroll ID, you use it again in subsequent pay periods to process payroll for that group of employees.

When you choose an existing payroll ID, a DREAM Writer version is already assigned to it. You can enter a different DREAM Writer version, if that version is not assigned to another payroll ID.

You also can change the parameters for an existing payroll ID. For example, you might need to choose additional reports to print.

#### **▶ To choose an existing payroll ID**

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On the first Pre-Payroll Processing form

1. Complete the following field:
  - Payroll ID

The system displays the second Pre-Payroll Processing form.

2. On the second Pre-Payroll Processing form, make any necessary revisions and press Enter.
3. Submit the job for processing.

The system prints the reports for which you entered DREAM Writer versions.

For samples of these reports, see *Reviewing Pre-Payroll Reports*.

## Reviewing Pre-Payroll Reports

After you process pre-payroll, but before you print payments, you should review the reports you printed to verify that the information is accurate.

Reviewing pre-payroll reports includes:

- Reviewing payroll registers
- Reviewing time and pay entry reports
- Reviewing the Federal Tax Distribution Summary report
- Reviewing payment reports
- Reviewing the Terminated Employees Being Paid report

### What You Should Know About

#### Printing reports

If you need to reprint any of the pre-payroll reports, you can print them from the Reports Only menu selection. For more information, see *Printing Payroll Cycle Reports*.

### See Also

- *Reviewing the Fiscal and Anniversary Rollover Report (P063903)*, if you processed fiscal and anniversary rollovers

### Reviewing Payroll Registers

You must print at least one of the following payroll register reports:

- Payroll Register
- Summary Payroll Register

If you did not enter a version for the Payroll Register or Summary Payroll Register report, the system prints the default version (XJDE0001) of the Payroll Register.

Reviewing payroll registers includes:

- Reviewing the Payroll Register
- Reviewing the Summary Payroll Register

### See Also

- *Correcting Errors in Pre-Payroll Processing (P07210)* for information about correcting errors listed on the Payroll Register reports.

### Reviewing the Payroll Register

Use the Payroll Register to verify that the system correctly calculated employees' gross-to-net amounts and that the correct employees are being paid. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company
- Check control numbers

**Check control number** A system-assigned number you can use to help track your actual payment numbers. The system also uses this number to complete all the necessary account reversals when you void a payment and to track journal entries. The check control number is particularly important because the system cannot track your actual payment numbers.

J.D. Edwards recommends that you run the register again during the payroll cycle reports step in order to review the actual payment numbers that the report includes at that time.

A warning prints on the report when the total gross amount minus the deductions printed on the report does not equal the total net amount.

| 063012                                     |                   | J.D. Edwards & Company |        |                  |                   |            | Page - 1          |                  |           |                |
|--------------------------------------------|-------------------|------------------------|--------|------------------|-------------------|------------|-------------------|------------------|-----------|----------------|
| Company - 00077 A Model Canadian Payroll C |                   | Payroll Register       |        |                  |                   |            | Date - 6/25/96    |                  |           |                |
| BU - 707 Corporate Administration          |                   |                        |        |                  |                   |            | Period - 04/11/98 |                  |           |                |
|                                            |                   |                        |        |                  |                   |            | Intrm User-       |                  |           |                |
| Employee                                   | Type              | Earnings               | Hours  | Rate             | Curr. Amt         | YTD Amount | Type              | Deduction        | Curr. Amt | YTD Amount     |
| 256-136-888                                | 7701 001 Regular  |                        | 0.80   | 11.250           | 9.00              | 9.00       | **                | Gross Wages      | 10.08     | 10.08          |
| Anthony Holiday                            | 7720 H&W - Canada |                        |        |                  | 0.40              | 0.40       |                   | CAN FED          |           | 1,735.70       |
|                                            | 7770 BC Medical   |                        |        |                  | 70.00             | 70.00      |                   | CAN CPP          |           | 223.22         |
|                                            | 7780 Vacation Pay |                        |        |                  | 1.08              | 1.08       |                   | CAN UIC          | 1.82      | 271.25         |
|                                            | *** Total:        |                        | 0.80   | Gross:           | 10.08             | 10.08      |                   | 7706 Dental Fam  | 8.26      | 8.26           |
|                                            |                   |                        |        | Taxbl:           | 80.48             | 80.48      |                   | *** Total Ded's  | 10.08     |                |
| Route:                                     | Ck Cntrl #:       |                        | 171483 |                  |                   |            |                   | ** Net Pay **    |           |                |
| 184-560-670                                | 7702 001 Regular  |                        | 0.80   | 12.350           | 9.88              | 9.88       | **                | Gross Wages      | 11.16     | 11.16          |
| Derrick, Leslie                            | 7720 H&W - Canada |                        |        |                  | 0.40              | 0.40       |                   | CAN FED          | 20.00     | 9,109.27       |
|                                            | 7780 Vacation Pay |                        |        |                  | 1.28              | 1.28       |                   | CAN CPP          |           | 661.22         |
|                                            |                   |                        |        |                  |                   |            |                   | CAN UIC          | 0.45-     | 293.55         |
|                                            | *** Total:        |                        | 0.80   | Gross:           | 11.16             | 11.16      |                   | 9997 Overpayment | 8.39-     | 8.39-          |
|                                            |                   |                        |        | Taxbl:           | 11.56             | 11.56      |                   | *** Total Ded's  | 11.16     |                |
| Route:                                     | Ck Cntrl #:       |                        | 171491 |                  |                   |            |                   | ** Net Pay **    |           |                |
| 481-560-670                                | 7703 001 Regular  |                        | 80.00  | 27.179           | 2,038.46          | 2,038.46   | **                | Gross Wages      | 2,038.46  | 2,038.46       |
| Bellas, Debbie                             | 7701 RRSP Co.     |                        |        |                  | 50.96             | 50.96      |                   | CAN FED          | 399.61    | 4,905.08       |
|                                            | 7705 Dental/Co.   |                        |        |                  | 8.64              | 8.64       |                   | CAN CPP          | 66.21     | 602.91         |
|                                            | 7740 CarAllowCAN  |                        |        |                  | 410.00            | 410.00     |                   | CAN UIC          | 0.45-     | 344.55         |
|                                            | 7785 Salary Vac   |                        |        |                  | 305.77            | 305.77     | 7700              | RRSP             | 101.92    | 101.92         |
|                                            | *** Total:        |                        | 80.00  | Gross:           | 2,038.46          | 2,038.46   |                   | *** Total Ded's  | 567.29    |                |
|                                            |                   |                        |        | Taxbl:           | 2,346.54          | 2,346.54   |                   |                  |           |                |
|                                            | Ck Cntrl #:       |                        | 171504 |                  |                   |            |                   |                  |           |                |
|                                            |                   |                        |        | - 1 Auto Deposit |                   |            |                   | Document Amt     | 1,421.17  |                |
|                                            |                   |                        |        | - 2 Auto Deposit |                   |            |                   | Document Amt     | 50.00     |                |
| Route:                                     | Ck Cntrl #:       |                        | 171504 |                  |                   |            |                   | ** Net Pay **    | 1,471.17  |                |
| 652-136-888                                | 7704 001 Regular  |                        | 80.00- | 22.369           | 1,789.52-         | 1,789.52-  | **                | Gross Wages      | 1,789.52- | 1,789.52-      |
| Rivard, Jacques                            | 4800 Earnings     |                        |        |                  | 1,789.52-         | 1,789.52-  |                   | CAN FED          | 185.03-   | 1,800.67       |
|                                            | 7701 RRSP Co.     |                        |        |                  | 26.85-            | 26.85-     |                   | QPP              | 42.24-    | 389.51         |
|                                            | 7775 QHIP         |                        |        |                  | 67.11-            | 67.11-     |                   | CAN UIC          | 44.70-    | 298.20         |
|                                            | 7785 Salary Vac   |                        |        |                  | 268.43-           | 268.43-    |                   | Quebec Provi     | 238.01-   | 2,400.34       |
|                                            |                   |                        |        |                  |                   |            |                   | 7700 RRSP        | 53.69-    | 53.69-         |
|                                            |                   |                        |        |                  |                   |            |                   | 7706 Dental Fam  | 12.35-    | 12.35-         |
|                                            |                   |                        |        |                  |                   |            |                   | 7730 CSB Canada  | 25.00-    | 25.00-         |
|                                            | *** Total:        |                        | 80.00- | Gross:           | 1,789.52-         | 1,789.52-  |                   | *** Total Ded's  | 601.02-   |                |
|                                            |                   |                        |        | Taxbl:           | 1,735.83-         | 1,735.83-  |                   |                  |           |                |
| Route:                                     | Ck Cntrl #:       |                        | 9216   |                  | Void Check Cntrl# | CK #       | 74774             | ** Net Pay **    | 1,088.50- | Ck Dt 04/17/98 |

## Processing Options for Print - Payroll Register

### PAYROLL REGISTER PRINT OPTIONS

- Enter 'Y' to print Employee Address. \_\_\_\_\_  
Default of blank will not print Addr.
- Enter Employee Identification option. \_\_\_\_\_  
blank = Address book & SSN  
2 = Social Security Number Only  
3 = Additional EE Number & SSN

### Reviewing the Summary Payroll Register

If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings because it shows only one line per payment.

The Summary Payroll Register lists which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net pay limit you set.

During setup, you can decide whether to make gross-to-net errors soft (you can continue with processing) or hard (you must correct them before continuing).

The following list describes some of the columns that print on the Summary Payroll Register:

- Wages** This column represents the total of a pay types and earnings entered on the employees' timecards.
- Benefits** This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, including those benefits that have no effect on gross or net pay. When you print this report during the print payroll cycle reports step, after you have processed pro forma journal entries, it includes all benefits.
- Gross Pay** This column represents earnings plus the benefits that the system added to net pay.

The error messages that print on the Summary Payroll Register include:

- MAX** Net pay exceeds the maximum pay specified in the processing options.
- GTN** Gross-to-net error.
- ERR** Both MAX and GTN errors exist.

| 063013                     |                    | J.D. Edwards & Company<br>Summary Payroll Register |           |          |           |            |         |           | Page - 1<br>Date - 6/25/96<br>Period - 04/11/98<br>Payroll ID - 003 |             |  |
|----------------------------|--------------------|----------------------------------------------------|-----------|----------|-----------|------------|---------|-----------|---------------------------------------------------------------------|-------------|--|
| Company - Home . . . 00077 |                    | A Model Canadian Payroll Co                        |           |          |           |            |         |           |                                                                     |             |  |
| Home Bus. Unit . . . 707   |                    | Corporate Administration                           |           |          |           |            |         |           |                                                                     |             |  |
| EMPLOYEE                   |                    |                                                    |           |          |           |            |         |           |                                                                     |             |  |
| Number                     | Name               | Hours                                              | Wages     | Benefits | Gross Pay | Deductions | Taxes   | Net Pay   | Check Control                                                       | I Err C Msg |  |
| 7701                       | Anthony Holiday    | 0.80                                               | 9.00      | 116.69   | 10.08     | 8.26       | 1.82    |           | 171483                                                              | N           |  |
| 7702                       | Derrick, Leslie    | 0.80                                               | 9.88      | 46.90    | 11.16     | 8.39-      | 19.55   |           | 171491                                                              | N           |  |
| 7703                       | Bellas, Debbie     | 80.00                                              | 2,038.46  | 583.05   | 2,038.46  | 101.92     | 465.37  | 1,471.17  | 171504                                                              | N           |  |
| 7704                       | Rivard, Jacques    | 80.00-                                             | 1,789.52- | 138.96-  | 1,789.52- | 91.04-     | 509.98- | 1,088.50- | 9216                                                                | Y GTN       |  |
| 7704                       | Rivard, Jacques    | 80.00                                              | 1,692.31  | 139.79   | 1,692.31  | 63.12      | 410.12  | 1,219.07  | 171512                                                              | N           |  |
| 7775                       | Deveny, Cindy L.   | 80.00                                              | 2,615.38  | 490.39   | 2,955.38  | 143.12     | 927.76  | 1,884.50  | 171521                                                              | N           |  |
| 7776                       | Guerre, John M.    | 80.00                                              | 1,361.54  | 315.78   | 1,538.54  | 66.81      | 322.84  | 1,148.89  | 171539                                                              | N           |  |
| 7777                       | Bureau, Richard M. | 80.00                                              | 1,826.92  | 403.80   | 2,064.42  | 103.70     | 513.65  | 1,447.07  | 171547                                                              | N           |  |
| 7778                       | Klassen, Lisa M.   | 80.00                                              | 1,591.35  | 370.65   | 1,798.23  | 107.83     | 407.85  | 1,282.55  | 171555                                                              | N           |  |

## Processing Options for Summary – Payroll Register

Enter Employee Number you wish to print: \_\_\_\_\_

A = Address Book Number  
S = Social Security Number  
O = Third Employee Number

Enter the Maximum Net Pay: \_\_\_\_\_  
Default is (10,000)

## Reviewing Time and Pay Entry Reports

If the payroll ID you processed contains employees who have autopay, you should verify timecard information for those employees before you print payments. You can use the following reports to verify timecard information:

- Time & Pay Entry Journal (Time and Pay Register)
- Time & Pay Exception

Reviewing time and pay entry reports includes:

- Reviewing the Time & Pay Entry Journal (Time and Pay Register)
- Reviewing the Time & Pay Exception report

### Reviewing the Time & Pay Entry Journal

When you print the Time & Pay Entry Journal during pre-payroll processing, it includes timecard information for autopay employees.

For a sample of this report, see *Printing Time Entry Reports*.

### Reviewing the Time & Pay Exception Report

If you choose to print the Time and Pay Register, the system might also print a Time & Pay Exception report. This report lists employees who have:

- Business unit security violation (employee not paid)
- Hours or rates over the maximum specified in processing options
- Hours or rates under the minimum specified in processing options
- Pay rates different than those entered in the Employee Master table
- Hire dates that are greater than the pay period ending date
- Pay stop dates that are less than the pay period beginning date
- Overtime hours paid
- Vacation or sick time taken exceeds the minimum available amounts

- Excessive pay rates
- Regular pay bypassed because of interim checks
- Benefits or deductions bypassed because of interim checks
- No pay rates entered in one or more timecards

| 063051          |                    | J.D. Edwards & Company        |             |                    |                |       |        | Page - 2        |
|-----------------|--------------------|-------------------------------|-------------|--------------------|----------------|-------|--------|-----------------|
|                 |                    | Time and Pay Exception Report |             |                    |                |       |        | Date - 6/25/96  |
|                 |                    |                               |             |                    |                |       |        | From - 03/29/98 |
|                 |                    |                               |             |                    |                |       |        | Thru - 04/11/98 |
| Employee Number | Employee Name      | Pay Type No.                  | Description | Work Date          | Account Number | Hours | Rate   | Gross Pay       |
| 7701            | Anthony Holiday    | 1                             | Regular     | 04/11/98           | 707.8115       | 0.80  | 11.250 | 9.00            |
|                 |                    |                               |             |                    |                | 0.80  |        | 9.00            |
|                 |                    |                               |             | Holiday, Anthony   |                | 0.80  |        | 9.00            |
| 7702            | Derrick, Leslie    | 1                             | Regular     | 04/11/98           | 707.8115       | 0.80  | 12.350 | 9.88            |
|                 |                    |                               |             |                    |                | 0.80  |        | 9.88            |
|                 |                    |                               |             | Derrick, Leslie    |                | 0.80  |        | 9.88            |
| 7703            | Bellas, Debbie     | 1                             | Regular     | 04/11/98           | 707.8115       | 16.00 | 27.179 | 407.69          |
|                 |                    | 1                             | Regular     | 04/11/98           | 707.8118       | 64.00 | 27.179 | 1,630.77        |
|                 |                    |                               |             |                    |                | 80.00 |        | 2,038.46        |
|                 |                    |                               |             | Bellas, Debbie     |                | 80.00 |        | 2,038.46        |
| 7704            | Rivard, Jacques    | 1                             | Regular     | 04/11/98           | 707.8115       | 80.00 | 22.369 | 1,789.52        |
|                 |                    | 1                             | Regular     | 04/11/98           | 707.8115       | 80.00 | 22.564 | 1,692.31        |
| 7775            | Deveny, Cindy L.   | 1                             | Regular     | 04/11/98           | 701.8115       | 80.00 | 34.872 | 2,615.38        |
|                 |                    |                               |             |                    |                | 80.00 |        | 2,615.38        |
|                 |                    |                               |             | Deveny, Cindy L.   |                | 80.00 |        | 2,615.38        |
| 7776            | Guerre, John M.    | 1                             | Regular     | 04/11/98           | 701.8115       | 80.00 | 18.154 | 1,361.54        |
|                 |                    |                               |             |                    |                | 80.00 |        | 1,361.54        |
|                 |                    |                               |             | Guerre, John M.    |                | 80.00 |        | 1,361.54        |
| 7777            | Bureau, Richard M. | 1                             | Regular     | 04/11/98           | 701.8115       | 80.00 | 24.359 | 1,826.92        |
|                 |                    |                               |             |                    |                | 80.00 |        | 1,826.92        |
|                 |                    |                               |             | Bureau, Richard M. |                | 80.00 |        | 1,826.92        |
| 7778            | Klassen, Lisa M.   | 1                             | Regular     | 04/11/98           | 701.8115       | 80.00 | 21.218 | 1,591.35        |
|                 |                    |                               |             |                    |                | 80.00 |        | 1,591.35        |
|                 |                    |                               |             | Klassen, Lisa M.   |                | 80.00 |        | 1,591.35        |

### Processing Options for Time and Pay Exception Report

For weekly employees enter  
 minimum hours. . . . . : \_\_\_\_\_  
 maximum hours. . . . . : \_\_\_\_\_  
 For biweekly employees enter  
 minimum hours. . . . . : \_\_\_\_\_  
 maximum hours. . . . . : \_\_\_\_\_  
 For semimonthly employees enter  
 minimum hours. . . . . : \_\_\_\_\_  
 maximum hours. . . . . : \_\_\_\_\_  
 For monthly employees enter  
 minimum hours. . . . . : \_\_\_\_\_  
 maximum hours. . . . . : \_\_\_\_\_  
  
 Enter the maximum allowable pay rate . : \_\_\_\_\_  
 Enter the minimum allowable pay rate . : \_\_\_\_\_  
 Enter the minimum allowable Vacation . : \_\_\_\_\_



hours available. . . . . : \_\_\_\_\_  
 Enter the minimum allowable Sick hours  
 available. . . . . : \_\_\_\_\_  
 Enter 'Y' to print additional Time Card  
 data . . . . . : \_\_\_\_\_

### Reviewing the Federal Tax Distribution Summary Report

You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

| 073170                                        |                                 | J.D. Edwards & Company           |            |                       |            | Page        | -            |  | 2       |
|-----------------------------------------------|---------------------------------|----------------------------------|------------|-----------------------|------------|-------------|--------------|--|---------|
|                                               |                                 | Federal Tax Distribution Summary |            |                       |            | Date        | -            |  | 6/25/96 |
| Company . . 00077 A Model Canadian Payroll Co |                                 |                                  |            |                       |            | Period End- | 04/11/98     |  |         |
| Tax ID . . WCX162734                          |                                 |                                  |            |                       |            |             |              |  |         |
| TT                                            | Tax Description                 | *** Current                      | Period *** | *** Month-To-Date *** | ***        | Qtr-To-Date | Year-To-Date |  |         |
|                                               |                                 | Taxable Wages                    | Tax Amount | Taxable Wages         | Tax Amount | Tax Amount  | Tax Amount   |  |         |
| CA                                            | Canada Federal Income Tax       | 2,236.96                         | 395.73     | 18,633.38             | 4,494.20   | 4,971.03    | 15,976.17    |  |         |
| CB                                            | Canadian Pension Plan - empl'ee | 2,510.98                         | 66.21      | 15,600.91             | 374.15     | 436.94      | 1,264.13     |  |         |
| CE                                            | Canadian Pension Plan - empl'yr | 2,510.98                         | 66.21      | 15,600.91             | 374.15     | 436.94      | 1,264.13     |  |         |
| CC                                            | Canada Unemploy Ins. - empl'ee  | 1,195.19                         | 46.05-     | 9,925.19              | 173.25     | 217.95      | 935.85       |  |         |
| CD                                            | Canada Unemploy Ins. - empl'er  | 1,195.19                         | 57.26-     | 9,925.19              | 215.55     | 271.16      | 1,164.16     |  |         |
| Total FEDERAL                                 |                                 |                                  | 424.84     |                       | 5,631.30   | 6,334.02    | 20,604.44    |  |         |
| Federal Deposit Information:                  |                                 |                                  |            |                       |            |             |              |  |         |
| Income Tax Withheld                           |                                 |                                  | 395.73     |                       |            |             |              |  |         |
| Total Canadian Pension                        |                                 |                                  | 132.42     |                       |            |             |              |  |         |
| Total Unemployment Insurance                  |                                 |                                  | 103.31-    |                       |            |             |              |  |         |
| Total Deposit Due                             |                                 |                                  | 424.84     |                       |            |             |              |  |         |

### Reviewing Payment Reports

The reports related to the version you entered in the Print Paychecks field do not print until after you print payments. The system uses this version to create the workfile that it uses to print payments. If you did not enter a version in this field, the system uses the default version (XJDE0001).

#### See Also

- *Printing Payments (P07230)* to review payment reports

### Reviewing the Terminated Employees Being Paid Report

When pre-payroll processing includes terminated employees who are receiving their last payment, the system automatically prints the Terminated Employees Being Paid report. Use this report to verify that all tasks related to the employees' termination have been performed.

Payroll Cycle

|                      |                                 |                 |             |                    |                 |
|----------------------|---------------------------------|-----------------|-------------|--------------------|-----------------|
| 063501               | J.D. Edwards & Company          |                 | Page        | -                  | 1               |
|                      | Terminated Employees Being Paid |                 | Date        | -                  | 7/01/96         |
| ***** Employee ***** |                                 |                 | Date - Endi |                    |                 |
|                      | Term                            | Chg.            | Int Ck      | I                  | Check           |
| <u>Employee No</u>   | <u>Name - Alpha</u>             | <u>Date Ter</u> | <u>Chan</u> | <u>Description</u> | <u>Earnings</u> |
| 184560670            | Derrick, Leslie                 | 04/04/98        | RS          | Resignation        | 11.16           |
|                      |                                 |                 |             |                    | <u>Number</u>   |
|                      |                                 |                 |             |                    | <u>S</u>        |
|                      |                                 |                 |             |                    | <u>Date</u>     |
|                      |                                 |                 |             |                    | 04/17/98        |

**See Also**

- *Terminating an Employee (P070161)*

**Reviewing Tax Recalculation Reports**

When the system recalculates taxes for employees who did not earn enough to pay their deductions, it prints the following additional reports during pre-payroll processing:

- Changes Only Payroll Register
- Deductions Not Taken (if applicable)
- Deduction Arrearage (if applicable)

Reviewing tax recalculation reports includes:

- Reviewing the Changes Only Payroll Register
- Reviewing the Deductions Not Taken report
- Reviewing the Deduction Arrearage report

**See Also**

- *Correcting Errors in Pre-Payroll Processing (P07210)* for more information on how the system recalculates taxes for employees who do not earn enough to pay their deductions
- *Processing Changes Only Pre-Payroll (P07210)*

**Reviewing the Changes Only Payroll Register**

The system prints this type of payroll register when you rerun pre-payroll processing for changed employees only. This type of processing is called *changes only pre-payroll processing*.

### Reviewing the Deductions Not Taken Report

For employees who do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Not Taken report lists those employees whose deductions were adjusted. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

| Employee                 |                 | Deduction |             | Amount |   | Union     |      |       |      |         |
|--------------------------|-----------------|-----------|-------------|--------|---|-----------|------|-------|------|---------|
| Number                   | Name            | No        | Description | Prior  | R | Not Taken |      | Craft | Step | Trustee |
| 7701                     | Anthony Holiday | 7706      | Dental Fam  | 00000  | P | 4.09      | 7700 |       |      |         |
| Employee Total Not Taken |                 |           |             |        |   | 4.09      |      |       |      |         |
| 7702                     | Derrick, Leslie | 7706      | Dental Fam  | 00000  | P | 12.35     | 7700 |       |      |         |
| Employee Total Not Taken |                 |           |             |        |   | 12.35     |      |       |      |         |

### Reviewing the Deduction Arrearage Report

For employees who do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Arrearage report lists those employees whose deductions were arrearaged. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

| Employee |                | Deduction |             | Current | Deduction | Arrears | Total | Amount | Total |
|----------|----------------|-----------|-------------|---------|-----------|---------|-------|--------|-------|
| 7506     | Mayeda, Donald | 1010      | Dental Ins. |         | 11.00     |         |       | 11.00  | 11.00 |
|          |                |           |             |         | 11.00     |         |       | 11.00  | 11.00 |

Payroll Cycle

### Processing Changes Only Pre-Payroll

If your pre-payroll reports identify any errors in employee salary or timecard information, you must correct the errors and then rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees

whose information you corrected. This type of processing is called *changes only pre-payroll processing*.

You must run a changes only pre-payroll processing when you make any of the following types of changes to employees included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, and marital status
- Revise timecard information
- Add, change, or delete an interim check (based on the dates of the interim checks)

Changes only pre-payroll processing is not effective when:

- You have already printed payments.
- You change the selection criteria for the pre-payroll DREAM Writer version.
- You change the setup of a PDBA that affects one or more employees in the payroll cycle.
- Revise labor, autodeposit, or DBA instructions for an employee
- Revise wage attachment information for an employee

If you have printed payments, changed the selection criteria for the DREAM Writer version, changed a PDBA, or made any other change that affects employees' payments, you must *reset* the payroll ID and then rerun pre-payroll processing for all the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

After you run pre-payroll processing for the first time in a payroll cycle, the system automatically selects the changes only processing type if you rerun pre-payroll without resetting the payroll ID.

### See Also

- *Resetting the Payroll ID (P06217)*
- *Correcting Errors in Pre-Payroll Processing (P07210)*

### ► **To process changes only pre-payroll**

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On the first Pre-Payroll Processing form

1. Complete the following field:

- Payroll ID
2. On the second Pre-Payroll Processing form, verify the value in the following field:
    - Type of Processing
  3. Submit the job for processing.

| Field              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Processing | A code that indicates the kind of pre-payroll processing that you want to submit. Once a regular pre-payroll processing has been run (types 1, 3, 5, or 7) this field is automatically set to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run a changes only pre-payroll processing. The system edits the field against the Processing Type Codes user defined table (06/ST). |

### What You Should Know About

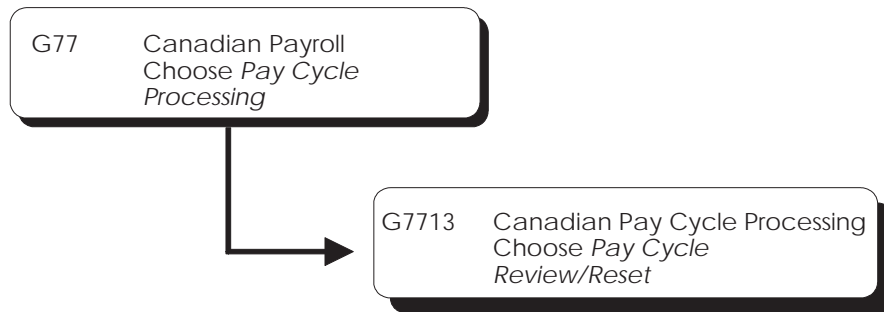
**Changes only processing after printing payments**

If you need to process a changes only pre-payroll after you have printed payments, you must first reset the print payments workfile. Then, process the changes only pre-payroll and reprint the payments. You must also rerun the payroll cycle reports and process pro forma journal entries steps.



# Review Payroll Cycle Information

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## Reviewing Payroll Cycle Information

At any time during a payroll cycle, you can review information about the payroll cycle. For example, you can review:

- The status of each step in the payroll cycle
- The type of pre-payroll processing (full or changes only)
- Employees who are in lockout mode
- The general ledger dates selected for labor distribution journal entries
- The pay period dates for the payroll cycle
- The beginning and ending numbers assigned to the checks, autodeposit slips, and payslips printed
- Current status of payments and the autodeposit workfile

You use this information to determine when it is safe to proceed to the next step in the cycle. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

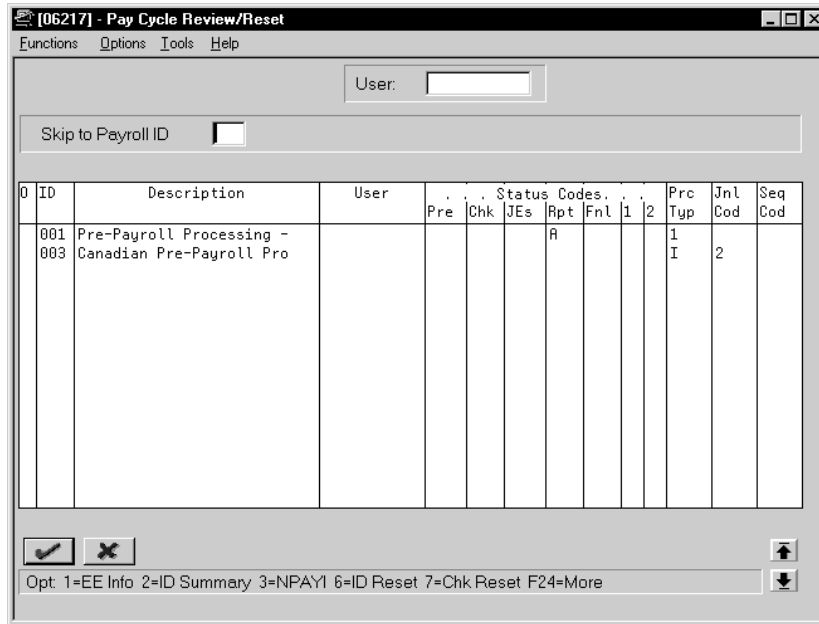
Pay cycle review information is stored in the Payroll Cycle Parameters table (F06210).

See Also

- *Resetting Payroll Cycle Steps (P06217)* for information about resetting and rerunning steps in the payroll cycle

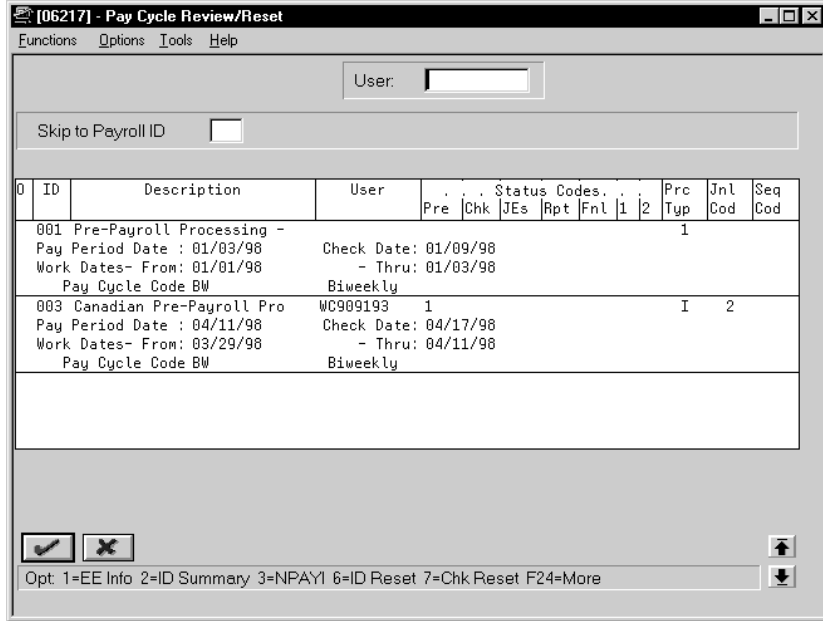
► **To review payroll cycle information**

On Payroll Cycle Review/Reset

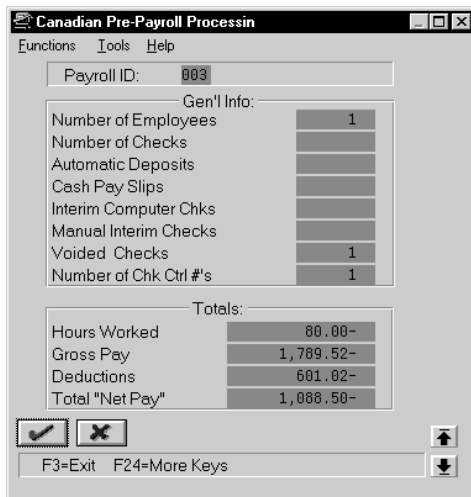


1. Review the information in the following fields:
  - Pre (Status – Pre-Payroll Processing)
  - Check (Status – Print Payroll Checks)
  - JEs (Status – Payroll Journal Entries)
  - Rpt (Status – Reports Only)
  - Fnl (Status – Final Update)
  - 1 (Status – Payroll01)
  - 2 (Status – Payroll02)
  - Prc Typ (Type of Processing)
  - Jnl Cod (Payroll Expense Type)
  - Seq Cod (Sequence Code)
2. Access the fold.



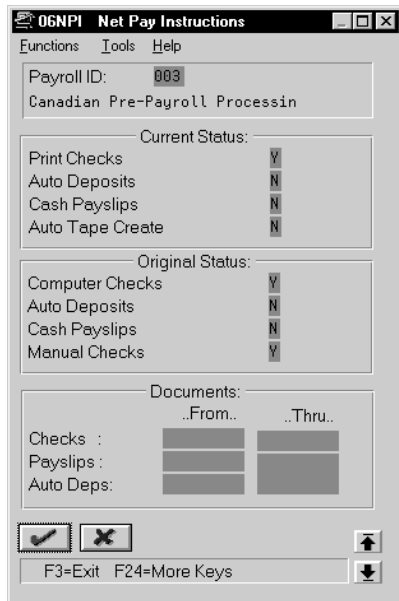


3. Review the information in the following fields:
  - Pay Period Date
  - Check Date
  - Work Dates
  - Pay Cycle Codes
4. Use the Employee Information option to review a list of employees locked by this payroll ID.
5. Use the ID Summary option to access summary information about a payroll cycle.



6. Exit the window.

7. Use the NPAYI option to access information about net pay instructions.



| Field                            | Explanation                                                                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status – Pre-payroll Processing  | A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>E Canadian Corp. Tax Id not Setup<br>S Schedule lock |
| Status – Print Payroll Checks    | A code that indicates the status of the Print Payroll Checks for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>S Schedule lock                                        |
| Status – Payroll Journal Entries | A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>S Schedule lock                                     |
| Status – Reports Only            | A code that indicates the status of the Payroll Reports Only for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>S Schedule lock                                        |

| Field                 | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status – Final Update | <p>A code that indicates the status of Payroll Final Update for this version. Valid codes are:</p> <ul style="list-style-type: none"> <li>Blank Not executed for payroll ID</li> <li>A Active or on Job Queue</li> </ul> <p>When Final Update is complete, all status codes are cleared.</p>                                                                                                                                                                                                                                                                                                                     |
| Status– Payroll 01    | <p>A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include:</p> <ul style="list-style-type: none"> <li>Blank It is not necessary to rerun pre-payroll</li> <li>1 Must rerun pre-payroll for changes only</li> </ul> <p>This code controls the correct execution of all steps in the payroll cycle.</p> <p>Canadian Unemployment Insurance History File:</p> <ul style="list-style-type: none"> <li>blank Record is available for ROE requirements.</li> <li>L Record has been used on an ROE and is not available for revision or another ROE.</li> </ul> |
| Status– Payroll 02    | <p>A code which indicates the current status of the various 'Print Form' options. It is an internal control field and may not be changed by the user.</p> <ul style="list-style-type: none"> <li>2 Payslips have been requested</li> <li>3 Payslips have completed</li> <li>4 Checks have been requested</li> <li>5 Checks have completed</li> <li>6 Deposit Advices have been requested</li> <li>7 Deposit Advices have been completed</li> </ul> <p>A status of also 7 indicates that all net pay instructions have completed.</p>                                                                             |
| Type of Processing    | <p>A code that indicates the kind of pre-payroll processing that you want to submit. Once a regular pre-payroll processing has been run (types 1, 3, 5, or 7) this field is automatically set to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run a changes only pre-payroll processing. The system edits the field against the Processing Type Codes user defined table (06/ST).</p>                                                                                                                                                                                       |

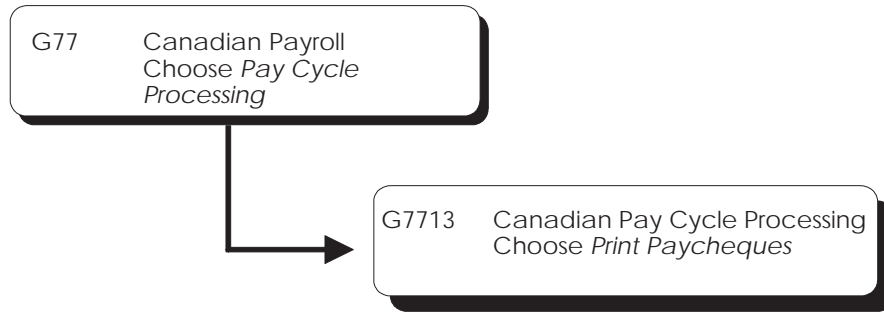
| <b>Field</b>         | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll Expense Type | <p>This code determines the G/L date for labor and burden entries. Document types T2 and T4 are used to record labor and T3 is used to record burden. Valid codes are:</p> <ul style="list-style-type: none"> <li>1 Work Date. The G/L date is the timecard work date.</li> <li>2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</li> <li>3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.</li> </ul> |
| Sequence Code        | <p>A code which indicates the internal control which applies to this Payroll ID. Internal controls ensure proper sequencing of the payroll cycle. Valid codes are:</p> <ul style="list-style-type: none"> <li>A Active</li> <li>S Scheduling Lock. This version is already being accessed by another user.</li> </ul> <p>NOTE: You should change this code only under extreme circumstances.</p>                                                                                                                                                                                                                          |
| Pay Cycle Code       | <p>A code that specifies the group of employees to be processed in a single payroll cycle, as entered in Valid Pay Cycles.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## What You Should Know About

|                                    |                                                                                                                                                                                                                |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Net Pay Instructions</b>        | The system stores information about net pay instructions in the NPAYI data area.                                                                                                                               |
| <b>Employee information option</b> | Full processing displays all employees locked by this payroll ID. Changes only processing displays any employees whose information has changed, and for whom you must run changes only pre-payroll processing. |

# Work with Payments

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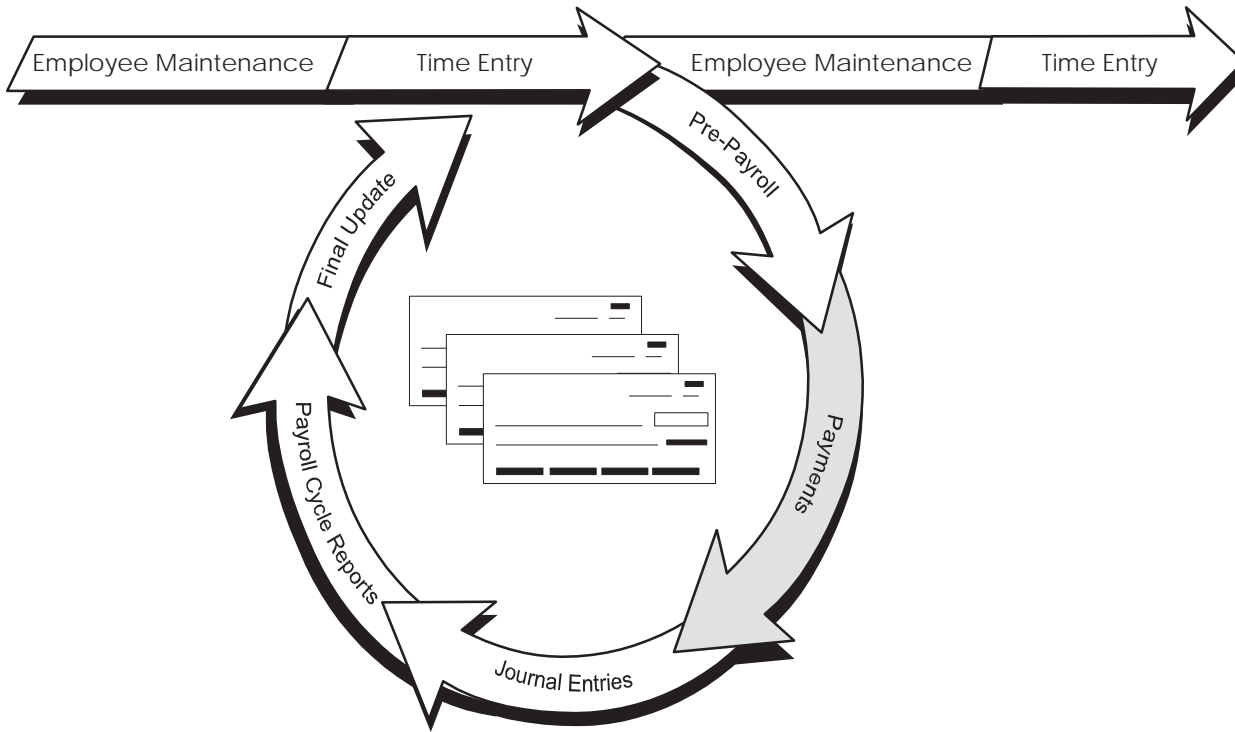
## Working with Payments

Payments are the forms employees receive when they get paid. You can set up employees to receive any of the following types of payments:

|                                       |                                                                                                                                                         |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Automatic deposit advice slips</b> | A non-negotiable form that shows an employee's earnings and deductions. The system prints this form for employees who are set up for automatic deposit. |
| <b>Paychecks</b>                      | A written order to a bank to pay the employee a sum from the company's account.                                                                         |
| <b>Payslips</b>                       | The form you use when you pay an employee in cash. It lists the type of money (bills and coins) that the employee receives.                             |

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by autodeposit.

After you process pre-payroll, you can print payments for employees.



When your payroll ID includes employees who are set up for autodeposit, you must also instruct the system to generate an *autodeposit external file*, which contains the information that the bank needs to transfer funds to the employees' bank accounts.

When you print payments, the system prints a Payroll Check Register that includes all types of payments. When you generate the autodeposit workfile, the system also prints an Auto Deposits Bank Register. You should review these reports and correct any errors before you continue with payroll cycle processing.

Working with payments includes:

- Printing payments
- Reviewing payment reports

### See Also

- *Appendix A — Technical Overview of Payroll Cycle* in the *Payroll Volume 2 Guide* for information on the tables affected when you print payments
- *Creating an Automatic Deposit Tape (P075511)*

## Printing Payments

A payroll ID can include employees who are set up to receive any of the following types of payments:

- Automatic deposit advice slips
- Paychecks
- Payslips

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by autodeposit.

You use the Print Paychecks program to print all types of payments. When a payroll ID includes employees who are set up for different types of payments, the Print Paychecks program prompts you to print each type of payment.

When your payroll ID includes autodeposit employees, you must also instruct the system to generate an autodeposit external workfile, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You can generate the autodeposit workfile when you print payments, or you can generate the workfile separately.

After you print a type of payment, and before you either continue to the next type of payment or exit the Print Paychecks program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

However, if you complete the Print Paychecks program and later realize that you need to reprint payments, you must reset the paycheck workfile before you can reprint the payments.

Typical tasks you perform when you print payments include:

- Printing cheques only
- Printing cheques and autodeposits
- Correcting printer errors

### Before You Begin

- Verify that your system timeout value is set high enough to allow enough time for all payments to print before the terminal times out.

## See Also

- *Resetting the Paycheck Workfile (P06217)*

## What You Should Know About

**Print Paychecks version** The version number you enter for the Print Paychecks report must match the version numbers that control other types of payments, such as auto deposits, payslips, and attachments.

See *Setting Up Payroll Cycle Reports* for more information on setting up these versions.

**Reprinting payments** If you need to reprint cheques after you complete the Print Payments step, you must use the Paycheck Reset option on the Pay Cycle Review/Reset form. See *Resetting Payroll Cycle Steps*.

**Duplicate payment numbers** The system does not check for duplicate payment numbers because you might be using multiple bank accounts. You must track them manually.

**Attachments** The system can print only 14 lines on a pay stub. If an employee's payment needs more than 14 lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment, instead of a payment.

**Payment date** To correct a payment date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again.

## Printing Cheques Only

You use the Print Paycheques program to print all types of payments. When all of the employees included in a payroll ID are paid by cheque, the Print Paycheques program prompts you to print cheques only.

### **To print cheques only**

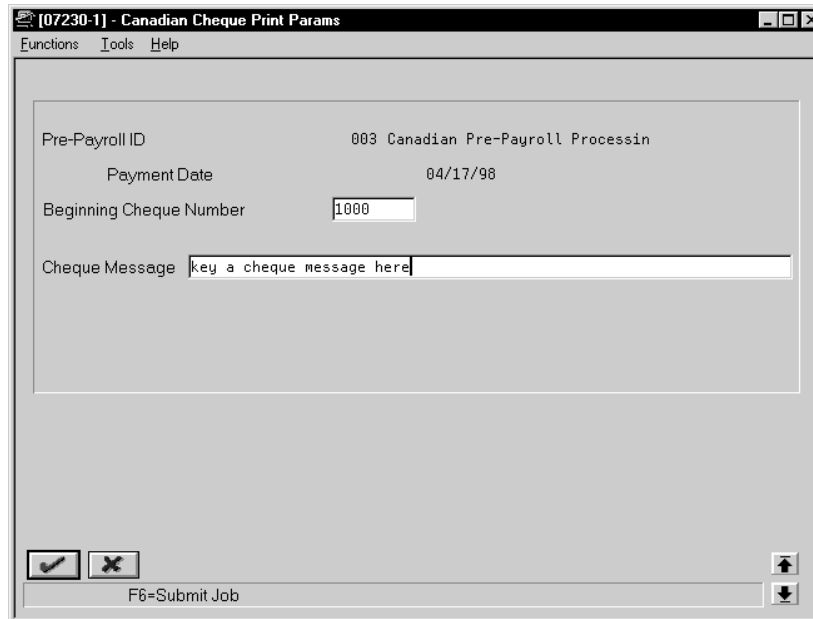
---

On the first Print Paycheques form



1. Complete the following field:
  - Payroll ID
2. Submit the job.

The system displays the Canadian Cheque Print Parameters form.



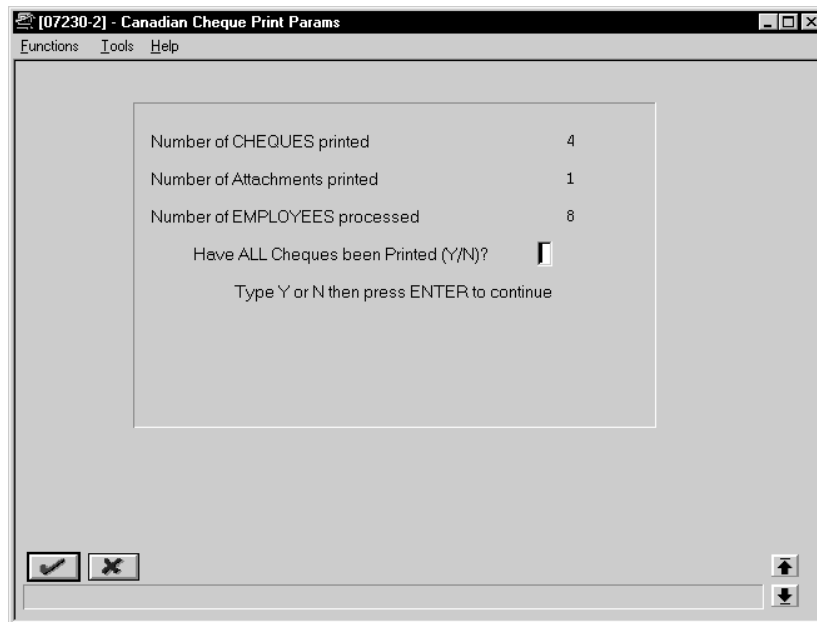
The screenshot shows a window titled "[07230-1] - Canadian Cheque Print Params". The window contains the following fields and controls:

- Pre-Payroll ID: 003 Canadian Pre-Payroll Processin
- Payment Date: 04/17/98
- Beginning Cheque Number: 1000
- Cheque Message: key a cheque message here

At the bottom of the window, there are two buttons: a checkmark button and an 'X' button. Below these buttons is a status bar that reads "F6=Submit Job".

3. On the first Canadian Cheque Print Parameters form, complete the following field:
  - Beginning Cheque Number
4. Submit the job.

The system redisplay the Canadian Cheque Print Parameters form, showing the number of cheques printed, attachments printed, and employees processed.



5. Initiate an additional session to access the output queue.
6. Load the forms and verify that they are aligned properly.
7. Respond to the messages in the operator message queue.

The system prints the cheques.

7701  
Holiday, Anthony

Route:  
Cheque Cnt: 1000  
Cheque Date 06/30/98  
Period End: 06/30/98

Statement of Earnings and Deductions

| Period Earnings | Hours | Rate   | Amount   | Description | Period Amount | Year to Date |
|-----------------|-------|--------|----------|-------------|---------------|--------------|
| Regular         | 80.00 | 17.307 | 1,500.00 | —Gross—     | 1,500.00      | 1,500.00     |
| Sick Avail      |       |        | 6.40     | CAN FED     | 158.75        | 158.74       |
|                 |       |        |          | CAN CPP     | 93.00         | 93.00        |
|                 |       |        |          | CAN UIC     | 21.75         | 21.75        |
|                 |       |        |          | Dental Fam  | 59.38         | 59.38        |
|                 |       |        |          | CSB Canada  | 200.00        | 200.00       |
|                 |       |        |          | Taken/Avail |               | 6.40         |
| *Total Gross    | 80.00 |        | 1,500.00 | *Deductions | 532.88        | **Net 967.12 |
| *Taxable        |       |        | 1,000.00 |             |               |              |

Detach statement before Depositing

A Model Payroll Company  
700-1450 Creekside Drive  
Vancouver BC V6J 5B3

Cheque No. 1000

Pay 90704

| Date     | AMOUNT        |
|----------|---------------|
| 06/30/98 | \$*****967.12 |

Void if not cashed in 60 days

NINE HUNDRED SIXTY-SEVEN AND 12/100\*\*\*\*\*

To the Order Of: Anthony Holiday  
Box 360  
Lions Bay BC V0N 2E0

By DEMONSTRATION CHEQUE  
By NON NEGOTIABLE

Authorized Signatures

8. Review the cheques to verify that they printed correctly.
9. On the Print Cheques Parameters form, complete the following field:
  - Have All Cheques Been Printed (Y/N)

If you enter N, see *Correcting Printer Errors*.

If you enter Y, the system displays the Payroll Cycle Processing menu.

| Field                                    | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Beginning Payment                        | Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run.                                                                                                                                                                                                                                                                                                                                                             |
| Have All Checks (Auto Deposits) Printed? | You must respond to the system operator's message queue before responding to this question. Enter Y if all checks have printed correctly. Enter N if one or more checks did not print correctly because the printer was misaligned, has jammed, or has damaged a check. If you enter N, the system allows you to reprint the checks. You can reprint a single check, a range of checks, or all checks. You must manually track any unusable checks, because the system does not write them to history. |

## Printing Cheques and Autodeposits

You use the Print Paychecks program to print all types of payments. When a payroll ID includes some employees who are set up to receive checks, and others who are set up for autodeposit, the Print Paychecks program prompts you to print each of these types of payments separately. The program creates separate spool files for checks, autodeposit advice forms, payslips, and attachments.

When your payroll ID includes autodeposit employees, you must also instruct the system to generate an *autodeposit external workfile*, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You use Print Paychecks to generate this file.

You can generate the autodeposit workfile when you print payments, or you can generate the workfile separately. You must generate the workfile before you process final update for this payroll cycle.

After you generate the autodeposit workfile, you (or someone in your MIS department) must copy the workfile to tape and send it to the bank.

The following steps describe how to create the autodeposit workfile, as well as how to print checks and autodeposits.

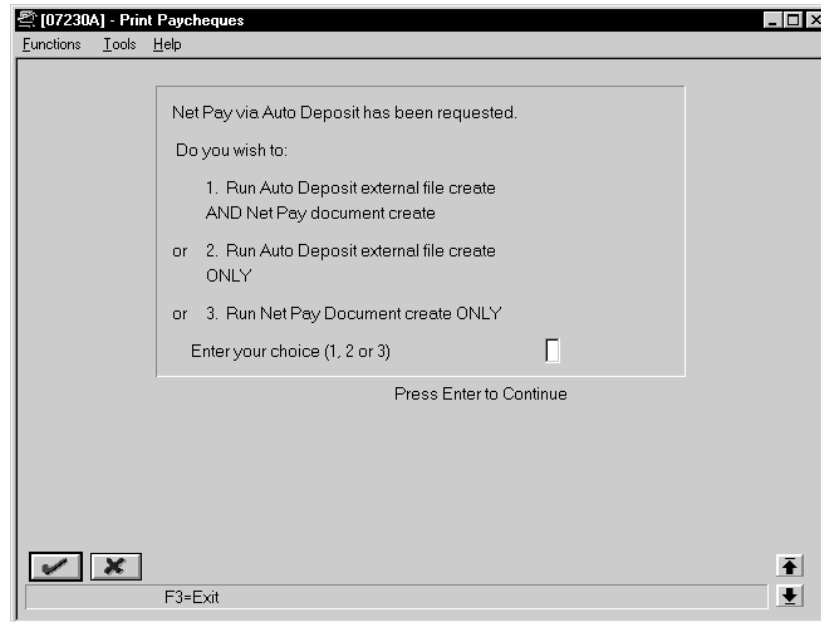
### To print checks and autodeposits

---

On the first Print Paycheques form

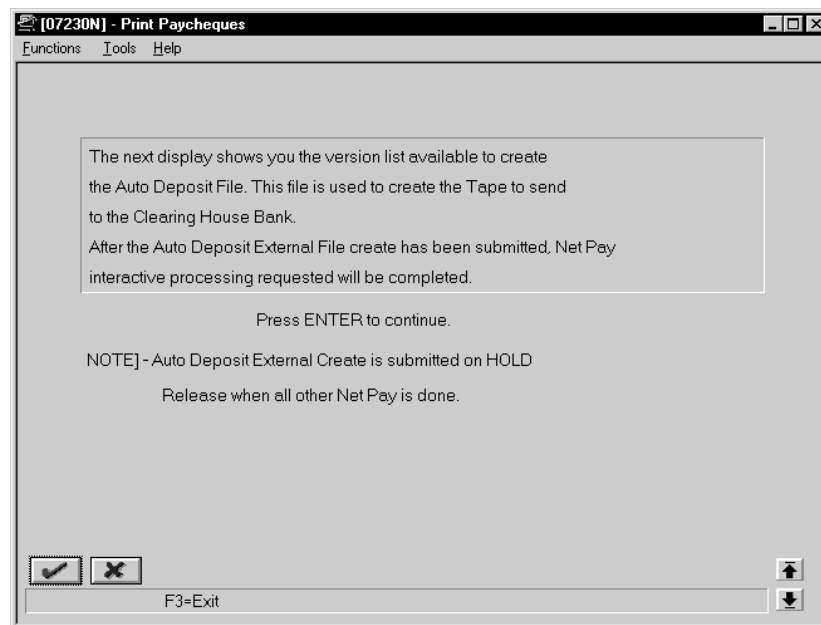
1. Complete the following field:
  - Payroll ID
2. Submit the job.

The system displays the second Print Paycheques form.



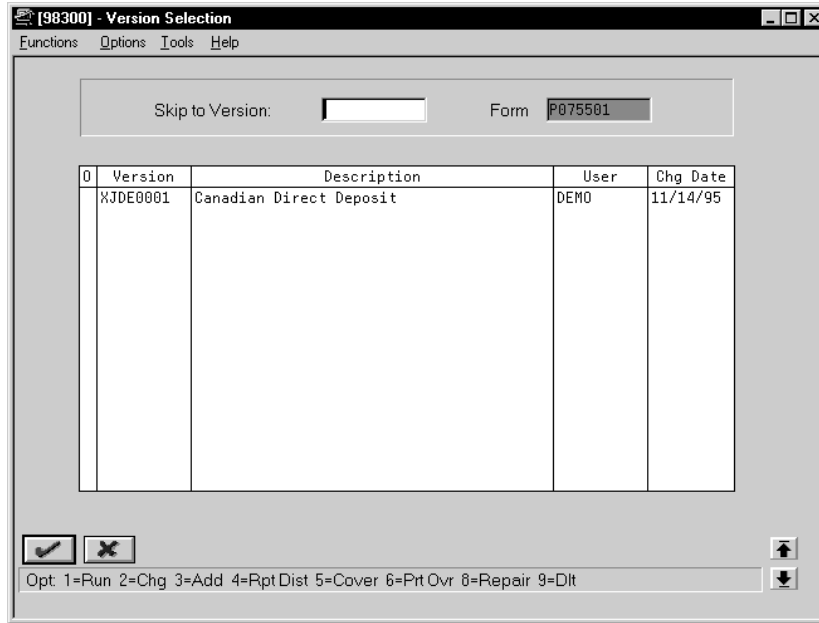
3. On the second Print Paycheques form, choose Run Auto Deposit external file create AND Net Pay Document create.

The system displays the third Print Paycheques form, which contains some additional information about automatic deposits.



4. On the third Print Paycheques form, read the information and press Enter.

The system displays the Version Selection form.



5. On the Version Selection form, run a version.

The system displays the processing options for the version.

6. Update the processing options and then press Enter to submit the version.

The autodeposit workfile build remains on hold until you release it from the job queue.

7. Exit from the DREAM Writer version list.

The system displays the first Print Cheques Parameters form.

8. Complete the steps for printing checks.

See *Printing Cheques Only*.

The system displays the Canadian Cheque Print Parameters form again, with information for autodeposits displayed.



Do not exit from the program until you have printed autodeposit forms.

9. Complete the steps for printing autodeposits. These steps are the same as those for printing checks.

The system displays the Payroll Cycle Processing Menu.

10. From the Payroll Cycle Processing Menu, use hidden selection 33 to release the autodeposit external workfile build program (J065501; J07550 for Canadian payroll) from your job queue.

See *Creating an Automatic Deposit Tape*.

## What You Should Know About

**Submitting the workfile build separately for Canadian payroll** If you do not submit the external workfile build when you print your net pay documents, you must reset your cheques and run the Print Paycheques program again or submit the workfile build directly from a DREAM Writer versions list.

See *Resetting the Payment Workfile*.

## Processing Options for Canadian Auto Deposit File Creation

```

Bank Direct Deposit Information

Payroll ID Number _____
Bank Data Centre # - (5 pos.) _____
Company's Customer # with the Bank Data
 Centre - 10 pos., leading zeros req'd _____
Company Bank Number (3 Pos.) _____
Company Branch Number (5 pos.) _____
Company Bank Account Number -
 (leading zeros required) (12 pos.) _____
Direct Deposit Register Version Number
 (10 char) Default = XJDE0001 _____

```

## Correcting Printer Errors

After you print a type of payment, and before you either continue to the next type of payment or exit the Print Paychecks program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

However, if you exit from the Print Paychecks program and later realize that you need to reprint payments, you must reset the paycheck workfile before you can reprint the payments.

► **To correct printer errors**

On the second Canadian Cheque Print Parameters form

1. Complete the following fields:
  - Void Cheque Numbers Beginning With (Check Number – Beginning Void Number)
  - Ending With (Ending Payment)
2. Submit the job.
3. Continue with the steps for printing payments.

*See Printing Cheques Only.*

| Field                                | Explanation                                                                                                                                                                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check Number – Beginning Void Number | A range of check numbers may be entered to void when restarting the check run. The value entered in this field must be less than the beginning check number and represents the beginning of the range of check numbers to be voided.                            |
| Ending Payment                       | A range of payment numbers may be entered to void when restarting the payment run. If this field is left blank, all payments processed after the beginning payment number will be voided. This represents the end of the range of payment numbers to be voided. |



## What You Should Know About

### **Voided payments**

On the check register, “Void Doc” prints for voided payments.

## Reviewing Payment Reports

When you print payments, the system prints the Payroll Check register. When you generate an autodeposit workfile, the system prints the Auto Deposits Bank Register. When the payroll ID includes employees who are paid in cash, the system prints the Denominations report.

You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

Complete the following tasks:

- Review the Payroll Check Register
- Review the Auto Deposits Bank Register
- Review the Denominations Report
- Review the Canadian Direct Deposit Report

## Reviewing the Payroll Check Register

Use this report to review payment numbers and amounts. If you reprinted any payments during the Print Payments step, the Payroll Check Register indicates that the original payment was voided.

| Employee                |        | Check / Advice / Payslip |           | Period End- 04/11/98 |                      | Page - 2       |
|-------------------------|--------|--------------------------|-----------|----------------------|----------------------|----------------|
| Name/Address            | Number | Number                   | Amount    | Date                 | Acct T Description.  | Date - 6/25/96 |
| Bellas, Debbie          | 7703   | 2000                     | 1,421.17  | 04/17/98             | 18507 A Auto Deposit | 171504 1       |
| Bellas, Debbie          | 7703   | 2000                     | 50.00     | 04/17/98             | 18507 A Auto Deposit | 171504 2       |
| Rivard, Jacques         | 7704   | 2001                     | 1,119.07  | 04/17/98             | 18507 A Auto Deposit | 171512 1       |
| Rivard, Jacques         | 7704   | 2001                     | 100.00    | 04/17/98             | 18507 A Auto Deposit | 171512 2       |
| 4 Auto Deposits for     |        |                          | 2,690.24  |                      |                      |                |
| Bureau, Richard M.      | 7777   | 1000                     | 1,447.07  | 04/17/98             | 72805 C Computer Che | 171547         |
| Deveny, Cindy L.        | 7775   | 1001                     | 1,884.50  | 04/17/98             | 72805 C Computer Che | 171521         |
| Guerre, John M.         | 7776   | 1002                     | 1,148.89  | 04/17/98             | 72805 C Computer Che | 171539         |
| Klassen, Lisa M.        | 7778   | 1003                     | 1,282.55  | 04/17/98             | 72805 C Computer Che | 171555         |
| 4 Computer Checks for   |        |                          | 5,763.01  |                      |                      |                |
| Regular Process Totals  |        |                          |           |                      |                      |                |
| 4 Computer Checks for   |        |                          | 5,763.01  |                      |                      |                |
| 4 Auto Deposits for     |        |                          | 2,690.24  |                      |                      |                |
| Rivard, Jacques         | 7704   | 74774                    | 1,088.50- | 04/17/98             | 18507 V Void Checks  | 9216           |
| Total Report            |        |                          |           |                      |                      |                |
| 4 Computer Checks for   |        |                          | 5,763.01  |                      |                      |                |
| 4 Auto Deposits for     |        |                          | 2,690.24  |                      |                      |                |
| 1 Void Checks for       |        |                          | 1,088.50- |                      |                      |                |
| Total Report            |        |                          |           |                      |                      |                |
| 9 Total Report Docs for |        |                          | 7,364.75  |                      |                      |                |

### Processing Options for Report – Payroll Check Register

**PRINT CONTROL OPTIONS**

1. Enter '1' to print employee name on the Net Pay Instr. Register. Default of blank will NOT print name. \_\_\_\_\_
2. Enter Employee Number to print option  
 A = Address Book  
 S = Social Security Number  
 O = Third Employee Number  
 Default of blank will use Address Book number. \_\_\_\_\_
3. Enter 'Y' to print full address. Default of blank will NOT print address. \_\_\_\_\_
4. Enter 'Y' to print individual account deposits for auto deposits. Default of blank will NOT print individual deposits. \_\_\_\_\_

### Reviewing the Denominations Report

When the payroll ID includes employees who are paid in cash, the system prints the Denominations report. This report lists the quantity of each type of bill and coin (such as dollars and cents) that each employee received.

## Reviewing the Canadian Direct Deposit Report

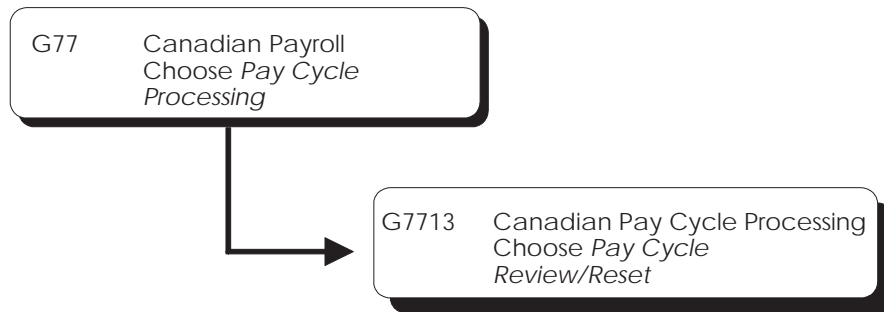
Use the Canadian Direct Deposit Report as an audit trail of the deposit information you send to the bank. The register prints key information about the payroll transactions that are copied to magnetic media for direct deposit. No DREAM Writer setup exists for this report. To alter the report, you can use the processing options, data selection, and data sequence for the generic Canadian Direct Deposit Report.

|                                                  |                                |       |          |          |                                                                    |
|--------------------------------------------------|--------------------------------|-------|----------|----------|--------------------------------------------------------------------|
| 075051                                           | J.D. Edwards & Company         |       | Page     | -        | 2                                                                  |
|                                                  | Canadian Direct Deposit Report |       | Date     | -        | 7/01/96                                                            |
| Payroll ID Number . . . . . 003                  |                                |       |          |          |                                                                    |
| File Header Information                          |                                |       |          |          |                                                                    |
| -----                                            |                                |       |          |          |                                                                    |
| Company Data Centre Account Number. . TLC1234567 |                                |       |          |          |                                                                    |
| File Creation Number. . . . . 0012               |                                |       |          |          |                                                                    |
| File Creation Date. . . . . 07/01/96             |                                |       |          |          |                                                                    |
| Data Centre Number. . . . . 12345                |                                |       |          |          |                                                                    |
| TT Record                                        | Ct                             | Seg   | Amount   | Date     | Bank Branch Emp. Acct. Employee Name Deposit # Co Bk/Br/Cash Acct  |
| -----                                            | -----                          | ----- | -----    | -----    | -----                                                              |
| 200                                              | 000000002                      | 1     | 50.00    | 04/17/98 | 001 08870 443218505 BELLAS, DEBBIE 00003001 001 12345 000123456789 |
|                                                  |                                | 2     | 534.99   | 04/17/98 | 001 08870 877844555 BELLAS, DEBBIE 00003001 001 12345 000123456789 |
|                                                  |                                | 3     | 100.00   | 04/17/98 | 001 08870 5448777 RIVARD, JACQUES 00003002 001 12345 000123456789  |
|                                                  |                                | 4     | 1,115.53 | 04/17/98 | 001 08870 6547788 RIVARD, JACQUES 00003002 001 12345 000123456789  |
| Company/Batch Control Information                |                                |       |          |          |                                                                    |
| -----                                            |                                |       |          |          |                                                                    |
| Entry Count. . . . .                             |                                |       |          |          | 4                                                                  |
| Total Deposit. . . . .                           |                                |       |          | 1,800.52 |                                                                    |



# Reset Payroll Cycle Steps

---



## Resetting Payroll Cycle Steps

Occasionally during payroll cycle processing, you might encounter errors that make it necessary to rerun a step in the cycle. Depending on where you are in the cycle, you might need to *reset* a step before you can rerun it. Resetting is a process you complete to restore your data to the way it was before you ran the step.

Resetting payroll cycle steps includes:

- Resetting individual employee records
- Resetting the payroll ID
- Resetting the payment workfile
- Resetting status codes

If you inadvertently include in a payroll an employee who should not get paid in this payroll, then you reset the individual employee.

You must reset the payroll ID when you:

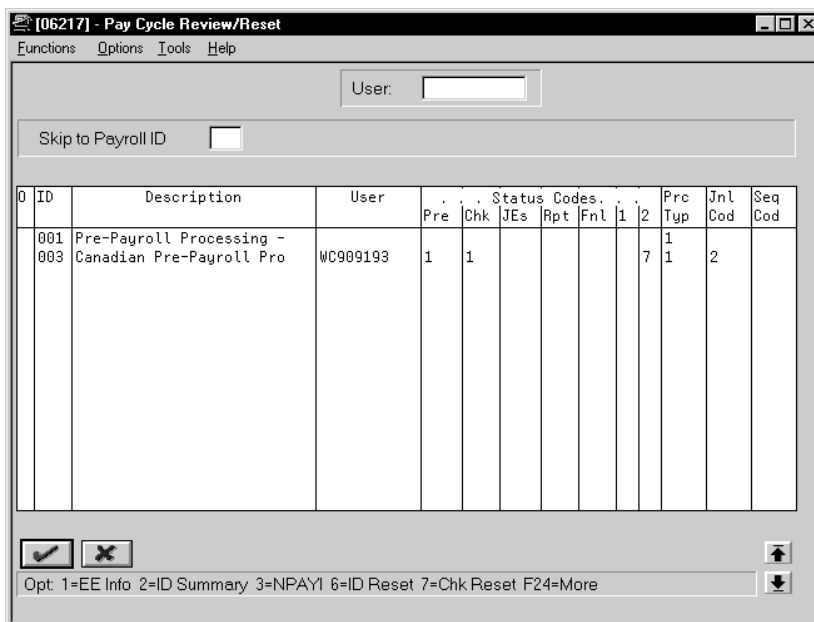
- Processed pre-payroll for the wrong employees, or omitted a group of employees that should have been included in pre-payroll processing
- Changed the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reprint the payment workfile if the checks were lost and not delivered.

You reset status codes when you need to rerun a step that ended abnormally or has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people try to run the step at the same time.

You do not need to perform a reset before rerunning the following steps:

- Payroll cycle reports
- Payroll journal entries



## What You Should Know About

### Reset authorization

Your user ID must be authorized to perform a reset. Your security officer can use option 5 to grant up to five users authority to process the payroll ID and perform a reset.

### Status codes

When you perform a reset, the system updates the status code for the payroll cycle steps affected by the reset.

## Resetting Individual Employee Records

You might inadvertently include in a payroll ID an employee who should not get paid in this payroll cycle. For example, you might use an incorrect selection criteria for the pre-payroll DREAM Writer version or forget to change an employee's status to "terminated."

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee at a time.

When an employee is included in a payroll ID, the system *locks* the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee, except for those you added to the system, such as timecards.

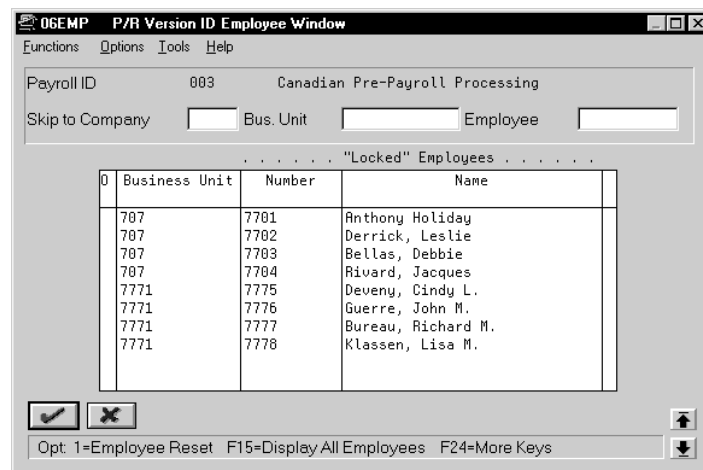
If you have printed payments or process pro forma journal entries, you cannot reset an employee record.

### ► To reset an individual employee record

On Pay Cycle Review/Reset

1. Choose Employee Information for the payroll ID that includes the employee you want to reset.

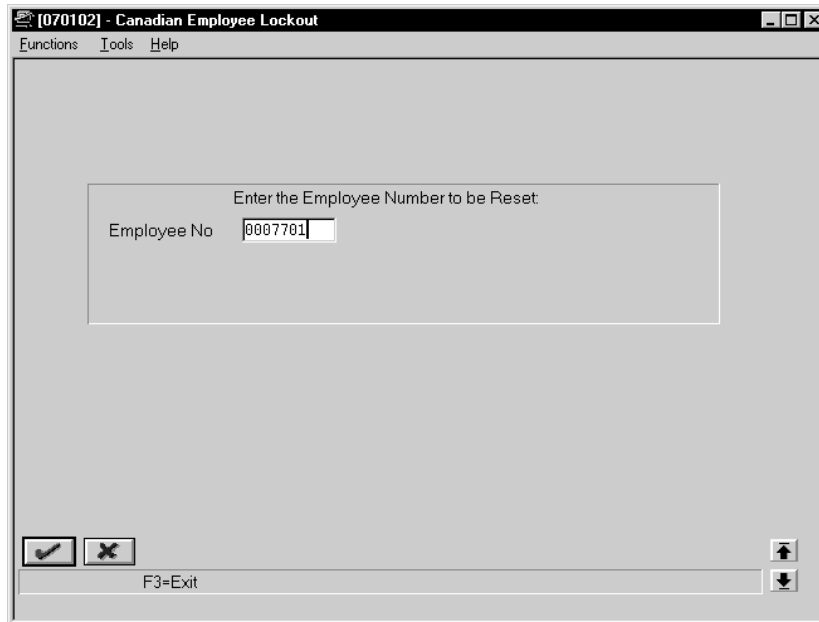
The system displays the Payroll Version ID Employee Window.



If you have completed a full pre-payroll processing, the list shows all employees. If you have made changes to some employees' information, the window shows only those employees.

2. On the Payroll Version ID Employee Window, use the Employee Reset option for the employee that you want to exclude from this payroll cycle.

The system displays the Employee Lockout form.



3. On Employee Lockout, press Enter to verify the employee.
4. Choose the Perform Lockout function.
5. Reprint any reports you printed during pre-payroll processing to verify that the updated totals are correct.

See *Printing Payroll Cycle Reports*.

## Resetting the Payroll ID

Resetting the payroll ID returns your data to the way it was before you began payroll cycle processing. You must reset the payroll ID when you:

- Processed pre-payroll for the wrong employees, or omitted a group of employees that should have been included in pre-payroll processing
- Changed the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees that should have been included, you must change the selection criteria for the pre-payroll DREAM Writer version after you perform the reset.



The ID Reset program is based on the data selection criteria you specified in the DREAM Writer version for pre-payroll processing. You should not change the pre-payroll data selection until after you run this reset.



You might need to change the setup of a DBA for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, and marital status
- Revise timecard information
- Add, change, or delete an interim check

If the payments are lost or damaged after you print them, you can reprint them without resetting the payroll ID.

### See Also

- *Resetting the Payment Workfile (P06217)* to reprint payments without rerunning pre-payroll
- *Processing Changes Only Pre-Payroll (P07210)* for information on rerunning pre-payroll when you have changed employee personal and salary information.

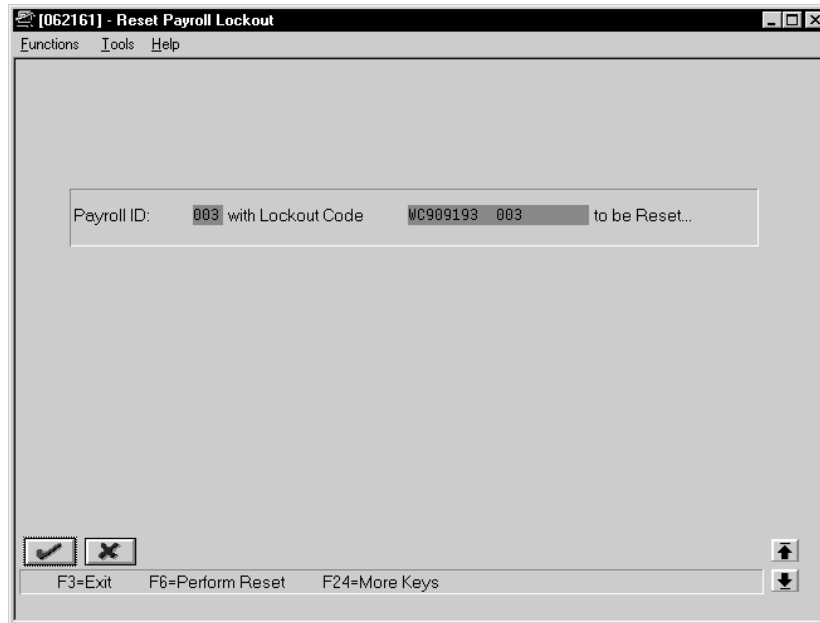
### ▶ **To reset the payroll ID**

---

On Pay Cycle Review/Reset

1. Choose ID Reset for the payroll ID that you need to reset.

The system displays the Reset Payroll Lockout form.



2. On Reset Payroll Lockout, choose the Perform Reset function.

## What You Should Know About

### **Deleting payroll ID parameters**

Resetting a payroll ID does not delete the information you entered on Pre-Payroll Processing (F06210). To delete this information, you must first reset the payroll ID and then use the delete option to delete the payroll ID and all of its associated information.

## Resetting the Payment Workfile

During the print payments step in the payroll cycle, the system allows you to reprint checks if the printer is misaligned, has jammed, or destroys a check.

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the checks were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when:

- A machine or power failure causes the print payments step to terminate abnormally.
- You find an error in employee personal or salary information after you have already printed payments.

- You need to change employee timecard information after you have already printed payments.

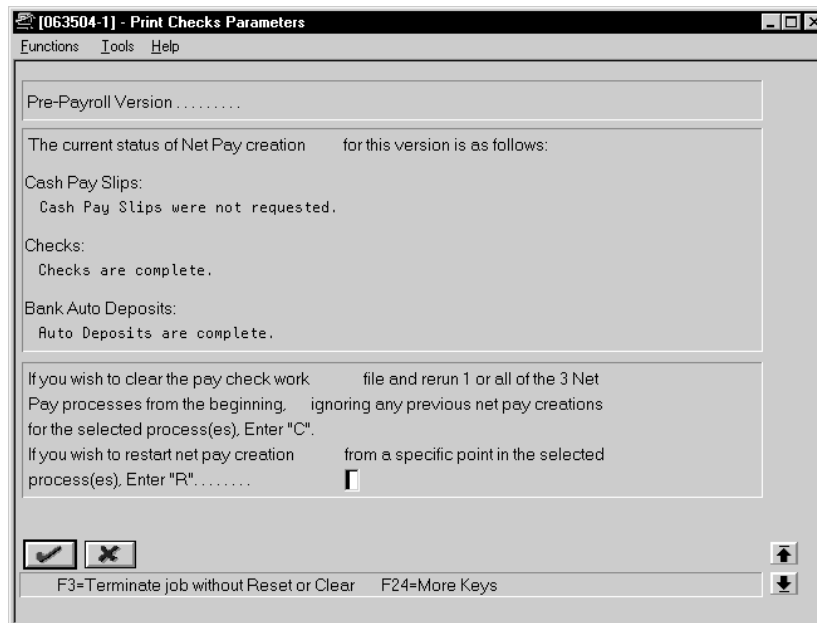
You cannot reset the payment workfile if you have processed final update for this payroll cycle.

▶ **To reset the payment workfile**

On Pay Cycle Review/Reset

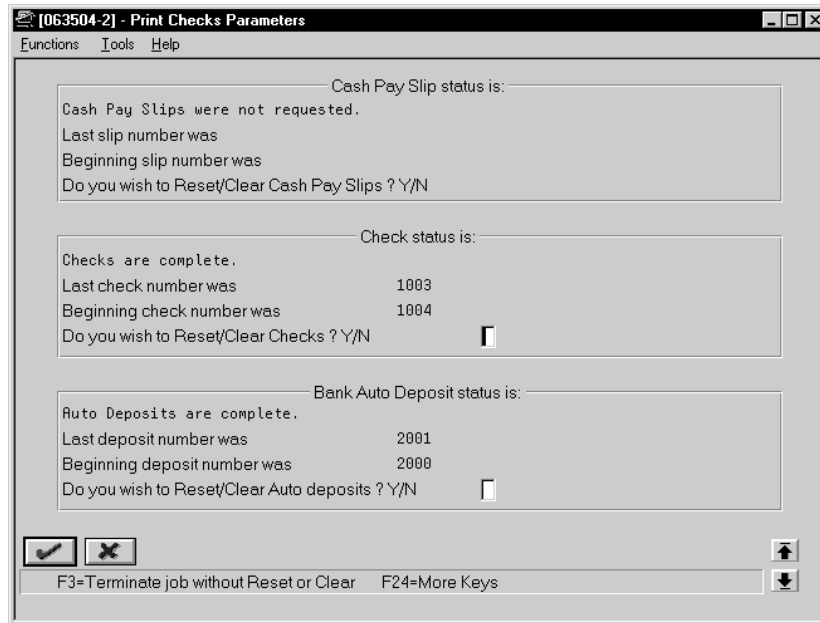
1. Choose Check Reset for the payroll ID for which you need to reprint checks.

The system displays the first Print Checks Parameters form.



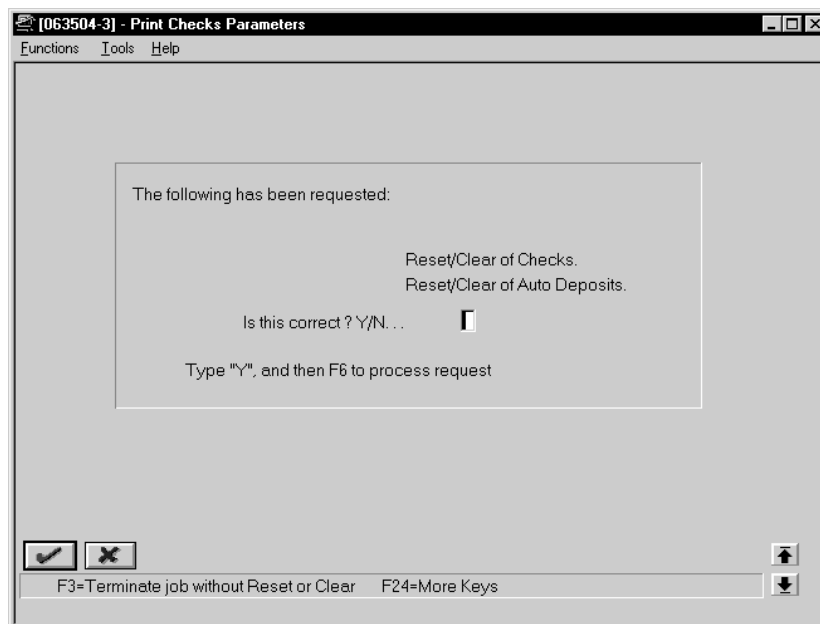
2. On the first Print Checks Parameters form, enter the type of reset you want to process.

The system displays the second Print Checks Parameters form.



3. On the second Print Check Parameters form, complete any of the following fields that apply to the types of pay documents you are running:
  - Do you wish to Reset/Clear Cash Pay Slips? Y/N
  - Do you wish to Reset/Clear Checks? Y/N
  - Do you wish to Reset/Clear Auto deposits? Y/N

The system displays the third Print Checks Parameters form.



4. On the third Print Check Parameters form, process the reset.
5. Complete the steps for printing payments.

The system prints the Check Register.

See *Printing Payments*.

| Field                | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Checks Printed (Y/N) | <p>Enter a Y if all checks have been printed. Be sure to respond to the system operator's message queue before responding to this question. Once you have answered Y to this question, you will not be able to rerun checks.</p> <p>NOTE: Entering a Y will create accounting offsets and post them to the General Ledger. Enter a N if you wish to restart checks and the program will return to the beginning.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When using this field to reset pre-payroll checks, the values are:</p> <ul style="list-style-type: none"> <li>C Clear pay check work file and rerun 1 or all of the 3 Net Pay processes from the beginning, ignoring any previous net pay creations for the selected process.</li> <li>R Restart Net Pay Creation from a specific point in the selected process.</li> </ul> |

### What You Should Know About

**Accounting offsets** When you reset the payments workfile, the system does not create accounting offsets.

### Resetting Status Codes

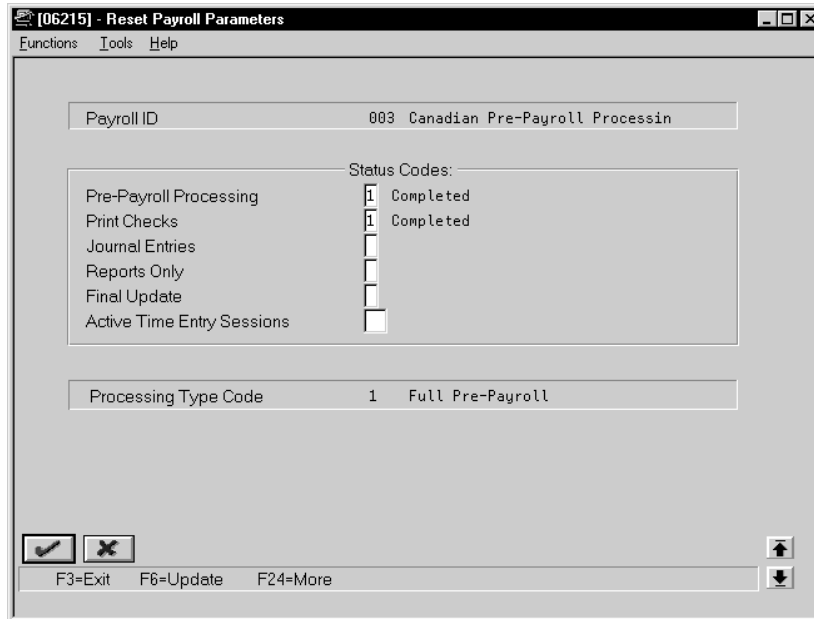
When a step in the payroll cycle is locked or ended abnormally, you must change its status. A step might end abnormally when a machine or power failure occurs thus causing the status codes to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use this form to change the Active status code to a blank so that you can rerun the abnormally terminated or locked step.

▶ **To reset status codes**

On Pay Cycle Review/Reset

1. Locate the ID that corresponds to the payroll you are currently running.
2. Choose option 8.

The system displays the Reset Payroll Parameters form.



3. On Reset Payroll Parameters, remove the value from the field for the step that ended abnormally.

You cannot change the Print Checks status at all. Instead, you must reset the payment workfile.

See *Resetting the Payment Workfile*.

4. Update your payroll parameters.

| Field                           | Explanation                                                                                                                                                                                                                               |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status – Pre-payroll Processing | A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>E Canadian Corp. Tax Id not Setup<br>S Schedule lock |

| <b>Field</b>                     | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status – Print Payroll Checks    | A code that indicates the status of the Print Payroll Checks for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>S Schedule lock                                                                                                                                                                                                                                                                |
| Status – Payroll Journal Entries | A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>S Schedule lock                                                                                                                                                                                                                                                             |
| Status – Reports Only            | A code that indicates the status of the Payroll Reports Only for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br>1 Completed<br>S Schedule lock                                                                                                                                                                                                                                                                |
| Status – Final Update            | A code that indicates the status of Payroll Final Update for this version. Valid codes are:<br>Blank Not executed for payroll ID<br>A Active or on Job Queue<br><br>When Final Update is complete, all status codes are cleared.                                                                                                                                                                                                                                  |
| Active Version Counter           | This field is used to indicate how many sessions of time entry are actively maintaining timecards for the version. This field is used internally by the system for control purposes. You should never need to change the value in this field UNLESS an abnormal end-of-job is experienced by a time entry session. If you do need to reset the value in this field, make sure that all activity is suspended for the version and then set this field to zero (0). |

## What You Should Know About

### **Changing the status to complete (1)**

You cannot change the status of pre-payroll processing, print checks, or final update to complete. You can change the status of just payroll reports only and payroll journal entries to complete.

### **Rerunning pre-payroll, payroll reports, or journal entries**

You can rerun payroll reports only or payroll journal entries even if the status code is complete (1). You can rerun pre-payroll processing if the status is complete *and* payments have not been printed.

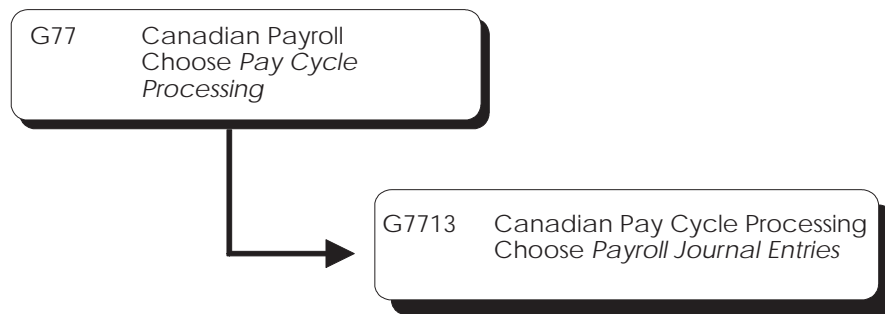
**Printing payments**

You cannot change the status of Print Checks on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile.



## Process Pro Forma Journal Entries

---

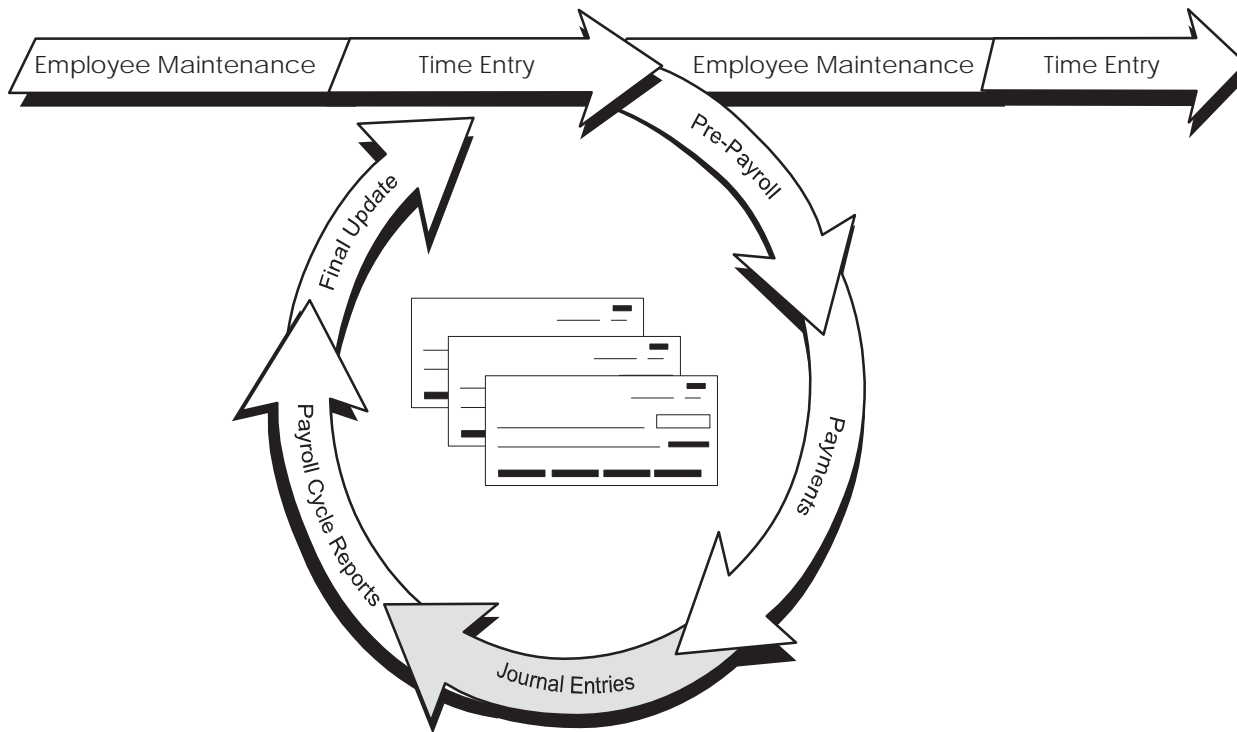


### Processing Pro Forma Journal Entries

Pro forma journal entries are review-level entries that are held in a payroll workfile (F06395) until you run final update. You create the pro forma journal entry workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. To have journal entries posted automatically during final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your payroll system is integrated with the J.D. Edwards General Accounting system.

You can specify in the payroll company constants to post journal entries automatically to the general ledger. If your system is not integrated with the General Accounting system, you must use another method to enter the information in Pay Period Journal Batch Proof into your non-J.D. Edwards general ledger system.

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing, but before final update. J.D. Edwards recommends following the sequence shown in the graphic below.



When you process pro forma journal entries in the sequence recommended, your reports contain all possible transactions calculated in the payroll cycle. For example, when you print reports after the journal entries step, you see all deductions, benefits, and accruals (DBAs) on your payroll cycle reports. If you print reports before processing pro forma journal entries, the reports might not contain benefits and accruals that do not affect gross or net pay, such as company-paid and non-taxable benefits.

Processing pro forma journal entries includes the following tasks:

- Creating the pro forma journal entry workfile
- Reviewing the Pay Period Journal Batch Proof report
- Rerunning the Journal Batch Proof report

**See Also**

- *Appendix A – Technical Overview of Payroll Cycle* in the *Payroll Volume 2 Guide* for information on tables affected by processing pro forma journals
- *Working with Journal Entries (P07220)*

## Creating the Pro Forma Journal Entry Workfile

You create the pro forma journal entry workfile to prepare the journal entries for review and posting.

When you create the pro forma journal entry workfile, the system:

- Creates pro forma vouchers, if your Payroll system is integrated with the J.D. Edwards Accounts Payable system
- Creates pro forma journal entries in full detail and then summarizes them, depending on your automatic accounting instructions (AAIs)
- Prints the Pay Period Journal Batch Proof report

The system also calculates any outstanding transactions associated with the current payroll processing, including:

- Remaining benefits or accruals
- Workers compensation

### ► To create the pro forma journal entry workfile

On the first Payroll Journal Entries form

1. Complete the following field:
  - Pre-Payroll ID

The screenshot shows a software window titled "[06220] - Payroll Journal Entries". The window contains several sections of input fields:

- Pre-Payroll ID:** 003 Canadian Pre-Payroll Processin
- Pay Period Ending Date:** 04/11/98
- Check Date:** 04/17/98
- Pay Period Journals:**
  - Expense Distribution Code:  Pay Period End
  - Delete Previous Journals without Regeneration (Y/N):  N
  - Accrual Factor for Transition Period Expense Distr:
  - Override Accounting Date for All Journal Entries:
- Accounts Payable Integration:**
  - Accounts Payable Integration Requested: 0 DBRs and Taxes
  - Wage Attachment Invoice Date:
  - Separate batch for DBAs and taxes (Y/N):  N
  - Run Accounts Payable Integration ONLY (Y/N):  N

At the bottom of the window, there are two buttons: a checkmark icon and an 'X' icon. Below them, the text "F6=Submit F12=Previous Screen" is displayed.

2. On the second Payroll Journal Entries form, complete the following fields:
  - Expense Distribution Code
  - Delete Previous Journals without Regeneration
3. Complete the following optional fields:
  - Accrual Factor for Transition Period Expense Distribution
  - Override Accounting Date for All Journal Entries
4. If your payroll system is integrated with the Accounts Payable system, complete the following fields:
  - Separate Batch for DBAs and Taxes
  - Run Accounts Payable Integration Only
5. Choose the Submit function.

After you create the pro forma journal entry workfile, the system automatically prints the Pay Period Journal Batch Proof report.

If your system is integrated with the Accounts Payable system, it also:

- Creates the pro forma voucher workfiles.
- Prints the Payroll Journal Proof/Edit for Vouchers report.

| Field                | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll Expense Type | This code determines the G/L date for labor and burden entries. Document types T2 and T4 are used to record labor and T3 is used to record burden. Valid codes are: <ol style="list-style-type: none"> <li>1 Work Date. The G/L date is the timecard work date.</li> <li>2 Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</li> <li>3 Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period.</li> </ol> |

| Field                             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delete Previous Batch of Journals | <p>This field applies when you rerun journal entries. If you are rerunning journal entries, the screen displays the batch number for the journals at the bottom of the screen.</p> <p>N Delete the previous batch and create a new one (default).</p> <p>Y Delete the existing journal entries and keep the same batch. The system removes the general ledger batch number from the associated timecard entries, resets the journals back to blank in the Reset Payroll program, and does not print a report. A joblog tells you that the batch number has been removed.</p>                  |
| Rate – Accrual Factor             | <p>The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.</p>                                                                                                                                                                                                               |
| Override Accounting Date          | <p>The date that the payroll accounting journals are created. This is the check date unless overridden.</p> <p>..... <i>Form-specific information</i> .....</p> <p>In Payroll Journal Entries, the absolute override date is used as the G/L date for all journal entries generated for this payroll cycle (labor, burden, and check disbursement).</p>                                                                                                                                                                                                                                       |
| A/P Integration                   | <p>A/P Integration is used to specify the level of integration between the Payroll and the Accounts Payable systems. Pro forma vouchers are created during the payroll journal entries step of the payroll cycle. Actual vouchers are created in accounts payable during the final update step.</p> <p>N No integration.</p> <p>0 Create vouchers for both DBAs and taxes that have been setup with A/P integration.</p> <p>1 Create vouchers only for DBAs that have been setup with A/P integration.</p> <p>2 Create vouchers only for taxes that have been setup with A/P integration.</p> |

| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Separate Batch for DBA and taxes | <p>The Yes or No Entry field is a single-character entry field for a yes or no response. The default is No.</p> <p>Valid codes are:</p> <p>..... <i>Form-specific information</i> .....</p> <p>This code separates DBA and tax vouchers into two batches. This feature is useful when your payment schedule for taxes requires the batch to be approved and posted in accounts payable at a much earlier date than DBAs (or vice versa).</p> <p style="margin-left: 20px;">N     Create one batch for both DBA and tax vouchers.</p> <p style="margin-left: 20px;">Y     Create two batches, one for DBA vouchers and one for tax vouchers.</p> |

### Processing Options for Payroll Journal Entries

1. Enter a 'Y' to display the accrual factor and override accounting date. \_\_\_\_\_
2. Enter a '1' to copy labor hours to the units for premium labor entries. This only applies when the premium portion of overtime is split from the labor entry. \_\_\_\_\_

#### See Also

- *Working with Vouchers (P06494)*

### Reviewing the Pay Period Journal Batch Proof Report

You use the Pay Period Journal Batch Proof report to review the accuracy of the payroll cycle information before the system posts the information to the general ledger.



If you find errors on Pay Period Journal Batch Proof, you must correct the errors and re-create the pro forma journal entry workfile. The following list contains examples of what might cause errors to appear on Pay Period Journal Batch Proof:

- Inaccurate AAI's.
- Account number not yet added to the chart of accounts.
- Incorrect setup of non-taxable benefits.
- Inaccurate timecard information. (In this case, you also must rerun pre-payroll.)

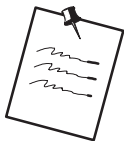
Pay Period Journal Batch Proof organizes the journal entry information by document types. Grouping journal entries by document types enables you to separate various accounts.

The system uses the following document types to group payroll journal entries:

- T1 – Payroll Disbursement Entries
- T2 – Payroll Labor Distribution
- T3 – Actual Burden Entries
- T4 – Labor Billing Distribution Journal Entries
- T5 – Equipment Distribution Journal Entries
- T6 – Payroll Accruals and Deferrals
- T7 – Payroll Voucher Journal Entries

Document types T1 – T6 directly correspond to the AAI categories. Document type T7 journal entries appear only when your system is integrated with the Accounts Payable system.

For errors such as inaccurate information in your AAIs, a change to your chart of accounts, or changes to non-taxable benefits, you can make the correction and re-create the workfile.



The system does not recognize the corrections until you re-create the workfile. If you do not re-create the workfile after you correct the errors, the system might post the incorrect information to the general ledger.

For errors such as inaccurate timecards, you must run at least a changes only pre-payroll for the affected employees before you re-create journal entries.

| 06229                         |    |    |    |       |                               |      |      |                          |                 | J.D. Edwards & Company         |            |        | Page - | 2       |             |  |         |    |       |  |    |
|-------------------------------|----|----|----|-------|-------------------------------|------|------|--------------------------|-----------------|--------------------------------|------------|--------|--------|---------|-------------|--|---------|----|-------|--|----|
|                               |    |    |    |       |                               |      |      |                          |                 | Pay Period Journal Batch Proof |            |        | Date - | 6/25/96 |             |  |         |    |       |  |    |
| Payroll ID: 003 Batch 6068037 |    |    |    |       |                               |      |      |                          |                 | Account Description            |            |        | Asset  |         | G/L Account |  | Amounts |    | Units |  | LT |
| Co                            | FY | PN | DT | Refn2 | Employee                      | JBCD | JBST | Explanation              | Subldg-Ty-Phase | Debit                          | Credit     | Units  |        |         |             |  |         |    |       |  |    |
| 00007                         | 98 | 04 | T1 |       | Payroll Disbursement Entries  |      |      |                          |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
|                               |    |    |    |       | AL041798                      |      |      | Miscellaneous            | 7.4327          | 8.39                           |            |        |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       | AW041798                      |      |      | Accrued Payroll          | 7.4205          | 7,395.19                       |            |        |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       | CF041798                      |      |      | Actual Burden Clearing A | 7.4333          | 1,580.62                       |            |        |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       | CT041798                      |      |      | Actual Burden Clearing A | 7.4333          | 394.46                         |            |        |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       | DP041798                      |      |      | Payroll Bank Account     | 7.1110          |                                | 5,763.01-  |        |        |         |             |  |         | AA |       |  |    |
| Document/Period Total         |    |    |    |       |                               |      |      |                          |                 | 9,378.66                       | 5,763.01-  |        |        |         |             |  |         |    |       |  |    |
| 00007                         | 98 | 04 | T2 |       | Payroll Labor Distribution    |      |      |                          |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
|                               |    |    |    |       | AW041198                      |      |      | Accrued Payroll          | 7.4205          |                                | 7,395.19-  |        |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       | LD041198                      |      |      | Regular Pay              | 701.8115        | 2,615.38                       |            | 80.00  |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       |                               |      |      | 7775                     |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
|                               |    |    |    |       | LD041198                      |      |      | Regular Pay              | 701.8115        | 1,361.54                       |            | 80.00  |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       |                               |      |      | 7776                     |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
|                               |    |    |    |       | LD041198                      |      |      | Regular Pay              | 701.8115        | 1,826.92                       |            | 80.00  |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       |                               |      |      | 7777                     |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
|                               |    |    |    |       | LD041198                      |      |      | Regular Pay              | 701.8115        | 1,591.35                       |            | 80.00  |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       |                               |      |      | 7778                     |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
| Document/Period Total         |    |    |    |       |                               |      |      |                          |                 | 7,395.19                       | 7,395.19-  | 320.00 |        |         |             |  |         |    |       |  |    |
| 00007                         | 98 | 04 | T3 |       | Actual Burden Journal Entries |      |      |                          |                 |                                |            |        |        |         |             |  |         |    |       |  |    |
|                               |    |    |    |       | CF041198                      |      |      | Actual Burden Clearing A | 7.4333          |                                | 1,580.62-  |        |        |         |             |  |         | AA |       |  |    |
|                               |    |    |    |       | CT041198                      |      |      | Actual Burden Clearing A | 7.4333          |                                | 394.46-    |        |        |         |             |  |         | AA |       |  |    |
| Document/Period Total         |    |    |    |       |                               |      |      |                          |                 |                                | 1,975.08-  |        |        |         |             |  |         |    |       |  |    |
| Company Total . . . .         |    |    |    |       |                               |      |      |                          |                 | 16,773.85                      | 15,133.28- | 320.00 |        |         |             |  |         |    |       |  |    |

See Also

- *Setting Up Automatic Accounting Instructions (P069043)*
- *Setting Up Deductions, Benefits, and Accruals (P069117)*
- *Processing Changes Only Pre-Payroll (P07210)*
- *Verifying the Post of Journal Entries (P09800)* from the General Accounting I guide for common error messages associated with journal entries

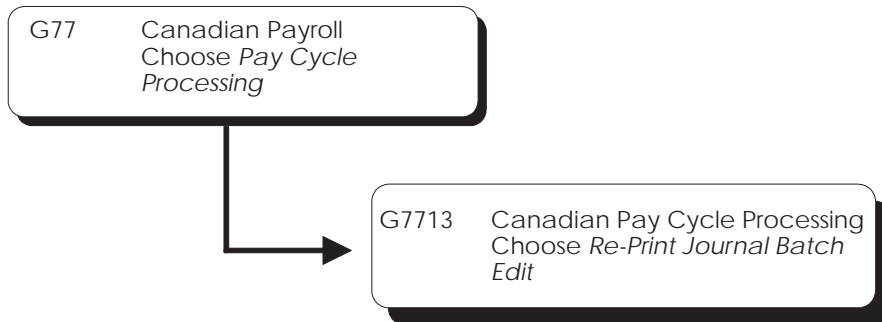
Processing Options for Journal Batch Proof

This option will submit a batch job to print the Journal Proof for the specified Journal Batch.

ENTER BATCH NUMBER TO PRINT \_\_\_\_\_



## Rerunning the Journal Batch Proof Report



You rerun the Pay Period Journal Batch Proof report if you want to print the report without re-creating the pro forma journal entry workfile. Choose Re-Print Journal Batch Edit to rerun the report. You can print this report as many times as necessary before you run the final update step.

### ▶ **To rerun the journal batch proof report**

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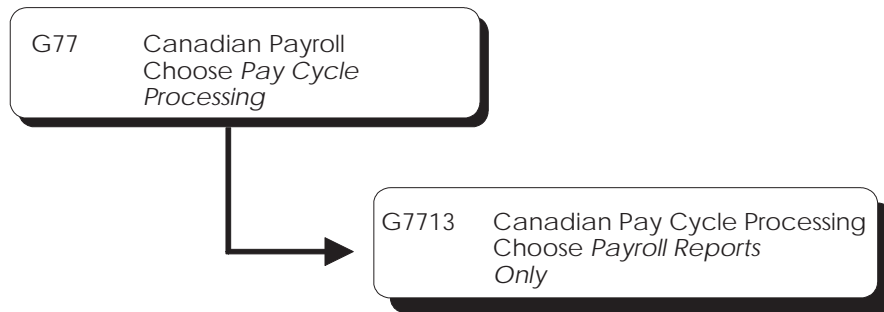
On Re-Print Journal Batch Edit

1. Choose the appropriate processing options.



# Work with Payroll Cycle Reports

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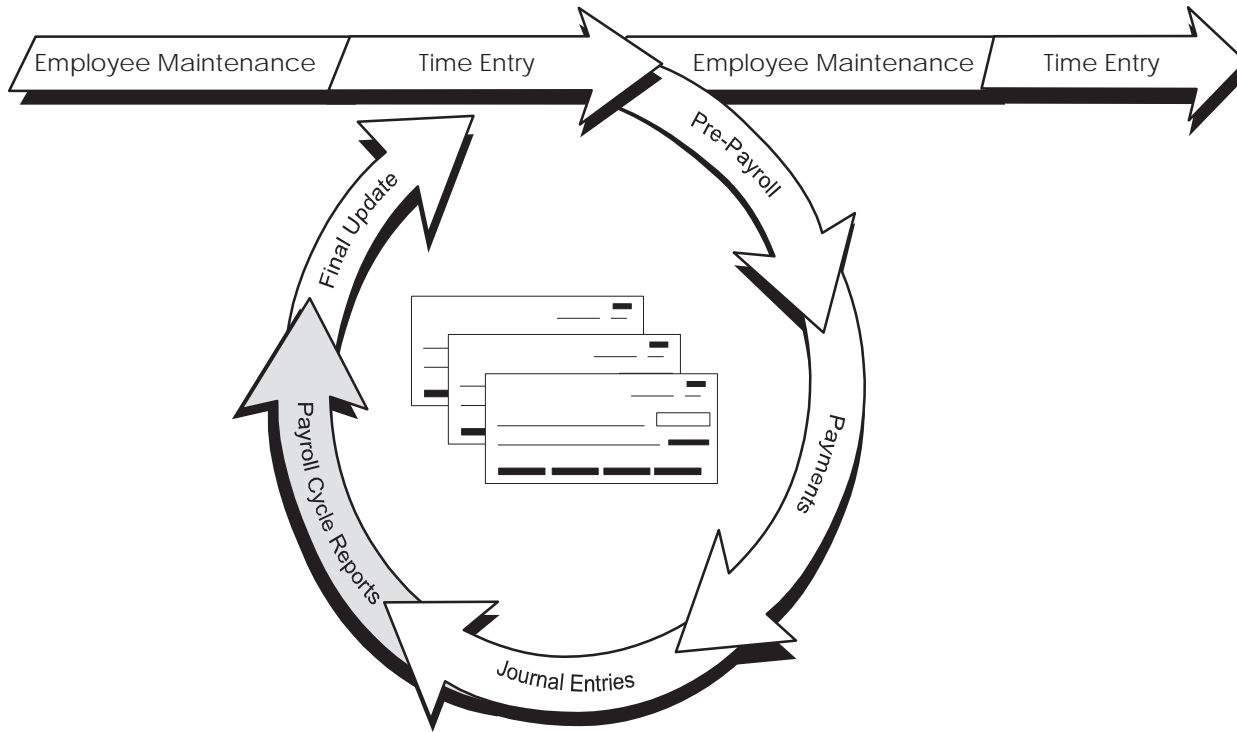
## Working with Payroll Cycle Reports

After you process pro forma journal entries, print any additional payroll cycle reports you need. Your reports contain more detailed information if you print them after you print your checks and create your journal entries. For example, even though the system automatically prints the Payroll Register when you process pre-payroll, the report contains check numbers only after you print paychecks. You can print reports after performing any of the following steps in the payroll cycle:

- Process pre-payroll
- Print payments
- Process pro forma journal entries

Working with payroll cycle reports includes the following tasks:

- Printing payroll cycle reports
- Reviewing payroll cycle reports



## Printing Payroll Cycle Reports

► **To print payroll cycle reports**

---

On the first Payroll Reports Only form

1. Complete the following field:
  - Payroll ID

Payroll ID..... 003 Canadian Pre-Payroll Processin

Work Dates Included FROM..... 03/29/98  
THRU..... 04/11/98

Pay Period Ending Date..... 04/11/98

Report Selection:

| Version                  | Form ID | Description                    |
|--------------------------|---------|--------------------------------|
| <input type="checkbox"/> | P063001 | Time & Pay Entry Register      |
| <input type="checkbox"/> | P063012 | Payroll Register               |
| <input type="checkbox"/> | P063013 | Summary Payroll Register       |
| <input type="checkbox"/> | P063005 | Time and Pay Exception Report  |
| <input type="checkbox"/> | P063053 | Transaction Audit Report       |
| <input type="checkbox"/> | P063062 | DBA Register                   |
| <input type="checkbox"/> | P06493  | Payroll Voucher Journal Detail |
| <input type="checkbox"/> | P06496  | Payroll Voucher Jrnl Summary   |
| <input type="checkbox"/> | P073062 | Unemployment Exception Report  |
| <input type="checkbox"/> | P073162 | Prov. Tax Distribution Summary |

Opt: 6=Versions List 9=Delete F6=Submit F10=Reload All F24=More

2. On the second Payroll Reports Only form, enter a valid DREAM Writer version in the following field for each report you want to print and press Enter.

- Version

The system verifies each version and displays the report name in the Description field.

3. Press Enter to load the reports. If you do press Enter before submitting, the system will not print your reports.
4. Submit the reports for processing.

When all reports have completed, the system displays the following message in the message queue, "All submitted reports have completed for payroll ID xxx."

## What You Should Know About

### Reload all reports

Use the Reload All function to reload all available reports.

### Select Versions from Versions Window

Use the Select Versions from Versions Window function to continuously move through each available report and select a version when desired.

## Reviewing Payroll Cycle Reports

Reviewing payroll cycle reports includes the following:

- Reviewing the Deduction/Benefit/Accrual Summary Register
- Reviewing the Canadian Unemployment Insurance Register
- Reviewing the Unemployment Exception report
- Reviewing the Quebec Tax Distribution Summary
- Reviewing the Interim Cheque Integrity report
- Reviewing other reports

The payroll cycle reports include only employees who are included in the payroll cycle.

### Reviewing the Deduction/Benefit/Accrual Register

The DBA Register prints the same information as the Transaction Audit report (Deduction/Benefit/Accrual report), but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

|                                      |                        |                       |
|--------------------------------------|------------------------|-----------------------|
| 063062                               | J.D. Edwards & Company | Page - 3              |
|                                      | D/B/A - Register       | Date - 7/08/96        |
| DBA Code . . . . . 7700 RRSP         |                        | Pay Period - 04/11/98 |
| Payee Number . . . . .               |                        | Payroll ID - 003      |
| . . . . .Employee. . . . .           |                        |                       |
| Number                               | Name                   | Amount                |
| -----                                | -----                  | -----                 |
| 481-56-0670                          | Bellas, Debbie         | 35.00                 |
| 652-13-6888                          | Rivard, Jacques        | 53.69                 |
| 652-13-6888                          | Rivard, Jacques        | 50.77                 |
| 852-13-6886                          | Deveny, Cindy L.       | 130.77                |
| 081-56-0674                          | Guerre, John M.        | 54.46                 |
| 084-56-0671                          | Bureau, Richard M.     | 91.35                 |
| 856-13-6882                          | Klassen, Lisa M.       | 95.48                 |
|                                      | -----                  | -----                 |
| Total for Provider/Trustee . . . . . |                        | 404.14                |
|                                      | -----                  | -----                 |
| Total for PDBA Code. . . . .         |                        | 404.14                |

### Processing Options for Report - DBA Register

Select the Employee Number to print. \_\_\_\_\_

A - Address Book Number

S - Social Security Number

O - Third Employee Number

Print the payee's address. (Y/N) \_\_\_\_\_

## Reviewing the Canadian Unemployment Insurance Register

You use the DREAM Writer, Unemployment Insurance Registers, to print reports that list rates for unemployment insurance. This DREAM Writer prints the Canadian Unemployment Register.

The report includes the following information:

- Social insurance number (Canada)
- Current wages
- Any excludable wages or amounts paid in excess
- Taxable wages
- Insurance rate
- Current tax amounts

| 073660                                            |                    | J.D. Edwards & Company<br>Canadian Unemployment Registers |                  |                |               | Page - 4             |
|---------------------------------------------------|--------------------|-----------------------------------------------------------|------------------|----------------|---------------|----------------------|
|                                                   |                    |                                                           |                  |                |               | Date - 7/08/96       |
|                                                   |                    |                                                           |                  |                |               | Period End- 04/11/98 |
| Company Number: 777 Canadian Payroll Yearend Comp |                    |                                                           |                  |                |               |                      |
| Tax Id. Number: WCX162712                         |                    |                                                           |                  |                |               |                      |
| U/I Max. Base : 1,500.00                          |                    |                                                           |                  |                |               |                      |
| U/I Rate-Emp. : .029500 Employer: 1.400000        |                    |                                                           |                  |                |               |                      |
| SIN                                               | Name               | Current Wages                                             | Excludable Wages | Paid In Excess | Taxable Wages | Employee Current Tax |
| 081-56-0674                                       | Guerre, John M.    | 1,538.54                                                  | 67.23-           | 105.77         | 1,500.00      | 61.95                |
| 084-56-0671                                       | Bureau, Richard M. | 2,064.42                                                  | 85.68-           | 650.10         | 1,500.00      | 61.95                |
| 856-13-6882                                       | Klassen, Lisa M.   | 1,798.23                                                  | 87.74-           | 385.97         | 1,500.00      | 61.95                |
| 852-13-6886                                       | Deveny, Cindy L.   | 2,955.38                                                  | 105.39-          | 1,560.77       | 1,500.00      | 61.95                |
|                                                   |                    | 8,356.57                                                  | 346.04-          | 2,702.61       | 6,000.00      | 247.80               |
|                                                   |                    | 8,356.57                                                  | 346.04-          | 2,702.61       | 6,000.00      | 247.80               |
| Canadian Payroll Yearend Comp                     |                    | 8,356.57                                                  | 346.04-          | 2,702.61       | 6,000.00      | 247.80               |
| Grand Total . . . . .                             |                    | 8,980.60                                                  | 842.88-          | 2,523.94       | 7,299.54      | 44.23-               |
|                                                   |                    |                                                           |                  |                |               | 193.09               |

## Reviewing the Unemployment Insurance Exceptions Report

You can print the Unemployment Insurance Exceptions Report to show any employees that have earnings are not subject to unemployment insurance taxes.

| 073062                          |                   | J.D. Edwards & Company<br>Unemployment Insurance Exceptio |            |             |                    | Page - 2             |
|---------------------------------|-------------------|-----------------------------------------------------------|------------|-------------|--------------------|----------------------|
|                                 |                   |                                                           |            |             |                    | Date - 7/08/96       |
|                                 |                   |                                                           |            |             |                    | Period End- 04/11/98 |
| Payroll ID . . . . 003          |                   |                                                           |            |             |                    |                      |
| Canadian Pre-Payroll Processing |                   |                                                           |            |             |                    |                      |
| Empl. #                         | Name              | Co.                                                       | Area Store | Pay Pd Date | Current Wages/Adj. | Previous Wages/Adj.  |
| 7775                            | Deveny, Cindy L.  | 00777                                                     | 7771       | 04/17/98    | 3,060.77           |                      |
| 7776                            | Guerre, John M.   | 00777                                                     | 7771       | 04/17/98    | 1,605.77           |                      |
| 7777                            | Bureau, Richard M | 00777                                                     | 7771       | 04/17/98    | 2,150.10           |                      |
| 7778                            | Klassen, Lisa M.  | 00777                                                     | 7771       | 04/17/98    | 1,885.97           |                      |
|                                 |                   |                                                           |            |             |                    | Wages - No Tax       |
|                                 |                   |                                                           |            |             |                    | Wages - No Tax       |
|                                 |                   |                                                           |            |             |                    | Wages - No Tax       |
|                                 |                   |                                                           |            |             |                    | Wages - No Tax       |

## Reviewing the Quebec Tax Distribution Summary Report

The Quebec Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The Quebec Tax Distribution Summary report provides the following information required by the Quebec provincial government:

- Current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for provincial taxes and pension deductions
- Year-to-date deposit information including the total amount withheld and the total amount due to the provincial government

|                 |                                                   |                                            |            |                                              |            |                           |                            |
|-----------------|---------------------------------------------------|--------------------------------------------|------------|----------------------------------------------|------------|---------------------------|----------------------------|
| 073162          | J.D. Edwards & Company<br>Quebec Tax Distribution |                                            |            |                                              | Page - 2   | Date - 7/08/96            | Period End- 04/11/98       |
| Company . . .   | 00077 A Model Canadian Payroll                    |                                            |            |                                              |            |                           |                            |
| Prov . . . .    | 019                                               |                                            |            |                                              |            |                           |                            |
| Tax ID . . .    | 97789977880                                       |                                            |            |                                              |            |                           |                            |
| TT              | Tax Description                                   | . . .Current Period . . .<br>Taxable Wages | Tax Amount | . . . .Month-to-Date. . . .<br>Taxable Wages | Tax Amount | Qtr-to-Date<br>Tax Amount | Year-to-Date<br>Tax Amount |
| CF Quebec       | Provincial                                        | 121.14-                                    | 29.38-     | 3,398.09                                     | 306.17     | 306.17                    | 2,208.34                   |
| CG QPP          | - Employee                                        | 98.67-                                     | 2.09       | 3,420.56                                     | 82.24      | 82.24                     | 433.84                     |
| CH QPP          | Company                                           | 98.67-                                     | 2.09       | 3,420.56                                     | 82.24      | 82.24                     | 433.84                     |
| Tax ID Totals : |                                                   |                                            | 25.20-     |                                              | 470.65     | 470.65                    | 3,076.02                   |

### See Also

*Reviewing the Provincial Tax Distribution Summary*

## Reviewing the Interim Cheque Integrity Report

The Interim Cheque Integrity report shows any differences between the Tax History Summary table (F0713) and the Interim Tax table (F0712I). The report prints only when there is a difference.



|                               |                                |                             |             |             |              |           |              |              |                        |
|-------------------------------|--------------------------------|-----------------------------|-------------|-------------|--------------|-----------|--------------|--------------|------------------------|
| 07401                         | J.D. Edwards & Company         |                             |             |             |              |           |              |              | Page No. . . . . 2     |
|                               | Interim Integrity Verification |                             |             |             |              |           |              |              | Date - . . . . 7/08/96 |
| Address Number . . . . .      | 7704                           | Rivard, Jacques             |             |             |              |           |              |              |                        |
| Company Name . . . . .        | 00077                          | A Model Canadian Payroll Co |             |             |              |           |              |              |                        |
| Tax ID . . . . .              | WCX162734                      |                             |             |             |              |           |              |              |                        |
|                               | 9977880                        |                             |             |             |              |           |              |              |                        |
|                               | "CA"                           | "CB"                        | "CC"        | "CD"        | "CE"         | "CF"      | "CG"         | "CH"         |                        |
| Interim Cheque                | Federal                        | CPP Employee                | UI Employee | UI Employer | CPP Employer | Quebec    | QPP Employee | QPP Employer |                        |
| Number                        | Gross/Tax                      | Gross/Tax                   | Gross/Tax   | Gross/Tax   | Gross/Tax    | Gross/Tax | Gross/Tax    | Gross/Tax    |                        |
| -----                         | -----                          | -----                       | -----       | -----       | -----        | -----     | -----        | -----        |                        |
| 9216                          | 1,762.68-                      |                             | 1,816.37-   | 1,816.37-   |              | 1,762.68- | 1,816.37-    | 1,816.37-    |                        |
|                               | 185.03-                        |                             | 44.70-      | 55.61-      |              | 238.01-   | 42.24-       | 42.24-       |                        |
| -----                         | -----                          | -----                       | -----       | -----       | -----        | -----     | -----        | -----        |                        |
| Interim Totals                | 1,762.68-                      |                             | 1,816.37-   | 1,816.37-   |              | 1,762.68- | 1,816.37-    | 1,816.37-    |                        |
| (F0712I)                      | 185.03-                        |                             | 44.70-      | 55.61-      |              | 238.01-   | 42.24-       | 42.24-       |                        |
| Tax History Totals            | 1,762.68-                      |                             | 1,816.37-   | 1,816.37-   |              | 1,762.68- | 1,816.37-    | 1,816.37-    |                        |
| (F0713)                       | 185.03-                        |                             | 44.70-      | 55.61-      |              | 238.01-   | 42.24-       | 42.24-       |                        |
| -----                         | -----                          | -----                       | -----       | -----       | -----        | -----     | -----        | -----        |                        |
| Difference                    |                                |                             |             |             |              | 1,762.68- | 1,816.37-    | 1,816.37-    |                        |
| (F0712I - F0713)              |                                |                             |             |             |              | 238.01-   | 42.24-       | 42.24-       |                        |
| ERROR: Interims out of synch. |                                |                             |             |             |              |           |              |              |                        |

## Reviewing Other Reports

You can print the reports listed below as part of the print payroll cycle reports step. The system automatically prints the majority of these reports in other areas of the Payroll system. Depending on the level of detail you want the system to print on the report, you might print these reports following different steps of the payroll cycle.

### Time and Pay Entry Register

Printing this report from Payroll Reports Only provides the information for the current payroll only. You can choose to include employee totals on the report. Processing options determine what data is printed on the report. See *Printing Time Entry Reports* for a sample report.

### Payroll Register

The Payroll Register or Summary Payroll Register must be printed during pre-payroll processing. Use the Payroll Register to verify that the system correctly calculated employees' gross-to-net amounts. You can review employee earnings for this payroll cycle by pay type and deductions. The report lists the following information:

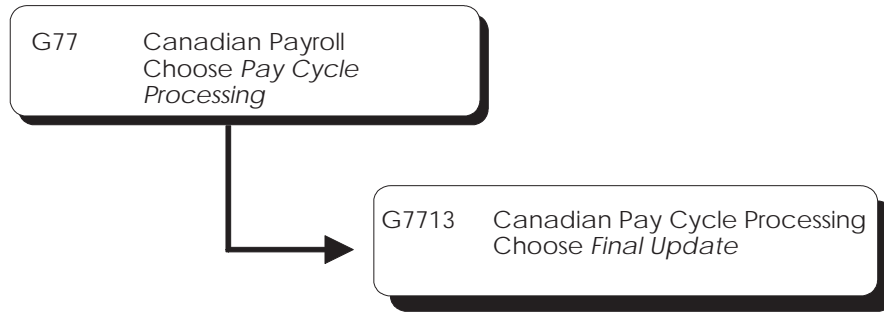
- Pay type and deductions for each employee by business unit
- Totals by pay type for each business unit
- Grand totals by pay type for each company

J.D. Edwards recommends printing this report after the print paychecks step. The report includes check numbers only after you have run Print Paychecks. See *Reviewing Pre-Payroll Reports* for a sample report.

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Summary Payroll Register</b>              | The Summary Payroll Register lists one line per check, and indicates which employees' gross-to-net calculations are incorrect. If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings. See <i>Reviewing Pre-Payroll Reports</i> .                                                                                  |
| <b>Time and Pay Exception Report</b>         | The Time and Pay Exception report prints automatically during pre-payroll processing if there are exceptions. This report lists employees whose hour or rate amounts are more than the maximum or less than the minimum amounts you specified in the processing options for this report. Use this report to identify employees whose timecards might contain errors. See <i>Reviewing Pre-Payroll Reports</i> for a sample report. |
| <b>Federal Tax Distribution Summary</b>      | You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date. See <i>Reviewing Pre-Payroll Reports</i> for a sample report.                                                   |
| <b>Transaction (DBA) Audit Report</b>        | You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle. When you print this report after processing pro forma journal entries, the system also includes benefits and accruals that do not affect gross or net pay. See <i>Printing Transaction History Reports</i> for a sample report.                                                                |
| <b>Payroll Voucher Journal Detail Report</b> | You can use the Payroll Voucher Journal Detail report to validate voucher entries before you run final update. See <i>Accounts Payable Integration</i> for a sample report.                                                                                                                                                                                                                                                        |
| <b>Payroll Voucher Journal Summary</b>       | You can use the Payroll Journal Voucher Summary report to validate voucher entries, tax types, and account numbers before you run final update. See <i>Accounts Payable Integration</i> for a sample report.                                                                                                                                                                                                                       |
| <b>Workers Compensation Register</b>         | The Workers Compensation Register prints detailed workers compensation information for all employees included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, province, company, and grand totals. See <i>Printing Governmental Reports</i> for a sample report.                                                                                               |

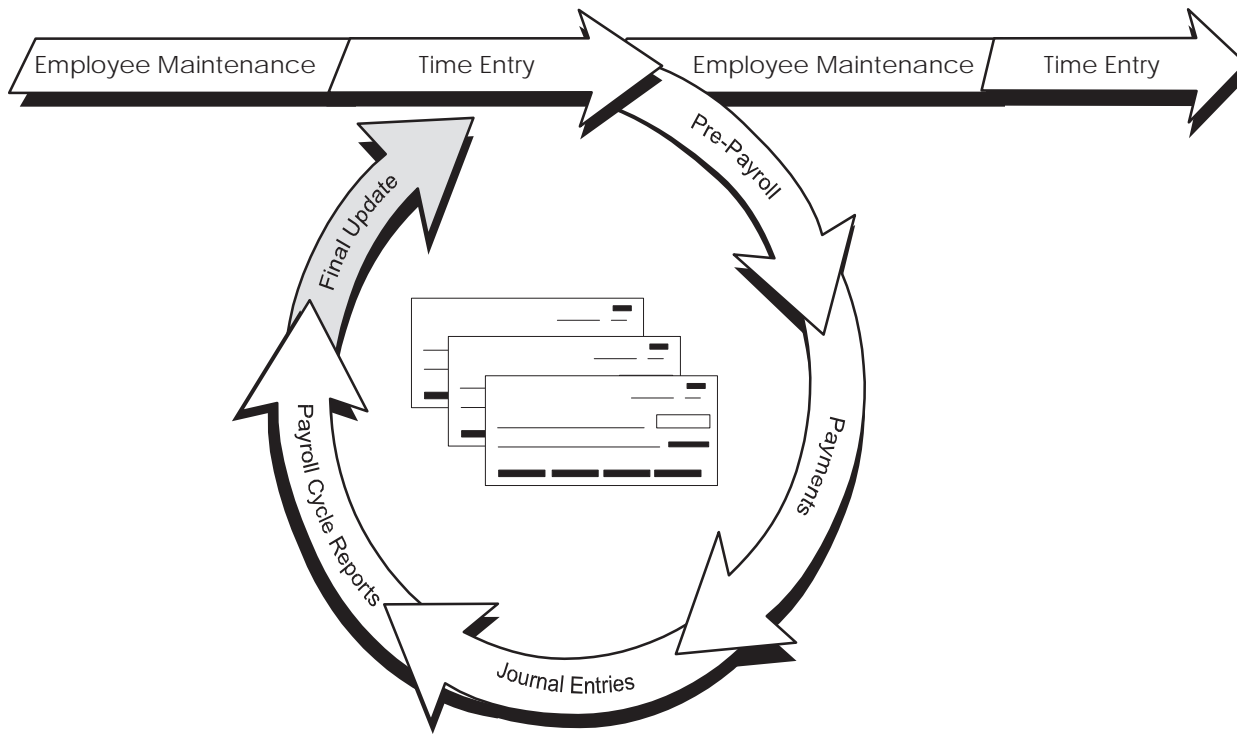
# Process Final Update

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## Processing Final Update

Final update is the last step in the payroll cycle. This step updates the payroll history tables, creates journal entries, and prepares your system for the next payroll cycle. If you have set up your Payroll system to integrate with the Accounts Payable system, final update also creates vouchers. After you process final update, you cannot change anything related to your payroll ID.



When final update completes, the system generates a completion message. If the system encountered no errors, you can use the history inquiry forms to review the results of the final update.

Processing final update includes:

- Running the final update
- Reviewing the Voucher Edit report

### See Also

- *Working with Vouchers (P062201)* for information on creating vouchers
- *Appendix A — Technical Overview of Payroll Cycle* in the *Payroll Volume 2 Guide* for information on the tables affected by final update
- *Reviewing Earnings and Tax Information History (P070920)* and *Reviewing Transaction History (P070910)* for information on viewing the tables affected by final update

## Running Final Update

Final update is the last step in the payroll cycle. After you run final update, you cannot change anything related to your payroll ID.

You use final update to:

- Update employees' transaction, tax, and check history.
- Create journal entries.
- Post journal entries (optional).
- Update the Employee Master table (F060116).
- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records it includes.

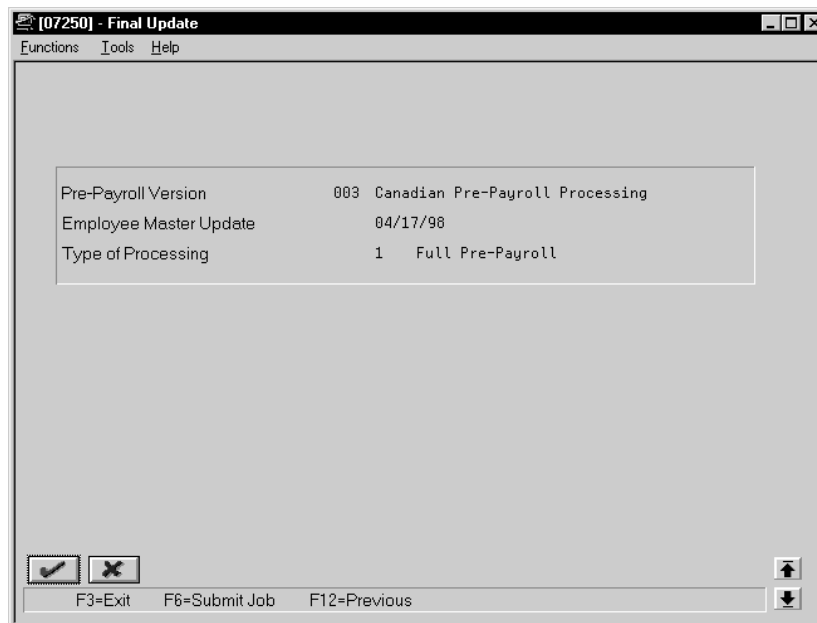
If you have set up your Payroll system to integrate with the Accounts Payable system, final update also creates vouchers, voucher journal entries, and related reports.

**▶ To run final update**

On the first Final Update form

1. Complete the following field:
  - Payroll ID

The system displays the second Final Update form.



2. Submit final update.

## What You Should Know About

### **Abnormal ending to final update**

If final update ends abnormally, such as when a machine or power failure occurs, you must reset the final update status code and then rerun it.

See *Resetting Status Codes*.

When you rerun final update, the system resumes processing at the point where the abnormal ending occurred. The Employee Update report prints, which displays the address number of the employee on which final update stopped processing. Use this report to verify that the system updated the history for this employee. If the employee's history did not update, consult J.D. Edwards Customer Support for assistance.

## Reviewing the Payroll Voucher Edit Report

After you run final update, if you have set up your Payroll system to integrate with the Accounts Payable system, you should review the Payroll Voucher Edit report you printed to verify that no errors occurred during the update.

### See Also

- *Reviewing Voucher Reports* for a sample of this report

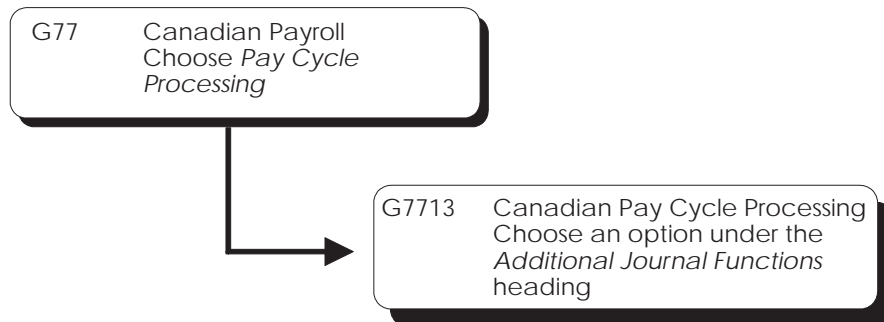


### Exercises

See the exercises for this chapter.

## Work with Journal Entries

---



### Working with Journal Entries

After you run the final update step, you review your batch of payroll journal entries. Final update creates the actual journal entries, and updates the Account Ledger table (F0911). Depending on your company constants, you can have the journals automatically posted to the Account Balances table (F0902). If you do not automatically post the journal entries, you must post them manually. You must also post journals manually when the system could not automatically post a batch of journals due to errors.

You review a batch to verify that the journal entries within the batch are not in error. You can then revise any incorrect journal entries before you post them to the general ledger. After you review or revise a batch of payroll journal entries, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch. The approval status is set in the general accounting constants.

Working with journal entries includes the following tasks:

- Reviewing batches of payroll journal entries
- Revising payroll journal entries
- Approving payroll batches for posting
- Posting payroll journal entries manually
- Reviewing payroll posting reports

## Reviewing Batches of Payroll Journal Entries

You review a batch to verify that the journal entries within the batch do not have errors before you post them. When you review journal entries for posting, you can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range. For example, you could review all of the batches that are approved and unposted.

You can review batches of journal entries that you created by using special timecard post or standard pay cycle journal procedures.

The system uses batch types to group the various kinds of journal entries. Special timecard post and standard pay cycle journals process different batch types.

The standard pay cycle processes the following batch types:

- |                     |                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Batch type 4</b> | Pro forma journal entry records created during the journal entries step of the payroll cycle, but not yet updated to the general ledger. For this batch type, you can review summary information only.                                                                                                                                                                       |
| <b>Batch type 7</b> | Actual journal entries created during the final update step of the payroll cycle. Depending on the way in which you system is set up, these entries might have been automatically posted during final update. You can also manually post them after final update. You can review detail records for this batch type.                                                         |
| <b>Batch type #</b> | Accounts Payable Integration entries. When the Batch Description field value is JE (Journal Entry), the entries are for actual vouchers created during final update. You can review detail records for these entries. When the Batch Description field value is Edit, the entries are for pro forma vouchers. You can review only summary information for pro forma batches. |

The special timecard post processes the following batch types:

- |                     |                                                                                                                                                                                                                           |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Batch type 5</b> | Pro forma journal entry records created during the generate timecard journals step of the special timecard post, but not yet updated to the general ledger. For this batch type, you can review summary information only. |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**Batch type P**

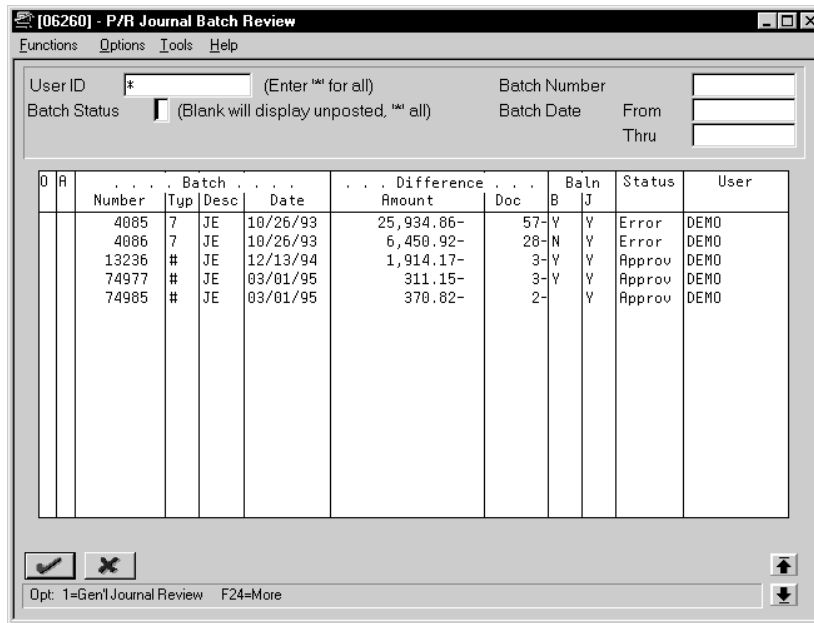
Actual journal entry records created during the post journals to the general ledger step of the special timecard post. This batch type is equivalent to batch type 7 for standard pay cycle journal entries. You can review detail records for this batch type.

**See Also**

- *Processing Journal Entries Prior to the Payroll Cycle*

▶ **To review batches of payroll journal entries**

On Payroll Journal Batch Review



Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

| <b>Field</b> | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Number | A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date – Batch | The date for the batch. If this is an entry field and you leave it blank, the system supplies the current date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date Through | The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Batch Status | <p>A code that indicates the posting status of a batch. Valid codes are:</p> <ul style="list-style-type: none"><li>blank Unposted batches that are pending approval or have a status of approved.</li><li>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</li><li>D Posted. The batch posted successfully.</li><li>E Error. The batch is in error. You must correct the batch before it can post.</li><li>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).</li><li>U In use. The batch is temporarily unavailable because someone is working with it.</li></ul> <p>These valid codes are set up in user defined codes (system 98, type IC).</p> |

## Revising Payroll Journal Entries

After you review a list of batches, you can access transaction detail within a specific batch of journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review and revision. You revise payroll journal entries with errors to ensure that you post the correct information to the general ledger.

You can revise the associated explanations and the general ledger distributions of an unposted journal entry. You cannot change the following information:

- Document type
- Document number

- Document company
- G/L date

▶ **To revise payroll journal entries**

On Payroll Journal Batch Review

1. Locate the appropriate list of batches.
2. Choose the batch with inaccurate journal entries.
3. Access General Ledger Batch Review.

The screenshot shows a window titled "[09202] - General Ledger Batch Review". It contains a form with the following fields:

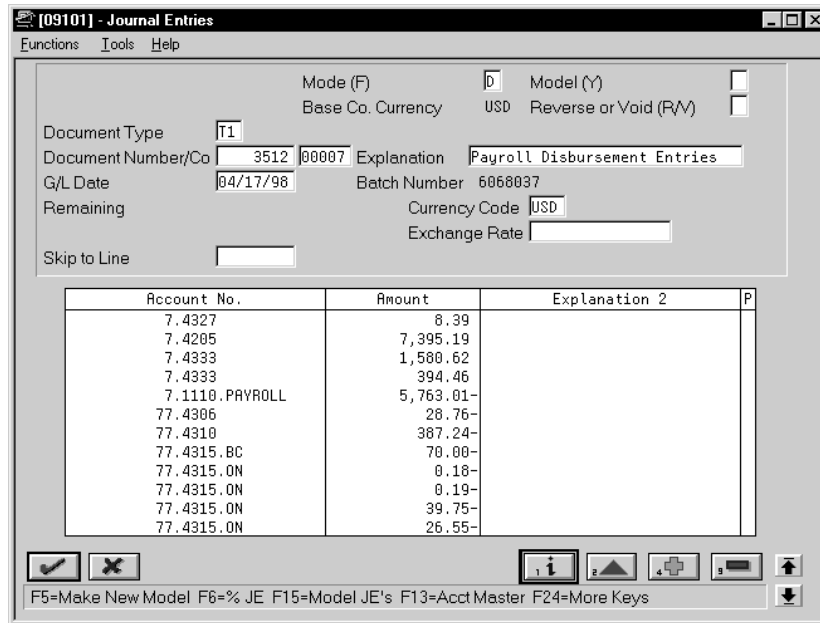
- Mode(F): D
- Batch Number: 6068037
- Batch Date: 06/25/96
- User ID: WC909193

Below the form is a table with the following data:

| Op | Ty | J.E. Number | Co.   | Explanation             | Date     | Amount  | Cur Cod |
|----|----|-------------|-------|-------------------------|----------|---------|---------|
|    | T1 | 3512        | 00007 | Payroll Disbursement En | 04/17/98 | 100.00- | USD     |
|    | T2 | 3513        | 00007 | Payroll Labor Distribut | 04/11/98 |         | USD     |
|    | T3 | 3514        | 00007 | Actual Burden Journal E | 04/11/98 |         | USD     |
|    |    |             |       | Total                   |          | 100.00- |         |

At the bottom of the window, there are buttons for a checkmark and an 'X', and a status bar with the text "Option: 1=Individual Document Review F24=More Keys".

4. On General Ledger Batch Review, choose a journal entry to revise.
5. Choose Individual Document Review.



6. On Journal Entries, enter the necessary changes.
7. Exit to the menu.
8. Complete the steps for manual journal entry post.

*See Posting Journal Entries Manually*

## Approving Payroll Batches for Posting

After you review or revise a batch of payroll journal entries, you might need to approve it before you can post it. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the general accounting constants, the system assigns either a pending or an approved status to the batch. You approve a batch of payroll journal entries to prepare the batch for posting. You cannot post journal entries that are not approved.

### See Also

- *Approving Batches of Journal Entries for Posting (P09201) in the General Accounting Volume I Guide*

### ► To approve a payroll batch for posting

On Payroll Journal Batch Review

1. Choose the appropriate batch.

2. Complete the following field:

- A (Approved)

| Field                      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Approved for Posting | <p>A code that indicates whether a batch is ready for posting. Valid codes are:</p> <ul style="list-style-type: none"> <li>A Approved, ready for posting.</li> <li>P Pending approval. The batch will not post.</li> </ul> <p>If the system constants do not specify manager approval, the system automatically approves batches that are not in error.</p> <p>..... <i>Form-specific information</i> .....</p> <p>When your batch is in an "ERROR" status, you must go into each item and make corrections. When you exit back to the Review screen the program will automatically set the status to "APPROVED".</p> |

### What You Should Know About

**Preventing a batch from posting** To temporarily prevent a batch from posting, change its status to pending.

## Posting Payroll Journal Entries Manually

You post payroll journal entry batches to update your general ledger. When you post journal entries, the system posts the batches that have been approved and are ready to post to the Account Balances table (F0902).

You post journal entries manually for the following reasons:

- Your company requires manager approval before you post transactions
- Your system is set to automatically post during the final update step, but the system detects errors during final update. The system does not post a batch of journal entries that contains errors.

### What You Should Know About

**Selecting batches** If you do not specify a batch selection, the program posts all approved batches for all dates and all users.

**Posting journal entries automatically** If you set the payroll company constants to automatic post and your batches contain no errors, the system posts journal batches automatically during the final update step of the payroll cycle. See *Setting Up Payroll Company Constants*.

► **To post journal entries manually**

---

On Manual Payroll Journal Post

1. Choose the appropriate processing options.
2. Submit the post.

### Processing Options for Post General Ledger

**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. \_\_\_\_\_  
NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.) \_\_\_\_\_

**CASH BASIS ACCOUNTING:**

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) \_\_\_\_\_

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) \_\_\_\_\_

**ACCOUNTING FOR 52 PERIODS:**

8. Enter a '1' for 52 Period Post. \_\_\_\_\_  
NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

**TAX FILE UPDATE:**

9. Identify when to update the Tax Work file (F0018): \_\_\_\_\_  
'1' = V.A.T. or Use Tax only  
'2' = for All Tax Amounts  
'3' = for All Tax Explanation Codes  
Blank (Default) = No Update to File.
10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. \_\_\_\_\_  
'1' = update VAT amount only  
'2' = update VAT amount, extended price and taxable amount
11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. \_\_\_\_\_  
'1' = update VAT amount only  
'2' = update VAT amount, extended price and taxable amount

**PROPERTY MANAGEMENT:**

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '//'.) \_\_\_\_\_

**UPDATE OPTION:**

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.) \_\_\_\_\_

**REPORT FORMAT:**

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters. \_\_\_\_\_

**DETAILED CURRENCY RESTATEMENT:**

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running. \_\_\_\_\_

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

## Reviewing Payroll Posting Reports

When you post journal entries, the system prints the Posting Edit and General Ledger Posting Journal reports for your review.

Complete the following tasks:

- Review the Posting Edit report
- Review the General Ledger Posting Journal

### Reviewing the Posting Edit Report

Review the Posting Edit report for any applicable posting error messages.

```

09800 J.D. Edwards & Company Page 5
 General Ledger Post - Payroll Vouchers Date 7/23/96
 Posting Edit Report

Create Intercompany Settlements: D

 Batch Batch Account Number - Input G/L Date Do Document JE Line
 Number Date Account ID Subldgr Ty Number Number Error Messages

6068214 07/22/96 ***NO ERRORS*** Batch will post.
*

```

### Reviewing the General Ledger Posting Journal

The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Pay Period Journal Batch Proof report. However, the General Ledger Posting Journal prints the journal entry number, general ledger date, and the account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.



09801 J.D. Edwards & Company Page 1  
 Batch Type - 7 General Ledger Post - P/R Period Manual Date 7/23/96  
 Batch Number - 6068213  
 Batch Date - 07/22/96

Posting Journal

Post Out of Balance :  
 Create Intercompany Settlements: D

| Do Document Ty | G/L Date      | Co    | Account Description Explanation                           | G/L Account Subldgr-Ty/Asset Number | Amounts Debit | Amounts Credit | LT | Units |
|----------------|---------------|-------|-----------------------------------------------------------|-------------------------------------|---------------|----------------|----|-------|
| T1             | 3530 08/14/98 | 00100 | Miscellaneous Revenue USD<br>Payroll Disbursement Entries | 90.9160<br>00007504 A               |               | 10.00          | -  | AA    |
| T1             | 3530 08/14/98 | 00100 | Life Insurance USD<br>Payroll Disbursement Entries        | 100.4310                            |               | 145.10         | -  | AA    |

See Also

- *Setting Up Company Constants (P069091)*
- *Setting Up Automatic Accounting Instructions (P069043)*



# Correct Errors in Pre-Payroll Processing

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## Correcting Errors in Pre-Payroll Processing

After you review pre-payroll reports, you might discover errors in the gross-to-net calculations. Some errors you might encounter include:

- An employee is not included in a payroll cycle.
- DBAs do not calculate properly.
- The gross wages less the deductions that printed on an employee's check do not equal the net wages on the Payroll Register.

The following examples describe common errors and the steps you would take to correct them.

### Example 1: An Employee is not Included in a Payroll Cycle

Occasionally, an employee who should be paid this pay period is omitted from pre-payroll processing. Typically, an employee is omitted from pre-payroll processing for one of the following reasons:

- The selection criteria for the pre-payroll version did not include the employee.
- The date entered as the employee's pay start date or pay stop date is incorrect.
- No timecard has been entered for the employee.

To determine why the employee was not included in pre-payroll, locate the employee on the Employee Entry form. The form should indicate that the employee is locked in pre-payroll.

### Reviewing Selection Criteria

When the Employee Entry form does not indicate that the employee is locked in pre-payroll, the employee was not included in the data selection for the pre-payroll DREAM writer version.

Do one of the following:

- Reset the payroll ID and then change the selection criteria for the pre-payroll version so that it includes the employee. You should then process pre-payroll again.
- Issue an interim check for the employee.

If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

### See Also

- *Resetting the Payroll ID (P06217)*
- *Entering Interim Checks (P060531)*

### Reviewing Pay Start and Stop Dates

If the employee is locked in pre-payroll, review the employee's pay stop and pay start dates on the Employee Entry form.

When the pay starts date is after the pay period ending date, or the pay stops date is before the pay period beginning date, the system does not include the employee in the payroll cycle. For example, if the pay period dates are 4/26 – 5/09 and the pay starts date is 5/10, the system does not include the employee in that payroll cycle.

### Reviewing Timecard Information for Hourly Employees Only

If the employee who was not included in pre-payroll is paid hourly, verify that you completed either of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee on the Pay and Tax Information form. (Entering standard hours causes the system to automatically generate timecards for the employee.)

If the employee does not have a timecard for this pay period, enter one and then rerun pre-payroll.

### Example 2: DBAs Do Not Calculate

In some cases, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This scenario could happen even if the system properly calculated the DBA during the last payroll cycle. This condition might affect:

- All employees

- Some employees
- One employee

Use the Transaction Audit report or the DBA Register, which you can print during the print payroll cycle reports step, to determine how many employees are affected. Use the DBA One-Time Override window on Time Entry by Employee to review current DBAs for individual employees.



## Exercises

See the exercises for this chapter.

### **DBAs Did Not Calculate for Any Employees**

1. On the DBA Setup form, locate the DBA.
2. Verify the information in the following fields:
  - Calculate in Pre-Payroll
  - Beginning Effective Date
  - Ending Effective Date
  - Pay Period to Calculate
3. Access the Basis of Calculation table.
4. Verify that:
  - The based-on PDBAs were calculated.
  - The based-on PDBAs are not zero.
  - The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA).
5. Make any necessary corrections to the DBA Setup form.
6. Access the second Pre-Payroll Processing form.
7. Verify the information in the following fields:
  - Year

The year must match the year entered for the master pay cycle.

  - Period Number

The period number is not specified.
8. Access the Master Pay Cycles form.
9. Verify the information in the following field:
  - Withholding Period
10. Make any necessary corrections to the payroll cycle information.

### DBAs Did Not Calculate for Any Employees in a Group Plan

If you are using group plans to assign DBAs to employees, and the system did not calculate DBAs for any of the employees in that plan, verify the plan setup.



If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the proper plans.

If you are using Payroll to assign employees to DBAs, complete the following steps:

1. On Group Plan DBA Setup, locate the group plan in which the employees are included.
2. Verify the information in the following fields:
  - Beginning Effective Date
  - Ending Effective Date
  - Withholding Period
3. Make any necessary corrections.

### DBAs Calculated for Only Some Employees

If you are not using group DBA plans, or if the employees whose DBAs did not calculate are in different DBA plans, complete the following steps:

1. Review the Deductions Not Taken and Deduction Arrearage reports to verify that the employees earned enough to cover their deductions.
2. Locate the employee on the DBA Instructions form.
3. Verify the information in the following fields:
  - Start Date
  - Stop Date
  - Pay Periods to Calculate
  - Group Code
  - Union Code
4. Make any necessary corrections.
5. On the DBA Setup form, locate one of the DBAs that the system did not calculate.
6. Access the DBA Limits window.
7. Using the information in this window, determine whether the employee has reached the limit for this DBA.

8. Access the Basis of Calculation Table.
9. Review the information and make any necessary corrections.
10. If the DBA uses a calculation table, access the Calculation Tables form.
11. Review the information and make any necessary corrections.
12. Using the DBA One-Time Overrides window that you access from the Time Entry by Employee form, determine if a one-time override exists for the DBA.
13. Using the Interim Check Entry form, determine whether an interim check was issued for the employee this period.

If the DBA is set up to calculate once per period, and it is included on an interim check, the system does not calculate it during pre-payroll.

### See Also

- *The Human Resources — Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans

### See Also

- *Setting Up Payroll Company Constants (P069091)* for information about setting this error as a hard or soft error
- Deductions Not Taken report (if applicable)
- Deduction Arrearage (if applicable)

The system runs changes only processing up to three times to resolve these situations.







# Payroll History

## Objectives

- To use payroll history for reporting needs
- To use online inquiries for quick access to payroll history

## About Payroll History

Each time you process a payroll cycle, the system creates history records. The history includes the following information for each employee:

- Taxation
- Deduction, benefits, and accruals (DBA)
- Timecard
- Payment

You use this information for online inquiries and historical and government reporting.

Payroll history includes detail and summary information for:

- Earnings and taxes
- Transaction history for pay types, deductions, benefits, or accruals (PDBAs)
- Workers compensation and general liability
- Timecards
- Benefits and accruals, such as vacation time earned, taken, and available
- Individual payment information

Working with payroll history includes:

- Reviewing earnings and tax information history
- Reviewing transaction history
- Reviewing other payroll history



- Working with payment history information
- Reviewing payroll history reports

You can review the payroll history at both summary and detail level. The system creates data in summary and detail tables when you process the historical payroll register. The summary tables contain information from the detail tables as follows:

|                                                    |                                                                                                                                                                                              |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Taxation Summary History (F0713)</b>            | Tax Ledger (F0716)                                                                                                                                                                           |
| <b>Payroll Month PDBA Summary History (F06146)</b> | Payroll Transaction History (F0618)<br>DBA Detail History (F0619)                                                                                                                            |
| <b>Fiscal/Anniversary Year History (F06147)</b>    | Payroll Transaction History (F0618)<br>DBA Detail History (F0619)                                                                                                                            |
| <b>Paycheck Summary (F06156)</b>                   | Tax Ledger (F0716)<br>Payroll Transaction History (F0618)<br>Deduction, Benefits, and Accrual History (F0619)                                                                                |
| <b>Calendar Month DBA Summary History (F06145)</b> | DBA Detail History (F0619)                                                                                                                                                                   |
| <b>Historical Payroll Register (F063451)</b>       | Historical Payroll Processing (F06345)<br><br>Data for the Historical Payroll Register and Historical Payroll Processing tables is created when you process the Historical Payroll Register. |

When you work with payroll history, you use online inquiries and printed reports. You can also perform functions, such as voiding a check, when reviewing individual payment information.

## Calendar Month and Payroll Month History

Transaction history (PDBA) is maintained by both payroll month, which is based on check dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during

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transition payroll cycles. A transition payroll cycle is one that crosses months (for example, a bi-weekly payroll cycle that begins in January and ends in February).

Balances for the payroll month are stored for pay types and DBAs. Balances for the calendar month are stored for DBAs only and not pay types.

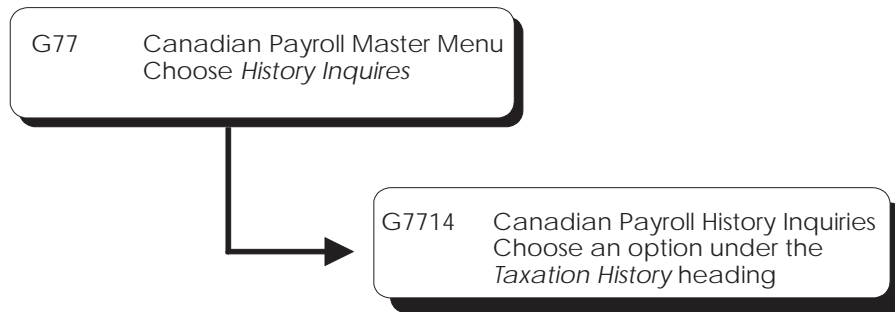
### See Also

- *Setting Up DBAs (P069117)* in the *Payroll Volume 2 Guide* for information about how the system maintains calendar month balances
- *Verifying Integrity of Payroll Summary History (P067011)* in the *Payroll Volume 2 Guide* for information about verifying payroll history for your employees
- *Appendix F* and the *World Writer Guide* for information you need to create custom reports for your specific business needs
- *Working with Government Reports* for information about printing reports that are required by the government



# Review Earnings and Tax Information History

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## Reviewing Earnings and Tax Information History

To answer questions about an employee's tax and earning information, you can review the history for an individual employee. When you review an employee's history you can verify earnings balances for all tax areas and tax types. You can begin the review at either the summary or detail level.

Reviewing earnings and tax information history includes:

- Reviewing quarterly tax balances
- Reviewing monthly tax balances
- Reviewing the monthly tax ledger

When you use these inquiry programs, the system provides information from the following tables:

- Taxation Summary History (F0713)
- Detail Tax Ledger (F0716)

## Reviewing Quarterly Tax Balances

To answer questions about an employee's tax history, you can review the quarterly tax balances for the employee. You can also review the monthly balances, pay period detail, and year-to-date amounts.

► To review quarterly tax balances

On Quarterly Tax Balances

Employee No: 7701  
 Tax Area: FEDERAL  
 Tax Type: CA  
 Home Company: 00001 thru 03999 \* RANGE  
 Year: 98  
 Quarter: 1  
 Tax Id: \* RANGE  
 History Type:  Standard T  
 Anthony Holiday: CAN FED  
 Canada Federal Income Tax

| By Quarter   | Gross Pay | Excludable | In Excess | Tax Amount |
|--------------|-----------|------------|-----------|------------|
| 1st Qtr      | 6,955.14  | 44.00      |           | 1,267.27   |
| 2nd Qtr      | 3,354.00  |            |           | 468.43     |
| 3rd Qtr      |           |            |           |            |
| 4th Qtr      |           |            |           |            |
| Year to Date | 10,309.14 | 44.00      |           | 1,735.70   |

Current Quarter

January . . . 2,514.26 22.00 513.83  
 February . . . 3,322.88 22.00 596.08  
 March . . . . 1,118.00 157.36

Opt: 1=Tax Ledger F5=Month Net/Cumulative F14=Next Qtr F20=Next Record MW

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Tax Area
  - Tax Type
  - Home Company
  - Year
  - Quarter
  - History Type

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Area (Work) | A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations. |

| <b>Field</b>   | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Type       | <p>A code that identifies the type of payroll tax being processed.</p> <p>Please refer to the associated User Defined Code records for the current descriptions of these codes.</p> <p>Please note that the values and meanings associated with this user defined code are pre-set by J.D. Edwards. Neither of the fields should be altered without J.D. Edwards permission.</p>                                                                                                   |
| Company – Home | <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>                                                                                                                                                                                                                                                                                                                |
| Date – YR      | <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>                                                                                                                                                                                                                        |
| Quarter        | <p>A three month calendar period where earnings and taxes are accumulated for governmental reporting. There are four possible quarters within each calendar year, they are:</p> <ul style="list-style-type: none"><li>1st quarter – January thru March</li><li>2nd quarter – April thru June</li><li>3rd quarter – July thru September</li><li>4th quarter – October thru December</li></ul> <p>If you leave this field blank, it will generally default from the system date.</p> |

### Reviewing Monthly Tax Balances

You can answer questions on an employee's tax balances for each month and cumulative balances for the year to date. You can review these amounts for either gross or taxable pay.

▶ **To review monthly tax balances**

On Monthly Net/Cumulative Taxes

| O<br>P | Month     | Net Posting |          | Cumulative |          |
|--------|-----------|-------------|----------|------------|----------|
|        |           | Gross Pay   | Tax Paid | Gross Pay  | Tax Paid |
|        | January   | 2,514.26    | 513.83   | 2,514.26   | 513.83   |
|        | February  | 3,322.88    | 596.08   | 5,837.14   | 1,109.91 |
|        | March     | 1,118.00    | 157.36   | 6,955.14   | 1,267.27 |
|        | April     | 3,354.00    | 468.43   | 10,309.14  | 1,735.70 |
|        | May       |             |          |            |          |
|        | June      |             |          |            |          |
|        | July      |             |          |            |          |
|        | August    |             |          |            |          |
|        | September |             |          |            |          |
|        | October   |             |          |            |          |
|        | November  |             |          |            |          |
|        | December  |             |          |            |          |

Opt: 1=Tax Ledger F10=Toggle Gross/Taxable F20=Next Record MW

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Year
  - Tax History
  - Tax Area
  - Tax Type
  - Home Company

## Reviewing the Monthly Tax Ledger

You can answer an employee's questions on detailed information from the tax ledger transactions for a specific month. You can locate tax amounts for an employee including the check control number and gross pay for each payment.



► **To review the monthly tax ledger**

On Monthly Tax Ledger

Employee No: 7701 Anthony Holiday  
 Tax Area: FEDERAL CAN FED  
 Tax Type: CA Canada Federal Income Tax Thru  
 Home Company: 00077 A Model Canadian Payroll

Month/Year: 01 98  
 History Type:   
 From: 01/01/98  
 Thru: 01/31/98

| Period End | Gross    | EARNINGS   |                | Tax Amount | Check Control |
|------------|----------|------------|----------------|------------|---------------|
|            |          | Excludable | Paid In Excess |            |               |
| 01/03/98   | 1,222.25 | 22.00      |                | 274.83     | 5004          |
| 01/17/98   | 1,292.01 |            |                | 239.00     | 5047          |
| Total      | 2,514.26 | 22.00      |                | 513.83     |               |

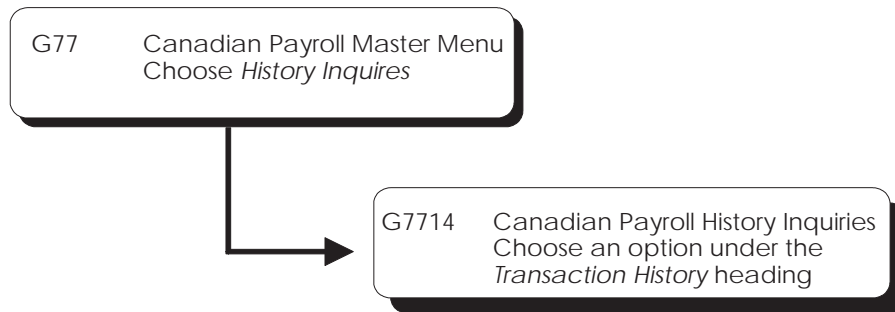
F12=Previous Screen F13/F14=Prev./Next Month F19/F20=Prev./Next F24=More MW

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Month
  - Year
  - History Type
  - Tax Area
  - Tax Type
  - Home Company
  - Beginning Effective Date
  - Ending Effective Date



# Review Transaction History

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## Reviewing Transaction History

You can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on check dates) or by calendar month (based on work dates).

You also can review year-to-date balances for PDBAs that have fiscal and anniversary history.

Reviewing transaction history includes:

- Reviewing quarterly transaction balances
- Reviewing monthly transaction balances
- Reviewing fiscal and anniversary balances
- Reviewing transaction ledgers

## Reviewing Quarterly Transaction Balances

You can review the quarterly balances for any of the PDBAs that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

Reviewing quarterly transaction balances includes:

- Reviewing quarterly PDBA balances by payroll month
- Reviewing quarterly DBA balances by calendar month

You use the Quarterly Balances/Payroll Month program to review PDBA balances based on check dates. You also can use this program to determine whether an employee has a remaining balance, such as an outstanding balance for an advance or an arrearage due for a deduction.

You use the Quarterly Balances/Calendar Month program to review DBA balances based on work dates. You cannot view pay type information for work dates.

The system retrieves information from the following tables:

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

**▶ To review quarterly PDBA balances by payroll month**

On Quarterly Balances/Payroll Month

The screenshot shows the 'Qtrly Balances/Payroll Month' window with the following data:

| By Quarter:   | Dollars   | Hours    | Pieces |
|---------------|-----------|----------|--------|
| 1st Qtr       | 10,371.04 | 589.00   |        |
| 2nd Qtr       | 2,178.15  | 980.00   |        |
| 3rd Qtr       |           |          |        |
| 4th Qtr       |           |          |        |
| Prior Year    |           |          |        |
| Begin Balance |           |          |        |
| Year TOTAL    | 12,549.19 | 1,569.00 |        |
| ITD Total     | 12,549.19 | 1,569.00 |        |

| Current Quarter:                         | Dollars  | Hours          |
|------------------------------------------|----------|----------------|
| <input type="checkbox"/> January . . .   | 2,871.23 | 184.00         |
| <input type="checkbox"/> February . . .  | 3,665.36 | 165.00         |
| <input type="checkbox"/> March . . . . . | 3,834.45 | 240.00         |
| Remaining Balance:                       | 200.00   | Arrearage Due: |

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):

- Year
- Quarter
- History Type
- PDDBA Code
- Home Company

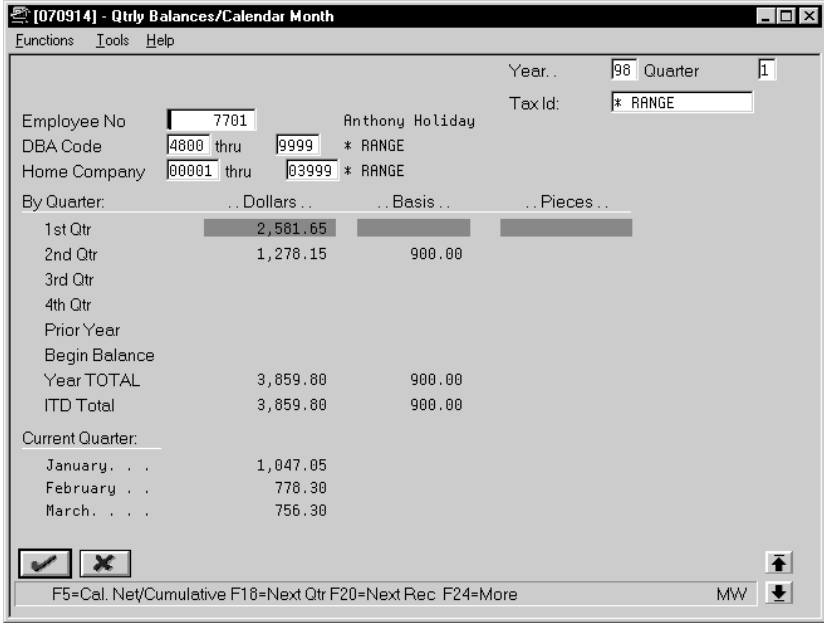
### What You Should Know About

#### Reviewing detail transactions

You can use the Transaction Ledger option to review the detail transactions for a particular month. However, if the processing options for the Monthly Transaction Ledger form are set to sort by work date, the detail information on that form might not correspond to the information on the Quarterly Balances/Payroll Month form.

▶ **To review quarterly DBA balances by calendar month**

#### On Quarterly Balances/Calendar Month



1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):

- Year
- Quarter
- DBA Code
- Home Company

## Reviewing Monthly Transaction Balances

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

Reviewing monthly transaction balances includes:

- Review monthly PDBA balances by payroll month
- Review monthly DBA balances by calendar month

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

When you use the Net-Cumulative/Calendar Month program to review DBA balances based on work dates, the system retrieves information from the Calendar Month DBA Summary History table (F06145). You cannot view pay type information for work dates.

### **To review monthly PDBA balances by payroll month**

---

On Net-Cumulative/Payroll Month

[070911] - Net-Cumulative/Payroll Month

Functions Options Tools Help

Year 98 TaxId: \* RANGE

Employee No 7701 Anthony Holiday

PDBA Code 1 Thru 9999 \* RANGE

Company 00001 Thru 03999 \* RANGE

| Month     | Net      |          | Cumulative |          |
|-----------|----------|----------|------------|----------|
|           | Gross    | Hours    | Gross      | Hours    |
| January   | 2,871.23 | 1,667.96 | 2,871.23   | 1,667.96 |
| February  | 3,665.36 | 889.20   | 6,536.59   | 2,557.16 |
| March     | 3,834.45 | 1,282.05 | 10,371.04  | 3,839.21 |
| April     | 2,178.15 | 1,327.35 | 12,549.19  | 5,166.56 |
| May       |          |          |            |          |
| June      |          |          |            |          |
| July      |          |          |            |          |
| August    |          |          |            |          |
| September |          |          |            |          |
| October   |          |          |            |          |
| November  |          |          |            |          |
| December  |          |          |            |          |

Balance Fwd

ITD Total 12,549.19 5,166.56

Opt: 1=Transaction Ledger F19/F20=Previous/Next Record F24=More MW

- Complete the following field:
  - Employee Number
- To limit the information that appears, complete any of the following fields (optional):
  - Year
  - PDBA Code
  - Company

### What You Should Know About

#### Reviewing detail transactions

You can use the Transaction Ledger option to review the detail transaction for a particular month. However, if the processing options for the Monthly Transaction Ledger form are set to sort by work date, the detail information on that form might not correspond to the information on the Net-Cumulative/Payroll Month form.

► **To review monthly DBA balances by calendar month**

On Net-Cumulative/Calendar Month

| Month     | Net      |          | Cumulative |          |
|-----------|----------|----------|------------|----------|
|           | Gross    | Basis    | Gross      | Basis    |
| January   | 1,047.05 | 1,838.81 | 1,047.05   | 1,838.81 |
| February  | 778.30   | 716.70   | 1,825.35   | 2,555.51 |
| March     | 756.30   | 694.70   | 2,581.65   | 3,250.21 |
| April     | 1,278.15 | 1,247.35 | 3,859.80   | 4,497.56 |
| May       |          |          |            |          |
| June      |          |          |            |          |
| July      |          |          |            |          |
| August    |          |          |            |          |
| September |          |          |            |          |
| October   |          |          |            |          |
| November  |          |          |            |          |
| December  |          |          |            |          |

Balance Fwd  
ITD Total            3,859.80        4,497.56

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Year
  - DBA Code
  - Company

## Reviewing Fiscal and Anniversary Balances

You can answer employees' questions about their year-to-date balances for PDBAs that have fiscal and anniversary history. In addition to year-to-date balances, you can review balances forwarded from a previous year and inception-to-date amounts.

Depending on how you set up the system, it stores fiscal and anniversary history for those PDBAs that have any of the following characteristics:

- A balance that must be calculated using related PDBAs
- An inception-to-date limit



- An annual limit
- A rollover date other than the end of the calendar year

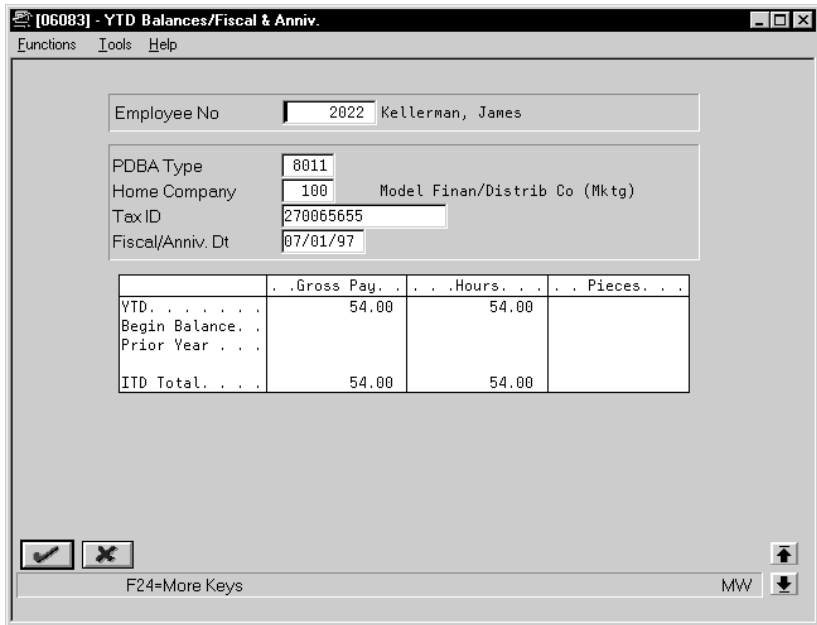
The year-to-date amounts that this program displays might differ from the year-to-date amounts on the Payroll Register. This happens because the year-to-date amounts on the Payroll Register are payroll month totals from the Payroll Month PDBA Summary History table (F06146), which are not affected by fiscal and anniversary rollovers from the Fiscal/Anniversary Year History table (F06147).

**See Also**

- *Reviewing Benefit and Accrual History (P060931)* to see the combined balances of the related PDBAs.

**► To review fiscal and anniversary balances**

On YTD Balances/Fiscal & Anniversary



1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - PDBA Type
  - Home Company

- Tax ID
- Fiscal/Anniversary Date

## Reviewing Transaction Ledgers

You can answer employees' questions about their PDBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

Reviewing transaction ledgers includes:

- Reviewing the calendar transaction ledger
- Reviewing the monthly transaction ledger

You use these transaction ledger programs to review detailed PDBA history for an individual employee. With the calendar transaction ledger, you can review one or a range of PDBA transactions for any date range.

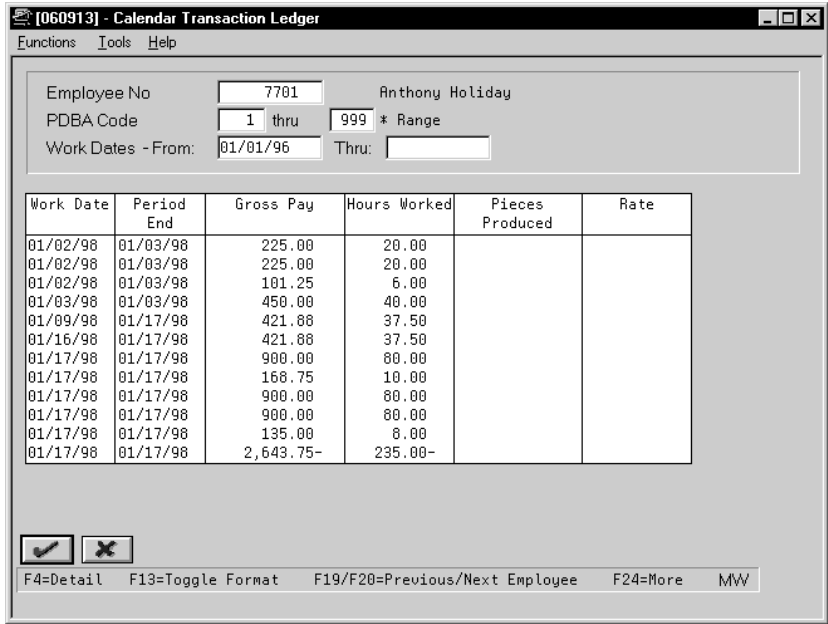
When you review the Monthly Transaction Ledger program, you can locate specific PDBA transaction types for an individual employee for a single month. For pay types, you can also review detailed timecard history.

The system retrieves the information from the following tables:

- Payroll Transaction History (F0618)
- Deduction, Benefits, and Accrual History (F0619)

► To review the calendar transaction ledger

On Calendar Transaction Ledger



1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - PDBA Code
  - Work Dates From
  - Work Dates Thru
3. Access the fold area for additional deduction and benefit information.

**Processing Options for Inquiry – Transaction Ledger by Effective Date**

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)

**▶ To review the monthly transaction ledger**

On Monthly Transaction Ledger

| Work Date | Period End | Gross Pay | Hours Worked | Pieces Produced | Rate   |
|-----------|------------|-----------|--------------|-----------------|--------|
| 01/02/98  | 01/03/98   | 225.00    | 20.00        |                 | 11.250 |
| 01/02/98  | 01/03/98   | 225.00    | 20.00        |                 | 11.250 |
| 01/03/98  | 01/03/98   | 450.00    | 40.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 900.00    | 80.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 900.00    | 80.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 900.00    | 80.00        |                 | 11.250 |
| 01/17/98  | 01/17/98   | 2,643.75- | 235.00-      |                 | 11.250 |
| 01/09/98  | 01/17/98   | 421.88    | 37.50        |                 | 11.250 |
| 01/16/98  | 01/17/98   | 421.88    | 37.50        |                 | 11.250 |
| TOTAL:    |            | 1,800.01  | 160.00       |                 |        |

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following optional fields:
  - Year
  - Update Month
  - PDBA Code
  - From Date
  - Through Date

**Processing Options for Inquiry – Transaction Ledger**

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)

## What You Should Know About Processing Options

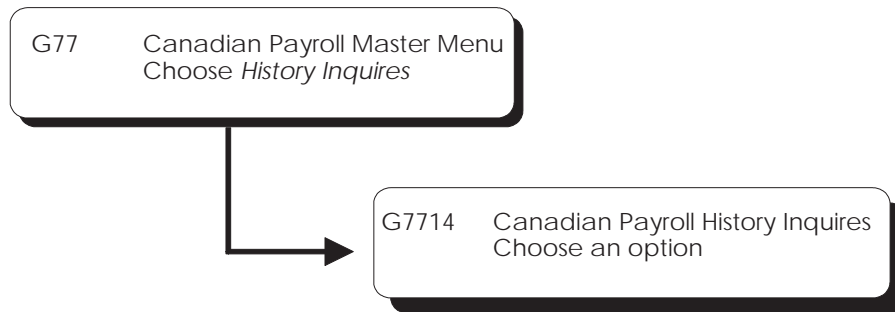
### **Sorting criteria (1)**

If you choose to sort by work date, the information on the Monthly Transaction Ledger form might not match the corresponding information that appears on the Quarterly Balances/Payroll Month form.



## Review Other Payroll History

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### Reviewing Other Payroll History

The system provides a variety of information on employee payroll history. You can review:

- Timecard history
- Benefit and accrual history, such as vacation time earned, taken, and available

Reviewing other payroll history includes:

- Reviewing workers compensation and general liability history
- Reviewing time and pay history
- Reviewing benefit and accrual history

### Reviewing Workers Compensation and General Liability History

You can answer questions about worker compensation claims. You can review workers compensation history for an employee and the general liability history associated with it. You can also review the total amount of workers compensation and general liability insurance an employee has for a specified work date.

The system retrieves information from the following table:

- Payroll Transaction History (F0618)

General liability applies only to US payroll.

**▶ To review workers compensation and general liability history**

On Workers Comp/Genl. Liability

The screenshot shows a software window titled "[060942] - Workers Compensation". It contains a form for employee details and a table of payroll transactions.

Employee Details:

- Employee No: 7701
- W/C Code: [ ]
- Work State/Province: [ ]
- Business Unit: [ ]
- Work Dates - From: 01/01/98 Thru: 07/09/98
- Name: Anthony Holiday

Payroll Transaction Table:

| W/C Code | Wk ST | Pro | Work Date | Gross Pay | Hours   | Overtime | Reportable | Premium |
|----------|-------|-----|-----------|-----------|---------|----------|------------|---------|
| BC       | 70    | 003 | 01/02/98  | 225.00    | 20.00   |          | 225.00     | 2.01    |
| BC       | 70    | 003 | 01/02/98  | 225.00    | 20.00   |          | 225.00     | 2.01    |
| BC       | 70    | 003 | 01/02/98  | 101.25    | 6.00    | 33.75    | 67.50      | 0.60    |
| BC       | 70    | 003 | 01/03/98  | 450.00    | 40.00   |          | 450.00     | 4.03    |
| 8810     | 70    | 015 | 01/09/98  | 421.88    | 37.50   |          |            |         |
| 8810     | 70    | 015 | 01/16/98  | 421.88    | 37.50   |          |            |         |
| BC       | 70    | 003 | 01/17/98  | 900.00    | 80.00   |          | 900.00     | 8.06    |
| BC       | 70    | 003 | 01/17/98  | 168.75    | 10.00   | 56.25    | 112.50     | 1.01    |
| BC       | 70    | 003 | 01/17/98  | 900.00    | 80.00   |          | 900.00     | 8.06    |
| BC       | 70    | 003 | 01/17/98  | 900.00    | 80.00   |          | 900.00     | 8.06    |
| BC       | 70    | 003 | 01/17/98  | 135.00    | 8.00    | 45.00    | 90.00      | 0.81    |
| BC       | 70    | 003 | 01/17/98  | 2,643.75- | 235.00- |          | 2,643.75-  | 23.66-  |

Navigation buttons: F4=Detail, F19=Previous Employee, F20=Next Employee, MW

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - W/C Code
  - Work State/Province
  - Business Unit
  - Work Dates

## Reviewing Time and Pay History

You can answer employees' questions about their timecard information for a specified time period or pay type. You can access detailed information for each employee, including the labor distribution account and check control numbers.



You can review timecard information by employee or by business unit. When you review by employee, the system displays totals for hours worked and gross pay. When you review by business unit, the system displays all employees in that business unit, sequenced first by work date and then by employee number.

Reviewing time and pay history includes:

- Reviewing time and pay history by employee
- Reviewing time and pay history by business unit

The system retrieves information from the following table:

- Payroll Transaction History (F0618)

**▶ To review time and pay history by employee**

On Time and Pay Inquiry

The screenshot shows a window titled "[06099] - Time & Pay Inquiry" with a menu bar (Functions, Tools, Help). The search criteria are: Employee No: 7701 (Anthony Holiday), Business Unit (Opt): [blank], Pay Type: [blank], Work Dates - From: 01/01/98, Thru: 07/09/98. Below the criteria is a table with columns: Work Date, Pay Type, Hours Worked, Rate, and Gross Pay.

| Work Date | Pay Type | Hours Worked | Rate | Gross Pay |
|-----------|----------|--------------|------|-----------|
| 01/02/98  | 1        | 20.00        |      | 225.00    |
| 01/02/98  | 1        | 20.00        |      | 225.00    |
| 01/02/98  | 100      | 6.00         |      | 101.25    |
| 01/03/98  | 1        | 40.00        |      | 450.00    |
| 01/09/98  | 1        | 37.50        |      | 421.88    |
| 01/16/98  | 1        | 37.50        |      | 421.88    |
| 01/17/98  | 1        | 80.00        |      | 900.00    |
| 01/17/98  | 100      | 10.00        |      | 168.75    |
| 01/17/98  | 1        | 80.00        |      | 900.00    |
| 01/17/98  | 1        | 80.00        |      | 900.00    |
| 01/17/98  | 100      | 8.00         |      | 135.00    |
| 01/17/98  | 1        | 235.00-      |      | 2,643.75- |

At the bottom of the window, there are navigation buttons (checkmark, X) and a status bar with shortcuts: F4=Detail, F13=Toggle Display, F19/F20=Previous/Next Employee, F24=More, MW.

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Pay Type
  - Work Dates

► **To review time and pay history by business unit**

On Time and Pay Inquiry

| Work Date | Pay Type | Hours Worked | Rate | Gross Pay | Employee Name / Number |
|-----------|----------|--------------|------|-----------|------------------------|
| 01/02/98  | 1        | 20.00        |      | 225.00    | Anthony Holi / 7701    |
| 01/02/98  | 1        | 40.00        |      | 1,500.00  | Derrick, Les / 7702    |
| 01/03/98  | 1        | 40.00        |      | 450.00    | Anthony Holi / 7701    |
| 01/03/98  | 1        | 40.00        |      | 1,500.00  | Derrick, Les / 7702    |
| 01/03/98  | 1        | 80.00        |      | 2,038.46  | Bellas, Debb / 7703    |
| 01/03/98  | 1        | 80.00        |      | 1,677.69  | Rivard, Jac / 7704     |
| 01/09/98  | 1        | 37.50        |      | 421.88    | Anthony Holi / 7701    |
| 01/16/98  | 1        | 37.50        |      | 421.88    | Anthony Holi / 7701    |
| 01/17/98  | 1        | 80.00        |      | 900.00    | Anthony Holi / 7701    |
| 01/17/98  | 1        | 235.00-      |      | 2,643.75- | Anthony Holi / 7701    |
| 01/17/98  | 1        | 80.00        |      | 3,000.00  | Derrick, Les / 7702    |
| 01/17/98  | 1        | 80.00        |      | 2,038.46  | Bellas, Debb / 7703    |

1. Complete the following field:
  - Business Unit
2. To limit the information that appears, complete any of the following fields (optional):
  - Pay Type
  - Work Dates

**What You Should Know About**

**Reviewing additional information**

You can toggle to display additional business unit and job information.

**Processing Options for Time and Pay Inquiry**

Select the following to Display:

- '1' - to display Gross Pay (Wages) \*
- '2' - to display the Recharge Amounts

(\* - Default Value)

## Reviewing Benefit and Accrual History

You can answer employees' questions about their benefit and accrual balances. For benefits and accruals that are grouped by benefit/accrual type, you can review the following information:

- Time and dollars accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining

The system retrieves information from the following tables:

- Payroll Month PDBA Summary History (F06146)
- Fiscal/Anniversary Year History (F06147)

### ► To review benefit and accrual history

On Benefit/Accrual Inquiry

The screenshot shows a window titled "[060931] - Benefit/Accrual Inquiry" with a menu bar (Functions, Options, Tools, Help) and a Year field set to '98'. The form contains the following fields:

- Employee No: 7784
- Rivard, Jacques
- Bnft/Accrual Type: S
- Sick Accruals
- Home Company: 00001 thru 03999 \* Range
- Available DBA: 8004 thru 8005 \* Range
- Accrued DBA: [ ] thru [ ]

Below the form is a table with columns for 'Hours' and 'Days'.

|                     | Hours | Days  |
|---------------------|-------|-------|
| Beginning Balance   |       |       |
| Additions This Year |       |       |
| Taken (Earnings)    | 8.00  | 1.07  |
| Available Balance   | 8.00- | 1.07- |
| Accrued Balance     |       |       |

Below the table, a note states: "\*Days Based on Standard Hours/Day of 7.50". At the bottom, there are navigation buttons and a footer: "Opt: 1=Trans. Ledger Inquiry F5=Trans. Balance Inquiry F24=More Keys MW".

1. Complete the following field:
  - Employee Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Year

- Benefit/Accrual Type
- Home Company
- Available DBA
- Accrued DBA

### Processing Options for Benefit Accrual Inquiry

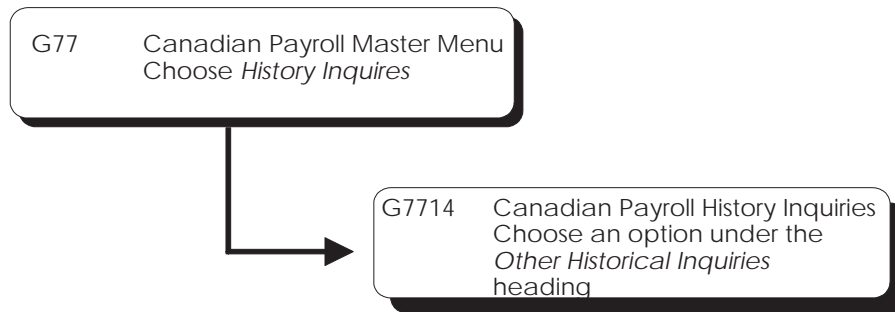
1. Enter a '1' to display accrued information. \_\_\_\_\_
2. Enter a '1' if you do not want dollar amounts displayed. \_\_\_\_\_
3. Enter a '1' to display Payroll Month history (F06146) for fiscal or anniversary DBAs. The default is to display history for the fiscal or anniversary year when it exists. \_\_\_\_\_

### What You Should Know About Processing Options

**Dollar amounts (2)**      The dollars column is not applicable for an accrual that calculates hours only.

# Work with Payment History Information

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## Working with Payment History Information

You can review and void employee payment information. You can also assign a new check number to employee payment information. Use the Paycheck Review and Void program to void a payment and its associated history. Use the Reissue Paycheck program to assign a new paycheck number without voiding the original payment history information.

Working with payment history information includes:

- Voiding payments
- Assigning a new cheque number and date

When the history for a payment is in error, you can void this payment, and the system reverses the original payment. When you need to assign a replacement check that contains different information than the original payment, you must void the original payment. When you need to issue a replacement check that contains the same payment information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and check date using the Reissue Paycheck program.

The system retrieves the information from the Paycheck Summary table (F06156) when you review, void, or reissue employee payment information.

## Voiding Payments

When you need to issue a replacement cheque that contains different information than the original payment, you can void the original payment. For example, you might be processing the reports for a payroll cycle when you discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim cheque for the employee. To update the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

### ► To void payments

On Paycheque Review and Void

| Pay Prd. | Date     | Cheque Number | C | Total Earnings | Total Deductions | Net Pay | R |
|----------|----------|---------------|---|----------------|------------------|---------|---|
| 01/03/98 | 01/09/98 | 55438         | C | 1,109.25       | 456.34           | 650.91  |   |
| 01/17/98 | 01/23/98 | 5445          | C | 1,210.51       | 418.16           | 792.35  |   |
| 01/31/98 | 02/06/98 | 544           | C | 1,092.38       | 352.98           | 739.40  |   |
| 02/14/98 | 02/20/98 | 87665         | C | 1,000.00       | 317.10           | 682.90  |   |
| 02/14/98 | 02/20/98 | 87666         | C | 1,008.00       | 343.28           | 664.72  |   |
| 02/28/98 | 03/06/98 | 64487         | C | 1,008.00       | 327.13           | 680.87  |   |
| 03/14/98 | 03/20/98 | 369           | X | 1,008.00       | 343.28           | 664.72  |   |
| 03/28/98 | 03/20/98 | 369           | V | 1,008.00-      | 343.28-          | 664.72- |   |
| 03/28/98 | 04/03/98 | 7777          | C | 1,008.00       | 300.24           | 707.76  |   |
| 03/28/98 | 04/03/98 | 7778          | C | 1,008.00       | 327.13           | 680.87  |   |
| 04/11/98 | 04/17/98 | 3454          | C | 1,008.00       | 326.79           | 681.21  |   |
| 04/11/98 | 04/17/98 | 171811        | R | 10.06          | 10.06            |         |   |

- Complete the following field:
  - Employee Number
- To limit the information that appears, complete any of the following fields (optional):
  - Original Cheque Number
  - G/L Bank Account
  - Cheque Date – From
  - Cheque Date – Through
- For the payment you need to void, choose the Cheque Inquiry/Void option.

The system displays the Paycheque Inquiry and Void form.

**[07060] - Paycheque Inquiry and Void**

Functions Options Tools Help

Employee No 7701 Anthony Holiday  
 Cheque Date 01/09/98 Cheque Control No 5004  
 Cheque Number 55438

**Cheque Summary**

|            |          |            |        |        |
|------------|----------|------------|--------|--------|
| Gross Pay  | 1,222.25 | Hours      | 86.00  | Pieces |
| Deductions | 134.35   | Benefits   | 269.01 |        |
| Taxes W/H  | 323.99   | Taxes Paid | 57.68  |        |

**Earnings Detail**

| Type | Hours | Rate | Gross Amt | Tax Area | Account Number  |
|------|-------|------|-----------|----------|-----------------|
| 1    | 20.00 |      | 225.00    | FEDERAL  | 707.8115 .      |
| 1    | 20.00 |      | 225.00    | FEDERAL  | 777.1341 .02600 |
| 1    | 40.00 |      | 450.00    | FEDERAL  | 707.8115 .      |

**Tax Detail**

| Tax Area | Ta | Description        | Sta | C/E | Taxable Gross | Tax Amount |
|----------|----|--------------------|-----|-----|---------------|------------|
| 70003    | CA | CAN FED            |     | E   | 1,200.25      | 274.83     |
| 70003    | CB | CAN CPP - Employee |     | E   | 1,222.25      | 27.86      |
| 70003    | CC | CAN UIC - Employee |     | E   | 710.00        | 21.30      |

F6=Void Cheque F12=Previous F15=Ded/Ben - Tax Detail

- On Paycheque Inquiry and Void, choose the Void Cheque function.



If the payment you are voiding is an auto deposit, the system displays a caution message. Read the message and then use the Void Auto Deposit function.

The system displays Void Check Information.

**V06VR1 Void Check Window**

Functions Tools Help

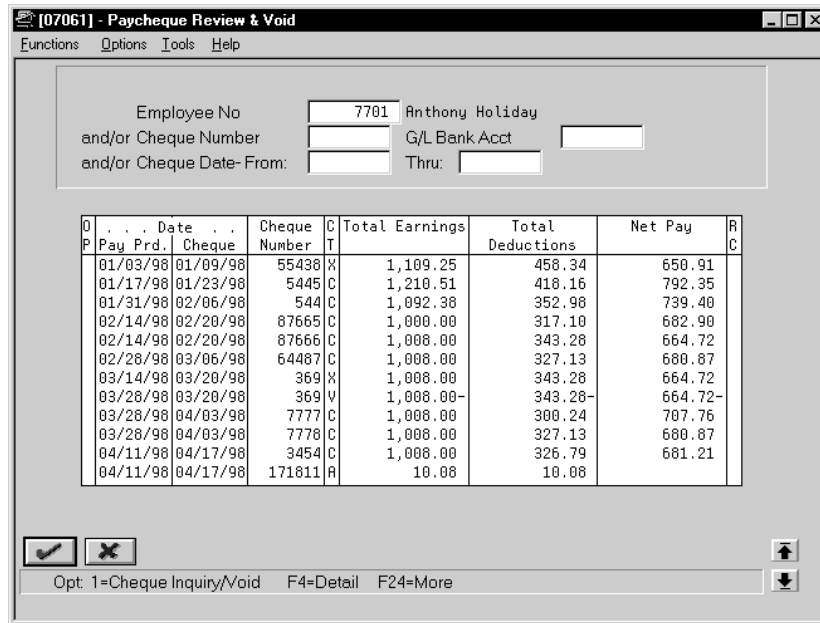
**Void Check Information**

Check Date 07/12/96  
 T/E date 07/12/96

F3=Exit F6=Update File F24=More

- On Void Check Information, complete the following fields:
  - Check Date
  - Time Entry Date
- Process the void.

The system redisplay the Paycheque Review and Void form.



## What You Should Know About

### Reversing general ledger entries

When you void a payment using the Void Check Window, the system automatically reverses all associated transactions in the payroll history, including employee and employer associated transactions. The system stores the void as an interim cheque. The system updates the reversing entries when you process the voided cheque in a payroll cycle.

### Reviewing payment history

You also can use Paycheque Review and Void to review detail payment history, including tax and DBA information, for an employee.

### Voiding a cheque or auto deposit

On Paycheque Inquiry and Void, choose the Void Cheque function to access the Void Check window. The system uses the cheque date as the G/L date for reversing entries associated with the disbursement, such as, reversing the credit to cash and tax liabilities.

The system uses the time entry date as the G/L date for reversing entries associated with time cards, such as labor distribution.

The system also uses time entry date as the work date on the reversing timecard.



**Voiding an auto deposit.** When you void an auto deposit, the system does not:

- Update the auto deposit tape
- Create an accounts receivable entry for the employee

Use dates that affect only the current accounting periods and current tax filing period.

**Unvoiding a cheque voided in error** On Payrcheque Inquiry and Void, you can “unvoid” a voided cheque using the Unvoid function. Use this function only:

- If the system has not yet updated the voided cheque to history
- For cheques and auto deposit advices and not for cash payments

If you use this function following pre-payroll for an employee who is currently locked, you must rerun Pre-payroll for Changes Only.

## Assigning a New Cheque Number and Date

When you need to enter a replacement check that contains the same payment information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and check date using the Reissue Paycheck program. For example, if an employee accidentally destroys a check, you can issue a replacement check and then change the employee’s payment history so that it includes the check number and check date of the replacement check.

 **To assign a new cheque number and date**

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On Reissue Paychecks

**[070621] - Reissue Paycheque**

Functions Options Tools Help

Bank Account No  Payroll Bank Account

Cheque Number-From  Thru

Cheque Date-From  Thru

| D<br>P | Cheque<br>Number | C<br>T | Reissue<br>Number | Dates    |          | Bank<br>Account | Number | Employee<br>Name |
|--------|------------------|--------|-------------------|----------|----------|-----------------|--------|------------------|
|        |                  |        |                   | Cheque   | Reissue  |                 |        |                  |
|        | 55437            | C      |                   | 01/09/98 |          | 18507           | 7704   | Rivard, Jacques  |
|        | 55438            | X      |                   | 01/09/98 | 07/12/96 | 18507           | 7701   | Anthony Holiday  |
|        | 55439            | C      |                   | 01/09/98 |          | 18507           | 7703   | Bellas, Debbie   |
|        | 55440            | C      |                   | 01/09/98 |          | 18507           | 7702   | Derrick, Leslie  |
|        | 5444             | C      |                   | 01/23/98 |          | 18507           | 7704   | Rivard, Jacques  |
|        | 5445             | C      |                   | 01/23/98 |          | 18507           | 7701   | Anthony Holiday  |
|        | 5446             | C      |                   | 01/23/98 |          | 18507           | 7703   | Bellas, Debbie   |
|        | 5447             | C      |                   | 01/23/98 |          | 18507           | 7702   | Derrick, Leslie  |
|        | 544              | C      |                   | 02/06/98 |          | 18507           | 7701   | Anthony Holiday  |
|        | 545              | C      |                   | 02/06/98 |          | 18507           | 7702   | Derrick, Leslie  |
|        | 6446             | R      |                   | 02/06/98 |          | 18507           | 7704   | Rivard, Jacques  |
|        | 6447             | R      |                   | 02/06/98 |          | 18507           | 7704   | Rivard, Jacques  |

Opt. 1=Paycheque Inquiry/Void F6=Update File

1. Complete the following field:
  - Bank Account Number
2. To limit the information that appears, complete any of the following fields (optional):
  - Cheque Number – From [Document Matching (Payment or Item)]
  - Cheque Number – Through [Document Matching (Payment or Item)]
  - Cheque Date – From
  - Cheque Date – Through
3. Complete the following fields for the payment you need to update:
  - Reissue Number (Document # – Successor)
  - Reissue Date
4. Choose the Update File function.

| Field                 | Explanation                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------|
| Document #- Successor | This is the number of the check which replaced the current check when it was voided and reissued. It replaces this check. |

## What You Should Know About

**Assigning new check numbers**

You cannot assign a new check number for a reconciled or voided check, or for a payslip or auto deposit.

**Locating all paychecks**

You can review a list of all paychecks by check date. To do so, do not enter any information in any of the search criteria fields.



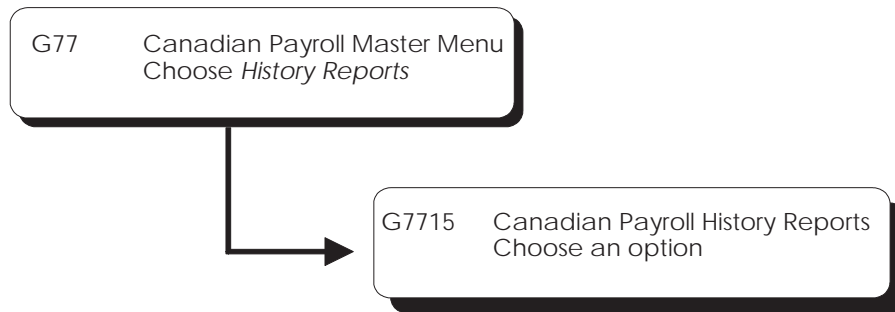
### Exercises

See the exercises for this chapter.



# Review Payroll History Reports

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## Reviewing Payroll History Reports

You can print payroll history reports to answer questions about employees' payroll history information. You can print reports that include the following types of payroll history information:

- Earnings and tax information history
- Transaction history
- Payment history
- Benefit accrual history

Reviewing payroll history reports includes:

- Reviewing earnings and tax history reports
- Reviewing DBA history summary reports
- Reviewing additional transaction history reports
- Reviewing payment history reports
- Reviewing the Benefit/Accrual Roster report
- Reviewing the Historical Payroll Register report

## What You Should Know About

**Governmental reports** Payroll history reports do not satisfy your reporting requirements for government agencies. For information on reports for government agencies, see *Working with Governmental Reports*.

## Reviewing Earnings and Tax History Reports

To review employees' earnings and tax information history, you can:

- Review the Tax History By Company report
- Review the Tax History By Employee report
- Review the Employee Pay and Tax Register report

At year end, you can use these reports to verify the information that you print on employees' year-end forms.

The Canadian payroll system retrieves information from the Taxation Summary History (F0713) table for the earnings and tax and history reports. Additionally, it retrieves information from the Tax Ledger (F0716) table when you print the Employee Pay and Tax Register report.

## Reviewing the Tax History by Company Report

Use the Tax History by Company report to review monthly tax history for an entire year for each company in your organization. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.



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

Tax History by Company Report

| 07416               |          | J. D. Edwards & Company     |          |       |       |     |      |      |        |           |         |          |          | Page: 2           |
|---------------------|----------|-----------------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------------------|
| Company . . . 00077 |          | Tax History by Company      |          |       |       |     |      |      |        |           |         |          |          | Date: 7/09/96     |
| Tax Area Ty Desc.   |          | A Model Canadian Payroll Co |          |       |       |     |      |      |        |           |         |          |          | Quarter: 1        |
|                     |          | January                     | February | March | April | May | June | July | August | September | October | November | December | . . YTD Total . . |
| FEDERAL             | CA Gross | 18,211.32                   |          |       |       |     |      |      |        |           |         |          |          | 18,211.32         |
|                     | Excl     | 351.50                      |          |       |       |     |      |      |        |           |         |          |          | 351.50            |
|                     | Tax      | 4,086.02                    |          |       |       |     |      |      |        |           |         |          |          | 4,086.02          |
| FEDERAL             | CB Gross | 14,805.60                   |          |       |       |     |      |      |        |           |         |          |          | 14,805.60         |
|                     | Tax      | 339.34                      |          |       |       |     |      |      |        |           |         |          |          | 339.34            |
| FEDERAL             | CC Gross | 18,211.32                   |          |       |       |     |      |      |        |           |         |          |          | 18,211.32         |
|                     | Excess   | 8,323.18                    |          |       |       |     |      |      |        |           |         |          |          | 8,323.18          |
|                     | Tax      | 294.36                      |          |       |       |     |      |      |        |           |         |          |          | 294.36            |
| FEDERAL             | CD Gross | 18,211.32                   |          |       |       |     |      |      |        |           |         |          |          | 18,211.32         |
|                     | Excess   | 8,323.18                    |          |       |       |     |      |      |        |           |         |          |          | 8,323.18          |
|                     | Tax      | 375.53                      |          |       |       |     |      |      |        |           |         |          |          | 375.53            |
| FEDERAL             | CE Gross | 14,805.60                   |          |       |       |     |      |      |        |           |         |          |          | 14,805.60         |
|                     | Tax      | 339.34                      |          |       |       |     |      |      |        |           |         |          |          | 339.34            |
| 700190000           | CF Gross | 3,405.72                    |          |       |       |     |      |      |        |           |         |          |          | 3,405.72          |
|                     | Excl     | 100.66                      |          |       |       |     |      |      |        |           |         |          |          | 100.66            |
|                     | Tax      | 397.47                      |          |       |       |     |      |      |        |           |         |          |          | 397.47            |
| 700190000           | CG Gross | 3,405.72                    |          |       |       |     |      |      |        |           |         |          |          | 3,405.72          |
|                     | Tax      | 75.22                       |          |       |       |     |      |      |        |           |         |          |          | 75.22             |
| 700190000           | CH Gross | 3,405.72                    |          |       |       |     |      |      |        |           |         |          |          | 3,405.72          |
|                     | Tax      | 75.22                       |          |       |       |     |      |      |        |           |         |          |          | 75.22             |

## Processing Options for Tax History by Company Report

1. Enter Fiscal Year. (Enter the same year in Data Selection values.) \_\_\_\_\_
2. Enter Thru Period Number. \_\_\_\_\_
3. Enter the Company Number.  
(Blank defaults to all companies) \_\_\_\_\_
4. Enter '1' to change report format to print amounts greater than \$100 million. '0' is the default and will print format for amounts less than \$100 million. \_\_\_\_\_

NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.

## Reviewing the Tax History by Employee Report

Use the Tax History by Employee report to review detailed information about individual employees' taxes. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.



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



Tax History by Employee Report

074161 Home Company 00077 A Model Canadian Payroll Co J. D. Edwards & Company Page: 2  
 Fiscal Year 98 Tax History by Employee Date: 7/09/96  
 Employee # Employee Name Quarter: 1

| Tax Area/Typ         | January              | February   | March | April | May | June | July | August | September | October | November | December | QTD       | YTD      |
|----------------------|----------------------|------------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-----------|----------|
| 7701 Anthony Holiday |                      |            |       |       |     |      |      |        |           |         |          |          |           |          |
| FEDERAL              | CA CAN FED           |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 2,514.26             |            |       |       |     |      |      |        |           |         |          |          | 6,955.14  | 2,514.26 |
| Tax                  | 513.83               |            |       |       |     |      |      |        |           |         |          |          | 1,267.27  | 513.83   |
| Excl                 | 22.00                |            |       |       |     |      |      |        |           |         |          |          | 44.00     | 22.00    |
| FEDERAL              | CB CAN CPP           | - Employee |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 2,514.26             |            |       |       |     |      |      |        |           |         |          |          | 6,955.14  | 2,514.26 |
| Tax                  | 55.91                |            |       |       |     |      |      |        |           |         |          |          | 150.68    | 55.91    |
| FEDERAL              | CC CAN UIC           | - Employee |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 2,514.26             |            |       |       |     |      |      |        |           |         |          |          | 6,955.14  | 2,514.26 |
| Tax                  | 60.06                |            |       |       |     |      |      |        |           |         |          |          | 193.29    | 60.06    |
| Excess               | 512.25               |            |       |       |     |      |      |        |           |         |          |          | 1,210.25  | 512.25   |
| FEDERAL              | CD CAN UIC - Company |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 2,514.26             |            |       |       |     |      |      |        |           |         |          |          | 6,955.14  | 2,514.26 |
| Tax                  | 84.08                |            |       |       |     |      |      |        |           |         |          |          | 270.61    | 84.08    |
| Excess               | 512.25               |            |       |       |     |      |      |        |           |         |          |          | 1,210.25  | 512.25   |
| FEDERAL              | CE CAN CPP - Company |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 2,514.26             |            |       |       |     |      |      |        |           |         |          |          | 6,955.14  | 2,514.26 |
| Tax                  | 55.91                |            |       |       |     |      |      |        |           |         |          |          | 150.68    | 55.91    |
| 7702 Derrick, Leslie |                      |            |       |       |     |      |      |        |           |         |          |          |           |          |
| FEDERAL              | CA CAN FED           |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 6,780.00             |            |       |       |     |      |      |        |           |         |          |          | 18,012.50 | 6,780.00 |
| Tax                  | 2,263.49             |            |       |       |     |      |      |        |           |         |          |          | 5,822.09  | 2,263.49 |
| FEDERAL              | CB CAN CPP           | - Employee |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 6,780.00             |            |       |       |     |      |      |        |           |         |          |          | 18,012.50 | 6,780.00 |
| Tax                  | 158.29               |            |       |       |     |      |      |        |           |         |          |          | 416.07    | 158.29   |
| FEDERAL              | CC CAN UIC           | - Employee |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 6,780.00             |            |       |       |     |      |      |        |           |         |          |          | 18,012.50 | 6,780.00 |
| Tax                  | 63.90                |            |       |       |     |      |      |        |           |         |          |          | 206.70    | 63.90    |
| Excess               | 4,650.00             |            |       |       |     |      |      |        |           |         |          |          | 11,622.50 | 4,650.00 |
| FEDERAL              | CD CAN UIC - Company |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 6,780.00             |            |       |       |     |      |      |        |           |         |          |          | 18,012.50 | 6,780.00 |
| Tax                  | 79.49                |            |       |       |     |      |      |        |           |         |          |          | 257.12    | 79.49    |
| Excess               | 4,650.00             |            |       |       |     |      |      |        |           |         |          |          | 11,622.50 | 4,650.00 |
| FEDERAL              | CE CAN CPP - Company |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 6,780.00             |            |       |       |     |      |      |        |           |         |          |          | 18,012.50 | 6,780.00 |
| Tax                  | 158.29               |            |       |       |     |      |      |        |           |         |          |          | 416.07    | 158.29   |
| 7703 Bellas, Debbie  |                      |            |       |       |     |      |      |        |           |         |          |          |           |          |
| FEDERAL              | CA CAN FED           |            |       |       |     |      |      |        |           |         |          |          |           |          |
| Gross                | 5,511.34             |            |       |       |     |      |      |        |           |         |          |          | 18,042.72 | 5,511.34 |

## Processing Options for Tax History by Employee Report

1. Enter Calendar Year. \_\_\_\_\_
2. Enter Thru Period Number. \_\_\_\_\_
3. Enter the employee number you wish  
to print (Default = 'A') \_\_\_\_\_  
    A = Address Book Number  
    S = Social Security Number  
    O = Third Employee Number

NOTE: This report is designed to print  
on a 198 column printer. An  
alternative is to print the  
report on a laser printer so  
that all columns may be displayed.

1. Enter Calendar Year. \_\_\_\_\_
2. Enter Thru Period Number. \_\_\_\_\_
3. Enter the employee number you wish  
to print (Default = 'A') \_\_\_\_\_  
    A = Address Book Number  
    S = Social Security Number  
    O = Third Employee Number

NOTE: This report is designed to print  
on a 198 column printer. An  
alternative is to print the  
report on a laser printer so  
that all columns may be displayed.

## Reviewing the Employee Pay and Tax Register Report

Use the Employee Pay and Tax Register report to review individual employees' taxes and the pay amounts on which they are based. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

| 07323                                             |      | J.D. Edwards & Company      |                    |       |     | Page No. . . . . 3     |            |                |               |        |
|---------------------------------------------------|------|-----------------------------|--------------------|-------|-----|------------------------|------------|----------------|---------------|--------|
|                                                   |      | Employee Pay & Tax Register |                    |       |     | Date - . . . . 7/09/96 |            |                |               |        |
| Company . . . . . 77 A Model Canadian Payroll Co. |      | Employee Number and Name    |                    | Check |     |                        |            |                |               |        |
| Tax Area                                          | TT   | SCD                         | Description        | Date  | Mo. | Gross Pay              | Excludable | Paid-In-Excess | Taxable Wages | Taxes  |
|                                                   | 7701 | Anthony                     | Holiday            |       |     |                        |            |                |               |        |
| FEDERAL                                           | CA   |                             | CAN FED            |       | JAN | 2,514.26               | 22.00      |                | 2,492.26      | 513.83 |
| FEDERAL                                           | CA   |                             | CAN FED            |       |     | 2,514.26               | 22.00      |                | 2,492.26      | 513.83 |
| FEDERAL                                           | CB   |                             | CAN CPP - Employee |       | JAN | 2,514.26               |            |                | 2,514.26      | 55.91  |
| FEDERAL                                           | CB   |                             | CAN CPP - Employee |       |     | 2,514.26               |            |                | 2,514.26      | 55.91  |
| FEDERAL                                           | CC   |                             | CAN UIC - Employee |       | JAN | 2,514.26               |            | 512.25         | 2,002.01      | 60.06  |
| FEDERAL                                           | CC   |                             | CAN UIC - Employee |       |     | 2,514.26               |            | 512.25         | 2,002.01      | 60.06  |
| FEDERAL                                           | CD   |                             | CAN UIC - Company  |       | JAN | 2,514.26               |            | 512.25         | 2,002.01      | 84.08  |
| FEDERAL                                           | CD   |                             | CAN UIC - Company  |       |     | 2,514.26               |            | 512.25         | 2,002.01      | 84.08  |
| FEDERAL                                           | CE   |                             | CAN CPP - Company  |       | JAN | 2,514.26               |            |                | 2,514.26      | 55.91  |
| FEDERAL                                           | CE   |                             | CAN CPP - Company  |       |     | 2,514.26               |            |                | 2,514.26      | 55.91  |

Processing Options for Report - Employee Pay & Tax Register

1. Select the employee number you wish to print. \_\_\_\_\_  
 A = Address Book Number (Default)  
 S = Social Security Number  
 O = Third Employee Number
  2. Enter the period end date.(MMDDYY) \_\_\_\_\_  
 NOTE: This field is REQUIRED.
  3. Enter the type of history to print. \_\_\_\_\_  
 = Month-to-Date  
 1 = Quarter-to-Date w/Monthly Balances  
 2 = Quarter-to-Date totals only  
 3 = Year-to-Date w/Monthly Balances  
 4 = Year-to-Date w/Quarterly Balances  
 5 = Year-to-Date totals only
  4. Print the detailed transactions associated with each balance. \_\_\_\_\_  
 '1' = Y ' ' = N (Dflt = ' ')
  5. Print multiple employees per page. \_\_\_\_\_  
 Blank is one employee per page.  
 '1' = Y ' ' = N (Dflt = ' ')
- NOTE: The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail.
6. Print Company totals. A blank will print the detail information. \_\_\_\_\_  
 '1' = Y ' ' = N (Dflt = ' ')

## Reviewing DBA History Summary Reports

To review DBA history for individual employees, you can:

- Review the Deduction Benefit Register
- Review the 401k Report
- Review the 401k Detail Investment Report

You use the DBA History Summary Report to print all of these reports. You can print them together or separately. You use the processing options for this DREAM Writer to specify a version for each report you want to print. The version number of the Deduction Benefit Register must match the version number of the DBA History Summary Report. (The version numbers of the other reports do not need to match.)

For Canadian payroll, you can use the 401k reports to show RRSP information by specifying the RRSP DBA numbers to report on.

To compile the DBA history summary reports, the system retrieves information from the following tables:

- Payroll Month PDBA Summary (F06146)
- DBA Detail History (F0619)
- Taxation Summary History (F06136 – US, F0713 – Canada)

### Before You Begin

- Create a DREAM Writer version for each of the DBA history reports (form IDs P063102, P063221, and P063251)

### Processing Options for DBA History Summary Report

1. Enter current period from date \_\_\_\_\_  
thru date \_\_\_\_\_
2. Enter '1' to produce:
 

|                          |   |         |       |
|--------------------------|---|---------|-------|
| Deduction/Benefit Report | - | P063102 | _____ |
| 401-K Report             | - | P063221 | _____ |
| Investment Report        | - | P063251 | _____ |
3. Enter Version Number for:
 

|                          |   |         |       |
|--------------------------|---|---------|-------|
| Deduction/Benefit Report | - | P063102 | _____ |
| 401-K Report             | - | P063221 | _____ |
| Investment Report        | - | P063251 | _____ |
4. Enter Company No. to be processed : \_\_\_\_\_

## Reviewing the Deduction Benefit Register

Use the Deduction Benefit Register to review individual employees' DBA information for the period you specify. You can review month-to-date, quarter-to-date, and year-to-date totals.

| Employee Number | Employee Name   | DBA Code                               | DBA Description             | Union | Job      | Current Period         |
|-----------------|-----------------|----------------------------------------|-----------------------------|-------|----------|------------------------|
| 063102          |                 | J.D. Edwards & Company<br>DBA Register |                             |       | Page - 2 | Date - 7/09/96         |
|                 |                 |                                        |                             |       |          | Period From - 03/01/98 |
|                 |                 |                                        |                             |       |          | Period Thru - 03/31/98 |
| 7701            | Anthony Holiday | 4800                                   | Earnings                    | 7700  | 5J-4     |                        |
| 7701            | Anthony Holiday | 7720                                   | H&W - Canada                | 7700  |          | 80.00                  |
| 7701            | Anthony Holiday | 7735                                   | Ext Health                  | 7700  |          | 90.00                  |
| 7701            | Anthony Holiday | 7750                                   | EHT - Canada                | 7700  | 5J-4     |                        |
| 7701            | Anthony Holiday | 7760                                   | GST - Canada                |       |          | 5.60                   |
| 7701            | Anthony Holiday | 7770                                   | BC Medical                  |       |          | 140.00                 |
| 7701            | Anthony Holiday | 7780                                   | Vacation Pay                | 7700  |          | 216.00                 |
| 7701            | Anthony Holiday | 7706                                   | Dental Fam                  | 7700  |          | 24.70-                 |
| 7701            | Anthony Holiday | 7710                                   | Union-Canada                | 7700  |          |                        |
| 7701            | Anthony Holiday | 7730                                   | CSB Canada                  |       |          | 200.00-                |
| 7701            | Anthony Holiday | 7731                                   |                             | 7700  | 5J-4     |                        |
|                 |                 |                                        | Holiday, Anthony            |       |          | 306.90                 |
| 7702            | Derrick, Leslie | 4800                                   | Earnings                    | 7700  | 5J-3     |                        |
| 7702            | Derrick, Leslie | 7750                                   | EHT - Canada                |       |          | 122.48                 |
| 7702            | Derrick, Leslie | 7780                                   | Vacation Pay                |       |          | 780.00                 |
| 7702            | Derrick, Leslie | 7730                                   | CSB Canada                  |       |          | 200.00-                |
| 7702            | Derrick, Leslie | 7731                                   |                             | 7700  | 5J-3     |                        |
|                 |                 |                                        | Derrick, Leslie             |       |          | 702.48                 |
| 7703            | Bellas, Debbie  | 4800                                   | Earnings                    |       |          | 2,174.32               |
| 7703            | Bellas, Debbie  | 7785                                   | Salary Vac                  | 0A-3  |          | 1,357.79               |
| 7703            | Bellas, Debbie  | 7790                                   | RRSP Fixed                  | 0A-3  |          | 339.46                 |
| 7703            | Bellas, Debbie  | 7791                                   | RRSP Mutual                 | 0A-3  |          | 339.46                 |
| 7703            | Bellas, Debbie  | 7701                                   | RRSP Co.                    | 0A-3  |          | 226.31                 |
| 7703            | Bellas, Debbie  | 7705                                   | Dental/Co.                  | 0A-3  |          | 25.92                  |
| 7703            | Bellas, Debbie  | 7735                                   | Ext Health                  | 0A-3  |          | 135.00                 |
| 7703            | Bellas, Debbie  | 7740                                   | CarAllowCAN                 | 0A-3  |          | 1,230.00               |
| 7703            | Bellas, Debbie  | 7750                                   | EHT - Canada                |       |          | 189.23                 |
| 7703            | Bellas, Debbie  | 7760                                   | GST - Canada                |       |          | 86.10                  |
| 7703            | Bellas, Debbie  | 7700                                   | RRSP                        | 0A-3  |          | 452.60-                |
| 7703            | Bellas, Debbie  | 7730                                   | CSB Canada                  | 0A-3  |          | 300.00-                |
| 7703            | Bellas, Debbie  | 7731                                   |                             | 0A-3  |          |                        |
|                 |                 |                                        | Bellas, Debbie              |       |          | 5,350.99               |
| 7704            | Rivard, Jacques | 4800                                   | Earnings                    |       | 3P-1     |                        |
| 7704            | Rivard, Jacques | 7785                                   | Salary Vac                  |       |          | 1,283.30               |
| 7704            | Rivard, Jacques | 7790                                   | RRSP Fixed                  |       |          | 151.00                 |
| 7704            | Rivard, Jacques | 7701                                   | RRSP Co.                    |       |          | 50.34                  |
| 7704            | Rivard, Jacques | 7735                                   | Ext Health                  |       |          | 90.00                  |
| 7704            | Rivard, Jacques | 7775                                   | QHIP                        |       |          | 320.82                 |
| 7704            | Rivard, Jacques | 7700                                   | RRSP                        |       |          | 100.66-                |
| 7704            | Rivard, Jacques | 7706                                   | Dental Fam                  |       |          | 24.70-                 |
| 7704            | Rivard, Jacques | 7730                                   | CSB Canada                  |       |          | 50.00-                 |
|                 |                 |                                        | Rivard, Jacques             |       |          | 1,720.10               |
|                 |                 |                                        | A Model Canadian Payroll Co |       |          | 8,080.47               |
|                 |                 |                                        | Grand Total -               |       |          | 8,080.47               |

## Processing Options for Report - Deduction/Benefit Register

- Select the employee number you wish to print.  
 A = Address Book Number  
 S = Social Security Number  
 O = Other
- Print MTD, QTD, YTD information:

Y = Union, Job codes will not print.  
 N = Current period info ONLY.

3. Deductions to appear as negatives:  
 (Y/N)

### Reviewing the 401k Report

Use the 401k Report to review employee and company contributions to individual employees' 401k plans. You can also review total contributions by company.

| 063221                      |                  | J.D. Edwards & Company |               |       |       | Page - 2                  |               |               |               |
|-----------------------------|------------------|------------------------|---------------|-------|-------|---------------------------|---------------|---------------|---------------|
|                             |                  | 401K Report            |               |       |       | Date - 7/19/96            |               |               |               |
| A Model Financial Co (Trng) |                  |                        |               |       |       | Period From - 03/01/98    |               |               |               |
|                             |                  |                        |               |       |       | Period Thru - 03/31/98    |               |               |               |
|                             |                  |                        |               |       |       | . . .Current Amounts. . . |               |               |               |
|                             |                  |                        |               |       |       | . . .Year to Date. . .    |               |               |               |
| Employee #                  | Employee Name    | P                      | Annual Salary | % Emp | % Co. | Emp Deduction             | Co Contributn | Emp Deduction | Co Contributn |
| 2006                        | Walters, Annette | 0                      | 45,000.00     | 4.00  | 50.00 | 130.26-                   | 65.14         | 445.14-       | 222.60        |
| 2129                        | Jackson, John    | 0                      | 50,000.00     | 2.00  | 50.00 | 83.34-                    | 41.68         | 287.84-       | 143.95        |
| A Model Financial Co (Trng) |                  |                        |               |       |       | 213.60-                   | 106.82        | 732.98-       | 366.55        |

### Processing Options for Report – 401(K) Report

- Select Type of Employee # to print  
 'A' - Address Book  
 'S' - Social Security Number  
 'O' - Additional Employee Number
- Select type of report required  
 ' ' - Current Amounts & MTD  
 '1' - Current Amounts & QTD  
 '2' - Current Amounts & YTD  
 '3' - Monthly Amounts & QTD  
 '4' - Monthly Amounts & YTD  
 '5' - Quarterly Amounts & YTD
- Deductions to appear as negatives.  
 '1' = Yes, ' ' = No (Dflt = ' ')

### Reviewing the 401k Detail Investment Report

Use the 401k Detail Investment Report to review the percentages of their investments that each 401k participant allocates to fixed investments and the percentages they allocate to equity investments. You can also review total investment amounts by company.

You can use the J.D. Edwards Human Resources system to allocate percentages of 401k investments.

| 063251                      |                             | J.D. Edwards & Company<br>Investment Report |            |                     |       |                 |          | Page - 3               |                   |                   |                 |
|-----------------------------|-----------------------------|---------------------------------------------|------------|---------------------|-------|-----------------|----------|------------------------|-------------------|-------------------|-----------------|
| A Model Financial Co (Trng) |                             |                                             |            |                     |       |                 |          | Date - 7/19/96         |                   |                   |                 |
|                             |                             |                                             |            |                     |       |                 |          | Period From - 03/01/98 |                   |                   |                 |
|                             |                             |                                             |            |                     |       |                 |          | Period From - 03/31/98 |                   |                   |                 |
| Employee Number             | Employee Name               | Birth Date                                  | Start Date | Qualifying Earnings | Def % | Invest. Fixed % | Equity % | Employer Basic %       | Employee Withheld | Employer Matching |                 |
| 2006                        | Walters, Annette            | 09/18/50                                    | 06/03/96   | 130.26-             | 4.00  | 50.00           | 50.00    | 65.14                  | Fixed<br>Equity   | 48.85<br>146.55   | 48.85<br>146.55 |
|                             |                             |                                             |            |                     |       |                 |          |                        | Totals            | 195.40            | 195.40          |
| 2129                        | Jackson, John               | 06/15/47                                    | 03/15/88   | 83.34-              | 2.00  | 25.00           | 75.00    | 41.68                  | Fixed<br>Equity   | 31.26<br>93.76    | 31.26<br>93.76  |
|                             |                             |                                             |            |                     |       |                 |          |                        | Totals            | 125.02            | 125.02          |
|                             |                             |                                             |            |                     |       |                 |          |                        | Total Fixed       | 80.11             | 80.11           |
|                             |                             |                                             |            |                     |       |                 |          |                        | Total Equity      | 240.31            | 240.31          |
|                             | A Model Financial Co (Trng) |                                             |            | 213.60-             |       |                 |          |                        |                   | 320.42            | 320.42          |

### Processing Options for Report - Detail Investment Register

1. Select the type of Detail you wish to print on the report. \_\_\_\_\_  
 P = Pay Period Detail  
 M = Monthly Detail  
 Q = Quarterly Detail  
 A = Annual Detail
  
2. Enter Employee Deduction Code. \_\_\_\_\_
  
3. Enter DBA Code ranges to be used for Employee Investments:  
 Fixed Inv. - Range 1 from Type \_\_\_\_\_  
                   " " thru " \_\_\_\_\_  
                   Range 2 from " \_\_\_\_\_  
                   " " thru " (More) \_\_\_\_\_  
 Equity Inv.- Range 1 from Type \_\_\_\_\_  
                   " " thru " \_\_\_\_\_  
                   Range 2 from " \_\_\_\_\_  
                   " " thru " \_\_\_\_\_
  
4. Enter the Basic Benefit Code. \_\_\_\_\_
  
5. Enter DBA code ranges to be used for Employer Matching Inv.  
 Fixed Inv. - Range 1 from Type \_\_\_\_\_  
                   " " thru " \_\_\_\_\_  
                   Range 2 from " \_\_\_\_\_  
                   " " thru " \_\_\_\_\_  
 Equity Inv.- Range 1 from Type \_\_\_\_\_  
                   " " thru " (More) \_\_\_\_\_  
                   Range 2 from " \_\_\_\_\_  
                   " " thru " \_\_\_\_\_
  
6. Employee Investments will appear as negatives.  
     1 = Yes, ' ' = No (dflt = ' ')
  
7. Enter the Employee # to print: \_\_\_\_\_  
     A = Address Book

S = Social Security Number  
O = Third Employee Number

### See Also

- *Working with 401k Fund Allocations* in the *Human Resources Benefits Administration Guide*.

## Reviewing Additional Transaction History Reports

To review payroll transaction history, you can:

- Review the DBA Audit report
- Review the Time And Pay Entry Register report
- Review the PDBA History by Company report
- Review the PDBA History by Employee report

To compile the reports, the system retrieves information from the following tables:

|                                    |                                                   |
|------------------------------------|---------------------------------------------------|
| <b>DBA Audit Report</b>            | DBA Detail History table (F0619)                  |
| <b>Time and Pay Entry Register</b> | Payroll Transaction History table (F0618)         |
| <b>PDBA History by Company</b>     | Payroll Month PDBA Summary History table (F06146) |
| <b>PDBA History by Employee</b>    | Payroll Month PDBA Summary History table (F06146) |

### Reviewing the DBA Audit Report

Use the DBA Audit Report to review detailed information about the DBAs assigned to individual employees. You can review by pay period all DBA transactions for each employee. The report prints arrearage amounts, as well as totals for each employee and DBA.

To verify your transaction history, you can print this report at any time and balance it to the DBA reports that print during pre-payroll processing.



| 063054     | J.D. Edwards & Company<br>DBA Audit Report |   |          |          |       |        |     |             |           |      | Page - 2 |  |
|------------|--------------------------------------------|---|----------|----------|-------|--------|-----|-------------|-----------|------|----------|--|
| Employee # | Employee Name                              | T | Work     | Pay Per  | DBA   | DBA    | DBA | Union       | Job       | Step | Arrear   |  |
| DBA        | DBA Description                            | T | Date     | Date     | Table | Basis  | M   | Rate        | Amount    |      | Amount   |  |
| 7701       | Anthony Holiday                            |   |          |          |       |        |     |             |           |      |          |  |
| 7706       | Dental Fam                                 | D | 01/03/98 | 01/03/98 |       | 12.35  |     | \$ 12.3500  | 12.35     | 7700 |          |  |
| 7710       | Union-Canada                               | D | 01/03/98 | 01/03/98 |       | 22.00  |     | \$ 22.0000  | 22.00     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 34.35    |  |
| 7720       | H&W - Canada                               | B | 01/03/98 | 01/03/98 |       | 86.00  | H   | 0.5000      | 43.00     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - B |      | 43.00    |  |
| 7730       | CSB Canada                                 | D | 01/03/98 | 01/03/98 |       | 100.00 |     | \$ 100.0000 | 100.00    |      |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 100.00   |  |
| 7735       | Ext Health                                 | B | 01/03/98 | 01/03/98 |       | 45.00  |     | \$ 45.0000  | 45.00     | 7700 |          |  |
| 7760       | GST - Canada                               | B | 01/03/98 | 01/03/98 |       | 43.00  | %   | 0.0700      | 3.01      |      |          |  |
| 7770       | BC Medical                                 | B | 01/03/98 | 01/03/98 |       | 70.00  |     | \$ 70.0000  | 70.00     |      |          |  |
| 7780       | Vacation Pay                               | B | 01/03/98 | 01/03/98 |       |        |     |             | 108.00    | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - B |      | 226.01   |  |
| 7706       | Dental Fam                                 | D | 01/17/98 | 01/17/98 |       | 12.35  |     | \$ 12.3500  | 12.35     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 12.35    |  |
| 7720       | H&W - Canada                               | B | 01/17/98 | 01/17/98 |       | 23.00  | H   | 0.5000      | 11.50     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - B |      | 11.50    |  |
| 7730       | CSB Canada                                 | D | 01/17/98 | 01/17/98 |       | 29.91  |     | \$ 100.0000 | 29.91     |      |          |  |
| 7730       | CSB Canada                                 | D | 01/17/98 | 01/17/98 |       | 70.09  |     | \$ 100.0000 | 70.09     |      |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 100.00   |  |
| 7735       | Ext Health                                 | B | 01/17/98 | 01/17/98 |       | 45.00  |     | \$ 45.0000  | 45.00     | 7700 |          |  |
| 7750       | EHT - Canada                               | B | 01/17/98 | 01/17/98 |       | 843.76 | %   | 0.0195      | 16.45     |      |          |  |
| 7760       | GST - Canada                               | B | 01/17/98 | 01/17/98 |       | 11.50  | %   | 0.0700      | 0.81      |      |          |  |
| 7770       | BC Medical                                 | B | 01/17/98 | 01/17/98 |       | 20.94  |     | \$ 70.0000  | 20.94     |      |          |  |
| 7770       | BC Medical                                 | B | 01/17/98 | 01/17/98 |       | 49.06  |     | \$ 70.0000  | 49.06     |      |          |  |
| 7780       | Vacation Pay                               | B | 01/17/98 | 01/17/98 |       |        |     |             | 6.75      | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - B |      | 139.01   |  |
| 7706       | Dental Fam                                 | D | 01/31/98 | 01/31/98 |       | 12.35  |     | \$ 12.3500  | 12.35     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 12.35    |  |
| 7720       | H&W - Canada                               | B | 01/31/98 | 01/31/98 |       | 85.00  | H   | 0.5000      | 42.50     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - B |      | 42.50    |  |
| 7730       | CSB Canada                                 | D | 01/31/98 | 01/31/98 |       | 100.00 |     | \$ 100.0000 | 100.00    |      |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 100.00   |  |
| 7735       | Ext Health                                 | B | 01/31/98 | 01/31/98 |       | 45.00  |     | \$ 45.0000  | 45.00     | 7700 |          |  |
| 7760       | GST - Canada                               | B | 01/31/98 | 01/31/98 |       | 42.50  | %   | 0.0700      | 2.98      |      |          |  |
| 7770       | BC Medical                                 | B | 01/31/98 | 01/31/98 |       | 70.00  |     | \$ 70.0000  | 70.00     |      |          |  |
| 7780       | Vacation Pay                               | B | 01/31/98 | 01/31/98 |       |        |     |             | 108.00    | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - B |      | 225.98   |  |
| 7706       | Dental Fam                                 | D | 02/14/98 | 02/14/98 |       | 12.35  |     | \$ 12.3500  | 12.35     | 7700 |          |  |
| 7710       | Union-Canada                               | D | 02/14/98 | 02/14/98 |       | 22.00  |     | \$ 22.0000  | 22.00     | 7700 |          |  |
|            |                                            |   |          |          |       |        |     |             | Total - D |      | 34.35    |  |

### Reviewing the Time and Pay Entry Register Report

Use the Time and Pay Entry Register (Time and Pay History Detail) report to review timecard information for individual employees. You can review information for labor, recharge (billing), or equipment. You can review timecards for each employee by business unit and the general ledger account numbers for each pay type. Supervisors can use this report to analyze their labor and equipment costs and to verify employee payment information.

# Canadian Payroll Volume 1

| 063002                   |        | J.D. Edwards & Company            |       |     |         |          |        |        |   |        |           | Page   | 2       |
|--------------------------|--------|-----------------------------------|-------|-----|---------|----------|--------|--------|---|--------|-----------|--------|---------|
| Corporate Administration |        | Time & Pay Entry Register - Labor |       |     |         |          |        |        |   |        |           | Date   | 7/09/96 |
| Work                     | *****  | Employee                          | ***** | 707 | Pay     |          |        |        |   | Hourly | S         | Flat   |         |
| Date                     | Number | Name                              |       | Typ | Hours   | Account  | Number | Rate   | h | Sh.Dif | Gross     | Burden |         |
| 01/02/98                 | 7701   | Anthony Holiday                   |       | 1   | 20.00   | 707.8115 |        |        |   |        | 225.00    |        |         |
| 01/03/98                 | 7701   | Anthony Holiday                   |       | 1   | 40.00   | 707.8115 |        |        |   |        | 450.00    |        |         |
| 01/02/98                 | 7702   | Derrick, Leslie                   |       | 1   | 40.00   | 707.8115 |        |        |   |        | 1,500.00  |        |         |
| 01/03/98                 | 7702   | Derrick, Leslie                   |       | 1   | 40.00   | 707.8115 |        |        |   |        | 1,500.00  |        |         |
| 01/03/98                 | 7703   | Bellas, Debbie                    |       | 1   | 80.00   | 707.8115 |        |        |   |        | 2,038.46  |        |         |
| 01/03/98                 | 7704   | Rivard, Jacques                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 1,677.69  |        |         |
| 01/17/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 900.00    |        |         |
| 01/17/98                 | 7701   | Anthony Holiday                   |       | 1   | 235.00- | 707.8115 |        |        |   |        | 2,643.75- |        |         |
| 01/09/98                 | 7701   | Anthony Holiday                   |       | 1   | 37.50   | 707.8115 |        |        |   |        | 421.88    |        |         |
| 01/16/98                 | 7701   | Anthony Holiday                   |       | 1   | 37.50   | 707.8115 |        |        |   |        | 421.88    |        |         |
| 01/17/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 01/17/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 01/17/98                 | 7703   | Bellas, Debbie                    |       | 1   | 80.00   | 707.8115 |        |        |   |        | 2,038.46  |        |         |
| 01/17/98                 | 7704   | Rivard, Jacques                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 1,677.69  |        |         |
| 01/31/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 01/31/98                 | 7702   | Derrick, Leslie                   |       | 100 | 7.00    | 707.8116 |        |        |   |        | 393.75    |        |         |
| 01/31/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 01/31/98                 | 7703   | Bellas, Debbie                    |       | 1   | 80.00   | 707.8115 |        |        |   |        | 2,038.46  |        |         |
| 01/21/98                 | 7704   | Rivard, Jacques                   |       | 300 | 8.00    | 707.8191 |        |        |   |        | 178.95    |        |         |
| 01/31/98                 | 7704   | Rivard, Jacques                   |       | 1   | 72.00   | 707.8115 |        |        |   |        | 1,498.74  |        |         |
| 02/14/98                 | 7701   | Anthony Holiday                   |       | 710 |         | 707.8118 |        |        |   |        | 1,000.00  |        |         |
| 02/14/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 900.00    |        |         |
| 02/14/98                 | 7702   | Derrick, Leslie                   |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 02/14/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 02/14/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 02/14/98                 | 7703   | Bellas, Debbie                    |       | 1   | 80.00   | 707.8115 |        |        |   |        | 2,038.46  |        |         |
| 02/14/98                 | 7704   | Rivard, Jacques                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 1,677.69  |        |         |
| 02/28/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 900.00    |        |         |
| 02/28/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 02/28/98                 | 7702   | Derrick, Leslie                   |       | 100 | 3.00    | 707.8116 |        |        |   |        | 168.75    |        |         |
| 02/28/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 02/28/98                 | 7703   | Bellas, Debbie                    |       | 1   | 80.00   | 707.8115 |        |        |   |        | 2,038.46  |        |         |
| 02/28/98                 | 7704   | Rivard, Jacques                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 1,677.69  |        |         |
| 03/14/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 900.00    |        |         |
| 03/14/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 03/06/98                 | 7703   | Bellas, Debbie                    |       | 801 | 24.00   | 707.8192 |        |        |   |        | 652.30    |        |         |
| 03/14/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 03/14/98                 | 7703   | Bellas, Debbie                    |       | 1   | 56.00   | 707.8115 |        |        |   |        | 1,386.16  |        |         |
| 03/01/98                 | 7704   | Rivard, Jacques                   |       | 730 |         | 707.8118 |        |        |   |        | 5,200.00  |        |         |
| 03/14/98                 | 7704   | Rivard, Jacques                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 1,677.69  |        |         |
| 03/14/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00-  | 707.8115 |        |        |   |        | 900.00-   |        |         |
| 03/01/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 900.00    |        |         |
| 03/28/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 900.00    |        |         |
| 03/14/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00-  | 707.8115 |        |        |   |        | 3,000.00- |        |         |
| 03/01/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 03/28/98                 | 7702   | Derrick, Leslie                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 3,000.00  |        |         |
| 03/28/98                 | 7702   | Derrick, Leslie                   |       | 100 | 5.00    | 707.8116 |        |        |   |        | 281.25    |        |         |
| 03/14/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 03/28/98                 | 7703   | Bellas, Debbie                    |       | 710 |         | 707.8118 |        |        |   |        | 500.00    |        |         |
| 03/28/98                 | 7703   | Bellas, Debbie                    |       | 720 |         | 707.8118 |        |        |   |        | 2,453.00  |        |         |
| 03/28/98                 | 7703   | Bellas, Debbie                    |       | 1   | 80.00   | 707.8115 |        |        |   |        | 2,038.46  |        |         |
| 03/28/98                 | 7704   | Rivard, Jacques                   |       | 1   | 80.00   | 707.8115 |        |        |   |        | 1,677.69  |        |         |
| 04/11/98                 | 7701   | Anthony Holiday                   |       | 1   | 80.00   | 707.8115 |        | 11.250 |   |        | 900.00    |        |         |

## Processing Options for Time & Pay History Detail

- 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) \_\_\_\_\_

### Reviewing the PDBA History by Company Report

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



To 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.

# PDBA History by Company Report

| 06415         |           | J.D. Edwards & Company<br>PDBA History by Company |       |       |     |      |      |        |           |         |          |          |           | Page: 2       |
|---------------|-----------|---------------------------------------------------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-----------|---------------|
| Company 00077 |           | A Model Canadian Payroll Co                       |       |       |     |      |      |        |           |         |          |          |           | Date: 7/09/96 |
| Fiscal Year   |           |                                                   |       |       |     |      |      |        |           |         |          |          |           | Quarter: 1    |
| PDBA T        | January   | February                                          | March | April | May | June | July | August | September | October | November | December | QTD       | YTD           |
| 1 P           | 15,232.31 | 15,053.35                                         |       |       |     |      |      |        |           |         |          |          | 52,481.81 | 30,285.66     |
| 100 P         | 405.00    | 478.13                                            |       |       |     |      |      |        |           |         |          |          | 1,333.13  | 883.13        |
| 300 P         |           | 178.95                                            |       |       |     |      |      |        |           |         |          |          | 178.95    | 178.95        |
| 710 P         | 500.00    | 2,500.00                                          |       |       |     |      |      |        |           |         |          |          | 5,000.00  | 3,000.00      |
| 7700 D        | 329.50    | 349.13                                            |       |       |     |      |      |        |           |         |          |          | 1,300.42  | 678.63        |
| 7701 B        | 164.76    | 174.57                                            |       |       |     |      |      |        |           |         |          |          | 650.25    | 339.33        |
| 7705 B        | 17.28     | 17.28                                             |       |       |     |      |      |        |           |         |          |          | 60.48     | 34.56         |
| 7706 D        | 49.40     | 49.40                                             |       |       |     |      |      |        |           |         |          |          | 172.90    | 98.80         |
| 7710 D        | 22.00     | 22.00                                             |       |       |     |      |      |        |           |         |          |          | 44.00     | 44.00         |
| 7720 B        | 54.50     | 82.50                                             |       |       |     |      |      |        |           |         |          |          | 257.00    | 137.00        |
| 7730 D        | 650.00    | 650.00                                            |       |       |     |      |      |        |           |         |          |          | 2,275.00  | 1,300.00      |
| 7735 B        | 270.00    | 270.00                                            |       |       |     |      |      |        |           |         |          |          | 945.00    | 540.00        |
| 7740 B        | 820.00    | 820.00                                            |       |       |     |      |      |        |           |         |          |          | 2,870.00  | 1,640.00      |
| 7750 B        | 222.70    | 223.68                                            |       |       |     |      |      |        |           |         |          |          | 826.98    | 446.38        |
| 7760 B        | 61.22     | 63.18                                             |       |       |     |      |      |        |           |         |          |          | 218.90    | 124.40        |
| 7770 B        | 140.00    | 140.00                                            |       |       |     |      |      |        |           |         |          |          | 490.00    | 280.00        |
| 7775 B        | 125.82    | 125.82                                            |       |       |     |      |      |        |           |         |          |          | 635.37    | 251.64        |
| 7780 B        | 894.75    | 996.00                                            |       |       |     |      |      |        |           |         |          |          | 3,384.75  | 1,890.75      |
| 7785 A        | 1,189.84  | 1,264.84                                          |       |       |     |      |      |        |           |         |          |          | 5,402.04  | 2,454.68      |
| 7790 A        | 322.63    | 333.32                                            |       |       |     |      |      |        |           |         |          |          | 1,235.56  | 655.95        |
| 7791 A        | 171.63    | 190.38                                            |       |       |     |      |      |        |           |         |          |          | 715.12    | 362.01        |

### Processing Options for PDDBA History by Company Report

- 1) Enter Fiscal Year \_\_\_\_\_
- 2) Enter Thru Period Number \_\_\_\_\_
- 3) Enter the Company Number \_\_\_\_\_  
(Blank defaults to all companies)
- 4) Show hours on the Report (Y/N) \_\_\_\_\_

NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.

### Reviewing the PDDBA History by Employee Report

Use the PDDBA History by Employee report to review detailed PDDBA 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 PDDBA amounts by type or company.

You typically use this report to review an entire year of transaction history for individual employees within a company. You can use it to verify the information that prints on your balancing reports.



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.

### PDBA History by Employee Report

| 064151                                         |                 | J.D. Edwards & Company   |          |          |       |     |      |      |        |           |         |          | Page: 2       |          |
|------------------------------------------------|-----------------|--------------------------|----------|----------|-------|-----|------|------|--------|-----------|---------|----------|---------------|----------|
|                                                |                 | PDBA History by Employee |          |          |       |     |      |      |        |           |         |          | Date: 7/09/96 |          |
| Home Company 00077 A Model Canadian Payroll Co |                 |                          |          |          |       |     |      |      |        |           |         |          | Quarter: 1    |          |
| Employee #                                     | Employee Name   | January                  | February | March    | April | May | June | July | August | September | October | November | December      | QTD      |
| -----                                          |                 |                          |          |          |       |     |      |      |        |           |         |          |               |          |
| 7701                                           | Anthony Holiday |                          |          |          |       |     |      |      |        |           |         |          |               |          |
| 1                                              | P \$            | 1,800.01                 | 1,800.00 | 2,700.00 |       |     |      |      |        |           |         |          |               | 6,300.01 |
|                                                | H               | 160.00                   | 160.00   | 240.00   |       |     |      |      |        |           |         |          |               | 560.00   |
| 100                                            | P \$            | 405.00                   | 84.38    |          |       |     |      |      |        |           |         |          |               | 489.38   |
|                                                | H               | 24.00                    | 5.00     |          |       |     |      |      |        |           |         |          |               | 29.00    |
| 710                                            | P \$            |                          | 1,000.00 |          |       |     |      |      |        |           |         |          |               | 1,000.00 |
|                                                | H               |                          |          |          |       |     |      |      |        |           |         |          |               |          |
| 7706                                           | D \$            | 24.70                    | 24.70    | 37.05    |       |     |      |      |        |           |         |          |               | 86.45    |
|                                                | H               | 24.70                    | 24.70    | 37.05    |       |     |      |      |        |           |         |          |               | 86.45    |
| 7710                                           | D \$            | 22.00                    | 22.00    |          |       |     |      |      |        |           |         |          |               | 44.00    |
|                                                | H               | 22.00                    | 22.00    |          |       |     |      |      |        |           |         |          |               | 44.00    |
| 7720                                           | B \$            | 54.50                    | 82.50    | 120.00   |       |     |      |      |        |           |         |          |               | 257.00   |
|                                                | H               | 109.00                   | 165.00   | 240.00   |       |     |      |      |        |           |         |          |               | 514.00   |
| 7730                                           | D \$            | 200.00                   | 200.00   | 300.00   |       |     |      |      |        |           |         |          |               | 700.00   |
|                                                | H               | 200.00                   | 200.00   | 300.00   |       |     |      |      |        |           |         |          |               | 700.00   |
| 7735                                           | B \$            | 90.00                    | 90.00    | 135.00   |       |     |      |      |        |           |         |          |               | 315.00   |
|                                                | H               | 90.00                    | 90.00    | 135.00   |       |     |      |      |        |           |         |          |               | 315.00   |
| 7750                                           | B \$            | 16.45                    |          |          |       |     |      |      |        |           |         |          |               | 16.45    |
|                                                | H               | 843.76                   |          |          |       |     |      |      |        |           |         |          |               | 843.76   |
| 7760                                           | B \$            | 3.82                     | 5.78     | 8.40     |       |     |      |      |        |           |         |          |               | 18.00    |
|                                                | H               | 54.50                    | 82.50    | 120.00   |       |     |      |      |        |           |         |          |               | 257.00   |
| 7770                                           | B \$            | 140.00                   | 140.00   | 210.00   |       |     |      |      |        |           |         |          |               | 490.00   |
|                                                | H               | 140.00                   | 140.00   | 210.00   |       |     |      |      |        |           |         |          |               | 490.00   |
| 7780                                           | B \$            | 114.75                   | 216.00   | 324.00   |       |     |      |      |        |           |         |          |               | 654.75   |
|                                                | H               |                          |          |          |       |     |      |      |        |           |         |          |               |          |

## Processing Options for PDDBA History by Employee Report

1. Specify the thru calendar quarter for this payroll report. \_\_\_\_\_

'1' = 1st Calendar Quarter

'2' = 2nd " "

'3' = 3rd " "

'4' = 4th " "

Default = '1'

2. Enter the employee number you wish to print (Default = 'A') \_\_\_\_\_

A = Address Book Number

S = Social Security Number

O = Third Employee Number

NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.

## Reviewing Payment History Reports

To review payment history for employees, you can:

- Review the Paycheque History Detail report
- Review the Analysis of Hours report

### Reviewing the Paycheque History Detail Report

Use the Paycheque History Detail report to review the following information for individual employees:

- Hours worked
- Gross pay
- Taxes
- Deductions
- Net pay

The report also totals this information by month, quarter, and year.

The system retrieves information from the Paycheck Summary History table (F06156) to compile this report.

| . . .Cheque . . .         |          | Total  | Total                  | Federal  | All Other   | Provincial | Other      | Total      | Net     |
|---------------------------|----------|--------|------------------------|----------|-------------|------------|------------|------------|---------|
| Number                    | Date     | Hours  | Earnings               | Inc. Tax | Fed Tax W/H | Taxes      | Deductions | Deductions | Pay     |
| Employee Number and Name: |          |        | 7701 - Anthony Holiday |          |             |            |            |            |         |
| 55438                     | 01/09/98 | 86.00  | 1109.25                | 274.83   | 49.16       |            | 134.35     | 458.34     | 650.91  |
| 5445                      | 01/23/98 | 98.00  | 1210.51                | 239.00   | 66.81       |            | 112.35     | 418.16     | 792.35  |
| M-T-D :                   |          | 184.00 | 2319.76                | 513.83   | 115.97      |            | 246.70     | 876.50     | 1443.26 |
| Total Cheques. .          |          | 2      |                        |          |             |            |            |            |         |
| 544                       | 02/06/98 | 85.00  | 1092.38                | 178.52   | 62.11       |            | 112.35     | 352.98     | 739.40  |
| 87665                     | 02/20/98 |        | 1000.00                | 266.05   | 51.05       |            |            | 317.10     | 682.90  |
| 87666                     | 02/20/98 | 80.00  | 1008.00                | 151.51   | 57.42       |            | 134.35     | 343.28     | 664.72  |
| M-T-D :                   |          | 165.00 | 3100.38                | 596.08   | 170.58      |            | 246.70     | 1013.36    | 2087.02 |
| Total Cheques. .          |          | 3      |                        |          |             |            |            |            |         |
| 64487                     | 03/06/98 | 80.00  | 1008.00                | 157.36   | 57.42       |            | 112.35     | 327.13     | 680.87  |
| 369                       | 03/20/98 | 80.00  | 1008.00                | 151.51   | 57.42       |            | 134.35     | 343.28     |         |
| 369                       | 03/20/98 | 80.00- | 1008.00-               | 151.51-  | 57.42-      |            | 134.35-    | 343.28-    |         |
| M-T-D :                   |          | 80.00  | 1008.00                | 157.36   | 57.42       |            | 112.35     | 327.13     | 680.87  |
| Total Cheques. .          |          | 3      |                        |          |             |            |            |            |         |
| Q-T-D :                   |          | 429.00 | 6428.14                | 1267.27  | 343.97      |            | 605.75     | 2216.99    | 4211.15 |
| Total Cheques. .          |          | 8      |                        |          |             |            |            |            |         |
| Y-T-D :                   |          | 429.00 | 6428.14                | 1267.27  | 343.97      |            | 605.75     | 2216.99    | 4211.15 |
| Total Cheques. .          |          | 8      |                        |          |             |            |            |            |         |

### Processing Options for Paycheque History Detail

Enter the type of number you wish to print. \_\_\_\_\_

- A = Address Book Number
- S = Social Security Number
- O = Third Employee Number

Enter the beginning date to be processed \_\_\_\_\_

Enter the ending date to be processed. \_\_\_\_\_

### Reviewing the Analysis of Hours Report

Use the Analysis of Hours report to review a detailed breakdown of hourly earnings for individual employees. The report shows hours and earnings by transaction type.

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



```

063271 J.D. Edwards & Company Page - 8
 Analysis of Hours Report Date - 7/09/96
00007701 Holiday, Anthony Month - 01
. Employee Year to Date
Number Name Type Description Hours % Earnings % Hours % Earnings %

7701 Anthony Holiday 1 Regular 160.00 87.0 1,800.01 81.6 160.00 87.0 1,800.01 81.6
 100 Overtime 1.5 24.00 13.0 405.00 18.4 24.00 13.0 405.00 18.4

 Holiday, Anthony 184.00 100.0 2,205.01 100.0 184.00 100.0 2,205.01 100.0


```

### Processing Options for Report - Analysis of Hours

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

### Reviewing the Benefit/Accrual Roster Report

Use the Benefit/Accrual Roster report to review benefit and accrual information, such as employees' sick and vacation time accrued, for a specified time period. You can also review totals of all benefits and accruals. You can choose to print hours, dollars, or both.

The report indicates employees who have accrued more than the maximum number of hours or dollars that can be rolled over.

The system retrieves information from the Payroll Month PDDBA Summary History (F06146) and the Fiscal/Anniversary Year History (F06147) tables to compile this report.

```

064501 J.D. Edwards & Company Page - 5
 Benefit Accrual Roster Date - 7/09/96
 From - 01/01/98
 Thru - 12/31/98

Company - Home . . . 00050 A Model Construction Mgmt Co
Supervisor 00007550 Morrell, Jason
. Employee

Number Name Type Description T Beginning Balance Earned Available Amount Taken Balance Remaining Amount Over Limit

7554 Machock, Kevin 8001 Vacation H 20.00 20.00
7560 Marchiano, Jay 8001 Vacation H 3.33 3.33
7558 Mekos, David 8001 Vacation H 26.68 26.68
7552 Muha, Robert 8001 Vacation H 26.68 26.68
7556 Myerly, Floyd 8001 Vacation H 26.68 26.68

```

## Processing Options for Benefit Accrual Roster

1. Enter the FROM date for the range. \_\_\_\_\_
  2. Enter the THRU date for the range. \_\_\_\_\_
  3. Enter a '1' to process fiscal and anniversary history. A blank will process payroll month history. \_\_\_\_\_
  4. Select the Employee Number to print:  
A = Address Book  
S = Social Security  
O = Third Employee \_\_\_\_\_
  5. Enter a '1' to process vacation and sick benefits/accruals ONLY. \_\_\_\_\_
  6. Enter a '1' to have vacation and sick dollar amounts printed on the report. \_\_\_\_\_
- NOTE: Dollars will not be printed for benefits/accruals that use certain table methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods.
7. Enter a '1' to print the amount lost. \_\_\_\_\_

## What You Should Know About Processing Options

### **Rolling over dollar amounts (7)**

The system does not roll over dollars for DBAs that use the following table methods, regardless of the value you enter in this processing option:

- OB — Amount x Rate/Basis = Months (0\$)
- LB — Amount x Rate/Basis = Months (0\$)
- PI — Hours Worked/Basis = Months (0\$)
- PB — Amount x Rate/Basis = Months (0\$)
- SB — Amount x Rate/Basis = Months (0\$)

## Reviewing the Historical Payroll Register Report

Use the Historical Payroll Register report to review detail or summary payment information for individual employees. The payment information includes pay types, taxes, and DBAs, and the corresponding year-to date and current totals. You can print the reports in different formats:

- Full detail by cheque
- Summary per pay period

- Summary per month
- Summary per quarter
- Summary per year

You can cross payroll cycle boundaries by selecting dates and employees outside a payroll.

When you run the Historical Payroll Register, the system creates two Historical Payroll Register workfiles (F06345 and F063451 – U.S. or F07345 and F073451 – Canada).

To ensure that your summary payroll history tables update correctly, you can balance this report to the Payroll Register reports that you print when you process each payroll cycle.

You need two DREAM Writer programs to run the Historical Payroll Register. One DREAM Writer builds the historical paycheck workfiles (Form IDs P06345 [U.S.] and P07345 [Canada]), and the other prints the report (Form IDs P06346 [U.S.] and P07346 [Canada]). You can create your own versions of these DREAM Writers and change their data selection and data sequence. When you create your own versions, you must use the same version name for the workfile build as you use for the report.

### Before You Begin

- Create a DREAM Writer version for either Form ID P06346 (U.S.) or Form ID P07346 (Canada). The name of this version must match the name of the version you enter on the Historical Payroll Register form.

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version



### **To review the Historical Payroll Register**

---

On the first Historical Payroll Register form

1. Complete the following field:
  - Historical Register Version

The system displays the second Historical Payroll Register form.

2. On the second Historical Payroll Register form, complete the following fields:

- Cheque Date From
  - Cheque Date Through
  - Type of Summarization
  - Print Taxable Wages
  - Report Only (Y/N)
3. Use the Additional Selection option to specify additional selection criteria for the report (optional).
  4. Submit the report.

| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date – Pay Period Ending<br>1    | This is the beginning Check Date for this report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date – Pay Period Ending<br>2    | This is the ending Check Date for this report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Summary Code – Burden<br>History | A code which specifies how the record(s) are to be summarized into the respective file or files.<br>Historical Payroll Register – See User Define Code 06/SU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Print Taxable Wages              | Enter a Y to print taxable wage information on the report. Current and year-to-date taxable wages will appear to the right of current and year-to- date deductions.<br><br>NOTE The register is 132 characters wide WITHOUT the taxable wages. In order to print taxable wages, you must have a printer that will allow up to 160 characters per line. In addition, you must specify 160 as the Maximum Form Width in the Printer File Overrides for your version of the report (DREAM Writer Form ID = P06346). To do this, take option 6 (Prt Ovr) from the DREAM Writer versions list for your version of Form P06346.<br><br>Canadian DREAM Writer Form ID = P07346 |

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print Only Flag | <p>Enter N (No) if you want to create the workfile and run the report. Enter Y (Yes) if the workfile is built and you wish to rerun the report.</p> <p>An N entry in this field will perform the following functions:</p> <ul style="list-style-type: none"> <li>• Stage 1: Build employee history information to permanent work files F06345 and F063451 (F07345 and F073451 if Canadian). Use SELECTION criteria from pre-processing parameters and DREAM Writer Form P06345</li> <li>• Stage 2: Print register from information in the work files (discussed above). Use SEQUENCE criteria from DREAM Writer Form P06346.</li> </ul> <p>Read the help instructions for program P06345 (P07345 if Canadian) for more discussion about this feature and the different “stages” of the register print. Canadian Dream Writer Forms names are P07345 and P07346.</p> |

## What You Should Know About

|                              |                                                                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deleting workfiles</b>    | The workfiles for the Historical Payroll Register can be very large and require a lot of disk space. J.D. Edwards recommends that you promptly delete any obsolete versions. |
| <b>Submitting versions</b>   | You cannot submit the Historical Payroll Register report from the version list. You must use the Historical Payroll Register form.                                           |
| <b>Specifying date range</b> | You cannot specify a date range that includes more than one year. The date range you specify must be within the same calendar year.                                          |

Historical Payroll Register

| J.D. Edwards & Company<br>Historical Payroll Register                                            |                          |                                                                |          |             |           |           |                   |                |            |             |               |
|--------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------|----------|-------------|-----------|-----------|-------------------|----------------|------------|-------------|---------------|
| Page . . . . . 2<br>Date . . . . . 7/09/96<br>From Date . . . 01/01/98<br>Through Date 03/31/98  |                          |                                                                |          |             |           |           |                   |                |            |             |               |
| Home Company . . . . .                                                                           | Home Bus. Unit . . . . . | 77 A Model Canadian Payroll Co<br>707 Corporate Administration |          |             |           |           |                   |                |            |             |               |
| Code Description                                                                                 | Current Hours            | Rate                                                           | Dollars  | YTD Dollars | YTD Hours | PDBA Code | Description       | Current Amount | YTD Amount | Federal Tax | Taxable Wages |
| 256-136-888                                                                                      | 7701                     | Anthony Holiday                                                |          |             |           |           |                   |                |            |             |               |
| 1 Regular                                                                                        | 160.00                   |                                                                | 1,800.01 | 1,800.01    | 160.00    | **        | Gross Wages       | 2,319.76       | 2,319.76   |             |               |
| 100 Overtime 1.5                                                                                 | 24.00                    |                                                                | 405.00   | 405.00      | 24.00     |           | CAN FED           | 513.83         | 513.83     | 2,492.26    | 2,492.26      |
| 7720 HkW - Canada                                                                                |                          |                                                                | 54.50    | 54.50       |           |           | CAN CPP           | 55.91          | 55.91      | 2,514.26    | 2,514.26      |
| 7770 BC Medical                                                                                  |                          |                                                                | 140.00   | 140.00      |           |           | CAN UIC           | 60.06          | 60.06      | 2,002.01    | 2,002.01      |
| 7780 Vacation Pay                                                                                |                          |                                                                | 114.75   | 114.75      |           |           | 7706 Dental Fam   | 24.70          | 24.70      |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | 7710 Union-Canada | 22.00          | 22.00      |             |               |
| *** Total:                                                                                       | 184.00                   |                                                                | 2,319.76 | 2,319.76    | 184.00    | ***       | 7730 CSB Canada   | 200.00         | 200.00     |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | *** Total Ded's   | 876.50         | 876.50     |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | *** Net Pay       | 1,443.26       |            |             |               |
| Ck Cntrl #: - - - - -> The Payroll Register has been summarized to the following date : 01/31/98 |                          |                                                                |          |             |           |           |                   |                |            |             |               |
| 184-560-670                                                                                      | 7702                     | Derrick, Leslie                                                |          |             |           |           |                   |                |            |             |               |
| 1 Regular                                                                                        | 160.00                   |                                                                | 6,000.00 | 6,000.00    | 160.00    | **        | Gross Wages       | 6,780.00       | 6,780.00   | 6,780.00    | 6,780.00      |
| 7780 Vacation Pay                                                                                |                          |                                                                | 780.00   | 780.00      |           |           | CAN FED           | 2,263.49       | 2,263.49   | 6,780.00    | 6,780.00      |
|                                                                                                  |                          |                                                                |          |             |           |           | CAN CPP           | 158.29         | 158.29     | 2,130.00    | 2,130.00      |
|                                                                                                  |                          |                                                                |          |             |           |           | CAN UIC           | 63.90          | 63.90      |             |               |
| *** Total:                                                                                       | 160.00                   |                                                                | 6,780.00 | 6,780.00    | 160.00    | ***       | 7730 CSB Canada   | 200.00         | 200.00     |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | *** Total Ded's   | 2,685.68       | 2,685.68   |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | *** Net Pay       | 4,094.32       |            |             |               |
| Ck Cntrl #: - - - - -> The Payroll Register has been summarized to the following date : 01/31/98 |                          |                                                                |          |             |           |           |                   |                |            |             |               |
| 481-560-670                                                                                      | 7703                     | Bellas, Debbie                                                 |          |             |           |           |                   |                |            |             |               |
| 1 Regular                                                                                        | 160.00                   |                                                                | 4,076.92 | 4,076.92    | 160.00    | **        | Gross Wages       | 4,576.92       | 4,576.92   | 5,282.50    | 5,282.50      |
| 710 Bonus Pay                                                                                    |                          |                                                                | 500.00   | 500.00      |           |           | CAN FED           | 975.63         | 975.63     | 5,511.34    | 5,511.34      |
| 7701 RRSF Co.                                                                                    |                          |                                                                | 114.42   | 114.42      |           |           | CAN CPP           | 125.14         | 125.14     | 2,890.96    | 2,890.96      |
| 7705 Dental/Co.                                                                                  |                          |                                                                | 17.28    | 17.28       |           |           | CAN UIC           | 85.20          | 85.20      |             |               |
| 7740 CarAllowCAN                                                                                 |                          |                                                                | 820.00   | 820.00      |           |           | 7700 RRSF         | 228.84         | 228.84     |             |               |
| *** Total:                                                                                       | 160.00                   |                                                                | 4,576.92 | 4,576.92    | 160.00    | ***       | 7730 CSB Canada   | 200.00         | 200.00     |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | *** Total Ded's   | 1,614.81       | 1,614.81   |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | *** Net Pay       | 2,962.11       | 2,962.11   |             |               |
|                                                                                                  |                          |                                                                |          |             |           |           | 7785 Salary Vac   | 686.54         | 686.54     |             |               |
| Ck Cntrl #: - - - - -> The Payroll Register has been summarized to the following date : 01/31/98 |                          |                                                                |          |             |           |           |                   |                |            |             |               |

Periodic







# Interim Cheques

## Objectives

- To process cheques outside the normal payroll cycle
- To understand the different ways you can process interim checks

## About Interim Cheques

An interim check is any check that you prepare outside the normal payroll cycle, such as, a bonus check, advance pay, a termination check, and vacation pay.

Interim checks consists of:

- Entering interim checks

You enter interim checks when you need to prepare paychecks outside the normal payroll cycle. For Canadian payroll, you can enter interim checks, but you must process them through a regular payroll cycle.

Entering interim checks includes:

- Entering check parameters
- Entering time or using previously entered timecard information
- Calculating all check details, including earnings, taxes, DBAs, and net pay

In Canadian payroll, you print your interim computer checks in a payroll cycle.

In Canadian payroll, you update interim checks during a payroll cycle.

The Payroll system provides two alternatives for printing and updating interim checks:

**Running a regular payroll cycle that includes interim checks**

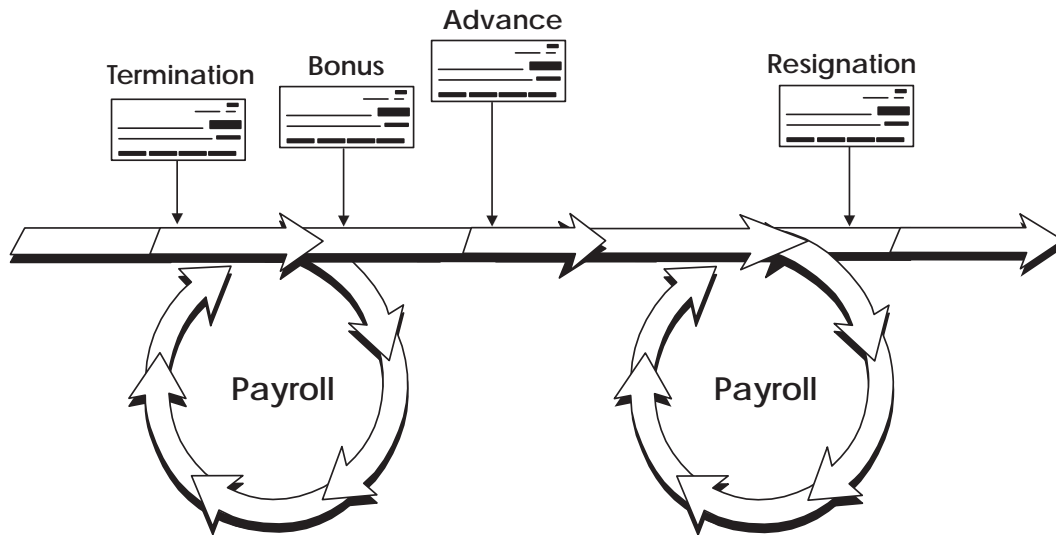
When you run a regular payroll cycle that includes interim checks, the system prints the computer interim checks along with the payroll checks. The system also prints the payroll cycle reports that include interim check information.



**Running a payroll cycle for interim checks only**

When you run a payroll cycle for interim checks only, the cycle includes printing of computer interim checks. You can print payroll cycle reports for the interim check information. If your organization processes a high volume of interim checks, this alternative is beneficial.

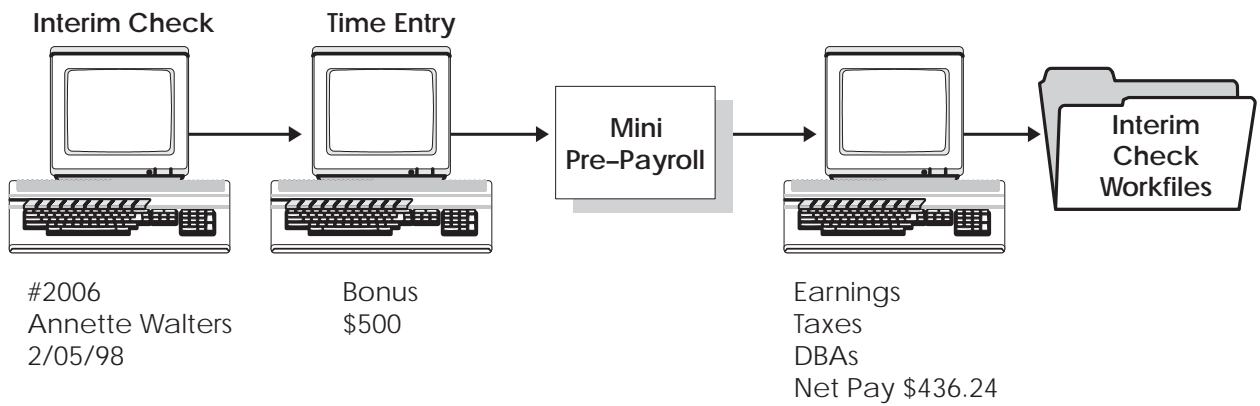
When you enter an interim check, you can use existing time entry records or enter new time record information specifically relating to the current interim check. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay amount for processing a mini pre-payroll for each check.



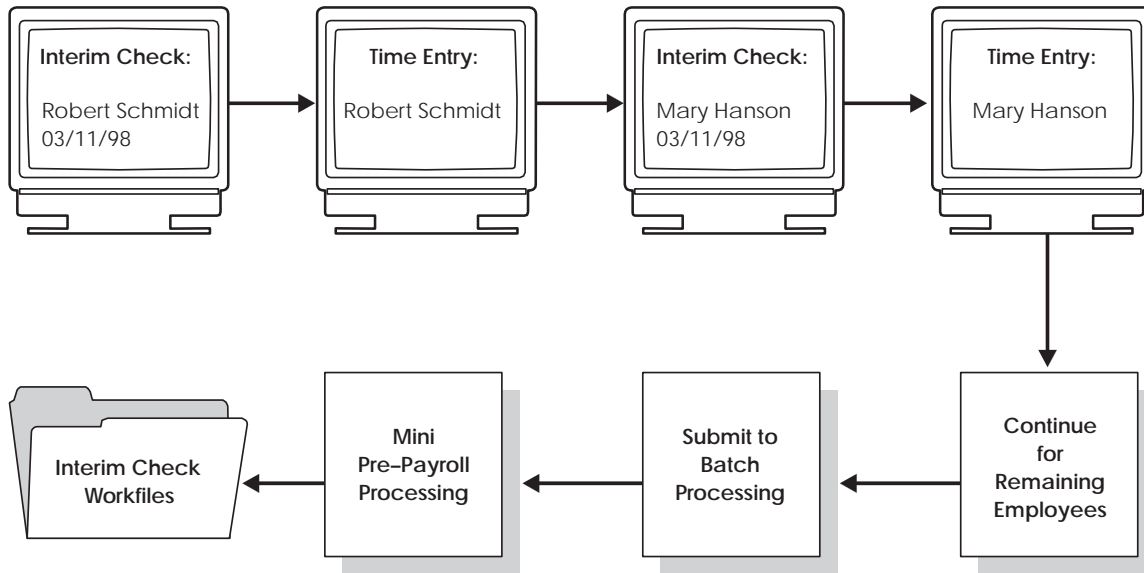
You can enter interim checks interactively and the system displays the detail for each check one at a time. Alternatively, you can enter several checks at a time and the system processes them as a batch job. Both of these processes automatically generate a Payroll Register.

All interim check tax and DBA calculations are stored in workfiles for later processing in a payroll cycle. Processing a payroll cycle creates journal entries and updates history.

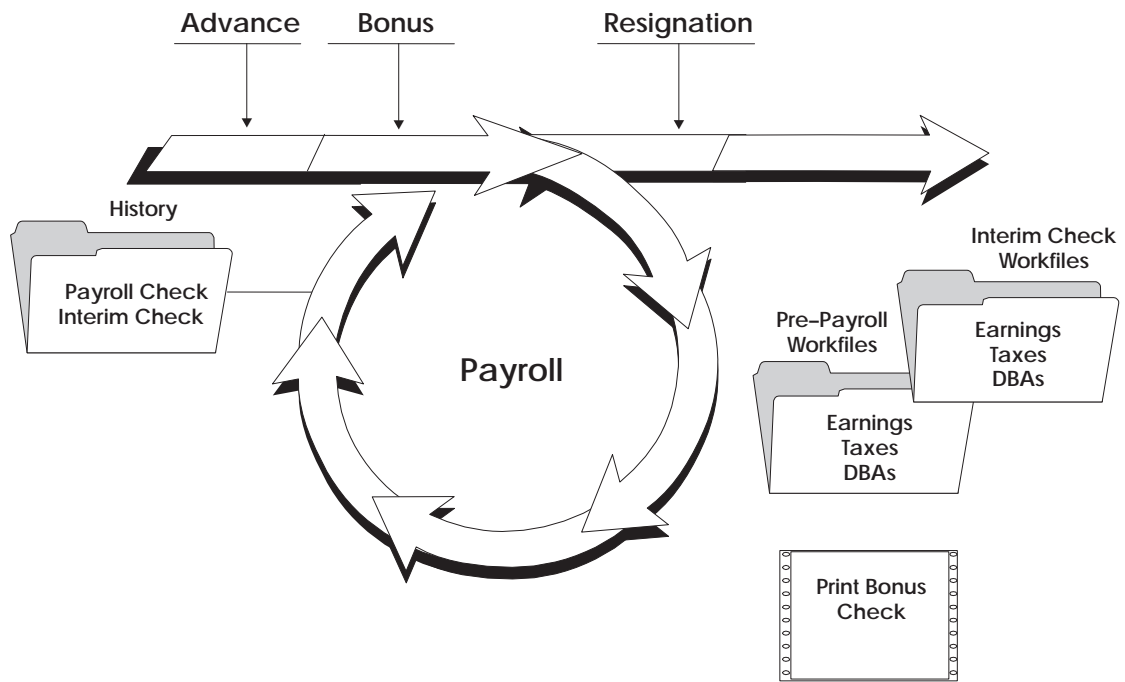
### Interactive Processing



### Batch Processing



Checks can be either printed by the computer or printed manually as a handwritten or hand-typed check. In Canadian payroll, you can print interim checks only in a payroll cycle.



You can process interim checks using the following formats:

**Standard (Format 1)**

When you enter a standard interim check, the system stores all calculations (including, gross pay amounts, taxes, and DBAs).

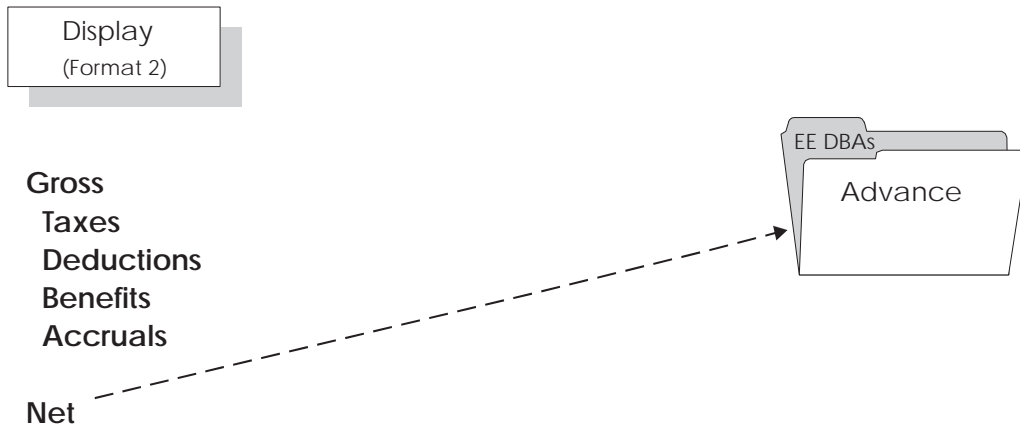
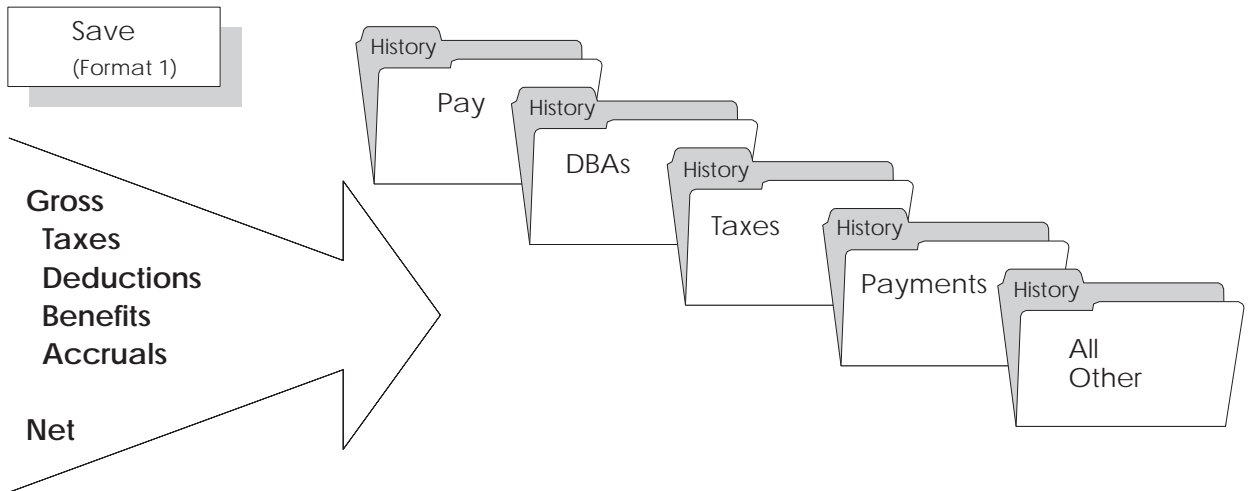
Format 1 allows you to enter interim checks in batch or interactive mode.

**Automatic advance  
(Format 2)**

Format 2 allows you to test possible check calculations. The system calculates taxes and DBAs to determine a net pay amount, but the calculation information is not saved.

When you enter an automatic advance, the system performs all of the calculations in temporary workfiles and can store only the net check amount, saving none of the other calculations. The system then adds a deduction to the employee's DBA instructions for the amount of the check to be withheld from the employee's next regular payroll check.

Format 2 allows you to process interim checks only using interactive mode. The system performs all of the calculations in temporary workfiles.



Any type of interim check can be prepared by the computer or manually, as follows:

- Computer check – An interim check that is calculated and printed by the computer.
- Manual check – A check on which the information is typed or written by hand. Manual checks can be either of the following:
  - Hand manual check – A manual check for which all calculations are done by hand.
  - Auto manual check – A manual check for which all calculations are done on the computer, but the check is manually prepared.

You can use interim checks for the following:

**Calculate gross to net from timecards**

Interim checks allow you to calculate earnings, tax, and deduction detail. You can use the resulting calculations in one of these four ways:

- Save/No Check – To display the resulting check information and save it but manually write the check. You might create a termination interim check this way.
- Save/Print Check – To display the resulting check information, save it, and print a computer check. For example to create a bonus check where you enter the information in advance and print the check during the next payroll cycle.
- Display/Advance – To display the resulting check information in detail but save it as a “net” advance rather than at the detail level. The system treats the advance as a deduction and nets this amount out against the employee’s gross pay during processing of a normal pay period. For example, you can create an interim check to pay an employee an advance on earnings-to-date.
- Display Only – To display the resulting check information but not retain it – for example, for “what if” calculations. Note, however, that the JDE Calculator is designed specifically for this purpose, so you may prefer to use that selection from the Interim Checks and Special Post menu.

**Record information from manual checks (hand-typed or handwritten)**

You can record information from hand-typed or handwritten manual checks including earnings, tax, and deduction details. Normally, the system merges this information into history when you complete the next payroll cycle.



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**Adjust historical data for an employee**

You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim check process provides an audit trail for future reference.

**Record a simple advance on pay**

The advance is treated as a deduction to be subtracted from gross pay during normal payroll processing.

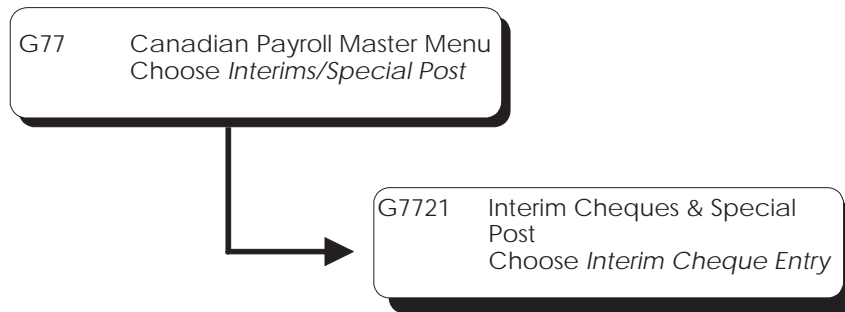
**Payroll history conversion**

Interim checks can also be used to load historical data for conversion purposes and it provides an audit trail for future reference.



# Enter Interim Cheques

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## Entering Interim Cheques

You enter interim checks when you need to prepare paychecks outside the normal payroll cycle or to record manual calculations.

The following tasks represent some of the uses for interim checks. You can:

- Enter a standard interim cheque
- Change an interim cheque
- Enter a termination interim cheque
- Enter an interim cheque to record manual calculations
- Enter flat dollar amount advance interim cheque
- Delete an interim cheque
- Enter a net amount advance interim cheque

### Before You Begin

- From the History and Turnover Setup menu, choose Constants Information. On Constants Information, set the action code to C and press Enter. The system updates the Master File in Library field with the appropriate library.

- Specify the program number for the appropriate time entry form in the processing options.
- Set up the DBA code for advances as a declining balance deduction. Specify this DBA code in the processing options.

## What You Should Know About

### **Computer or manual interim cheques**

You can enter all types of interim cheques as either computer or manual cheques.

## Entering a Standard Interim Cheque

Entering a standard interim check consists of entering the minimum requirements for paying an employee outside the normal payroll cycle.

A bonus is an example of a standard interim check. You enter a bonus interim check to pay an employee an amount over and above the regular payment.

Entering a standard interim check includes the following tasks:

- Entering interim check parameters
- Entering interim check information
- Reviewing interim check calculations

### **To enter interim cheque parameters**

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On Interim Cheque Parameters

1. Complete the following fields:
  - Pay Cycle Code for U/I top-up (Canada only)
  - Pay Period Ending Date (Canada only)
  - Work Date to Process From (Work Date From – Canada)
  - Work Date to Process To (Work Date Thru – Canada)
  - Pay Period of the Month
  - Computer or Manual Checks
  - Override Bank Account Number
  - Batch/Interactive Indicator
  - Optional Cheque Stub Message
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
  - Interim Processing Format

The system displays Interim Cheque Entry.

| Field                    | Explanation                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Pay Cycle Code           | A code that specifies the group of employees to be processed in a single payroll cycle, as entered in Valid Pay Cycles. |
| Date – Pay Period Ending | The date which corresponds to the end of a processing period (pay period, month, quarter or year).                      |

| Field                           | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work Dates to Process –<br>From | <p>Date Payroll Period starts.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The beginning work date. To include previously entered but unprocessed timecards in the process, set From and To dates to include them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Work Dates to Process –<br>To   | <p>Pay period date to be used to include time cards up to and including this date.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The ending work date, which represents the pay period ending date and the check date for all computer interim checks.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Pay Period of the Month         | <p>The pay period of the month. This controls which deductions and benefits are calculated. Leave this field blank if you do not want any deductions or benefits to be calculated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Computer or Manual<br>Checks    | <p>Specifies the type of check you want to produce. Valid codes are</p> <ul style="list-style-type: none"> <li>C     Produce computer checks during this run of interim check processing</li> <li>M     Produce or record data for manual checks</li> </ul> <p>All checks entered during one session of interim check processing must have the same type code.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</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 (P000909).</p> <p>..... <i>Form-specific information</i> .....</p> <p>The override bank account number against which the interim checks are to be drafted. If you leave this field blank, the bank account number is determined from the payroll accounting rules table.</p> |

| Field                         | Explanation                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch/Interactive Indicator   | <p>A code indicating how you want to process interim checks. Valid codes are:</p> <p>B Process all interim checks entered during this session when you exit from Interim Check Entry.</p> <p>I Process each check entered individually in an interactive mode.</p> <p>NOTE: You cannot use the Batch mode when processing advances. This is a required field.</p>                             |
| Message Area – Payroll Checks | A message of up to 80 characters that appears on the check stub only. This field is optional.                                                                                                                                                                                                                                                                                                 |
| Interim Processing Format     | <p>Code used to indicate the desired format for interim checks. Enter 1 if you want to process a standard interim check. Enter 2 if you want to use the interim check processing to calculate or estimate advance pay, or enter advance pay with no time entry records attached.</p> <p>Note: Format 2 may only be executed interactively. Batch processing will not work in this format.</p> |

**► To enter interim check information**

On Interim Check Entry

The screenshot shows the 'Interim Cheque Entry' application window. Key fields include:
 

- Cheque Cont: 172380
- Net Pay/Inst: 0
- Employee No: 7701 (Anthony Holiday)
- Cheque No(Manual): [empty]
- Cheque Date: 05/15/98
- Advance Pay Amt: [empty]
- Bank Account: 18507
- Payroll Bank Account: [empty]
- Tax Overrides table with columns: Tax Area, TT, Amount, A:F, O/S Tax, Description.
- Home Company: 00077 (A Model Canadian Payroll Co)
- Pay Cycle Group Code: [empty]
- Business Unit: [empty]
- Termination Reason: 009 (Annual Raise)
- Pay Status: 0 (Active)

 The status bar at the bottom contains: F5=Add'l Para, F15=Cheque Inquiry, F19/F20=Previous/Next, F24=More, MW, and a scroll arrow.

- Complete the following field:
  - Employee Number
- Complete the following optional fields:

- Net Pay Instructions
  - Enter company if different than employee's home company
  - Do you wish to include time data already entered (Y/N)
  - Enter the range of dates – From
  - Enter the range of dates – Thru
  - Company-Home
  - Change Reason
  - Pay Status
3. To process a manual interim check, complete the following fields and use the Add action:
    - Cheque Number (Manual)
    - Cheque Date
  4. If you have set your processing options to verify information, use the Change action to display Time Entry.
  5. If you are not verifying information, the system displays Time Entry.

[061121] - Time Entry By Individual

Functions Options Tools Help

Batch Added 1  
LS Amount 500.00  
Hours

Employee/Date/Batch [ 7701 ] [ 05/05/98 ] [ 1 ]

| Pay | Hours | Account Number | Our/Rt | LS Amnt | Subldgr | T | O |
|-----|-------|----------------|--------|---------|---------|---|---|
| 500 |       |                |        | 500.00  |         |   |   |

Opt: 2=OTO 9=Dlt F4=Detail F11=EmpMst F13=N/Btch F16=B/Tot F24=More MW

6. On the time entry form, complete the steps for entering timecard information and use the Add action.

*See Entering Timecards by Employee, by Piecework, with Equipment*

7. Exit the time entry form.



For interactive processing, the system processes the mini pre-payroll for this cheque and displays Interim Cheque Inquiry.

For batch processing, the system returns to Interim Cheque Entry allowing you to enter the next cheque in the batch. The system submits a mini pre-payroll (for all cheques in the batch) as a batch job when you exit Interim Cheque Entry.

8. On Interim Cheque Entry, review the value supplied by the system for the following field:
  - Cheque Control Number

| Field                              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll Net Pay Instructions       | <p>This code is used to specify the type of Net Pay Instructions to be used for Interim Check Processing. The following values are available:</p> <ul style="list-style-type: none"> <li>0 Follow ALL Net Pay Instructions defined within the Automatic Bank Deposit Master (F065016). Employee that do not have Net Pay Instructions will get a check.</li> <li>1 Override all Net Pay Instructions to produce a CHECK.</li> </ul> <p>*NOTE: You cannot create an auto deposit for a manual interim check. Auto deposit interims must process through the Payroll Cycle. The system will not process an auto deposit through the rest of Interim Check Processing.</p> |
| Override Auto Deposit Instructions | <p>This field is used to override an employee's auto deposit instructions.</p> <ul style="list-style-type: none"> <li>0 Follow all Net Pay Instructions defined within the Automatic Bank Deposit Master (F065016). Employees that do not have Net Pay Instructions will get a check. (default)</li> <li>1 A check is created regardless of an employee's auto deposit instructions.</li> </ul> <p>*NOTE: You cannot create an auto deposit for a manual interim check. Auto deposit interims must be processed through the Payroll Cycle. The system will not process an auto deposit through the standalone Interim Check Processing.</p>                             |

| Field                      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company – Home             | <p>This company represents the company that the Interim will update and that accounting will use to create journal entries. If no company is entered, it will default to the employee master home company. If you choose to use a different company than the employees home company, the time cards must match this home company. If they do not, they will be changed to match during the merge process in pre-payroll. If you are selecting to include time cards by company, the company you are selecting will default to this company.</p> |
| Include Time               | <p>A Yes/No field indicating whether to include any unprocessed timecards that meet the date criteria entered in the next field. A blank or N (No) in this field means that only timecards entered during this session will be included.</p>                                                                                                                                                                                                                                                                                                    |
| Date – Beginning Effective | <p>The first date in a range of dates.<br/> <i>Form-specific information</i></p> <p>Specifies the beginning date for unprocessed timecards to be included. The From work date from the Interim Processing Parameters screen is the default. You can override within the dates specified on the Interim Processing Parameters screen.</p>                                                                                                                                                                                                        |
| Date – Ending Effective    | <p>The last date in a range of dates.<br/> <i>Form-specific information</i></p> <p>Specifies the last date for unprocessed timecards to be included. The To work date from the Interim Processing Parameters screen is the default. You can override within the dates specified on the Interim Processing Parameters screen.</p>                                                                                                                                                                                                                |
| Change Reason              | <p>A user defined code (system 06, type T) that indicates:</p> <ol style="list-style-type: none"> <li>1. The reason an active employee's record was changed.</li> <li>2. The reason an employee was terminated.</li> <li>3. The reason 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> </ol> <p>NOTE: The reason code default for new hires is the default value for the data item TRS.</p>                                         |

| Field                                   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Status                              | <p>The code used to indicate whether an employee's pay status is active or inactive. Codes for active pay status employees are numeric, and codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>See also Employment Status (EST) and Change Reason (TRS).</p>                                                                                                                                                                                                 |
| Document –<br>Matching(Payment or Item) | <p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The number of the check, if you are entering manual check information. Leave this field blank if you are processing computer checks.</p>                                                                                                                                                         |
| Date – Check                            | <p>This is the check or item date.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The date of the check, if you are entering manual check information. For computer checks, the To date in the processing parameters.</p>                                                                                                                                                                                                                                                                                                                          |
| Check Control Number                    | <p>A number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.</p> <p>This is not the actual check number.</p> |

## Processing Options for Interim Paycheque Entry

1. Enter the Job Queue name. \_\_\_\_\_
2. Enter the Deduction number for the Advance. \_\_\_\_\_
3. Enter the Version of the Payroll Register you are using. \_\_\_\_\_
4. Enter the Program Number for Time Entry. (P061121, P066011 or P068011) \_\_\_\_\_

**NOTE:**

- P061121 - Time Entry By Individual
  - P066011 - With Tip Information
  - P068011 - With Piecework Information
5. Entering a '1' will allow you to verify the information entered on the Standard Interim Cheque Entry Screen. '0' is the default and will bypass the redisplay of this information. \_\_\_\_\_

## What You Should Know About

**Employee locked in an active payroll**

When you enter an interim check with work dates that are less than the pay period end date of the active payroll, you must run a Changes Only pre-payroll.

The system displays a warning when the following occurs, but it is not required that you run a Changes Only pre-payroll:

- You enter an interim check with check dates less than the check date of the active payroll.
- The work dates of the interim check are greater than the pay period end date.

When you enter an interim check with work dates and check dates greater than the active payroll, the system displays a warning during interim check entry. You are not required to run a Changes Only pre-payroll.

**Interim checks merged into the payroll cycle**

The system automatically merges outstanding interim checks into the next full payroll based on the check date. If the check date is the same as or earlier than the check date of the payroll run, the system merges the interim checks in the payroll.

**Include time data already entered**

When you enter Y in the Include Time Data Already Entered field, note the following:

- The timecard dates must be within the date range specified on Interim Processing Parameters
- You can restrict selection of prior timecards by specifying home company, pay cycle group, and business unit

**Work dates in Canadian payroll**

You can pull in the pay period end date and the work dates by accessing master Pay Cycles and selecting the pay period you want.

▶ **To review interim cheque calculations**

On Interim Cheque Inquiry

The screenshot shows a window titled "[07052] - Interim Cheque Inquiry" with a menu bar (Functions, Options, Tools, Help). The main area contains the following information:

Employee No 7701 Anthony Holiday  
 Cheque Control No 172398  
 Cheque Number Cheque Date 05/15/98

**Cheque Summary**

|            |        |            |        |
|------------|--------|------------|--------|
| Gross Pay  | 570.00 | Hours      | Pieces |
| Deductions | 112.35 | Benefits   | 624.75 |
| Taxes W/H  | 16.82  | Taxes Paid | 23.55  |

**Earnings Detail**

| Type | Hours | Rate | Gross Amt | Tax Area | Account Number |
|------|-------|------|-----------|----------|----------------|
| 500  |       |      | 500.00    | 70015    | 701.8115       |

**Tax Detail**

| Tax Area | Ta | Description            | Sta | C | Taxable Gross | Tax Amount |
|----------|----|------------------------|-----|---|---------------|------------|
| FEDERAL  | CC | CAN UIC - Employee     |     | E | 570.00        | 16.82      |
| CFEDU02  | CD | UIC Employer secondary | U02 | C | 570.00        | 23.55      |

At the bottom, there are navigation buttons (OK, Cancel, Up, Down) and a status bar with the text: "F3=Continue Processing F15=Ded/Ben - Tax Detail F21=Print Attachment MW".

1. Review the calculations.
2. For further review, place the cursor in the Tax Detail area. Roll down if necessary.
3. Use the Deduction/Benefit-Tax Detail function to toggle between Tax and DBA detail.
4. Exit Interim Cheque Inquiry.

The system displays Interim Cheque Entry.

5. On Interim Cheque Entry, do one of the following:
  - Enter additional interim cheques
  - Exit the program

When you exit the program, the system builds the workfile.

### What You Should Know About

**Interim check inquiry**      The interactive processing mode automatically displays the interim check results.

When the batch mode has been used, you must inquire into each check individually using Interim Cheque Inquiry.

Use Format 1 for check inquiry, even if Format 2 was used to enter the check.

**Print paystub detail**      Use the print attachment function to print paystub detail.

You change an interim cheque when you have entered information in error.

### ▶ **To change an interim cheque**

---

On Interim Cheque Entry

1. Locate the interim check.
2. Make the necessary corrections.
3. If necessary, access Additional Parameters to make corrections.
4. Use the Change action.

The system displays the associated time entry form.

5. Make the necessary corrections.
6. Use the Change action and exit.

The system recalculates the gross amount, taxes, and DBAs.

## Entering a Termination Interim Cheque

You enter a termination interim cheque when an employee terminates between payroll cycles, which might require you to pay an employee's last paycheque immediately.

By entering termination information, the system immediately updates the Employee Master table (F060116) with the reason for termination, pay status, and termination date.

### **To enter a termination interim cheque**

---

On Interim Cheque Parameters

1. Complete the following fields:
  - Pay Cycle Code for U/I top-up (Canada only)
  - Pay Period Ending Date (Canada only)
  - Work Date to Process From (Work Date From – Canada)
  - Work Date to Process To (Work Date Thru – Canada)
  - Pay Period of the Month
  - Computer or Manual Checks
  - Override Bank Account Number
  - Batch/Interactive Indicator
  - Optional Cheque Stub Message
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
  - Interim Processing Format

The system displays Interim Cheque Entry.

3. On Interim Cheque Entry, complete the following fields:
  - Termination Date
  - Change Reason
  - Pay Status
4. Complete the remaining steps for entering a standard interim check.

See *Entering a Standard Interim Cheque*.

| Field             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date – Terminated | The date that the employee was terminated, if applicable.<br>..... <i>Form-specific information</i> .....<br>If you enter a date, you must enter an alphabetical code in the Change Reason field.                                                                                                                                                                                                                                                                                                |
| Change Reason     | A user defined code (system 06, type T) that indicates: <ol style="list-style-type: none"> <li>1. The reason an active employee’s record was changed.</li> <li>2. The reason an employee was terminated.</li> <li>3. The reason 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> </ol> <p>NOTE: The reason code default for new hires is the default value for the data item TRS.</p> |



| Field      | Explanation                                                                                                                                                                                                                                                                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pay Status | <p>The code used to indicate whether an employee's pay status is active or inactive. Codes for active pay status employees are numeric, and codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>See also Employment Status (EST) and Change Reason (TRS).</p> |

## What You Should Know About

|                              |                                                                                                                                                                                    |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terminated pay status</b> | To process an employee's last check, the pay status must contain a numeric code. Once the check is processed through final update, you can change the pay status to an alpha code. |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Entering an Interim Cheque to Record Manual Calculations

You enter a manual cheque to record tax calculations that were calculated by hand. This prevents the taxes from being re-calculated by the system.

### ► To enter an interim cheque to record manual calculations

On Interim Cheque Parameters

1. Complete the following fields:
  - Pay Cycle Code for U/I top-up (Canada only)
  - Pay Period Ending Date (Canada only)
  - Work Date to Process From (Work Date From – Canada)
  - Work Date to Process To (Work Date Thru – Canada)
  - Pay Period of the Month
  - Computer or Manual Checks
  - Override Bank Account Number
  - Batch/Interactive Indicator
  - Optional Cheque Stub Message
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
  - Interim Processing Format

The system displays Interim Cheque Entry.

**[070531] - Interim Cheque Entry**

Functions Tools Help

Cheque Cont: 174334      Net Pay Inst: 0

Employee No: 7701      Anthony Holiday  
 Cheque No(Manual):      Cheque Date: 01/23/98  
 Advance Pay Amt:      Bank Account:

\*\*\*\*\*Tax Overrides\*\*\*\*\*

| Tax Area  | TT | Amount | A:F | O/S Tax | Description          |
|-----------|----|--------|-----|---------|----------------------|
| 700030000 | CA | 50.00  | F   |         | BC - For JE use only |

Enter company if different from employee's home company: 77  
 Do you wish to include time data already entered (Y/N)? N  
 Enter the range of dates(blank =all):      From:      Thru:     

Home Company: 00077      A Model Canadian Payroll Co  
 Pay Cycle Group Code:      Business Unit:     

If a termination cheque, enter  
 Termination Date:      Database correction  
 Termination Reason: 010      Active  
 Pay Status: 0

F5=Add'l Para. F15=Cheque Inquiry F19/F20=Previous/Next F24=More

3. On Interim Cheque Entry, complete the following fields:

- Tax Area
- Tax Type
- Additional Withholding Amount
- Additional/Flat Tax Amount

4. Complete the remaining steps for entering a standard interim check.

See *Entering a Standard Interim Cheque*.

| Field           | Explanation                                                                                                                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Area (Work) | A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations. |

| Field                     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tax Type                  | <p>A code that identifies the type of payroll tax being processed.</p> <p>Please refer to the associated User Defined Code records for the current descriptions of these codes.</p> <p>Please note that the values and meanings associated with this user defined code are pre-set by J.D. Edwards. Neither of the fields should be altered without J.D. Edwards permission.</p>                                                                                                                                                                                                                                                                                   |
| Additional Withholding 01 | <p>An additional amount to be withheld over and above the calculated withholding. This could also represent a flat withholding amount in situations where the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record.</p>                                                                                                                                                                                                           |
| Additional/Flat Tax 01    | <p>Based on the value of this field the corresponding "additional/flat" amount field has one of the following functions:</p> <ul style="list-style-type: none"> <li>% A percentage to REPLACE the tax rate from the table.</li> <li>A An amount to be ADDED to the tax computed from the table.</li> <li>F An amount to REPLACE the tax computed from the table.</li> <li>X An additional amount added to the standard exemption amount, DEDUCTED (exempt) from the annualized gross to determine taxable pay.</li> <li>Y An amount to OVERRIDE the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations.</li> </ul> |

## What You Should Know About

**Tax overrides** If the tax overrides are left blank, the tax withholding information from the Employee Master table is used.

**Maximum tax overrides** You can enter a maximum of 8 tax overrides.

## Entering a Flat Dollar Amount Advance Interim Cheque

You enter a flat dollar amount advance interim cheque to pay an employee an advance on the employee's salary. When you enter this type of advance, the system automatically enters the advance amount as a deduction to be collected

from the employee in the next payroll. The deduction is automatically assigned to the employee's DBA instructions.

► **To enter a flat dollar amount advance interim cheque**

On Interim Cheque Parameters

1. Complete the following fields:
  - Pay Cycle Code for U/I top-up (Canada only)
  - Pay Period Ending Date (Canada only)
  - Work Date to Process From (Work Date From – Canada)
  - Work Date to Process To (Work Date Thru – Canada)
  - Pay Period of the Month
  - Computer or Manual Checks
  - Override Bank Account Number
  - Batch/Interactive Indicator
  - Optional Cheque Stub Message
  
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
  - Interim Processing Format

The system displays Interim Cheque Entry.

**[070531] - Interim Cheque Entry**

Functions Tools Help

Cheque Cont: 172398      Net Pay Inst: 0

Employee No: 7701      Anthony Holiday

Cheque No(Manual):      Cheque Date: 05/15/98

Advance Pay Amt: 500.00      Bank Account: 18507      Payroll Bank Account

\*\*\*\*\*Tax Overrides\*\*\*\*\*

| Tax Area | TT | Amount | R%F | O/S Tax | Description |
|----------|----|--------|-----|---------|-------------|
|          |    |        |     |         |             |

Enter company if different from employee's home company: 77

Do you wish to include time data already entered (Y/N)? N

Enter the range of dates(blank =all) . From:      Thru:     

Home Company:     

Pay Cycle Group Code:     

Business Unit:     

If a termination cheque, enter

Termination Date:     

Termination Reason: 001      Annual Raise

Pay Status: 0      Active

F5=Add'l Para. F15=Cheque Inquiry F19/F20=Previous/Next F24=More MW

3. On Interim Cheque Entry, complete the following fields and use the Add action:
  - Employee Number
  - Advance Pay Amount

The system displays Interim Cheque Inquiry.

4. On Interim Cheque Inquiry, review the check detail and exit.

The system displays Interim Cheque Entry and automatically adds the advance deduction amount to the employee DBA instructions. The amount will be deducted from the employee's next payroll cheque.

| Field              | Explanation                                                                                                                                                                                                                                                          |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advance Pay Amount | This amount represents an advance on the employee's future pay.<br><br>..... <i>Form-specific information</i> .....<br><br>Enter a flat dollar amount or leave the field blank to enter timecard data on a time entry form later in the interim check entry process. |

## What You Should Know About

|                                             |                                                                                       |
|---------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Changing an advance deduction amount</b> | On DBA Instructions, you can change the amount that is to be deducted per pay period. |
|---------------------------------------------|---------------------------------------------------------------------------------------|

## Deleting an Interim Cheque

You can delete any interim cheque that has not been merged into a payroll cycle. You cannot delete an interim cheque that is in the process of being printed or has already been printed.

The process of deleting an interim cheque should not be confused with voiding a historical paycheque. Voided cheques are stored in the interim cheque workfiles and cannot be changed or deleted using interim cheque processing.

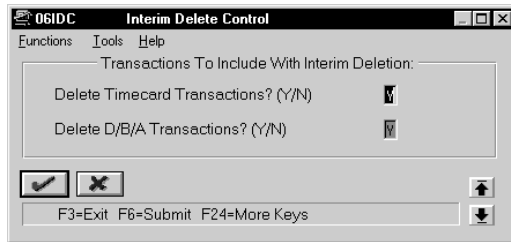
### To delete an interim cheque

On Interim Cheque Entry

1. Locate the interim check you want to delete.

- Use the Delete action.

The system displays the Interim Delete Control window.



- On Interim Delete Control, complete the following fields:
  - Delete Timecard Transactions (Y/N)
  - Delete DBA Transactions (Y/N)
- Submit for processing.

| Field           | Explanation                                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes or No Entry | This allows you to delete timecard transactions. Valid codes are:<br>Y Delete all timecard transactions (default)<br>N Do not delete all timecard transactions                |
| Yes or No Entry | This allows you to delete D/B/A transactions.<br>Entering a Y will delete D/B/A transactions.<br>Entering a N will not delete D/B/A transactions.<br>The default is set to Y. |

## What You Should Know About

- Timecard status code** When you delete an interim check without deleting its transactions, the system removes the status code “I” from time entry. The timecards are then available to include in future payrolls.
- Special timecard post** If you delete an interim check, timecards which have been posted to the general ledger using special timecard post are not deleted with the rest of the transactions.



### Exercises

See the exercises for this chapter.

## Entering a Net Amount Advance Interim Cheque

When you enter a net amount advance interim cheque, the system performs all of the calculations in temporary workfiles and records only the net cheque amount, saving none of the other calculations. The system then enters an advance deduction in the employee DBA instructions for the amount of the cheque to be withheld from the employee's next payroll cheque.

You can also enter net amount advance interim cheques to test possible cheque scenarios because the system calculates taxes and DBAs to determine a net pay amount, but the calculation information is not saved. You must use interactive mode to process this type of interim cheque.

### **To enter a net amount advance interim cheque**

---

On Interim Cheque Parameters

1. Complete the following fields:
  - Pay Cycle Code for U/I top-up (Canada only)
  - Pay Period Ending Date (Canada only)
  - Work Date to Process From (Work Date From – Canada)
  - Work Date to Process To (Work Date Thru – Canada)
  - Pay Period of the Month
  - Computer or Manual Checks
  - Override Bank Account Number
  - Batch/Interactive Indicator
  - Optional Cheque Stub Message
2. To designate that this is a standard interim check, enter 2 in the following field and press Enter:
  - Interim Processing Format

The system displays Advance Payoff Parameters.

[070533] - Advance Payoff Parameters

Functions Tools Help

Address Number

Cheque Date

Cheque Number  Cheque Control No

Advance

Do you wish to include time already entered? (Y/N)

From:  Thru:

Home Company

Pay Cycle Group

Cost Centre

If this is a termination enter:

Date

Reason

Pay Status

F5=Interim Cheque Parms F6=Update Results F15=Interim Cheque Inquiry MW

3. On Advance Payoff Parameters, complete the following fields:
  - Address Number
  - Cheque Date
4. Review the values in the following fields:
  - Include Time
5. To process manual interim checks, complete the following fields and press Enter:
  - Cheque Number (Manual)
  - Cheque Date

The system displays Time Entry.



[061121] - Time Entry By Individual

Functions Options Tools Help

Batch Added 23  
LS Amount  
Hours 15.00

Employee/Date/Batch 7781 01/23/98 23

| Pay | Hours | Account Number | Ovr/Rt | LS Amnt | Subldgr | T0 |
|-----|-------|----------------|--------|---------|---------|----|
| 1   | 15    |                |        |         |         |    |

Opt: 2=OTO 9=Dir F4=Detail F11=EmpMst F13=N/Btch F16=B/Tot F24=More MW

- On the time entry form, complete the steps for entering timecard information.

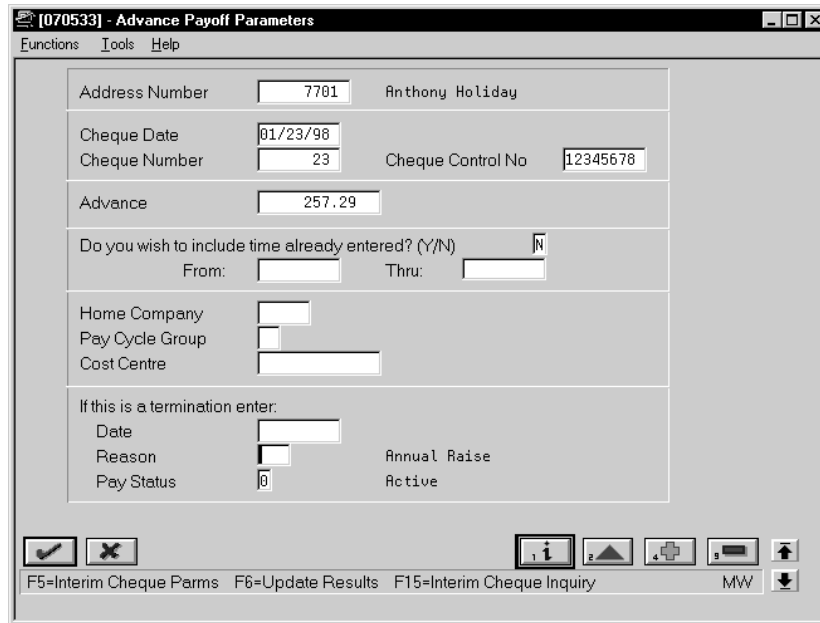
See *Entering Timecards by Employee, by Piecework, with Equipment.*

- Exit the time entry form.

The system displays Interim Cheque Inquiry.

- On Interim Cheque Inquiry, review the calculations.
- Exit Interim Cheque Inquiry.

The system displays Advance Payoff Parameters with the calculated net pay in the Advance field.



10. On Advance Payoff Parameters, to save the net amount as an advance deduction, use the Update Interim Cheque Results function.

The system adds the advance deduction amount to the employee's DBA instructions to be withheld from the employee's next payroll check.

## What You Should Know About

### Multiple advances

When an employee has multiple advances, the advance deduction amount for the DBA is a total of all advances.

### Estimated pay

When you want the net amount advance to be based on earnings to date and you have no existing time entry, you can base the advance calculation on estimated pay.

When you use Format 2 for this type of advance, the timecard is not saved.

The estimated pay type is set up by entering E in the Source of Pay field.

See *Setting Up Pay Types* in the *Payroll Volume 2 Guide*.

**Multi-check processing** Multi-check processing allows the system to track wages and taxes for any outstanding interim checks that the system has not yet updated to history. Newly calculated checks then take the outstanding wages and taxes into account for limits purposes. Each time a check is calculated, whether it be an interim check or a payroll check, the system verifies taxation history to determine if an employee has reached any earnings or tax limits for taxing purposes.

The interim YTD wage amount and an interim YTD tax amount are updated in the Taxation Summary History table (F06136, F0713 for Canada) whenever you:

- Add an interim check
- Delete an interim check
- Change an interim check
- Void and unvoid a check or autodeposit

When pre-payroll and interim check entry programs calculate taxes for subsequent checks, the system calculates the taxes based on the regular YTD amounts.

The interim YTD amounts are cleared during final update when interim check earnings and taxes are updated to regular history. Multi-check processing does not read DBA limits, only tax limits.

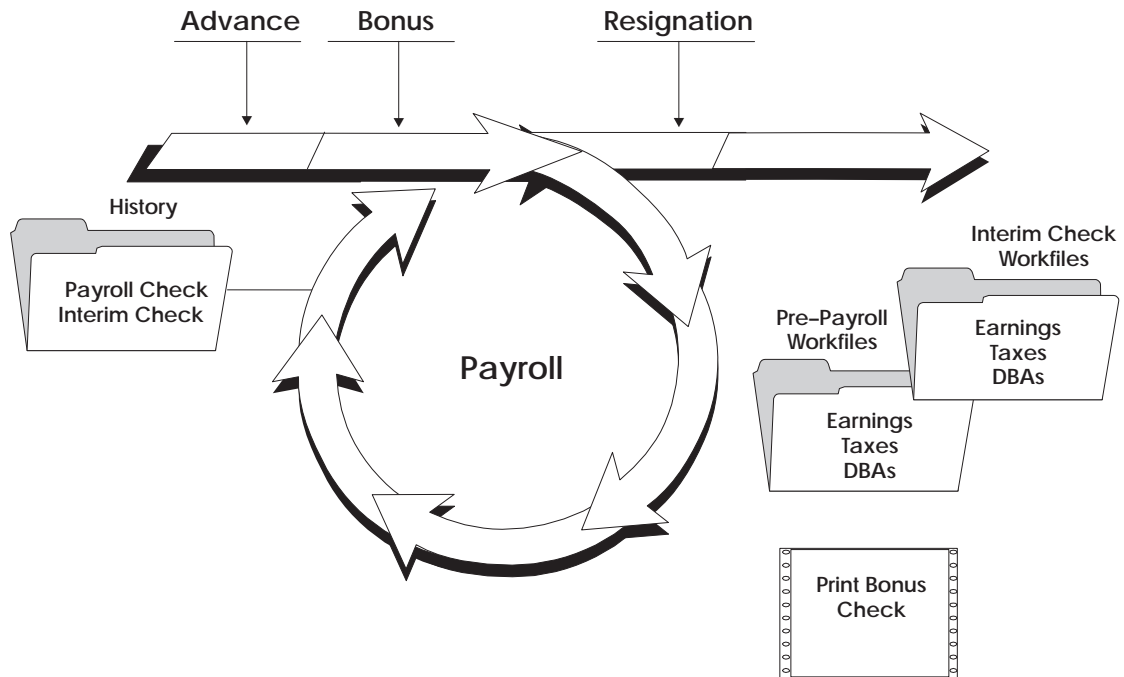


# Print Interim Cheques

---

## Printing Interim Cheques

When you print interim cheques in Canadian payroll, you must print them within a payroll cycle. Interim cheques allows cheques to be printed either by the computer or manually (handwritten or hand-typed). You can print interim cheque in a regular payroll cycle or in a payroll cycle for interims only.



When you enter an interim automatic deposit, you must process the payment through a payroll cycle. The print payments step of the payroll cycle creates the auto deposit workfile that is used to create the auto deposit bank tape.

Interim checks can be designated as the following:

- Computer check – An interim check that is calculated and printed by the computer.
- Manual check – A check on which the information is typed or written by hand. Manual checks can be either of the following:
  - Hand manual check – A manual check for which all calculations are done by hand.
  - Auto manual check – A manual check for which all calculations are done on the computer, but the check is manually prepared.

In addition to printing employee checks, printing interim checks includes:

- Printing attachments when required
- Printing a register of all checks issued

The Payroll system provides numerous alternatives for printing and updating interim checks:

- Running a regular payroll cycle that includes interim checks
- Running a payroll cycle for interim checks only

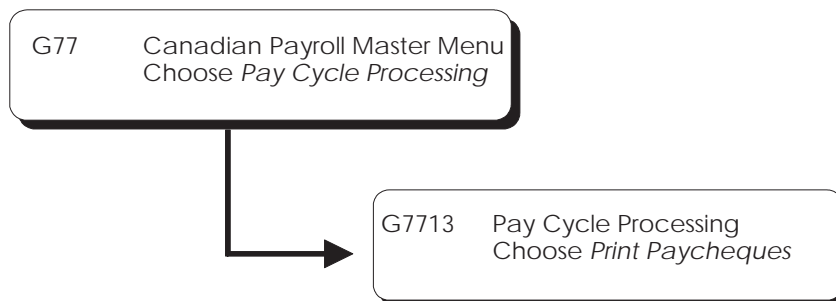
Printing interim checks consists of the following tasks:

- Printing interim cheques in a payroll cycle

### See Also

- *Updating Interim Cheques (P07210)*

## Printing Interim Cheques In a Payroll Cycle



In Canadian payroll, you can print cheques in a regular payroll cycle or in a payroll cycle for interim cheques only.

When you enter an interim automatic deposit, you must process the payment through a payroll cycle. The print payments step of the payroll cycle creates the auto deposit workfile that is used to create the auto deposit bank tape.

When you merge interim checks into a payroll cycle, the merging process is controlled by the following factors:

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Check dates</b>                  | The system can merge outstanding interim checks into the next full payroll, based on the check date. If the check date is the same as or earlier than the check date of the payroll run, the system merges the interim checks in the payroll.                                                                                                                                                                                                                                                                                                                         |
| <b>Pre-payroll processing types</b> | Pre-payroll processing types control when interim checks are merged, as follows: <ul style="list-style-type: none"><li>• Type 1 – Full Pre-Payroll. Interim checks are merged based on the check date for the payroll ID.</li><li>• Type 3 – No Interim Pre-Payroll. Interim checks are not merged.</li><li>• Type 5 – No Autopay Pre-Payroll. Interim checks are merged based on the check date for the payroll ID.</li><li>• Type I – Interims Only Pre-Payroll. Only interim checks are processed and merged based on the check date for the payroll ID.</li></ul> |

### See Also

- *Running a Regular Payroll Cycle that Includes Interim Cheques*

### **To print interim cheques in a payroll cycle**

---

On Print Paycheques

Complete the steps for printing payments.

See *Printing Payments*.

### See Also

- *Printing Payments (P06230P)*

## What You Should Know About

### **Printed checks**

You cannot change or delete records of printed checks. You can reset a check by using interactive update.

### **Locked records**

The system displays that an employee's record is locked due to the following:

- The employee's record is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively.
- The interim check has been voided
- It is a manual interim check
- Interim checks that are being processed in another interactive print job are not displayed



# Update Interim Cheques

---

## Updating Interim Cheques

When you update interim checks, the system:

- Creates journal entries
- Prints payroll cycle reports
- Updates history

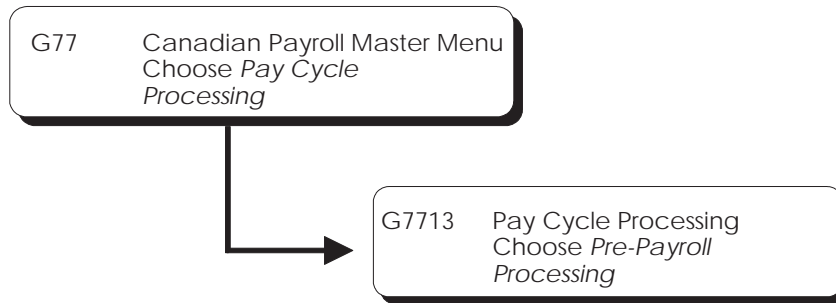
Updating interim checks includes the following tasks:

- Running a regular payroll cycle that includes interim cheques
- Running a payroll cycle for interim cheques only
- Reviewing the Payroll Register for interim cheques

You can update interim checks by running a regular payroll cycle that includes interim checks. The computer interim checks are merged with the payroll checks. The system prints the payroll cycle reports that include interim check information.

You can update interim checks by running a payroll cycle for interim checks only. The system prints payroll cycle reports that include interim check information only. If your organization processes a high volume of interim checks, this alternative is beneficial.

## Running a Regular Payroll Cycle that Includes Interim Cheques



You can update interim checks by running a regular payroll cycle that includes interim checks. The computer interim checks are merged with the payroll checks. The system prints the payroll cycle reports that include interim check information.

### ▶ **To run a regular payroll cycle that includes interim cheques**

---

On Pre-Payroll Processing

1. Enter a 1 or 5 in the following field:
  - Type of Processing
2. Complete the remaining applicable fields.  
*See Processing Pre-Payroll.*
3. Submit the job for processing.
4. Complete the remaining steps of the payroll cycle.

The system prints payroll cycle reports that include interim check information.

### See Also

- *Working with Payments (P07230)*
- *Processing Pro Forma Journal Entries (P06220)*
- *Processing Final Update (P07250)*
- *Reviewing the Payroll Register for Interim Cheques*

## Running a Payroll Cycle for Interim Cheques Only

You can update interim checks by running a payroll cycle for interim checks only. The system prints payroll cycle reports that include interim check information only. If your organization processes a high volume of interim checks, this alternative is beneficial.

### ▶ **To run a payroll cycle for interim cheques only**

---

On Pre-Payroll Processing

1. Enter an I in the following field:
  - Type of Processing
2. Complete the remaining applicable fields.

*See Processing Pre-Payroll.*

3. Submit the job for processing.
4. Complete the remaining steps of the payroll cycle.

The system prints payroll cycle reports that include interim check information.

### See Also

- *Working with Payments (P07230)*
- *Processing Pro Forma Journal Entries (P06220)*
- *Processing Final Update (P07250)*
- *Reviewing the Payroll Register for Interim Cheques*

## Reviewing the Payroll Register for Interim Cheques

Review the Payroll Register to verify that your interim checks have been included in the regular payroll cycle and that the interim check information is correct. The report lists the number of interim computer checks, interim manual checks, and voided checks.

# Canadian Payroll Volume 1

063012

J.D. Edwards & Company  
Payroll Register

Page - 11  
Date - 7/10/96  
Period - 08/15/98

Company -  
BU -

Payroll ID- 055

| Total Report    |               | Hours                | Current Amount | YTD Amount | Type | Deduction     | Current Amount | YTD Amount |
|-----------------|---------------|----------------------|----------------|------------|------|---------------|----------------|------------|
| Type            | Earnings      |                      |                |            |      |               |                |            |
| 0001            | Regular       | 765.33               | 17,114.56      | 61,614.15  | **   | Gross Wages   | 18,138.20      | 54,144.76  |
| 0300            | Sick Pay      |                      |                | 226.92     |      | FED Income T  | 2,201.44       | 7,320.68   |
| 0500            | Bonus Pay     |                      |                | 800.00     |      | FED FICA w/h  | 1,059.09       | 3,878.34   |
| 0801            | Vacation      | 8.00                 | 192.30         | 694.20     |      | CA Employmen  | 60.30          |            |
| 0805            | Holiday Pay   |                      |                | 747.09     |      | CO Departmen  | 357.25         | 2,115.34   |
| 0811            | Vacation      |                      |                | 230.77     |      | VA Dept. of   | 209.49         | 209.49     |
| 0903            | FSA-Med/Exec  |                      | 75.00          | 100.00     |      | CA SDI-Emplo  | 22.33          |            |
| 0904            | FSA-Dep/Exec  |                      | 75.00-         | 200.00     |      | FED Medicare  | 247.69         | 907.02     |
| 0998            | Gross Pay Ad  | 8.00                 | 134.61         | 134.61     |      |               |                |            |
| 3000            | Life Ins/Co.  |                      | 43.72          | 202.64     |      |               |                |            |
|                 |               |                      |                |            | 1010 | Dental Ins.   | 18.50          | 213.00     |
|                 |               |                      |                |            | 1015 | FAD&D - Flex  | 3.00           | 3.00       |
|                 |               |                      |                |            | 1016 | LTD Coverage  | 4.90           | 34.30      |
| 5050            | FMedical/Den  |                      | 506.76         | 506.76     | 1018 | FLTDCoverage  | 13.92          | 46.40      |
| 5062            | FMedical/Den  |                      | 162.22         | 1,297.76   | 1102 | Child Supprt  | 250.00         | 750.00     |
| 6002            | FAddl Flex \$ |                      | 27.75          | 92.50      | 1104 | Garnishment   | 274.67         | 1,422.86   |
|                 |               |                      |                |            | 1108 | Loan          | 80.00          | 640.00     |
|                 |               |                      |                |            | 1120 | Fees, Admin   | 10.00          | 25.00      |
|                 |               |                      |                |            | 1122 | Interest      | 16.00          | 352.00     |
|                 |               |                      |                |            | 1511 | FMed100-EE+1  | 129.59         | 1,036.72   |
|                 |               |                      |                |            | 1521 | FMed100-EE+2  | 383.14         | 383.14     |
|                 |               |                      |                |            | 1541 | FDENT1-EE+1   | 16.58          | 132.64     |
|                 |               |                      |                |            | 1551 | FDENT1-EE-2+  | 50.18          | 50.18      |
|                 |               |                      |                |            | 4002 | Med-EE        | 9.75           | 68.25      |
|                 |               |                      |                |            | 4003 | Med-EE+1      | 12.00          | 36.00      |
|                 |               |                      |                |            | 4004 | Med-EE+Fam    |                | 90.00      |
|                 |               |                      |                |            | 4598 | FSA-DEP/Ded   | 300.00         | 1,000.00   |
|                 |               |                      |                |            | 4599 | FSA-MED/Ded   | 300.00         | 1,000.00   |
|                 |               |                      |                |            | 5105 | FLife 10k     | 2.70           | 2.70       |
|                 |               |                      |                |            | 5502 | FVision EE+1  | 3.05           | 24.40      |
|                 |               |                      |                |            | 7000 | 401(k)        | 218.75         | 1,302.08   |
|                 |               |                      |                |            | L    | life          | 21.86          | 180.78     |
|                 |               |                      |                |            | *    | Sum Ded's W/H | 9.22           | 9.22       |
|                 |               |                      |                |            |      | Total Ded's   | 6,285.40       |            |
| ** Totals **    |               | 781.33               | 18,138.20      |            |      | * Net Pay *   | 11,852.80      |            |
|                 | Taxbl:        |                      | 16,600.97      |            |      |               |                |            |
| Total Employees | 8             | Tot Ck Cntrl #'s     |                | 12         |      |               |                |            |
|                 |               | Tot Computer Cks     |                | 8          |      |               |                |            |
|                 |               | Tot Intrm Manual Cks |                | 2          |      |               |                |            |
|                 |               | Tot Auto Deposits    |                | 2          |      |               |                |            |
|                 |               | Tot Voids            |                | 1          |      |               |                |            |



# Payment Reconciliation

## Objectives

- To reconcile your payment history records with your bank records

## About Payment Reconciliation

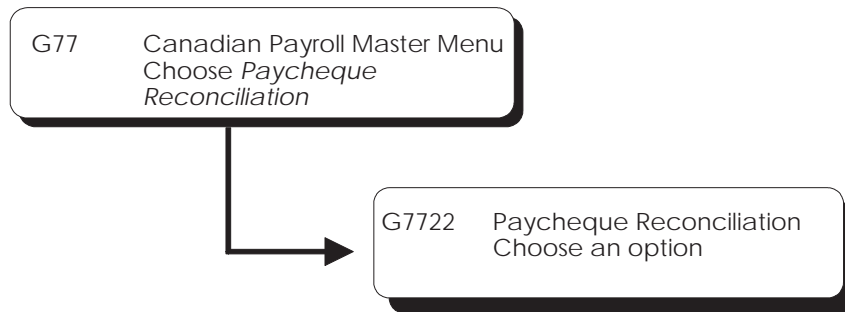
You reconcile payments so that your reconciliation information is consistent with your bank records.





# Reconcile Payments

---



## Reconciling Payments

You reconcile payments to make your reconciliation information consistent with your bank records. You can reconcile your payment history manually or automatically.

You review the status of payments to determine if you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a check as unclaimed. If you need to change the status of a payment, you can manually make the change.

After payments have been reconciled, you can review the Payroll Bank Reconciliation Register. The register is mainly used to identify any outstanding payments.

Use Reconcile Cheque History to automatically reconcile your outstanding payments.

Reconciling payments consists of the following tasks:

- Reviewing payment reconciliation status
- Changing payment reconciliation status manually
- Reconciling payment history automatically
- Reviewing the Payroll Bank Reconciliation Register

## Reviewing Payment Reconciliation Status

You review the status of payments to determine if you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a check as unclaimed. The system displays payments by number and date. Additional information includes net pay figures as well as the name and number of the employee to whom the check was issued.

► **To review payment reconciliation status**

On Cheque Reconciliation

The screenshot shows a software window titled "[060612] - Cheque Reconciliation". It contains several input fields and a table of data. The input fields include "G/L Bank Account" (18507), "Payroll Bank Account", "Cheque Dates-From:", "Thru:", "Skip To Cheque No:", and "Cleared Date" (07/07/96). A checkbox for "Reconciled Cheques" is present. The table below lists payment records with columns for Reconciliation Status (R/C), Cheque Number, Date, Net Pay, Employee Number, and Employee Name.

| R/C | Recon<br>P | Clearing | Cheque<br>Number | Date     | Net Pay  | Employee<br>Number | Employee<br>Name |
|-----|------------|----------|------------------|----------|----------|--------------------|------------------|
|     |            |          | 55437            | 01/09/98 | 1,150.55 | 7704               | Rivard, Jacques  |
|     |            |          | 55438            | 01/09/98 | 650.91   | 7701               | Holiday, Anthony |
|     |            |          | 55439            | 01/09/98 | 1,343.49 | 7703               | Bellas, Debbie   |
|     |            |          | 55440            | 01/09/98 | 1,945.48 | 7702               | Derrick, Leslie  |
|     |            |          | 5444             | 01/23/98 | 1,138.51 | 7704               | Rivard, Jacques  |
|     |            |          | 5445             | 01/23/98 | 792.35   | 7701               | Holiday, Anthony |
|     |            |          | 5446             | 01/23/98 | 1,618.62 | 7703               | Bellas, Debbie   |
|     |            |          | 5447             | 01/23/98 | 2,148.64 | 7702               | Derrick, Leslie  |
|     |            |          | 544              | 02/06/98 | 739.40   | 7701               | Holiday, Anthony |
|     |            |          | 545              | 02/06/98 | 2,349.56 | 7702               | Derrick, Leslie  |
|     |            |          | 87665            | 02/20/98 | 682.90   | 7701               | Holiday, Anthony |
|     |            |          | 87666            | 02/20/98 | 664.72   | 7701               | Holiday, Anthony |

At the bottom of the window, there are navigation buttons and a status bar with the text: "Opt. 1=Reconcile 2=ReOpen 3=Unclaimed Funds F19/F20=Prev./Next F24=More MW".

1. Complete the following required field:
  - General Ledger Bank Account Number (Short ID Number)
2. Complete the following optional fields to limit your search:
  - Reconciled Record Type
  - Cheque Dates
  - Skip to Cheque Number (Document Matching – Payment or Item)



| Field                                | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reconciled Record Type               | A value that lets you limit your inquiry. Values are:<br>blank All checks<br>R Reconciled checks only<br>C Unclaimed checks only<br>U Unreconciled checks only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Account Number                       | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: <ul style="list-style-type: none"> <li>• Structured account (business unit.object.subsidiary)</li> <li>• 25-digit unstructured number</li> <li>• 8-digit short account ID number</li> <li>• Speed code</li> </ul> The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).<br>..... <i>Form-specific information</i> .....<br>The short ID number of the bank account for which you want to see outstanding checks. |
| Document – Matching(Payment or Item) | The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.<br>..... <i>Form-specific information</i> .....<br>In the Skip To Check No. field, enter the number of the first check to be displayed in the list of checks for reconciliation in the detail part of the screen.                                                                                                                                                                                                                                      |

## Changing Payment Reconciliation Status Manually

After you review payment reconciliation status and determine that you need to make status changes, you can manually make the change.

### ▶ To change payment reconciliation status manually

On Cheque Reconciliation

1. Locate the payments that require a change in status.
2. Complete the following fields:
  - Option
  - Cleared Date

3. Complete the following field for any payment that requires a date other than the value in the Cleared Date field:
  - Reconciliation Clearing

## Reconciling Payment History Automatically

You can use Reconcile Cheque History to automatically reconcile your outstanding payments. This DREAM Writer reads the tape you receive from the bank and compares it to the payment history. The program then reconciles matching entries and generates the Check Reconciliation-Update History report, which provides information based on the Bank Reconciliation – Paid table (F06561).

Reconciling payment history automatically includes of the following tasks:

- Running the Reconcile Check History program
- Reviewing the Check Reconciliation - Update History Report

### Running the Reconcile Check History Program

Run the Reconcile Check History program to automatically reconcile your outstanding payments. This DREAM Writer version reads the tape you receive from the bank and compares it to the payment history.

#### Before You Begin

- Complete the steps for processing automated reconciliation tapes. See *Processing Automated Reconciliation Tapes* in the *Payroll Volume 2 Guide*.

#### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

### Reviewing the Check Reconciliation - Update History Report

Review the Check Reconciliation - Update History Report to verify that the information is correct.

The report lists the following information:

- Employee names and numbers
- Check numbers and dates
- Net pay figures per check

- Reconciliation indicator

| Employee       |        | Check       |          |        | Check |          |         |   |
|----------------|--------|-------------|----------|--------|-------|----------|---------|---|
| Name           | Number | Soc-Sec-Num | Date     | Number | S     | Amount   | Control | T |
| Eason, Walter  | 7051   | 705-10-9101 | 01/02/98 | 1      | C     | 1,317.29 | 750     | R |
| Eason, Walter  | 7051   | 705-10-9101 | 01/09/98 | 11     | C     | 164.65   | 2538    | R |
| Eason, Walter  | 7051   | 705-10-9101 | 01/16/98 | 111    | M     | 658.64   | 4236    | R |
| Eason, Walter  | 7051   | 705-10-9101 | 01/23/98 | 128    | C     | 3,684.72 | 2096    | R |
| Eason, Walter  | 7051   | 705-10-9101 | 01/30/98 | 658    | C     | 4,207.22 | 2103    | R |
| Eason, Walter  | 7051   | 705-10-9101 | 02/06/98 | 1020   | C     | 681.23   | 455     | R |
| Eason, Walter  |        |             | 02/13/98 | 1156   |       | 800.00   |         | * |
| East, Jane     | 9004   | 101-10-8104 | 02/06/98 | 1021   | C     | 622.77   | 483     | R |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/02/98 | 2      | C     | 1,605.29 | 750     | R |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/09/98 | 12     | C     | 88.00    | 576     | R |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/16/98 | 112    | C     | 1,396.04 | 716     | R |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/23/98 | 129    | C     | 318.63   | 945     | R |
| Easter, Melvyn | 6000   | 058-43-2560 | 01/30/98 | 659    | C     | 318.63   | 946     | R |

### What You Should Know About

**Check Status field**

On the Check Reconciliation-Update History report, the Check Status field specifies one of the following payment types, if applicable:

- C (Computer-generated interim check)
- M (Manually produced interim check)
- A (Automatic bank deposit)

**Reconciled field**

On the Check Reconciliation-Update History report, the T (Reconciled) field contains an R if the payment has been reconciled or an asterisk (\*) if the system finds no record of the payment.

### Reviewing the Payroll Bank Reconciliation Register

After payments have been reconciled, you review the Payroll Bank Reconciliation Register. It is mainly used to identify any outstanding payments. You can run this report at any time. You can use the data selection to limit the reporting period and reduce the length of the report.

This DREAM Writer provides information based on the Paycheck Summary table (F06156).

This report lists the following information:

- Check numbers and dates
- Net pay figures per check
- Totals by check date
- Employee names and numbers

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

### Processing Options for Report – Bank Reconciliation Register

Print employees names and number on  
the report. (Y or N) \_\_\_\_\_

Select employee number to print: \_\_\_\_\_

- A = Address Book Number
- S = Social Security Number
- O = Third Employee Number

Note: If employee's wages are deposited  
to more than one account, and you wish  
to print all accounts, you must specify  
Subsequent Check Control number EQ \*ALL  
in the DREAM Writer data selection.



# Periodic Reports

## Objectives

- To satisfy federal and provincial reporting requirements
- To satisfy union reporting requirements
- To provide the construction industry with such information as the costs associated with a particular job or business unit

## About Periodic Reports

Periodic reports are normally printed on a schedule that coincides with governmental or union reporting requirements. If necessary, you can print and review these reports more often.

Governmental reports provide information that satisfies provincial and federal requirements. Job, trust, and union reports are mainly used to satisfy government and union reporting requirements. The job billing registers are designed for the construction industry and provide information such as the costs associated with a particular job or business unit.

Periodic reports consists of the following tasks:

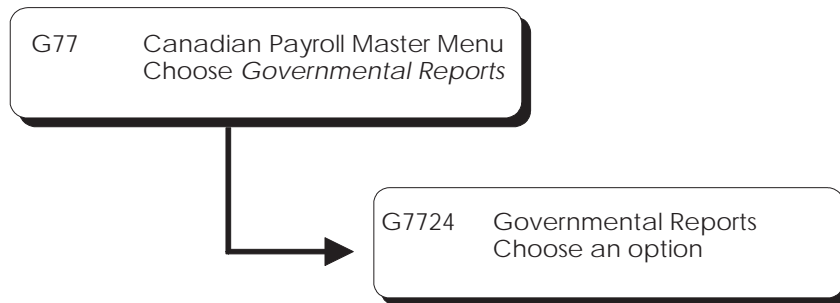
- Working with governmental reports
- Working with job, trust, and union reports





# Work with Governmental Reports

---



## Working with Governmental Reports

You run DREAM Writer versions to print governmental reports to satisfy Quebec provincial, Statistics Canada, and federal requirements.

Working with governmental reports includes:

- Reviewing federal reports
- Reviewing Statistics Canada reports
- Reviewing Quebec provincial reports

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

## Reviewing Federal Reports

The federal reports provide information to satisfy federal tax and workers compensation reporting requirements.

Reviewing federal reports includes:

- Reviewing the Federal Tax Distribution Summary report

☐ Reviewing the Workers Compensation Register

### Reviewing the Federal Tax Distribution Summary Report

The Federal Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The Federal Tax Distribution Summary report provides the following information required by the government:

- Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for federal taxes, pension deductions, and unemployment insurance
- Year-to-date federal deposit information including the total amount withheld and the total amount due to the federal government

|                                            |                                 |                                                        |                                                      |                                                       |
|--------------------------------------------|---------------------------------|--------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| 073171                                     | J.D. Edwards & Company          |                                                        | Page - 2                                             |                                                       |
|                                            | Federal Tax Dist. Summary       |                                                        | Date - 7/08/96                                       |                                                       |
|                                            |                                 |                                                        | Period End- 04/11/98                                 |                                                       |
| Company . . 00077 A Model Canadian Payroll |                                 |                                                        |                                                      |                                                       |
| Tax ID . . WCX162734                       |                                 |                                                        |                                                      |                                                       |
| TT                                         | Tax Description                 | *** Month-To-Date ***<br>Taxable Wages      Tax Amount | *** Qtr-To-Date ***<br>Taxable Wages      Tax Amount | *** Year-To-Date ***<br>Taxable Wages      Tax Amount |
| CA                                         | Canada Federal Income Tax       | 16,396.42      4,098.47                                | 16,396.42      4,098.47                              | 66,865.59      15,103.61                              |
| CB                                         | Canadian Pension Plan - empl'ee | 13,089.93      307.94                                  | 13,089.93      307.94                                | 49,145.15      1,135.13                               |
| CE                                         | Canadian Pension Plan - empl'yr | 13,089.93      307.94                                  | 13,089.93      307.94                                | 49,145.15      1,135.13                               |
| CC                                         | Canada Unemploy Ins. - empl'ee  | 8,730.00      219.30                                   | 8,730.00      219.30                                 | 32,236.13      937.20                                 |
| CD                                         | Canada Unemploy Ins. - empl'er  | 8,730.00      272.81                                   | 8,730.00      272.81                                 | 32,236.13      1,165.81                               |
| Total FEDERAL                              |                                 | 5,206.46                                               | 5,206.46                                             | 19,476.88                                             |
| Federal YTD Deposit Information:           |                                 |                                                        |                                                      |                                                       |
| Income Tax Withheld                        |                                 | 15,103.61                                              |                                                      |                                                       |
| Total Canadian Pension                     |                                 | 2,270.26                                               |                                                      |                                                       |
| Total Unemployment Insurance               |                                 | 2,103.01                                               |                                                      |                                                       |
| Total Deposit Due                          |                                 | 19,476.88                                              |                                                      |                                                       |

### Processing Options for Federal Tax Distribution Summary

Enter the period ending date to be processed . . . . . \_\_\_\_\_

### Reviewing the Workers Compensation Register

You can run the Workers Compensation Register to review workers compensation insurance amounts.

The Workers Compensation Register provides the following information:

- Employee listing by company
- Employee hours and gross wages
- Employee job type and step



## Work with Governmental Reports

- Excludable and overtime wage amounts
- Premium amounts for each employee
- Totals for each province and company
- Grand totals for the report

You can print:

- Detailed reports that show each line of time entry
- Summary reports that consolidate the information by employee, company, tax area, Workers Compensation code, job type, and job step

| 06343                                      |                 | J.D. Edwards & Company               |     |               |             |           |                   | Page - 3         |                   |                   |
|--------------------------------------------|-----------------|--------------------------------------|-----|---------------|-------------|-----------|-------------------|------------------|-------------------|-------------------|
|                                            |                 | Workers Comp/Gen Lib Report - Canada |     |               |             |           |                   | Date - 7/08/96   |                   |                   |
|                                            |                 |                                      |     |               |             |           |                   | From - 01/01/98  |                   |                   |
|                                            |                 |                                      |     |               |             |           |                   | Thru - 01/31/98  |                   |                   |
| Company. 00077 A Model Canadian Payroll Co |                 |                                      |     |               |             |           |                   |                  |                   |                   |
| State. . . 70 Canada                       |                 |                                      |     |               |             |           |                   |                  |                   |                   |
| . . . . . Employee. . . . .                |                 |                                      |     |               |             |           |                   |                  |                   |                   |
| Number                                     | Name            | WCI Code                             | F C | Job Type/Step | Total Hours | Gross Pay | Excludable Amount | O/T Prem. Amount | Reportable Amount | Wrkrs Comp Amount |
| 7701                                       | Anthony Holiday | 8810                                 |     | 4A-2          | 37.50       | 421.88    | 421.88            |                  |                   |                   |
| 7701                                       | Anthony Holiday | 8810                                 |     | 4A-2          | 37.50       | 421.88    | 421.88            |                  |                   |                   |
| 7702                                       | Derrick, Leslie | ONT                                  |     | 0A-3          | 40.00       | 1,500.00  |                   |                  | 976.92            | 8.74              |
| 7702                                       | Derrick, Leslie | ONT                                  |     | 0A-3          | 40.00       | 1,500.00  |                   |                  | 976.92            | 8.74              |
| 7702                                       | Derrick, Leslie | ONT                                  |     | 0A-3          | 80.00       | 3,000.00  |                   |                  | 976.92            | 8.74              |
| 7702                                       | Derrick, Leslie | ONT                                  |     | 0A-3          | 80.00       | 3,000.00  |                   |                  | 976.92            | 8.74              |
| 7702                                       | Derrick, Leslie | ONT                                  |     | 0A-3          | 7.00        | 393.75    |                   | 131.25           |                   |                   |
| 7703                                       | Bellas, Debbie  | ONT                                  |     | 0A-3          | 80.00       | 2,038.46  |                   |                  | 1,953.85          | 17.49             |
| 7703                                       | Bellas, Debbie  | ONT                                  |     | 0A-3          |             | 500.00    |                   |                  | 500.00            | 4.48              |
| 7703                                       | Bellas, Debbie  | ONT                                  |     | 0A-3          | 80.00       | 2,038.46  |                   |                  | 1,453.85          | 13.01             |
| 7703                                       | Bellas, Debbie  | ONT                                  |     | 0A-3          |             | 500.00    |                   |                  | 500.00            | 4.48              |
| 7703                                       | Bellas, Debbie  | ONT                                  |     | 0A-3          | 80.00       | 2,038.46  |                   |                  | 1,453.85          | 13.01             |
| Work County. . . . .                       |                 |                                      |     |               | 562.00      | 17,352.89 | 843.76            | 131.25           | 9,769.23          | 87.43             |

## Processing Options for Workers Compensation Register

Enter type of report to be processed: \_\_\_\_\_  
 W = Workers Compensation Ins. Report  
 G = General Liability Ins. Report

Report Heading Date Stipulation:  
 From - \_\_\_\_\_  
 Thru - \_\_\_\_\_

Note: Dates are for documentation only.  
 Use DW selections for date range.

Select which employee number to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Other Employee Number

If you wish to display County/Provincial  
 Information enter 'Y'. (Y/N) Default = N \_\_\_\_\_

## Reviewing Statistics Canada Reports

The Statistics Canada reports provide information concerning employment and payroll.

Reviewing Statistics Canada reports includes:

- Reviewing the Survey of Employment, Payroll, and Hours
- Reviewing the Report on Hirings

### Reviewing the Survey of Employment, Payroll, and Hours

The Survey of Employment, Payroll, and Hours shows a comprehensive listing of your company's employment figures, wages paid, and hours worked for each pay frequency. These statistics are used to help estimate the national averages in these categories. The information on this report is based on the last pay period ending date for the specified month

The data is taken from the Payroll Transaction History table (F0618).

#### Before You Begin

- Set up the following user defined codes tables:
  - 06/VH Overtime Pay Types
  - 06/VI Irregular Pay Types

See *Setting Up User Defined Codes for Payroll* in the *Canadian Payroll 2 Guide*.

07841

J.D. Edwards & Company

Survey of Employment, Payrolls and Hours

Page - . . . . . 3  
Date - . . . . . 7/08/96

CO No. Name and address of Company  
-----  
00077 A Model Canadian Payroll Co.  
35021 Queen Street  
Toronto, ON M9C 1ZK

Contact Name

Telephone Number

```

. Employees Paid by the Hour Last Pay Period(s) Information. Other Employees . .
Regular Gross Pay (Including Overtime) Hours Overtime Hours in Standard Work Week Regular Gross Pay
Number Number Number Pay Pay .00 .00 .00 .00
1 281.25 281.25 5.00 5.00 37.50 0 .00
2 3900.00 .00 160.00 .00 2 3716.15 0 .00
. Entire Month Information Employees Absent Without Pay
Reason For Unpaid Absence From To Number of Hourly Salaried Other
Period Covered DD/MM/YY DD/MM/YY
Type of Payments DD/MM/YY DD/MM/YY Hourly Hourly Salaried Other
Bonus 01/03/98 31/03/98 .00 1500.00 .00
Commission 01/03/98 31/03/98 .00 2453.00 .00
Lump Sum 01/03/98 31/03/98 .00 5200.00 .00
Gross Earnings (Survey Month) 17050.40

```

## Processing Options for Survey of Employment, Payroll and Hours

Process for Pay Period  
 (Please make sure that these dates are  
 consistent with your DATA SELECTION  
 date range)

1. Starting Date. . . . . \_\_\_\_\_
2. Ending Date. . . . . \_\_\_\_\_

**NOTE:** UDC Tables 06/VH (Overtime Pay)  
 and 06/VI (Irregular Pay Types)  
 must be set up before running  
 this report.

## Reviewing the Report on Hirings

The Report on Hirings provides a listing of all new employees hired during the month.



The data selection for this report must include the Country Code field with a value of CA (Canada).

|                            |                                   |              |          |                 |           |   |         |
|----------------------------|-----------------------------------|--------------|----------|-----------------|-----------|---|---------|
| 07842                      | J.D. Edwards & Company            |              |          |                 | Page      | - | 3       |
|                            | Statistics Canada New Hire Report |              |          |                 | Date      | - | 6/28/96 |
| Tax ID                     | S. I. N.                          | BusinessUnit | Emp. No. | Employee Name   | Hire Date |   |         |
| WCX162734                  | 652-136-888                       | 707          | 7704     | Rivard, Jacques | 08/25/82  |   |         |
| WCX162734                  | 481-560-670                       | 707          | 7703     | Bellas, Debbie  | 03/15/87  |   |         |
| WCX162734                  | 184-560-670                       | 707          | 7702     | Derrick, Leslie | 12/10/90  |   |         |
| Total number of Employees: |                                   |              |          | 3               |           |   |         |

## Reviewing Quebec Provincial Reports

The Quebec provincial reports are similar to the federal reports, but satisfy the reporting requirements of the Quebec provincial government for tax distribution and parity.

Reviewing Quebec provincial reports includes:

- Reviewing the Quebec Parity report
- Reviewing the Provincial Tax Distribution Summary report
- Creating the Commission de la Construction du Quebec (CCQ) report

## Reviewing the Quebec Parity Report

You can run the Quebec Parity report to review hours and gross wage for specific pay periods.

| 07843             |         | J.D. Edwards & Company<br>Quebec Parity Monthly Report |          |          |               |              | Page - 2       | Date - 7/08/96 |
|-------------------|---------|--------------------------------------------------------|----------|----------|---------------|--------------|----------------|----------------|
| Shop #            | Payroll | Employee Name                                          | Pay Rate | Pay Peri | Pay Type Desc | Hours Worked | Amount - Gross | Assess Amt     |
| 707               | 7704    | Rivard, Jacques                                        | 22.564   | 01/03/98 | Regular       | 80.00        | 1,677.69       |                |
|                   |         |                                                        |          | 01/17/98 | Regular       | 80.00        | 1,677.69       | 5.87           |
|                   |         |                                                        |          | 01/31/98 | Regular       | 72.00        | 1,498.74       | 5.87           |
|                   |         |                                                        |          | 01/31/98 | Sick Pay      | 8.00         | 178.95         |                |
|                   |         |                                                        |          | 02/14/98 | Regular       | 80.00        | 1,677.69       | 5.87           |
|                   |         |                                                        |          | 02/28/98 | Regular       | 80.00        | 1,677.69       | 5.87           |
|                   |         |                                                        |          |          |               | 80.00        | 1,677.69       | 5.87           |
| Employee Totals : |         |                                                        |          |          |               | 400.00       | 8,388.45       | 29.35          |

## Processing Options for Quebec Parity

- Specify the FIRST Pay Period Ending \_\_\_\_\_  
Date to be included in this report
- Specify the SECOND Pay Period Ending \_\_\_\_\_  
Date to be included in this report
- Specify the THIRD Pay Period Ending \_\_\_\_\_  
Date to be included in this report
- Specify the FOURTH Pay Period Ending \_\_\_\_\_  
date to be included in this report
- Specify the FIFTH Pay Period Ending \_\_\_\_\_  
date to be included in this report
- Specify the Assessable Rate \_\_\_\_\_

## Reviewing the Provincial Tax Distribution Summary Report

The Provincial Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The Provincial Tax Distribution Summary report provides the following information required by the Quebec provincial government:

- Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for provincial taxes and pension deductions

- Year-to-date deposit information including the total amount withheld and the total amount due to the provincial government

| 073163                                                               |                               | J.D. Edwards & Company<br>Provincial Tax Distribution Summary |            |                                      |            | Page - 2<br>Date - 7/08/96<br>Period End- 04/11/98 |            |
|----------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------|------------|--------------------------------------|------------|----------------------------------------------------|------------|
| Company . . 00077 A Model Canadian Payroll<br>Tax ID . . 97789977880 |                               |                                                               |            |                                      |            |                                                    |            |
| TT                                                                   | Tax Description               | *** Month-To-Date ***<br>Taxable Wages                        | Tax Amount | *** Qtr-To-Date ***<br>Taxable Wages | Tax Amount | *** Year-To-Date ***<br>Taxable Wages              | Tax Amount |
| CF                                                                   | Provincial Income Tax         | 3,415.21                                                      | 439.57     | 3,415.21                             | 439.57     | 18,533.07                                          | 2,638.35   |
| CG                                                                   | Quebec Provincial Plan EE     | 3,519.23                                                      | 80.15      | 3,519.23                             | 80.15      | 18,933.70                                          | 431.75     |
| CH                                                                   | Quebec Provincial Pension CO. | 3,519.23                                                      | 80.15      | 3,519.23                             | 80.15      | 18,933.70                                          | 431.75     |
| Total FEDERAL                                                        |                               |                                                               | 599.87     | Total FEDERAL                        |            |                                                    | 599.87     |
| Provincial YTD Deposit Information:                                  |                               |                                                               |            | Provincial YTD Deposit Information:  |            |                                                    |            |
| Income Tax Withheld                                                  |                               |                                                               | 2,638.35   | Income Tax Withheld                  |            |                                                    | 2,638.35   |
| Total Quebec Pension                                                 |                               |                                                               | 863.50     | Total Quebec Pension                 |            |                                                    | 863.50     |
| Total Deposit Due                                                    |                               |                                                               | 3,501.85   | Total Deposit Due                    |            |                                                    | 3,501.85   |

### Processing Options for Provincial Tax Distribution Summary

Enter the period ending date to be processed . . . . . \_\_\_\_\_

### Creating the Commission de la Construction du Quebec (CCQ) Report

You must file the CCQ report monthly with the Commission de la Construction du Quebec. This report is an auditing tool designed to ensure that eligible employees within the construction industry receive the benefits to which they are entitled, such as vacation pay.

Creating the CCQ report consists of two tasks:

- Building the CCQ workfile
- Printing the CCQ report

#### Before You Begin

- Set up your CCQ Reporting Codes user defined code table. See *Setting Up General User Defined Codes* in the *Canadian Payroll 2* guide.
- Group your pay types with category codes. See *Setting Up Pay Types* in the *Canadian Payroll 2* guide.
- Group your DBAs by report category (vacation and holiday, union and field dues, pension contributions and deductions, and so forth) with category codes. See *Setting Up DBAs* in the *Canadian Payroll 2* guide.
- Set up the burden rule for each business unit to create detail burden in the Burden Distribution table. See *Setting Up Burden and Premium Labor Distribution Debit Instructions* in the *Canadian Payroll 2* guide.

▶ **To build the CCQ workfile**

---

You run a DREAM Writer program to create the CCQ workfile. You must run this every month before you can print the CCQ report. The build accumulates information about timecards, deductions, benefits, and accruals that must be reported. The workfile build does not generate a report.

**Processing Options for CCQ Workfile Build**

1. Enter the Employer registration number. \_\_\_\_\_
2. Enter the FROM date for the reporting period. \_\_\_\_\_
3. Enter the THRU date for the reporting period. \_\_\_\_\_
4. Enter the pay type category for regular pay. \_\_\_\_\_
5. Enter the pay type category for time and a half. \_\_\_\_\_
6. Enter the pay type category for double time. \_\_\_\_\_
7. Enter the number of the DBA category code (2-10) that contains the CCQ reporting code. \_\_\_\_\_
8. Enter the DBA category code for vacation and holiday pay. \_\_\_\_\_
9. Enter the DBA category code for union and field dues. \_\_\_\_\_
10. Enter the DBA category code for pension deductions and contributions \_\_\_\_\_
11. Calculate assessable earnings as either the vacation/holiday pay DBA's basis of calculation OR accumulate pay types within the the category codes entered in the next processing option.  
( B = Basis of calculation  
C = Category codes ) \_\_\_\_\_
12. Enter the applicable pay type category codes if the preceeding processing option is a 'C'.  
  
Pay type category code: \_\_\_\_\_  
Pay type category code: \_\_\_\_\_  
Pay type category code: \_\_\_\_\_  
Pay type category code: \_\_\_\_\_  
Pay type category code: \_\_\_\_\_

**To print the CCQ report**

For each employee, the CCQ report shows hours worked, vacation and holiday time available, benefit amounts, pension contributions made, along with job type, job step, and union affiliation. The report also shows totals for each category.

| 07110               |                    | J.D. Edwards & Company                  |         |        |       |           |           |              |         |                   |              | Page - . . . . . 2       |                  |
|---------------------|--------------------|-----------------------------------------|---------|--------|-------|-----------|-----------|--------------|---------|-------------------|--------------|--------------------------|------------------|
|                     |                    | A L'Office De La Construction Du Quebec |         |        |       |           |           |              |         |                   |              | Date - . . . . . 7/08/96 |                  |
|                     |                    | -----                                   |         |        |       |           |           |              |         |                   |              |                          |                  |
|                     |                    | Periode De Travail: 01/01/98 - 01/31/98 |         |        |       |           |           |              |         |                   |              | Employeur #:             |                  |
|                     |                    |                                         |         |        |       |           |           |              |         |                   |              | A Model Payroll Company  |                  |
|                     |                    |                                         |         |        |       |           |           |              |         |                   |              | Two DTC Parkway          |                  |
| Assurance Sociale # | Nom De L'Employe   | S An e Ap                               | Cod Met | T Re y | Union | Temps Reg | Temps 1.5 | Temps Double | Total   | Salarie Cotisable | Conges & JFP | Cotis Synd               | Avantage Sociaux |
| 852-136-886         | Deveny, Cindy L.   | 3                                       |         | 7 60   | 7770  | 240.00    |           |              | 240.00  | 7,896.14          |              |                          |                  |
| 081-560-674         | Guerre, John M.    | 3                                       |         | 7 60   | 7770  | 240.00    |           |              | 240.00  | 4,084.62          |              |                          |                  |
| 084-560-671         | Bureau, Richard M. | 3                                       |         | 7 60   | 7770  | 240.00    |           |              | 240.00  | 6,480.76          |              |                          |                  |
| 856-136-882         | Klassen, Lisa M.   | 3                                       |         | 7 60   | 7770  | 240.00    |           |              | 240.00  | 4,774.05          |              |                          |                  |
| 256-136-888         | Holiday, Anthony   | 1                                       | 4A-2    | 6 70   |       | 75.00     |           |              | 75.00   | 843.76            |              |                          |                  |
| 256-136-888         | Holiday, Anthony   | 2                                       | 5J-4    | 6 70   | 7700  | 95.00-    |           |              | 95.00-  | 1,068.75-         |              |                          |                  |
| 256-136-888         | Holiday, Anthony   | 3                                       | 5J-4    |        | 7700  | 260.00    | 29.00     |              | 289.00  | 3,414.38          |              |                          |                  |
| 184-560-670         | Derrick, Leslie    | 3                                       | 0A-3    | 6 70   |       | 240.00    | 7.00      |              | 247.00  | 9,393.75          |              |                          |                  |
| 481-560-670         | Bellas, Debbie     | 3                                       | 0A-3    | 6 70   |       | 240.00    |           |              | 240.00  | 6,115.38          |              |                          |                  |
| 652-136-888         | Rivard, Jacques    | 3                                       | 3P-1    | 6 70   |       | 232.00    |           |              | 232.00  | 4,854.12          |              |                          |                  |
|                     | *** Total:         |                                         |         |        |       | 1,912.00  | 36.00     |              | 1948.00 | 46,788.21         |              |                          |                  |

**Processing Options for Print CCQ Report**

1. Enter the DREAM Writer version for the CCQ work file build. \_\_\_\_\_

**What You Should Know About**

**Reported deductions**

The reported deductions are pro-rated because only benefits and accruals are in the Burden Detail file. Benefits and accruals are reported as actual costs.

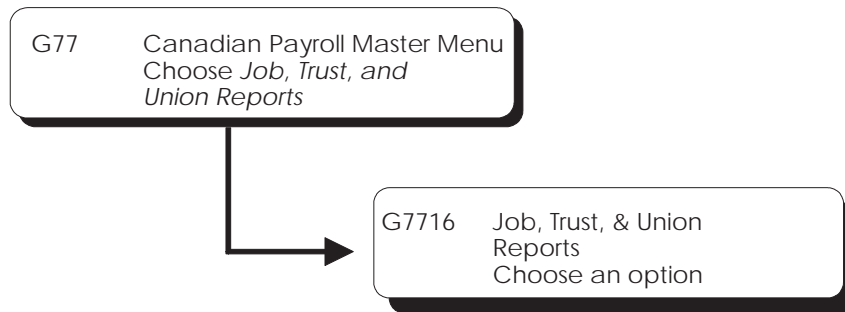
**CCQ Reporting Codes user defined code list**

The CCQ Reporting Codes is a user defined code list (77/CC) that provides a cross-reference between your business units and the CCQ industry and region codes. The industry and region codes are provided by Quebec.



# Work with Job, Trust, and Union Reports

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## Working with Job, Trust, and Union Reports

Job, trust, and union reports are mainly used to satisfy government and union reporting requirements. Job billing registers provide information on the costs billed under a contract to an owner or outside agency.

Working with job, trust, and union reports includes the following tasks:

- Working with job billing registers
- Reviewing the Union Distribution Report
- Reviewing the Health and Welfare Report by Employee
- Reviewing the Health and Welfare Report by Payee and Employee
- Reviewing the Health and Welfare Report by Payee and Union

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

## Working with Job Billing Registers

The job billing registers provide detailed back-up for costs billed under a contract to an owner or outside agency. The system compiles the reports from the Burden Distribution table (F0624). Maintaining this file is an optional process. The system does not maintain it automatically. Set up the rules controlling the burden distribution records when you set up the payroll automatic accounting instructions.

You can run the billing registers at any time. You can run any one register, a combination of registers, or all of them together.

The information provided in the job billing register reports is based on the Payroll Transaction History table (F0618) and the Burden Distribution table (F0624).

Working with job billing registers includes the following tasks:

- Running the Job Billing Register workfile build
- Reviewing the Job Billing Register Detail
- Reviewing the Job Billing Summary Register
- Reviewing the Job Billing Health and Welfare Detail Register
- Reviewing the Job Billing Health and Welfare Summary Register
- Reviewing the Job Billing Workers Compensation by Job Register
- Reviewing the Job Billing General Liability by Job Register

### Before You Begin

- If necessary, locate the appropriate job billing register DREAM Writer by entering the corresponding form ID on the versions list. This allows you to complete changes to the processing options. See *Locating the Versions List* in the *Technical Foundation Guide* and *Working with Your Version* in the *Common Foundation Guide*.
- Create the Burden Distribution table (F0624). See *Setting Up Business Unit Burden Rules (P069042)* on how to generate this information.

### Running the Job Billing Register Workfile Build

Running the Job Billing Registers DREAM Writer version builds the Job Billing Register (T063200) workfile that produces the job billing registers. When you run this program, your processing options determine the job billing registers to be printed.

## Processing Options for Report – Job Billing – Work File Build

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 |  |

## Reviewing the Job Billing Register Detail

The Job Billing Register Detail 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

The corresponding form ID number is P063201. You can change the data selection for this register, but do not change the data sequence.

| Bus. Unit |                 | 707 Corporate Administration |           | Corporate Administration      |        | 5481.00 | 136,051.89    |               |  |
|-----------|-----------------|------------------------------|-----------|-------------------------------|--------|---------|---------------|---------------|--|
| 063201    |                 |                              |           | J.D. Edwards & Company        |        |         | Page -        | 11            |  |
|           |                 |                              |           | Job Billing Register - Detail |        |         | Date -        | 7/07/96       |  |
|           |                 |                              |           |                               |        |         | From Date -   | 01/01/98      |  |
|           |                 |                              |           |                               |        |         | Thru Date -   | 04/30/98      |  |
| Number    | Employee Name   | Craft                        | Step Type | Description                   | Rate   | Hours   | Distr. Amount | Actual Burden |  |
| 7704      | Rivard, Jacques | 3P-1                         | 1         | Regular                       | 22.369 | 80.00   | 1,677.69      |               |  |
| 7701      | Anthony Holiday | 5J-4                         | 1         | Regular                       | 11.250 | 60.00   | 675.00        |               |  |
| 7703      | Bellas, Debbie  | 0A-3                         | 1         | Regular                       | 27.179 | 80.00   | 2,038.46      |               |  |
| 7702      | Derrick, Leslie | 0A-3                         | 1         | Regular                       | 37.500 | 80.00   | 3,000.00      |               |  |
| 7704      | Rivard, Jacques | 3P-1                         | 1         | Regular                       | 22.369 | 80.00   | 1,677.69      |               |  |
| 7701      | Anthony Holiday | 4A-2                         | 1         | Regular                       | 11.250 | 75.00   | 843.76        |               |  |
|           |                 | 5J-4                         | 1         | Regular                       | 11.250 | 155.00  | 1,743.75      |               |  |
| 7703      | Bellas, Debbie  | 0A-3                         | 710       | Bonus Pay                     |        | 80.00   | 899.99        | 149.43        |  |
|           |                 |                              | 1         | Regular                       | 27.179 | 80.00   | 2,038.46      |               |  |
| 7702      | Derrick, Leslie | 0A-3                         | 1         | Regular                       | 37.500 | 80.00   | 3,000.00      | 149.43        |  |
| 7704      | Rivard, Jacques | 3P-1                         | 300       | Sick Pay                      | 22.369 | 8.00    | 178.95        | 95.79         |  |
|           |                 |                              | 1         | Regular                       | 22.369 | 72.00   | 1,498.74      | 30.93         |  |
| 7703      | Bellas, Debbie  | 0A-3                         | 710       | Bonus Pay                     |        | 80.00   | 1,677.69      | 126.72        |  |
|           |                 |                              | 1         | Regular                       | 27.179 | 80.00   | 2,038.46      | 95.80         |  |
| 7702      | Derrick, Leslie | 0A-3                         | 1         | Regular                       | 37.500 | 80.00   | 3,000.00      | 95.80         |  |
|           |                 |                              | 100       | Overtime 1.5                  | 56.250 | 7.00    | 393.75        |               |  |
| 7704      | Rivard, Jacques | 3P-1                         | 1         | Regular                       | 22.369 | 87.00   | 3,393.75      | 28.95         |  |
|           |                 |                              | 1         | Regular                       | 22.369 | 80.00   | 1,677.69      |               |  |
| 7701      | Anthony Holiday | 5J-4                         | 710       | Bonus Pay                     |        | 80.00   | 1,677.69      | 28.95         |  |
|           |                 |                              |           |                               |        |         | 1,000.00      | 30.88         |  |

Processing Options for Report – Job Billing Register – Detail

1. Detail or summary:    ' ' = Detail \_\_\_\_\_  
                                  '1' = Summarize
2. Select employee number to print: \_\_\_\_\_  
    A = Address Book Number  
    S = Social Security Number  
    O = Third Employee Number
3. Enter '1' to include payroll burden costs.    '0' = No \_\_\_\_\_  
                                                          '1' = Yes

NOTE: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT THEM.

## Reviewing the Job Billing Summary Register

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

- Hours
- Gross pay
- Deduction amounts
- Actual burden (optional)

The corresponding form ID number is P063211. You can change the data selection for this register, but do not change the data sequence.

| 063211                                               |              | J.D. Edwards & Company                              |           | Job Billing Register - Summary |              | Date        | 5          |               |        |    |          |
|------------------------------------------------------|--------------|-----------------------------------------------------|-----------|--------------------------------|--------------|-------------|------------|---------------|--------|----|----------|
| Business Unit . . . . . 707 Corporate Administration |              | Company . . . . . 00077 A Model Canadian Payroll Co |           |                                |              | From Date   | - 01/01/98 |               |        |    |          |
| Pay Information . . . . .                            |              | Burden Information . . . . .                        |           |                                |              | Thru Date   | - 04/30/98 |               |        |    |          |
| Pay                                                  | Description  | Hours                                               | Gross     | Ben. TT                        | Description  | Total Gross | Excludable | Taxable Gross | Rate   | M  | Amount   |
| 1                                                    | Regular      | 2348.00                                             | 59,594.97 | C                              | Federal Unem | 73,922.97   | 67,131.22  | 6,791.75      | 6.200  | %  | 421.09   |
| 710                                                  | Bonus Pay    |                                                     | 5,000.00  | E                              | Social Secur | 73,922.97   | 67,131.22  | 6,791.75      | 6.200  | %  | 421.09   |
| 300                                                  | Sick Pay     | 8.00                                                | 178.95    | H                              | State Unempl | 73,922.97   | 67,131.22  | 6,791.75      | 5.700  | %  | 387.14   |
| 100                                                  | Overtime 1.5 | 15.00                                               | 843.75    | Q                              | Medicare Pai | 73,922.97   | 67,131.22  | 6,791.75      | 1.450  | %  | 98.48    |
| 730                                                  | Lump Sum     |                                                     | 5,200.00  |                                |              |             |            |               | 45.000 | \$ | 225.00   |
| 801                                                  | Vacation     | 24.00                                               | 652.30    |                                |              |             |            |               | 8.640  | \$ | 43.20    |
| 720                                                  | Commission   |                                                     | 2,453.00  |                                |              |             |            |               | 2.000  | 3  | 13.26    |
|                                                      |              |                                                     |           |                                |              |             |            |               | 1.000  | 2  | 3.95     |
| Corporate Admin                                      |              | 2395.00                                             | 73,922.97 |                                |              |             |            |               |        |    | 1,613.21 |

## Processing Options for Report – Job Billing Summary

- 1) Include payroll burden costs:  
 ' ' = No  
 '1' = Yes

NOTE: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT THEM.

- 2) Summarize benefits:  
 ' ' = Do not summarize  
 '1' = Summarize by benefit  
 '2' = Summarize all benefits

## Reviewing the Job Billing Health and Welfare Detail Register

The Job Billing Health and Welfare Detail Register lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The register provides the total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

# Canadian Payroll Volume 1

The corresponding form ID number is P063121. You can change the data selection for this register, but do not change the data sequence.

| 063121                                      |                   | J.D. Edwards & Company      |        | Page - 8                 |              |         |           |              |        |    |           |
|---------------------------------------------|-------------------|-----------------------------|--------|--------------------------|--------------|---------|-----------|--------------|--------|----|-----------|
|                                             |                   | Job Billing H & W - Detail  |        | Date - 7/07/96           |              |         |           |              |        |    |           |
|                                             |                   |                             |        | From - 01/01/98          |              |         |           |              |        |    |           |
|                                             |                   |                             |        | Thru - 04/30/98          |              |         |           |              |        |    |           |
| Business Unit. 707 Corporate Administration |                   | A Model Canadian Payroll Co |        |                          |              |         |           |              |        |    |           |
| Company. . . . 00077                        |                   |                             |        |                          |              |         |           |              |        |    |           |
| . . . Job . . .                             |                   |                             |        |                          |              |         |           |              |        |    |           |
| Union                                       | Type              | Step                        | Number | Employee Name            | Pay Descrip  | Hours   | Gross Pay | Ben Descrip  | Rate   | M  | Amount    |
| 0A-3                                        |                   |                             | 7703   | Bellas, Debbie           | Regular      | 696.00  | 17,965.56 | Health/Co.   | 45.000 | \$ | 225.00    |
|                                             |                   |                             |        |                          | Bonus Pay    |         | 3,500.00  | Dental/Co.   | 8.640  | \$ | 43.20     |
|                                             |                   |                             |        |                          | Vacation     | 24.00   | 652.30    | Life Ins/Co. | 2.000  | 3  | 13.26     |
|                                             |                   |                             |        |                          | Commission   |         | 2,453.00  | Vacation     | 1.000  | 2  | 1.98      |
|                                             |                   |                             |        |                          |              |         | 720.00    |              |        |    | 24,570.86 |
| 0A-3                                        |                   |                             | 7702   | Derrick, Leslie          | Regular      | 640.00  | 24,000.00 |              |        |    |           |
|                                             |                   |                             |        |                          | Overtime 1.5 | 15.00   | 843.75    |              |        |    |           |
|                                             |                   |                             |        |                          | Bonus Pay    |         | 500.00    |              |        |    |           |
|                                             |                   |                             |        | Derrick, Leslie          |              | 655.00  | 25,343.75 |              |        |    |           |
|                                             |                   |                             |        |                          |              | 1375.00 | 49,914.61 |              |        |    |           |
|                                             |                   |                             |        | Financial Analyst        |              | 1375.00 | 49,914.61 |              |        |    |           |
| 3P-1                                        |                   |                             | 7704   | Rivard, Jacques          | Regular      | 632.00  | 13,354.40 |              |        |    |           |
|                                             |                   |                             |        |                          | Sick Pay     | 8.00    | 178.95    |              |        |    |           |
|                                             |                   |                             |        |                          | Lump Sum     |         | 5,200.00  |              |        |    |           |
|                                             |                   |                             |        | Rivard, Jacques          |              | 640.00  | 18,733.35 |              |        |    |           |
|                                             |                   |                             |        |                          |              | 640.00  | 18,733.35 |              |        |    |           |
|                                             |                   |                             |        | Payroll Manager          |              | 640.00  | 18,733.35 |              |        |    |           |
| 4A-2                                        |                   |                             | 7701   | Anthony Holiday          | Regular      | 75.00   | 843.76    |              |        |    |           |
|                                             |                   |                             |        | Holiday, Anthony         |              | 75.00   | 843.76    |              |        |    |           |
|                                             |                   |                             |        |                          |              | 75.00   | 843.76    |              |        |    |           |
|                                             |                   |                             |        | Secretary                |              | 75.00   | 843.76    |              |        |    |           |
|                                             |                   |                             |        |                          |              | 2090.00 | 69,491.72 |              |        |    | 283.44    |
| 7700                                        | Labourer - Canada |                             |        |                          |              |         |           |              |        |    |           |
|                                             | 5J-4              |                             | 7701   | Anthony Holiday          | Regular      | 305.00  | 3,431.25  | Vacation     | 1.000  | 2  | 1.97      |
|                                             |                   |                             |        |                          | Bonus Pay    |         | 1,000.00  |              |        |    |           |
|                                             |                   |                             |        | Holiday, Anthony         |              | 305.00  | 4,431.25  |              |        |    |           |
|                                             |                   |                             |        |                          |              | 305.00  | 4,431.25  |              |        |    |           |
|                                             |                   |                             |        | Fire Fighter             |              | 305.00  | 4,431.25  |              |        |    |           |
|                                             |                   |                             |        | Labourer - Canada        |              | 305.00  | 4,431.25  |              |        |    | 1.97      |
|                                             |                   |                             |        | Corporate Administration |              | 2395.00 | 73,922.97 |              |        |    | 285.41    |

Processing Options for Report - Job Billing H & W - Detail

- 1) Select employee number to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Third Employee Number
- 2) Include payroll burden costs: \_\_\_\_\_  
 ' ' = No  
 '1' = Flat Burden  
 '2' = Actual Burden

NOTE: YOU MUST HAVE CREATED DETAILED  
 BURDEN RECORDS (F0624) TO REPORT ACTUAL.

Reviewing the Job Billing Health and Welfare Summary Register

The Job Billing Health and Welfare Summary Register provides total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

The corresponding form ID number is P063122. You can change the data selection for this register, but do not change the data sequence.

| Business Unit                     |                          | 707 Corporate Administration |     | J.D. Edwards & Company      |         | Page - 6       |              |        |    |        |
|-----------------------------------|--------------------------|------------------------------|-----|-----------------------------|---------|----------------|--------------|--------|----|--------|
| 00077 A Model Canadian Payroll Co |                          | Job Ty Job Pay Descrip       |     | Job Billing H & W - Summary |         | Date - 7/07/96 |              |        |    |        |
| Union                             | Description              | Job Ty                       | Job | Pay Descrip                 | Hours   | Gross Pay      | Ben Descrip  | Rate   | M  | Amount |
|                                   |                          | 0A-3                         |     | Regular                     | 1336.00 | 41,965.56      | Health/Co.   | 45.000 | \$ | 225.00 |
|                                   |                          |                              |     | Bonus Pay                   |         | 4,000.00       | Dental/Co.   | 8.640  | \$ | 43.20  |
|                                   |                          |                              |     | Vacation                    | 24.00   | 652.30         | Life Ins/Co. | 2.000  | 3  | 13.26  |
|                                   |                          |                              |     | Commission                  |         | 2,453.00       | Vacation     | 1.000  | 2  | 1.98   |
|                                   |                          |                              |     | Overtime 1.5                | 15.00   | 843.75         |              |        |    |        |
|                                   |                          |                              |     |                             | 1375.00 | 49,914.61      |              |        |    |        |
|                                   | Financial Analyst        |                              |     |                             | 1375.00 | 49,914.61      |              |        |    |        |
|                                   |                          | 3P-1                         |     | Regular                     | 632.00  | 13,354.40      |              |        |    |        |
|                                   |                          |                              |     | Sick Pay                    | 8.00    | 178.95         |              |        |    |        |
|                                   |                          |                              |     | Lump Sum                    |         | 5,200.00       |              |        |    |        |
|                                   |                          |                              |     |                             | 640.00  | 18,733.35      |              |        |    |        |
|                                   | Payroll Manager          |                              |     |                             | 640.00  | 18,733.35      |              |        |    |        |
|                                   |                          | 4A-2                         |     | Regular                     | 75.00   | 843.76         |              |        |    |        |
|                                   |                          |                              |     |                             | 75.00   | 843.76         |              |        |    |        |
|                                   | Secretary                |                              |     |                             | 75.00   | 843.76         |              |        |    |        |
|                                   |                          |                              |     |                             | 2090.00 | 69,491.72      |              |        |    | 283.44 |
| 7700                              | Labourer - Canada        | 5J-4                         |     | Regular                     | 305.00  | 3,431.25       | Vacation     | 1.000  | 2  | 1.97   |
|                                   |                          |                              |     | Bonus Pay                   |         | 1,000.00       |              |        |    |        |
|                                   |                          |                              |     |                             | 305.00  | 4,431.25       |              |        |    |        |
|                                   | Fire Fighter             |                              |     |                             | 305.00  | 4,431.25       |              |        |    |        |
|                                   | Labourer - Canada        |                              |     |                             | 305.00  | 4,431.25       |              |        |    | 1.97   |
|                                   | Corporate Administration |                              |     |                             | 2395.00 | 73,922.97      |              |        |    | 285.41 |

## Processing Options for Report – Job Billing H & W – Summary

- 1) Include payroll burden costs:
- ' ' = No
  - '1' = Flat Burden
  - '2' = Actual Burden

NOTE: YOU MUST HAVE CREATED DETAILED  
BURDEN RECORDS (F0624) TO REPORT ACTUAL.

## Reviewing the Job Billing Workers Compensation by Job Register

The Job Billing Workers Compensation by Job Register lists detailed information for workers compensation calculations for each employee within a business unit or job. In addition to providing a grand total workers compensation amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- Workers compensation amount

The corresponding form ID number is P063301. You can change the data selection for this register, but do not change the data sequence.



| 063301                                     |                          | J.D. Edwards & Company   |             |             |                        | Page               | -                  | 5         |     |                   |
|--------------------------------------------|--------------------------|--------------------------|-------------|-------------|------------------------|--------------------|--------------------|-----------|-----|-------------------|
|                                            |                          | Job Billing - W/C by Job |             |             |                        | Date               | -                  | 7/07/96   |     |                   |
|                                            |                          |                          |             |             |                        | From               | -                  | 01/01/98  |     |                   |
|                                            |                          |                          |             |             |                        | Thru               | -                  | 04/30/98  |     |                   |
| Job . . . . . 707 Corporate Administration |                          |                          |             |             |                        |                    |                    |           |     |                   |
| Sub C1                                     |                          |                          |             |             |                        |                    |                    |           |     |                   |
| Worker Comp Code                           | Employee Name            | Empl. No.                | Total Hours | Total Gross | Excludable Description | Excludable (Gross) | Reportable (Gross) | Base Rate | D M | Wrkrs Comp Amount |
| BC                                         | British Columbia         |                          |             |             |                        |                    |                    |           |     |                   |
|                                            | Anthony Holiday          | 7701                     | 225.00      | 3,531.25    | Regular                |                    |                    | .00000    |     |                   |
|                                            | British Columbia         |                          | 225.00      | 3,531.25    |                        |                    |                    |           |     |                   |
| ONT                                        | Ontario                  |                          |             |             |                        |                    |                    |           |     |                   |
|                                            | Anthony Holiday          | 7701                     | 80.00       | 900.00      | Regular                | 900.00             |                    | .00000    |     |                   |
|                                            | Bellas, Debbie           | 7703                     | 720.00      | 24,570.86   | Total Excl             |                    |                    | .00000    |     |                   |
|                                            |                          |                          |             |             | Regular                |                    |                    |           |     |                   |
|                                            |                          |                          |             |             | Bonus Pay              |                    |                    |           |     |                   |
|                                            |                          |                          |             |             | Commission             |                    |                    |           |     |                   |
|                                            | Derrick, Leslie          | 7702                     | 655.00      | 25,343.75   | Total Excl             | 281.25             |                    | .00000    |     |                   |
|                                            |                          |                          |             |             | Regular                |                    |                    |           |     |                   |
|                                            |                          |                          |             |             | O/T Premium            | 187.50             |                    |           |     |                   |
|                                            |                          |                          |             |             | O/T Premium            | 93.75              |                    |           |     |                   |
|                                            | Ontario                  |                          | 1455.00     | 50,814.61   |                        | 1,181.25           |                    |           |     |                   |
| QUE                                        | Quebec Province          |                          |             |             |                        |                    |                    |           |     |                   |
|                                            | Rivard, Jacques          | 7704                     | 640.00      | 18,733.35   | Total Excl             |                    |                    | .00000    |     |                   |
|                                            |                          |                          |             |             | Regular                |                    |                    |           |     |                   |
|                                            |                          |                          |             |             | Lump Sum               |                    |                    |           |     |                   |
|                                            | Quebec Province          |                          | 640.00      | 18,733.35   |                        |                    |                    |           |     |                   |
| 8810                                       | Administrative           |                          |             |             |                        |                    |                    |           |     |                   |
|                                            | Anthony Holiday          | 7701                     | 75.00       | 843.76      | Regular                | 843.76             |                    | .00000    |     |                   |
|                                            | Administrative           |                          | 75.00       | 843.76      |                        | 843.76             |                    |           |     |                   |
|                                            | Corporate Administration |                          | 2395.00     | 73,922.97   |                        | 2,025.01           |                    |           |     |                   |

### Processing Options for Report – Job Billing – W/C by Job

1. Select employee number to print: \_\_\_\_\_  
 A = Address Book Number  
 S = Social Security Number  
 O = Third Employee Number
  
2. Include payroll burden costs: \_\_\_\_\_  
 ' ' = No  
 '1' = Flat Burden  
 '2' = Actual Burden

NOTE: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.

### Reviewing the Job Billing General Liability by Job Register

The Job Billing General Liability by Job Register lists detailed information for general liability calculations for each employee within a business unit or job. In addition to providing a grand total general liability amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay

- Reportable gross pay
- General liability amount

The corresponding form ID number is P063302. You can change the data selection for this register, but do not change the data sequence.

| 063302                                     |           | J.D. Edwards & Company       |             |                        |                    |                    | Page      | -   | 5                |
|--------------------------------------------|-----------|------------------------------|-------------|------------------------|--------------------|--------------------|-----------|-----|------------------|
|                                            |           | Job Billing - PL & PD by Job |             |                        |                    |                    | Date      | -   | 7/07/96          |
|                                            |           |                              |             |                        |                    |                    | From      | -   | 01/01/98         |
|                                            |           |                              |             |                        |                    |                    | Thru      | -   | 04/30/98         |
| Job . . . . . 707 Corporate Administration |           |                              |             |                        |                    |                    |           |     |                  |
| Wrk Comp Sub Class                         |           |                              |             |                        |                    |                    |           |     |                  |
| Genl Liability Code                        |           |                              |             |                        |                    |                    |           |     |                  |
| Employee Name                              | Empl. No. | Total Hours                  | Total Gross | Excludable Description | Excludable (Gross) | Reportable (Gross) | Base Rate | D M | Genl Liab Amount |
| GENL General Liability                     |           |                              |             |                        |                    |                    |           |     |                  |
| Anthony Holiday                            | 7701      | 305.00                       | 4,431.25    | Regular                | 900.00             |                    | .00000    |     |                  |
| Bellas, Debbie                             | 7703      | 720.00                       | 24,570.86   | Total Excl             |                    |                    | .00000    |     |                  |
|                                            |           |                              |             | Regular                |                    |                    |           |     |                  |
|                                            |           |                              |             | Bonus Pay              |                    |                    |           |     |                  |
|                                            |           |                              |             | Commission             |                    |                    |           |     |                  |
| Derrick, Leslie                            | 7702      | 655.00                       | 25,343.75   | Total Excl             | 281.25             |                    | .00000    |     |                  |
|                                            |           |                              |             | Regular                |                    |                    |           |     |                  |
|                                            |           |                              |             | O/T Premium            | 187.50             |                    |           |     |                  |
|                                            |           |                              |             | O/T Premium            | 93.75              |                    |           |     |                  |
| Rivard, Jacques                            | 7704      | 640.00                       | 18,733.35   | Total Excl             |                    |                    | .00000    |     |                  |
|                                            |           |                              |             | Regular                |                    |                    |           |     |                  |
|                                            |           |                              |             | Lump Sum               |                    |                    |           |     |                  |
| Anthony Holiday                            | 7701      | 75.00                        | 843.76      | Regular                | 843.76             |                    | .00000    |     |                  |
| General Liability                          |           | 2395.00                      | 73,922.97   |                        | 2,025.01           |                    |           |     |                  |
| Corporate Administration                   |           | 2395.00                      | 73,922.97   |                        | 2,025.01           |                    |           |     |                  |

### What You Should Know About Processing Options

**General liability (1)**

If you set up the Workers Compensation Insurance code (user defined code 00/W) as GENL, enter 1 in this processing option. If you did not set up this code as GENL, this processing option should be blank.

### Reviewing the Union Distribution Report

The Union Distribution Report lists detailed information by union of each employee's work hours per pay period. This report is mainly used to satisfy union reporting requirements. The information provided in this report is based on the Payroll Transaction History table (F0618).

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

|                   |                           |                                                       |          |          |          |            |             |           |
|-------------------|---------------------------|-------------------------------------------------------|----------|----------|----------|------------|-------------|-----------|
| 063151            | J.D. Edwards & Company    |                                                       |          |          |          | Page       | -           | 5         |
|                   | Union Distribution Report |                                                       |          |          |          | Date       | -           | 7/02/96   |
| Union: 7700       | Labourer - Canada         |                                                       |          |          |          | Period End | -           | 01/31/98  |
|                   |                           | . . . . . Actual Hours Worked In Pay Period . . . . . |          |          |          |            |             |           |
| Employee Name     | Employee No               | Period 1                                              | Period 2 | Period 3 | Period 4 | Period 5   | Total Hours | Gross Pay |
| -----             | -----                     | -----                                                 | -----    | -----    | -----    | -----      | -----       | -----     |
| Anthony Holiday   | 7701                      |                                                       |          |          |          |            |             |           |
| Labourer - Canada |                           |                                                       |          |          |          |            |             |           |

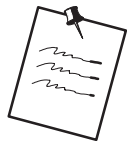
### Processing Options for Report – Union Distribution

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.

## Reviewing the Health and Welfare Report by Employee

The Health and Welfare Report by Employee provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.



You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.
- Set the data selection the same for all the health and welfare reports. Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program.

All employees who are not covered by a plan or union are treated as a group. Totals for each group are shown on a Union Total Information Page that follows the last member of the group. The information provided in this report is based on the DBA Detail History table (F0619).

The report lists the following:

- Gross pay earned
- Related deductions, benefits, and accruals
- Basis for the deductions and benefits
- Employee totals
- Totals for payee/union

| Union                    |                 | Employee |             | Pay Type |           | Ded/Benefit Info. |              | M       |    | Amount |        |
|--------------------------|-----------------|----------|-------------|----------|-----------|-------------------|--------------|---------|----|--------|--------|
| Number                   | Name            | No.      | Description | Hours    | Gross Pay | Code              | Description  | Rate    | H  |        |        |
| 7701                     | Anthony Holiday | 1        | Regular     | 160.00   | 1,800.00  | 7706              | Dental Pam   | 12.3500 | \$ |        | 24.70  |
|                          |                 |          |             |          |           | 7710              | Union-Canada | 22.0000 | \$ |        |        |
|                          |                 |          |             |          |           | 7720              | H&W - Canada | 0.5000  | H  |        | 80.00  |
|                          |                 |          |             |          |           | 7735              | Ext Health   | 45.0000 | \$ |        | 90.00  |
|                          |                 |          |             |          |           | 7780              | Vacation Pay |         | 2  |        | 216.00 |
| Address Number . . . . . |                 |          |             | 160.00   | 1,800.00  |                   |              |         |    |        | 410.70 |
| Labourer - Canada        |                 |          |             | 160.00   | 1,800.00  |                   |              |         |    |        | 410.70 |



|                            |                               |     |             |                    |                                |                                  |
|----------------------------|-------------------------------|-----|-------------|--------------------|--------------------------------|----------------------------------|
| 063131                     | J.D. Edwards & Company        |     | Page        | -                  | 17                             |                                  |
|                            | Health/Welfare-Union/Employee |     | Date        | -                  | 7/02/96                        |                                  |
| Payee                      |                               |     | From        | -                  | 03/01/98                       |                                  |
|                            | Union Code . 7700             |     | Thru        | -                  | 03/31/98                       |                                  |
|                            | Labourer - Canada             |     |             |                    |                                |                                  |
| Employee . . . . .         | Pay Type.                     |     |             | .Ded/Benefit Info. | M                              |                                  |
| Number                     | Name                          | No. | Description | Hours              | Gross Pay                      |                                  |
|                            |                               |     |             |                    | Code Description Rate H Amount |                                  |
| 7701                       | Anthony Holiday               | 1   | Regular     | 160.00             | 1,800.00                       | 7706 Dental Fam 12.3500 \$ 24.70 |
|                            |                               |     |             |                    |                                | 7710 Union-Canada 22.0000 \$     |
|                            |                               |     |             |                    |                                | 7720 H&W - Canada 0.5000 H 80.00 |
|                            |                               |     |             |                    |                                | 7735 Ext Health 45.0000 \$ 90.00 |
|                            |                               |     |             |                    |                                | 7780 Vacation Pay 2 216.00       |
| -----                      |                               |     |             |                    |                                |                                  |
| Address Number . . . . .   |                               |     |             | 160.00             | 1,800.00                       | 410.70                           |
| -----                      |                               |     |             |                    |                                |                                  |
| Provider/Trustee . . . . . |                               |     |             | 160.00             | 1,800.00                       | 410.70                           |
| -----                      |                               |     |             |                    |                                |                                  |
| Labourer - Canada          |                               |     |             | 160.00             | 1,800.00                       | 410.70                           |

### Processing Options for Report – Health & Welfare by Payee & Employee

- 1) Enter Range of dates to be included in the processing: From - \_\_\_\_\_  
Thru - \_\_\_\_\_
- 2) Enter type of date ranges as above:  
Wrk Dt/PPED- ' ' = Work Dates \_\_\_\_\_  
'1' = Pay Per. End \_\_\_\_\_
- 3) Enter '1' for a total page by payee. \_\_\_\_\_
- 4) Select employee number to print: \_\_\_\_\_  
A = Address Book Number  
S = Social Security Number  
O = Third Employee Number
- 5) Enter 'Y' to suppress print of wages. \_\_\_\_\_

### Reviewing the Health and Welfare Report by Payee and Union

The Health and Welfare Report by Payee and Union lists deductions and benefits assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.



You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.
- Set the data selection the same for all the health and welfare reports. Include the report by payee and union as one of the reports to print with the Health and Welfare Multiple Report Submitter program.

The information provided in this report is based on the DBA Detail History table (F0619).

The report lists the following:

- Hours and gross pay basis by pay period for the deductions listed
- Figures by union for the payee/provider in each pay period
- Totals for each payee/provider

| 063141 |                   | J.D. Edwards & Company         |             |        |                |           |              | Page    | -      |        | 5        |
|--------|-------------------|--------------------------------|-------------|--------|----------------|-----------|--------------|---------|--------|--------|----------|
| Payee  |                   | Health & Welfare/Payee & Union |             |        |                |           |              | Date    | -      |        | 7/02/96  |
|        |                   |                                |             |        |                |           |              | From    | -      |        | 03/01/98 |
|        |                   |                                |             |        |                |           |              | Thru    | -      |        | 03/31/98 |
| Union  | Description       | Pay<br>Typ                     | Description | Hours  | Gross Pay. . . | DBA<br>No | Description  | Rate    | M<br>H | Amount |          |
| 7700   | Labourer - Canada | 1                              | Regular     | 160.00 | 1,800.00       | 7706      | Dental Fam   | 12.3500 | \$     | 24.70  |          |
|        |                   |                                |             |        |                | 7710      | Union-Canada | 22.0000 | \$     |        |          |
|        |                   |                                |             |        |                | 7720      | H&W - Canada | 0.5000  | H      | 80.00  |          |
|        |                   |                                |             |        |                | 7735      | Ext Health   | 45.0000 | \$     | 90.00  |          |
|        |                   |                                |             |        |                | 7780      | Vacation Pay |         | 2      | 216.00 |          |
|        |                   |                                |             |        |                |           |              |         |        |        |          |
|        | Labourer - Canada |                                |             | 160.00 | 1,800.00       |           |              |         |        | 410.70 |          |

### Processing Options for Report – Health & Welfare by Payee & Union

- 1) Enter range of dates to be included in the processing:
 

|        |       |
|--------|-------|
| From - | _____ |
| Thru - | _____ |
- 2) Above dates by Pay Period End, or Work Dates:
 

|                    |       |
|--------------------|-------|
| ' ' = Work Dates   | _____ |
| '1' = Pay Per. End | _____ |
- 2) Enter '1' for a total page by payee.
 

|       |
|-------|
| _____ |
|-------|







# Record of Employment Processing

## Objectives

- To create Records of Employment so that employees can receive the correct unemployment insurance benefits
- To create and maintain a history of Records of Employment that meets governmental requirements

## About Records of Employment

Records of Employment (ROEs) are required by the Canada Employment and Immigration Commission (CEIC) for a variety of reasons:

- Termination
- Layoff
- Leave of absence
- Maternity leave
- Retirement
- Strike or lockout
- Work sharing
- Apprentice training
- Illness or injury
- Return to school

When the employee's status changes for such reasons, CEIC regulations require that the company issue an ROE to the employee. The CEIC uses the ROE to calculate unemployment insurance benefits for the employee. The ROE that the system generates meets all the reporting requirements of CEIC.

ROE processing includes the following tasks:

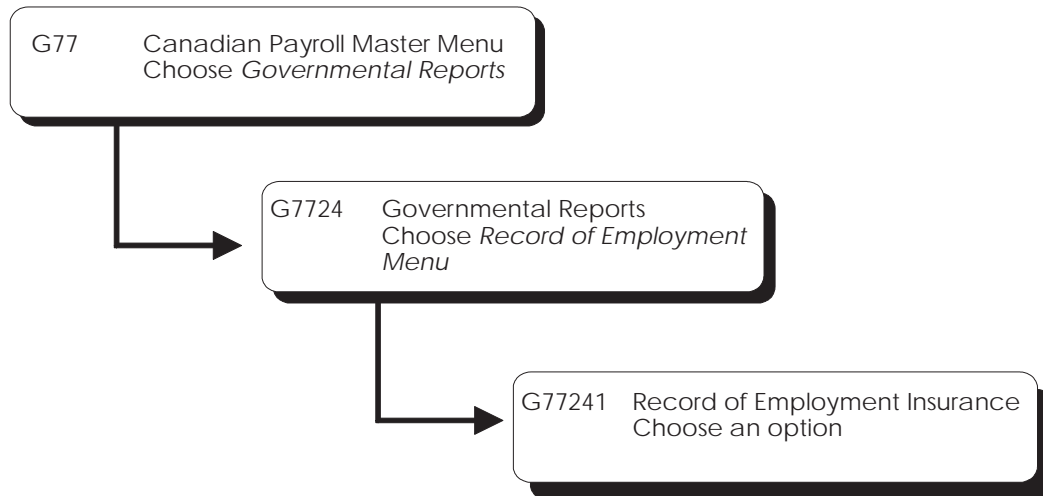
- Enter Records of Employment
- Run the ROE Integrity Validation Report
- Update and Print ROEs



Work with ROEs

# Enter Records of Employment

---



## Entering Records of Employment

You enter ROEs for employees whose employment status has changed resulting in lower earnings due to:

- Leave of absence
- Strike
- Termination
- Work sharing

Entering records of employment consists of either:

- Entering a single record of employment
- Entering multiple records of employment

You can enter a single ROE when an employee submits a resignation or takes a leave of absence.

You might want to create multiple ROEs if there is a mass layoff or a strike.

## Before You Begin

- Set up your UIC minimum/maximum table. See *Setting Up the UIC Minimum/Maximum Table*.
- Set up your Holiday table in order to enter statutory holiday pay. See *Setting Up the Holiday Table*.

### ► To enter a single record of employment

#### On Create Single ROE Requests

1. Complete the following required fields:
  - Employee Number
  - Reason for Issuing ROE

The system supplies the following dates:

- First Day Worked
  - Last Day Worked
  - Premiums Payable up to
  - Final Pay Period Ending Date
2. Complete the following optional fields:
    - Expected Recall Date
    - No Return/Unknown (Recall Flag)

## Enter Records of Employment

---

3. To record pay items other than regular pay, complete the following fields:
  - Vacation Pay Amount
  - Statutory Holiday Pay Holiday Date
  - Statutory Holiday Pay Amount
  - Other Monies Explanation
  - Other Monies Amount
4. To record pay for sick, maternity, or paternity leave, or for wage loss indemnity payments, complete the following fields:
  - Start Date
  - Weeks
  - Amount

| <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” (alternate, old, third employee) number preceded by a slash (/).</li></ul> |
| ROE Work Stoppage Reason | <p>When a Record of employment is issued, fill this code with the appropriate reason for the work stoppage or interruption.</p>                                                                                                                                                                                                                                                                                                                                                                  |
| Date – ROE 1st Worked    | <p>The actual day the employee started to work.</p> <p>If you do not know the actual first day worked and the employee has worked for you more than two years, enter the date exactly two years before the interruption of earnings.</p> <p>If the employee has worked for you on several occasions, the date to be entered is the start of the most recent period in which the worker returned to work (since you last issued an ROE to this person).</p>                                       |
| Date – ROE Last Worked   | <p>The actual last date the employee performed services.</p> <p>If employee has reached 65 and continues to work enter the date of the last day worked in the month in which the 65th birthday occurred.</p>                                                                                                                                                                                                                                                                                     |

| <b>Field</b>                             | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date – Unempl. Insur. Premium payable to | The last day for which you pay UI premiums for this employee.<br><br>This is usually the date of the interruption of earnings and the same as the last day worked.                                                                                                                                                                                                                                                      |
| Date – Pay Period Ending                 | The date which corresponds to the end of a processing period (pay period, month, quarter or year).<br><br>..... <i>Form-specific information</i> .....<br><br>This date should correspond to the pay period ending date of the last record in the UI History table (F06176).                                                                                                                                            |
| Date – Employee Recall                   | The date on which the employee can be recalled for employment.                                                                                                                                                                                                                                                                                                                                                          |
| Recall Flag                              | ROE recall flag.<br>Y Yes, employee is expected to be recalled.<br>N No, employee is not expected to be recalled.<br>U It is unknown whether employee will be recalled.                                                                                                                                                                                                                                                 |
| Amount – Vacation Pay at Termination     | Gross Amount of vacation pay                                                                                                                                                                                                                                                                                                                                                                                            |
| Date – ROE Holiday 1                     | Statutory holiday date on which pay is, paid or payable after the later of 1) Last day worked or 2) the day UI premiums are payable up to.                                                                                                                                                                                                                                                                              |
| ROE Holiday Pay 1                        | Statutory holiday pay, paid or payable after the later of 1) Last day worked or 2) the day UI premiums are payable up to.                                                                                                                                                                                                                                                                                               |
| ROE Other Pay Explanation 1              | A short Description of the following payments which are paid or payable in contemplation of, on, or after separation from employment, enter the type of payment:<br>Pension payments<br>Severance Pay<br>Retirement Benefits<br>Accumulated retirement or sick leave credits<br>Bonuses or Gratuities<br>Wage in lieu of notice<br>Retroactive wage increases<br>A payment in kind<br>All other monies (please specify) |
| ROE Other Pay at Termination 1           | The amount of the payments which are paid or payable in contemplation of, on, or after separation from employment.                                                                                                                                                                                                                                                                                                      |
| Insurable Pay allocated to last pay per. | Valid codes are:<br>Y Earnings have been allocated to the final pay period<br>N Earnings have not been allocated to the final pay period.                                                                                                                                                                                                                                                                               |

## Enter Records of Employment

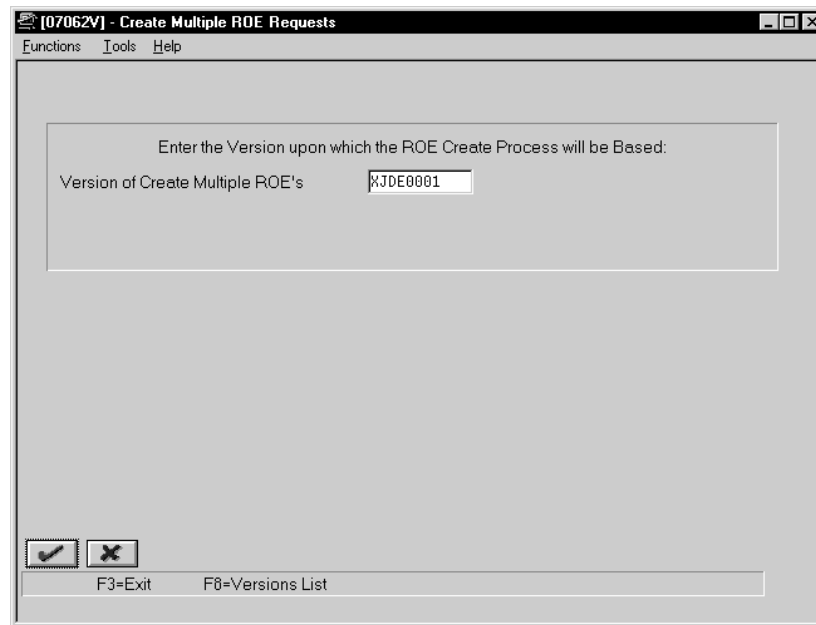
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| Field                                   | Explanation                                                                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Date – ROE Non Work Pay Start Date      | Date payments start for paid sick/maternity leave or group wage-loss indemnity payments after the last day worked                    |
| # of weeks for Non Work Pay to be paid  | The number of weeks or days which employee will receive paid sick leave, maternity, paternity or group wage loss indemnity payments. |
| Amount – Non Work Pay after Termination | The amount of the payments which employee will receive for paid sick leave, maternity, paternity or group wage loss indemnity.       |

### ▶ To enter multiple records of employment

---

On Create Multiple ROE Requests



[07062V] - Create Multiple ROE Requests

Functions Tools Help

Enter the Version upon which the ROE Create Process will be Based:

Version of Create Multiple ROE's XJDE0001

✓ X

F3=Exit F8=Versions List

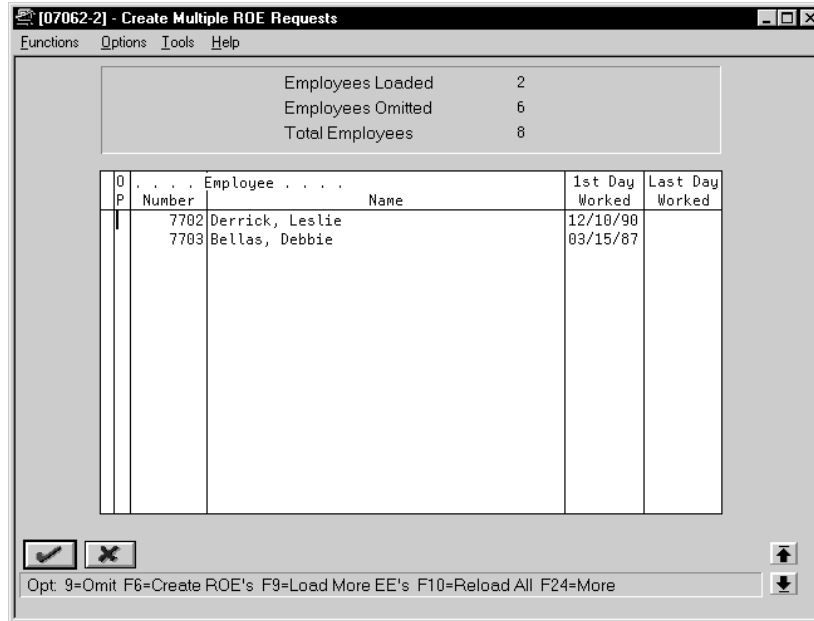
1. To create the multiple requests, enter the version of the DREAM Writer you want to run.

The system displays the second Create Multiple ROE Requests form.

2. Complete the following required fields:
  - Reason for Issuing ROE
  - Final Pay Period Ending Date
  - Premiums Payable up to
3. Complete the following optional fields:
  - Expected Recall Date
  - No Reason/Unknown (Recall Flag)
4. To record pay items other than regular pay, complete the following fields:
  - Vacation Pay Amount
  - Statutory Holiday Pay Holiday Date
  - Statutory Holiday Pay Amount
  - Other Monies Explanation
  - Other Monies Amount
5. To attach comments to the batch of ROEs, choose the ROE Comments function.

The system displays the third Create Multiple ROE Requests form.





6. To avoid issuing ROEs to selected employees, choose the omit option.
7. Choose the function to create the ROEs.
8. Verify your creation request.

## What You Should Know About

### Reason codes

The following reason codes require an accompanying ROE comment:

- E – Quit (Voluntary)
- G – Retirement under age 65
- K – Other
- M – Dismissal
- N – Leave of absence

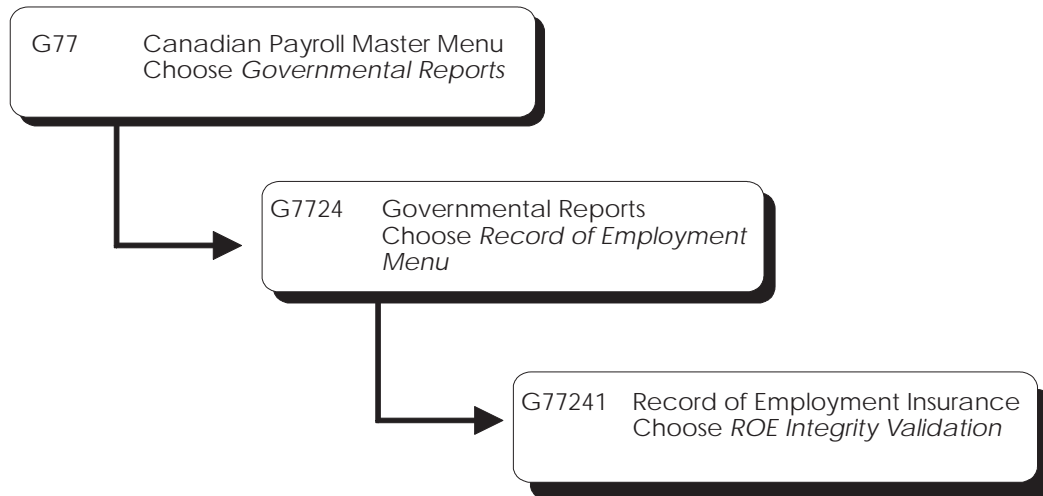
### ROE Comment function

Any comment that you enter for multiple ROEs appears on every ROE created by the batch process. After you have typed in the comments, you must use the update function for the comments to appear on the ROEs.



# Run the ROE Integrity Validation Report

---



## Running the ROE Integrity Validation Report

Before you print ROEs or update your ROE historical information, you must validate all ROEs. This DREAM Writer report lists all of your ROEs and indicates:

- Which ROEs have passed the validation test
- Which ROEs have passed but are also flagged with a warning
- Which ROEs have hard errors that prevent further processing

Warnings might include:

- Employee not terminated
- Change in pay frequency
- Earnings and hours below the minimum
- Change in company detected

A hard error might be:

- Tax ID missing
- No minimum/maximum (min/max) table found
- Unprocessed interim checks exist for the employee

- Invalid value in qualifying weeks
- Employee's Address Book record is missing

After you run the report, you must correct any hard errors because you can print or update only those ROEs that do not have hard errors.

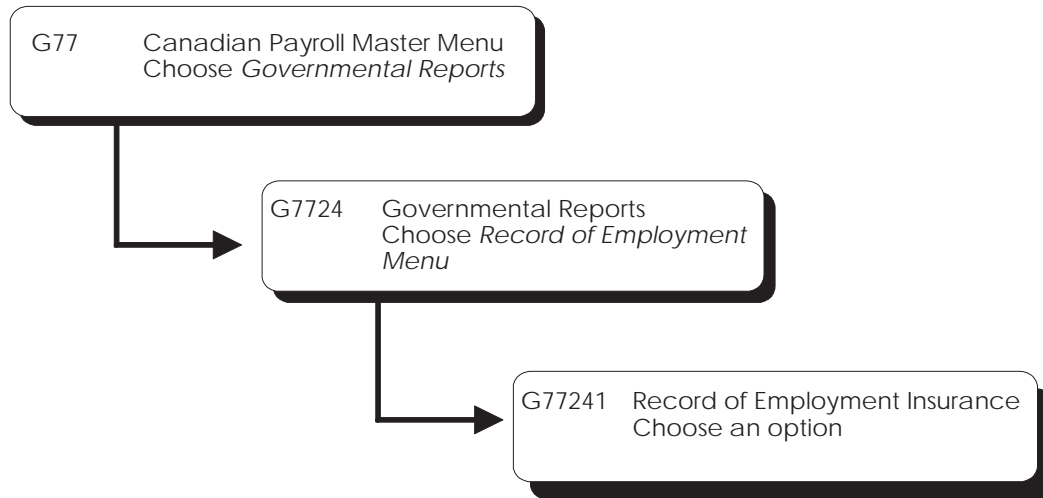
```

07706 J.D. Edwards & Company Page. . . 1
 ROE Integrity Report Date. . . 6/28/96
Employee Info: Lisa M. Klassen Employee Number. . . 7778
 Social Insur No. . . 856-136-882
 Occupation
 RCT Account No . . . WCX162712
Employer Info: Canadian Payroll Yearend Comp
 45022 Bridge Street
 Toronto, ON M9C 12X
ROE Information: Original ROE No . .
 Reason for ROE . . H Work sharing
 Pay Period Type. . Bi-Weekly
 Language English
 Returning? U
 First Day Worked . 06/01/90
 Last Day Worked. . 05/23/98
 Premium Paid to. . 05/23/98
 Final Ending Date. 05/23/98
 Recall Date. . . .
Earnings Info: 1 1420.00 2 1420.00 3 1420.00 4 1420.00
 5 1420.00 6 1420.00 7 1420.00 8 1420.00
 9 1420.00 10 1420.00 11
 13 14 15 16
 17 18 19 20
 Total Insured Earnings. . . 1 4 2 0 0
 Total Insurable Weeks. . 22
Other Info: Vacation Pay . .
 Holiday Dates. . Amount. .
 Other Monies . . Amount. .
 If Insurable, have Payments been allocated to Final Period? .
 Paid Sick/Maternity/Indemnity Payments:
 Start Date. . for weeks Amount. .
Comments:
Integrity Tests: . WARNING: Earnings Greater than Maximum
 Warning: Employee not terminated
 *** This ROE passed Integrity Edits ***

```

## Update and Print ROEs

---



### Updating and Printing ROEs

You update ROE so that the Unemployment Insurance (UI) history is not included in any subsequent ROE records. ROEs cannot include UI history from any previous ROE. The update keeps a record of the ROE as well as updating the UI History table with the ROE serial number. These records must be complete and correct, particularly if the government requests an audit.

History can be updated for either ROEs issued through the system or ROEs you have issued manually.

You print ROEs so that former employees can present them to receive unemployment insurance payments.

Updating and printing ROEs consists of:

- Updating and printing ROEs simultaneously
- Updating ROE history only

When you print your ROEs, you automatically update ROE history. You must print your ROEs for former employees who are eligible to receive unemployment insurance payments. The ROE is proof that the employee is entitled to unemployment insurance.

When you only update ROE history, you can do it for one employee at a time. This is particularly useful when you manually issued the ROE. This allows you to have historical records that include both computer-generated and manually issued ROEs. This procedure also locks the associated records in the UI History table to prevent changes from being made.

► **To update and print ROEs simultaneously**

On Print ROEs/Update History

[07067P] - Print ROEs/Update History  
Functions Tools Help

Enter the Next Available ROE Number N80777777  
Version of the ROE Integrity Report XJDE0001 ROE Integrity Report -  
ROE Print Forms Version XJDE0001 ROE Print  
ROE Issue Date 04/15/98

F3=Exit F8=Versions List

1. Complete the following fields and press Enter:
  - Enter the Next Available ROE Number
  - Version of the ROE Integrity Report
  - ROE Print Forms Version
  - ROE Issue Date

The system displays the Print Multiple ROEs form.

[07067-1] - Print Multiple ROEs

Functions Tools Help

For the ROE Integrity Report Version  
XJDE0001  
enter specific Selection Criteria

Employee Number

- OR -

Home Company

Home Business Unit

Last Job Worked

Union Code

Job Type

Job Step

Check Route Code

Tax Area (Work)

F3=Exit F12=Previous

2. On Print Multiple ROEs, complete any of the following fields or press Enter to select all of them:
- Employee Number
  - Home Company
  - Home Business Unit
  - Last Job Worked
  - Union Code
  - Job Type
  - Job Step
  - Check Route Code
  - Tax Area (Work)

The system displays the second Print Multiple ROEs form.

[07067-2] - Print Multiple ROE's

Functions Options Tools Help

No. of Employees: 2

| 0<br>P | Employee<br>Number | Name            | Insured<br>Earnings | Weeks | Ending<br>Date | 1st Day<br>Worked | Last Day<br>Worked |
|--------|--------------------|-----------------|---------------------|-------|----------------|-------------------|--------------------|
|        | 7702               | Derrick, Leslie |                     |       | 04/12/96       | 12/10/90          | 01/03/98           |
|        | 7703               | Bellas, Debbie  |                     |       | 04/12/96       | 03/15/87          | 01/03/98           |

Opt: 1=ROE Inquiry 9=Omit F6=Print ROE's F10=Reload All F12=Previous

3. On the second Print Multiple ROEs form, choose the omit option to prevent specific employees' ROEs from being printed.
4. Choose the Print ROEs function.

The system displays the Summary of Multiple ROE Print form.

[07067S] - Summary of Multiple ROE Print

Functions Tools Help

Number of ROE's Created

Number of Employees Processed

Have ALL ROE's been Printed (Y/N)?

5. On Summary of Multiple ROE Print, complete the following field:
  - Have ALL ROEs been Printed (Y/N)?



| <b>Field</b>          | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Serial Number – ROE   | Record of Employment Serial Number                                                                                                                                                                                                                                                                                                                |
| ROE Issue Date        | The date the ROEs are mailed.                                                                                                                                                                                                                                                                                                                     |
| Company – Home        | The number of the company in which the employee generally resides.                                                                                                                                                                                                                                                                                |
| Business Unit – Home  | The number of the business unit in which the employee generally resides.                                                                                                                                                                                                                                                                          |
| Last Job Worked       | The last Business Unit(job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries.                                                                                                                                                                                      |
| Union Code            | A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.                                                                                                                                                                                                       |
| Job Type (Craft) Code | A user defined code (system 06, type G) that specifies job classifications established for an organization. This field is used to determine pay rates and benefit plans for employees linked to these classifications.                                                                                                                            |
| Job Step              | A user defined code (system 06, type GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.                                                                                                                             |
| Check Route Code      | A user defined code (system 06, type CR) that specifies the check routing or mail stop code. This code can be used to sequence the printing of payroll checks to facilitate their handling and delivery.                                                                                                                                          |
| Tax Area (Work)       | A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations. |

## What You Should Know About

### **ROEs with errors**

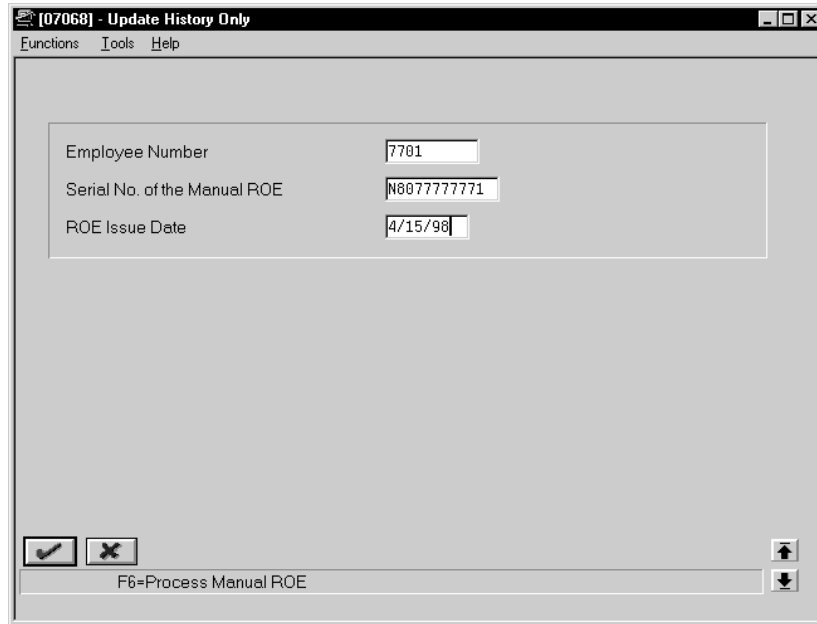
The system does not print or update the records for ROEs that have uncorrected errors. The system skips them and prints and updates only correct ROEs. The system does print ROEs with warnings.

### **Employee UI records**

The employee records in the UI History table (F06176) are locked after printing that employee's ROE successfully.

▶ **To update ROE history only**

On Update History Only



The screenshot shows a window titled "[07068] - Update History Only" with a menu bar containing "Functions", "Tools", and "Help". The main area contains three input fields:

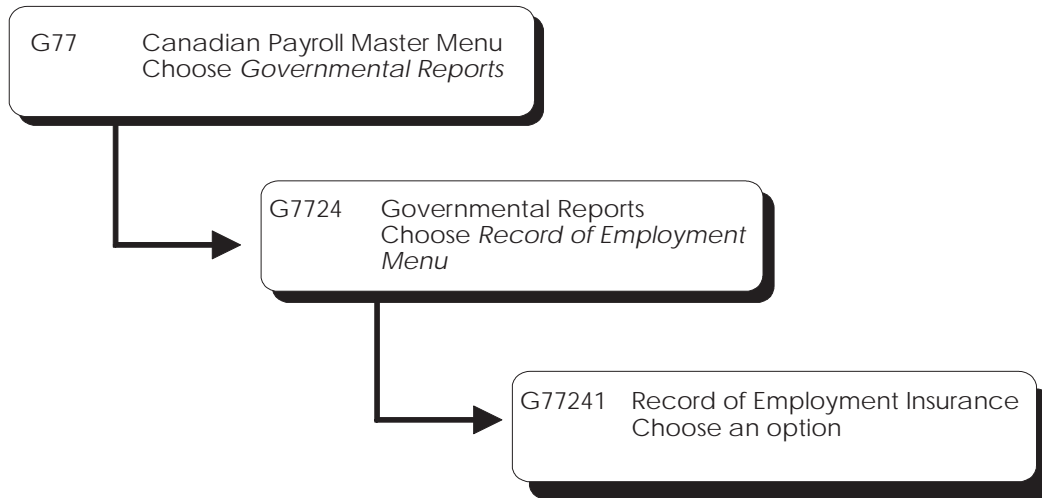
|                              |            |
|------------------------------|------------|
| Employee Number              | 7701       |
| Serial No. of the Manual ROE | N807777771 |
| ROE Issue Date               | 4/15/98    |

At the bottom left, there are two buttons: a checkmark and an 'X'. At the bottom right, there are two arrow buttons (up and down). A status bar at the bottom center displays "F6=Process Manual ROE".

1. Complete the following fields:
  - Employee Number
  - Serial Number of the Manual ROE
  - ROE Issue Date
2. Choose the Process Manual ROE function.

## Work with ROEs

---



### Working with ROEs

You can work with ROEs in a number of ways. The primary focus of these tasks is to ensure that your ROE record-keeping is complete and accurate.

Working with ROEs includes:

- Reviewing ROEs
- Reissuing a ROE
- Deleting a ROE
- Correcting ROE serial numbers

You review your ROEs online to ensure that your historical ROE information is correct.

You can reissue a ROE to correct a mistake on the original ROE or to replace a ROE that has been lost.

You can delete a ROE if you can determine that the ROE is either a duplicate, in error, or unnecessary.

You correct a ROE serial number if you have issued the ROE to the employee and then determined that the serial number is incorrect.

## Reviewing ROEs

You review your ROEs online to ensure that your historical ROE information is correct. This is important because the CEIC requires companies to keep complete and accurate records of ROEs.

Reviewing ROEs consists of:

- Reviewing detailed ROEs
- Reviewing summary ROEs

### ▶ To review detailed ROEs

On ROE Detail Inquiry

**[07064] - ROE Detail Inquiry**

Functions Tools Help

Reason Code E Quit Comments Attached

Employee Number 7701 Holiday, Anthony  
 Or ROE Serial No N08477447 \*\*\* Issued ROE \*\*\*

First Day Worked 06/01/91 Last Day Worked 03/28/98  
 Premiums Payable up to 03/28/98 Final PP Ending Date 03/28/98  
 Expected Recall Date No Return/Unknown U

Payments or Benefits Paid in the Final Period or Payable at a Later Date:

a. Vacation Pay: Amt

b. Statutory Holiday Pay

Holiday Date Amt

Holiday Date Amt

Holiday Date Amt

c. Other Monies (Specify):

Explanation Amt

Explanation Amt

Explanation Amt

- If Insurable, have Payments been allocated to Final Pay Period?

Paid Sick/Maternity/Paternity Leave or Wage Loss Indemnity Payments:

Start Date for weeks Amt

F8=Holiday Table F10=ROE Comments F18=UI History

Complete one of the following fields:

- Employee Number
- ROE Serial Number

▶ **To review summary ROEs**

On ROE Summary Inquiry

The screenshot shows a window titled "[070711] - ROE Summary Inquiry" with a menu bar (Functions, Options, Tools, Help). Below the menu bar are input fields for "Employee No" (7701), "and/or ROE Serial Number", and "and/or ROE Date - From" through "thru". The main area contains a table with the following data:

| 0 | Number | Name            | Serial No | ROE Issued | Earnings | Insured Weeks | Period Ending |
|---|--------|-----------------|-----------|------------|----------|---------------|---------------|
|   | 7701   | Anthony Holiday | N06477447 | 10/25/93   | 6,863.00 | 11.00         | 03/28/98      |

At the bottom, there are navigation buttons (checkmark, X, up/down arrows) and a status bar with "Opt: 1=ROE Inquiry" and "F20=Next Employee".

Complete one or more of the following fields:

- Employee Number
- ROE Serial Number
- ROE Date – From
- ROE Date – thru

## Reissuing a ROE

You can reissue a ROE to correct a mistake on the original ROE or to replace a ROE that has been lost. The system creates a new ROE from the old record and requires you to go through the validation, print, and update sequence again.

▶ **To reissue a ROE**

On Re-issue of Issued ROE

[07065] - Re-issue of Issued ROE

Functions Tools Help

Original ROE Serial No

✓ ✕ ↑ ↓

F6=Process Re-Issue F3=Exit

1. Complete the following field:
  - Original ROE Serial Number
2. Choose the Process Re-issue function.
3. To correct any errors, follow the steps for entering a single record of employment.

*See Entering Records of Employment.*

4. Follow the steps for validating ROE integrity.

*See Running the ROE Integrity Validation Report.*

5. Follow the steps for updating and printing ROEs.

*See Updating ROE History.*

## What You Should Know About

### **Duplicate UI records**

When you reissue a ROE, the system creates a duplicate record in the UI History table (F06176) and stores the original ROE record with the original serial number and a notation that it has been reissued.

## Deleting a ROE

You can delete a ROE if you can determine that it is either a duplicate, in error, or unnecessary. An unnecessary ROE might be one that you created in anticipation of a layoff that subsequently did not occur. You use this procedure only after a ROE has been updated to history.

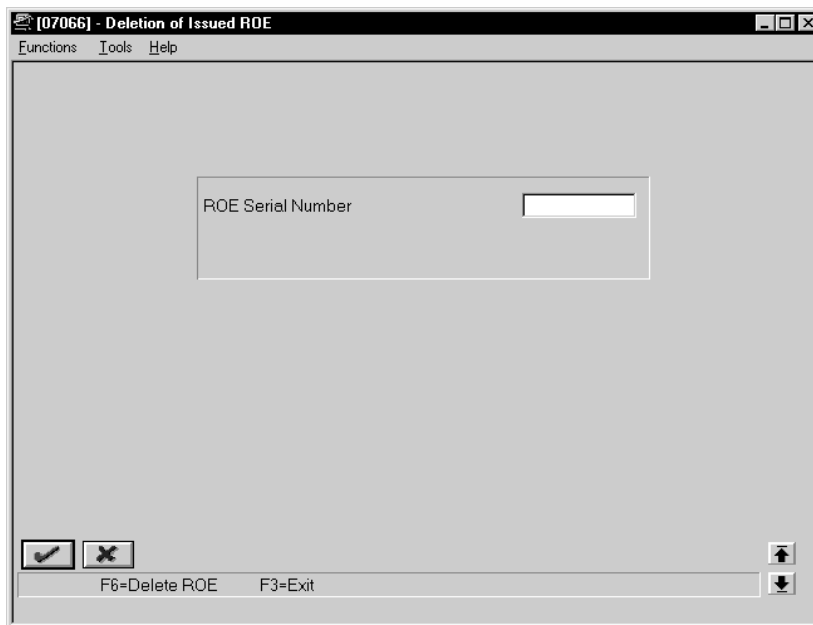
### Before You Begin

- Ensure that the ROE is eligible for deletion

### ▶ To delete a ROE

---

On Deletion of Issued ROE



1. Complete the following field:
  - ROE Serial Number
2. Choose the Delete ROE function.

### What You Should Know About

#### **Deleting ROEs before update**

You can delete a ROE before updating it to history by locating the ROE and choosing the Delete option.

**Unlocking UI records** This procedure unlocks the record in the UI History table (F06176) and deletes the ROE serial number.

**Deleting reissued ROEs** You cannot delete a reissued ROE.

## Correcting a ROE Serial Number

You correct a ROE serial number when you have issued the ROE to the employee and then discovered that the serial number is incorrect. You can also correct the mailing date of the ROE using this procedure if the mailing date was incorrectly entered.

### ► To correct a ROE serial number

On ROE Serial Number Update

| C ROE Serial Number | Date Mailed | Ending Date | Gross Pay | Cheque Number | Insured Earnings | Insured Premiums |
|---------------------|-------------|-------------|-----------|---------------|------------------|------------------|
|                     |             | 04/11/98    | 1,118.00  | 9161          | 1,118.00         | 33.54            |
|                     |             | 03/28/98    | 1,118.00  | 5346          | 1,118.00         | 33.54            |
|                     |             | 03/14/98    | 1,118.00  | 5231          | 1,118.00         | 33.54            |
|                     |             | 03/14/98    | 1,118.00- | 5274          | 1,118.00-        | 33.54-           |
|                     |             | 03/14/98    | 1,118.00  | 5291          | 1,118.00         | 9.06             |
|                     |             | 02/28/98    | 1,118.00  | 5194          | 1,118.00         | 33.54            |
|                     |             | 02/14/98    | 1,000.00  | 5127          | 1,000.00         | 30.00            |
|                     |             | 02/14/98    | 1,118.00  | 5151          | 420.00           | 33.54            |
|                     |             | 01/31/98    | 1,204.88  | 5080          | 1,204.88         | 36.15            |
|                     |             | 01/17/98    | 1,292.01  | 5047          | 1,292.01         | 38.76            |
|                     |             | 01/03/98    | 1,222.25  | 5004          | 710.00           | 21.30            |

1. Locate the employee for whom you want to update the ROE serial number by completing the following field:
  - Employee Number
2. Complete at least one of the following fields:
  - ROE Serial Number
  - Date Mailed



## What You Should Know About

### **Copying ROE information**

You can copy serial number and mailing date information from one ROE record to another for an employee by using the Copy Function (CF) field. You can copy from only one record, but you can copy to one or more records.





# Journal Entry Processing Prior to the Payroll Cycle

## Objectives

- To process journal entries between payroll cycles

## About Journal Entry Processing Prior to the Payroll Cycle

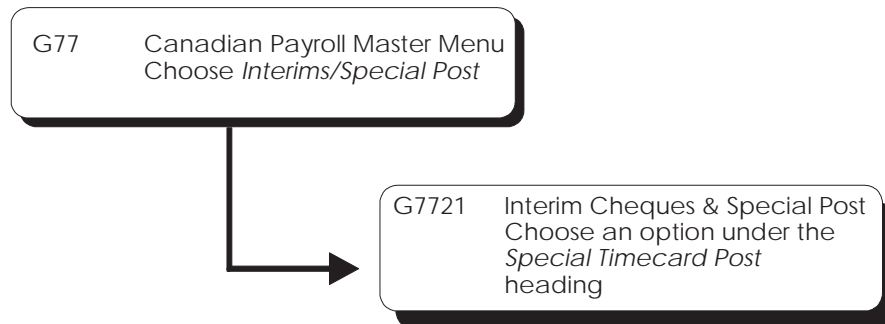
Processing journal entries prior to the payroll cycle is typically used by labor-intensive companies that want to monitor and analyze labor expenses on a daily basis. The information for journal entries processed prior to the payroll cycle comes directly from timecards.





## Process Journal Entries Prior to the Payroll Cycle

---



### Processing Journal Entries Prior to the Payroll Cycle

Processing journal entries prior to the payroll cycle is typically used by labor intensive companies that want to monitor and analyze labor expenses on a daily basis. Unlike the journal entries that are created during the final update step of the payroll cycle, the information for journal entries processed prior to the payroll cycle comes directly from timecards.

Labor distribution (T2s), flat burden (T2s), recharge (T4s), and equipment journals (T5s) can be created and posted to the General Accounting system daily, or any time between payroll cycles. Reporting and analysis are done using the General Accounting system and the Job Cost system tools. Any remaining unposted current timecards and any journals associated with payments are processed in the next payroll cycle.

To process journal entries prior to the payroll cycle, complete the following tasks:

- Generate timecard pro forma journals
- Review the Timecard Journal Batch Proof report
- Rerun the Timecard Journal Batch Proof report
- Review timecard pro forma journal entry batch information
- Post timecard pro forma journal entries to the general ledger

- Review posting reports for timecard journal entries
- Delete an unposted batch of pro forma journals

## Generating Timecard Pro Forma Journals

Generating timecard pro forma journals allows you to create pro forma journal entries. The system creates the actual journal entries for the daily journal entries when you run the Post Payroll Journals to General Ledger program.

In addition to generating pro forma journals, the Generate Timecard Journals program generates the Timecard Journal Batch Proof report.

Generating timecard pro forma journals allows you to:

- Calculate monthly benefits only when you process the last timecards for the calendar month
- Specify the G/L date for the journal entries
- Select timecards based on a date range

### See Also

- *The Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version
- *Reviewing the Timecard Journal Batch Proof Report*

## Processing Options for Generate Timecard Journals

This option will submit a batch job to generate daily timecard journals.

1. Enter G/L Date for Journal Entries: \_\_\_\_\_

2. Include Processing of Benefits: \_\_\_\_\_  
A. Process non-monthly benefits.(Y/N) \_\_\_\_\_  
B. Process monthly benefits. . .(Y/N) \_\_\_\_\_

NOTE: Include monthly benefits only when the last timecards for a calendar month are being processed. The month is always assumed to be the month of the G/L date. Monthly benefits will not be processed alone. Both A and B must be yes for monthly to be processed.

3. To process Intercompany Settlements enter: Y/N \_\_\_\_\_

4. Enter a 'Y' if you wish to explode parent item time down to the \_\_\_\_\_

assembly component level. Component billing rates will be used.

5. Enter a '1' to copy labor hours to the units for premium labor entries. This only applies when the premium portion of overtime is split from the labor entry.

## Reviewing the Timecard Journal Batch Proof Report

You review the Timecard Journal Batch Proof report to verify the accuracy of the transactions that were generated from the journal data. The Timecard Journal Batch Proof report includes individual entries and totals for document type, period, the company, and a grand total for the batch report.

| 06229                   |    | J.D. Edwards & Company |    |                              |                            |          |      |      |       |                          |                 | Page -          | 3         |           |         |    |  |
|-------------------------|----|------------------------|----|------------------------------|----------------------------|----------|------|------|-------|--------------------------|-----------------|-----------------|-----------|-----------|---------|----|--|
| Timecard Journals       |    | Batch 6068278          |    | Timecard Journal Batch Proof |                            |          |      |      |       |                          |                 |                 |           | Date -    | 7/30/96 |    |  |
| Co                      | FY | PN                     | DT | Refn2                        | Account Description        | Employee | JBCD | JBST | Asset | Explanation              | G/L Account     | Subldg-Ty-Phase | Debit     | Credit    | Units   | LT |  |
| 00050                   | 98 | 07                     | T2 |                              | Payroll Labor Distribution |          |      |      |       |                          |                 |                 |           |           |         |    |  |
|                         |    |                        |    |                              | AW071098                   |          |      |      |       | Accrued Payroll          | 50.4205         |                 |           | 1,893.86- |         | AA |  |
|                         |    |                        |    |                              | FB071098                   |          |      |      |       | Burden                   | 5001.1343.01100 |                 | 120.42    |           |         | AA |  |
|                         |    |                        |    |                              | FC071098                   |          |      |      |       | Flat Burden Clearing Acc | 50.4334         |                 |           | 120.42-   |         | AA |  |
|                         |    |                        |    |                              | LD071098                   |          |      |      |       | 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     |         |    |  |

## Rerunning the Timecard Journal Batch Proof Report

You rerun the Timecard Journal Batch Proof report if you want to print the report. You can rerun this report as many times as necessary.

### ▶ To rerun the Timecard Journal Batch Proof report

On Print Journal Edit

To submit the job for processing, complete the following field:

- Enter Batch Number to Print

## Reviewing Timecard Pro Forma Journal Entry Batch Information

You review a batch of timecard pro forma journal entries that you have created for special posting to verify that the entries within the batch do not have errors before you post them. When you review pro forma journal entries for posting, you can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range.

You can review batches of pro forma journal entries that you created for special posting or by using standard pay period journal procedures.

The system uses batch types to group the various kinds of journal entries. Timecard journal entries and standard pay period journals process different batch types.

Journal entries prior to the payroll cycle process the following batch types:

**Batch type 5** Pro forma journal entries that have no review capability.

**Batch type P** Actual journal entries can be viewed using the General Journal Review option.

Journal entries in a payroll cycle process the following batch types:

**Batch type 4** Pro forma journal entries that have no review capability.

**Batch type 7** Actual journal entries can be viewed using the General Journal Review option.

**Batch type #** Accounts Payable Integration entries can be viewed using the Payroll Journal Batch Review option if the Batch Description field value is JE (Journal Entry). If the Batch Description field value is Edit, no option is available to review (these are pro forma journals).

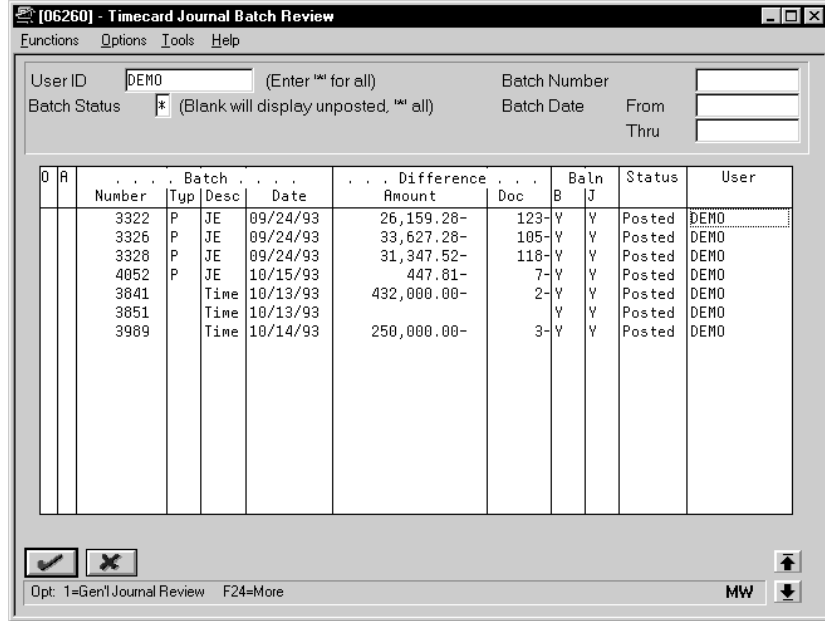
---

 **To review timecard pro forma journal entry batch information**

---

On Timecard Journal Batch Review





Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID
- Batch Number
- Batch Date From
- Batch Date Thru
- Batch Status

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                      |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Number | A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu. |
| Date – Batch | The date for the batch. If this is an entry field and you leave it blank, the system supplies the current date.                                                                                                                                                                                                                                  |
| Date Through | The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.                                                                                                                                         |

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Status | <p>A code that indicates the posting status of a batch. Valid codes are:</p> <ul style="list-style-type: none"> <li>blank Unposted batches that are pending approval or have a status of approved.</li> <li>A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</li> <li>D Posted. The batch posted successfully.</li> <li>E Error. The batch is in error. You must correct the batch before it can post.</li> <li>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).</li> <li>U In use. The batch is temporarily unavailable because someone is working with it.</li> </ul> <p>These valid codes are set up in user defined codes (system 98, type IC).</p> |

## Posting Timecard Pro Forma Journal Entries to the General Ledger

You post timecard pro forma journal entry batches to update your general ledger. When you post journal entries, the system creates the actual journal entries (F0911) from the pro forma journal entries. The system then automatically posts to the Account Balances table (F0902).

### ► To post timecard pro forma journal entries to the general ledger

On Post Payroll Journals to G/L

To submit the job for processing, select the batch to post in the processing options.

### Processing Options for Post General Ledger

**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. \_\_\_\_\_  
NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.) \_\_\_\_\_

**CASH BASIS ACCOUNTING:**

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) \_\_\_\_\_
7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) \_\_\_\_\_

**ACCOUNTING FOR 52 PERIODS:**

8. Enter a '1' for 52 Period Post. \_\_\_\_\_  
NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

**TAX FILE UPDATE:**

9. Identify when to update the Tax Work file (F0018):

'1' = V.A.T. or Use Tax only

'2' = for All Tax Amounts

'3' = for All Tax Explanation Codes

Blank (Default) = No Update to File.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

**PROPERTY MANAGEMENT:**

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)

**UPDATE OPTION:**

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)

**REPORT FORMAT:**

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.

**DETAILED CURRENCY RESTATEMENT:**

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

**BATCH TYPE SELECTION:**

NOTE: This option should NOT be changed by User.

## What You Should Know About

### Posting errors

If this program encounters any errors, the system creates the actual journal entries (F0911). However, the post program terminates. After you have corrected the actual journal entry errors, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.

See *Posting Journal Entries Manually*.

## Reviewing Posting Reports for Timecard Journal Entries

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

Complete the following tasks:

- Review timecard journal entries on the Posting Edit report
- Review timecard journal entries on the G/L Posting Journal

## Reviewing Timecard Journal Entries on the Posting Edit Report

Review the Posting Edit report for any applicable posting errors.

### See Also

- *Reviewing the Posting Edit Report* for a report sample

## Reviewing Timecard Journal Entries on the G/L Posting Journal

The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Timecard Journal Batch Proof report. The General Ledger Posting Journal, however, prints the journal entry number, general ledger date, and the account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

### See Also

- *Setting Up Journal Summarization Rules (P06914)* in the *Payroll Volume 2 Guide*
- *Reviewing the General Ledger Posting Journal* for a report sample

## Deleting an Unposted Batch of Pro Forma Journals

You delete an unposted batch of pro forma journals when the batch contains errors and you must correct the time entries before you rerun the batch.

### ► **To delete an unposted batch of pro forma journals**

---

On Delete Unposted Batch of Journals

To submit the job for processing, complete the following field:

- Enter Batch Number to Delete

### What You Should Know About

|                                          |                                                                                                                                                                                                                                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Timecards in an active payroll ID</b> | You must rerun the payroll journal entries step if you mistakenly delete any pro forma batch containing timecards that are included in an active payroll ID.                                                                             |
| <b>Benefit calculations</b>              | If a deleted pro forma batch includes benefit calculations for employees who are part of the active payroll run, you must rerun pre-payroll processing for any active payroll ID.                                                        |
| <b>Locked timecards</b>                  | All timecards selected for processing are coded with the batch number assigned by the system. If you try to access the timecards, they are locked and are displayed in protected mode. You can unlock them only if you delete the batch. |



# Payment Adjustments

## Objectives

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

## About Payment Adjustments

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

You correct historical pay information for an employee when an error occurs due to overpayment or underpayment.

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

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

Payment adjustments consist of:

- Correcting employee pay
- Processing retroactive payroll







# Correct Employee Pay

---

## Correcting Employee Pay

You correct an employee's pay to:

- Update current pay
- Adjust prior payments
- Adjust pay rates for future pay periods

You correct current pay information for an employee when there is an error in the timecard information or master table information that affects an employee's pay.

You correct historical pay information for an employee when an error occurs due to overpayment or underpayment.

You can update future information to document anticipated changes to pay rates.

Correcting employee pay consists of the following tasks:

- Correcting pay for an individual employee
- Correcting pay for a group of employees

## Correcting Pay for an Individual Employee

Correcting employee pay for an individual consists of the following:

- Updating current pay information for an individual
- Correcting historical pay information for an individual
- Updating future pay information for an individual

## Updating Current Pay Information for an Individual

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

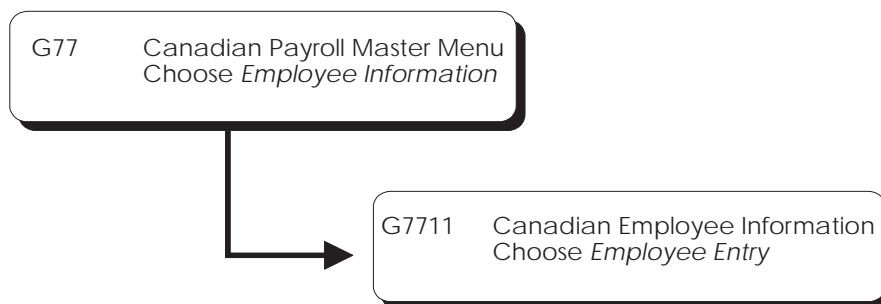
You can use various methods to update an employee's current pay information:

- You can change the rate in the Employee Master table (F060116) to permanently change or correct an employee's pay rate.
- You can update an employee's rate in time entry when you want to temporarily override the employee's regular hourly rate. The regular hourly rate is derived from the Employee Master table, the Union Rates table, the Occupational Pay Rates table, or the Pay Grade Step table.
- You can correct an employee's rate in current time entry records if you have entered inaccurate hourly rate information.

Updating current pay information for an employee consists of:

- Changing the rate in the Employee Master table
- Overriding the rate in time entry
- Correcting the rate in time entry

### Changing the Rate in the Employee Master Table



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

---

▶ **To change the rate in the Employee Master table**

---

On Employee Entry

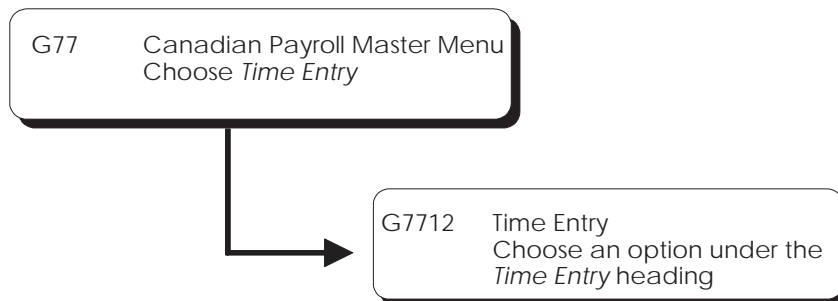
Change the value in any of the following fields:

- Salary
- Hourly Rate
- Billing Rate

| <b>Field</b>          | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate – Salary, Annual | <p>The salary for an employee's primary or secondary job. For the primary job, the annual salary is stored in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the annual salary is stored in the Employee Multiple Job table (F060118).</p> <p>NOTE: The salary displayed may be the annual salary or the effective salary depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040).</p>                                                                                                       |
| Hourly Rate           | <p>The employee's hourly rate which is retrieved during time entry. (See also GRT, PWRT, BRT.) If you enter a rate in this field on any other form, that rate overrides 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>NOTE: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p> |

| Field                            | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. This rate creates record type 2 or 3.</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>• Labor by Shop Floor Control</li> </ul> |

### Overriding the Rate in Time Entry



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

▶ **To override the rate in time entry**

---

On any time entry form

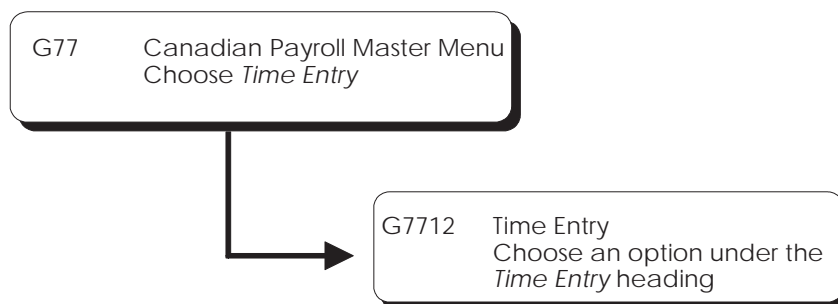
Complete the following field:

- Override Rate

See *Entering Timecards by Employee*.

| Field         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Override Rate | <p>This is the employee's hourly rate. If applicable, Pay Type Multiplier and Shift Differential values will be added.</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>Use this field to enter an amount that overrides all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours entered. Depending on where the system derives 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), no rate amounts appear. "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 different rates are detected for the lines of time entry, the system displays "Dff U.Rate."</li> </ul> |

### Correcting the Rate in Time Entry



You can correct an employee's rate in current time entry records if you have entered inaccurate hourly rate information.

### Before You Begin

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

### ▶ To correct the rate in time entry

---

On any time entry form

1. Locate the employee's time entry records that are affected.
2. Remove the rate in the following field:
  - Override Rate
3. Use the Change action code.

The system accesses the new rate from the appropriate table to replace the rate in the Override Rate field and to re-calculate the employee's earnings.

See *Entering Timecards by Employee*.

### See Also

- *Changing the Rate in the Employee Master Table (P060101)*
- *Entering Multiple Job Information (P060118)*
- *Defining Occupational Pay Rate Tables (P060231)*
- *Setting Up Pay Rate Tables (P069121)* in the *Payroll Volume 2 Guide*

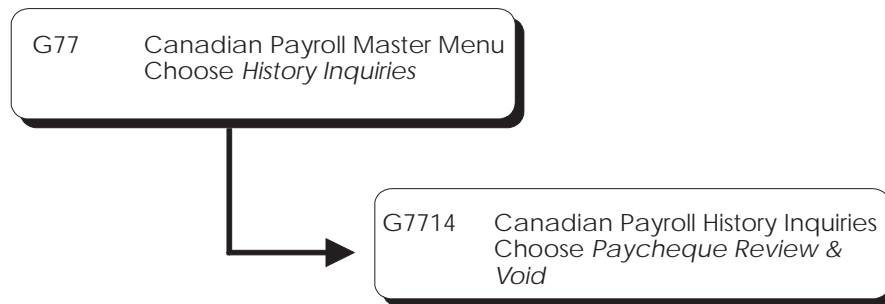
## Correcting Historical Pay Information for an Individual

You can correct historical pay information for an employee when an error occurs due to overpayment or underpayment.

Correcting historical pay information for an employee includes:

- Correcting an overpayment for an individual
- Correcting an underpayment for an individual

## Correcting an Overpayment for an Individual



If an employee has been overpaid for any pay period earlier than the current one, you can correct the overpayment by issuing a replacement check.

### ▶ To correct an overpayment for an individual

On Paycheck Review and Void

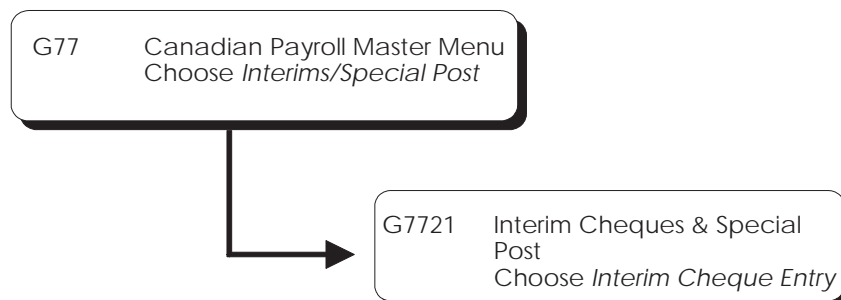
1. Locate the paycheck issued.
2. Complete the steps to void a payment.

See *Working with Payment History Information*.

3. Issue an interim check for the correct amount.

See *Entering Interim Checks*.

## Correcting an Underpayment for an Individual



If an employee has not received sufficient pay for any previous pay period, you can correct the underpayment.

► **To correct an underpayment for an individual**

---

1. Issue an interim check for the additional amount.

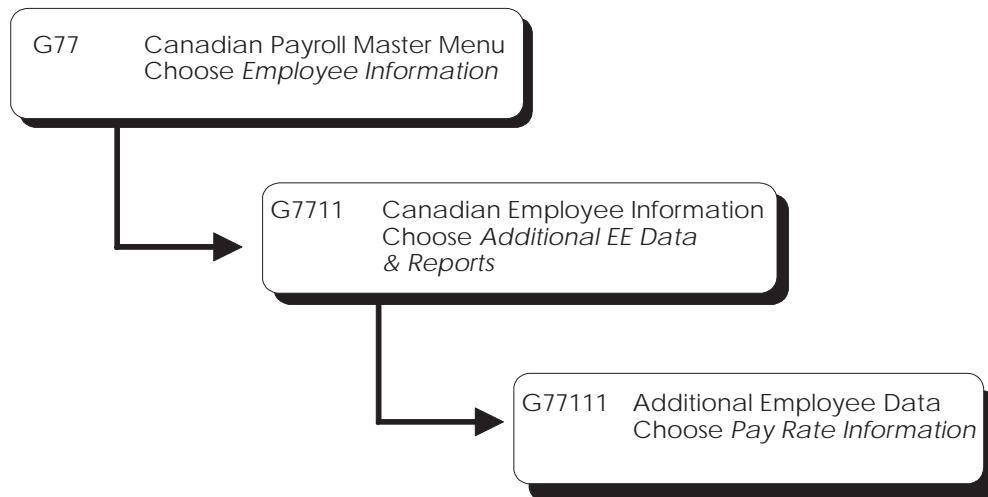
*See Entering Interim Checks.*

2. Enter the additional amount in time entry.

*See Entering Timecards by Employee.*

3. Process additional pay with your next payroll cycle (regular or interim checks only) or, in U.S. payroll only, interactive interim checks.

### Updating Future Pay Information for an Individual



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

You can change the following types of pay rates:

- Annual salary
- Hourly rate
- Billing rate

► **To update future pay information for an individual**

---

On Pay Rate Information



Complete the steps for entering future rate changes.

See *Entering Future Changes for Rates Only*.

### See Also

- *Revising Unprocessed Timecards (P061121)*

## Correcting Pay for a Group of Employees

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

To correct pay for a group of employees complete the following tasks:

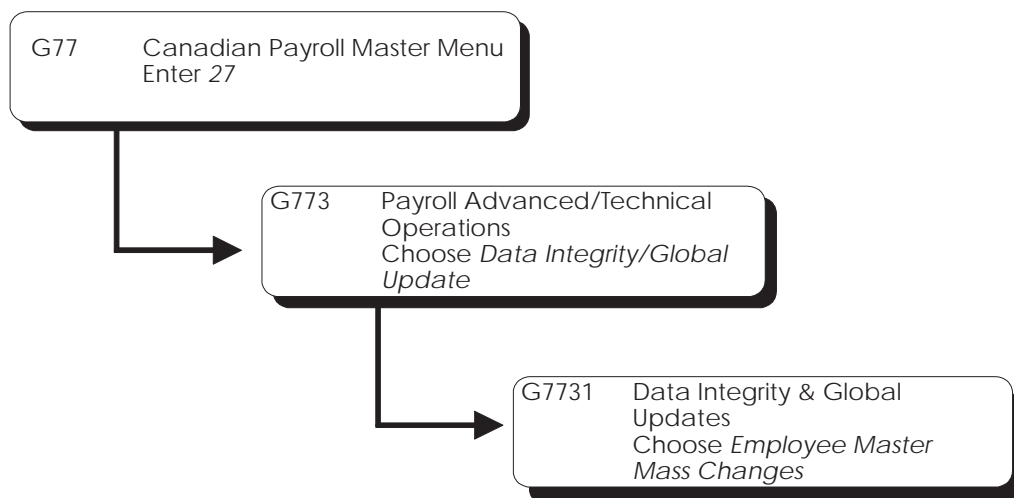
- Update current pay for a group of employees
- Correct historical pay for a group of employees

### Updating Current Pay for a Group of Employees

You can update current pay for a group of employees by completing one of the following tasks:

- Update current pay using mass change
- Set up new pay rate tables to update current pay

#### Updating Current Pay Using Mass Change



You can correct current pay using mass changes when you are specifying and processing new data for a selected data item for groups of employees. For example:

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

► **To update current pay using mass change**

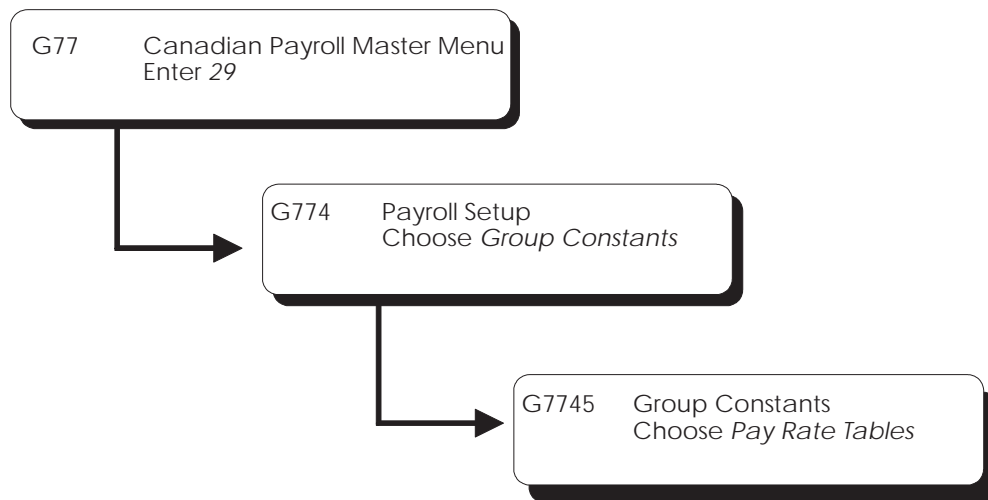
---

On Employee Master Mass Change

Complete the steps for entering mass change.

See *Processing Mass Change*.

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



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

► **To set up new pay rate tables to update current pay**

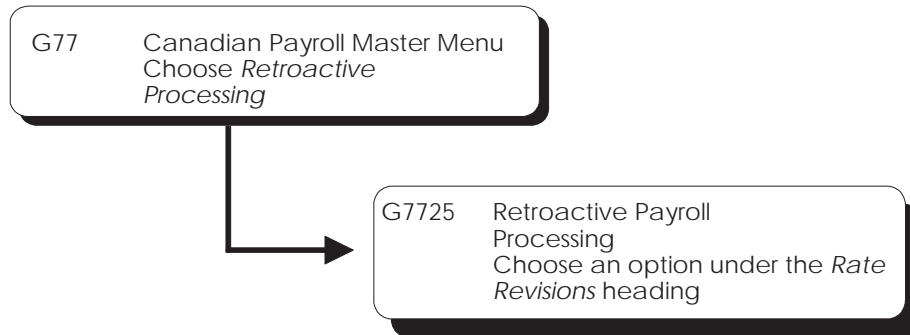
---

On pay rate tables

Complete the fields to make the necessary update.

See *Setting Up Pay Rate Tables* in the *Payroll Volume 2 Guide*.

## Correcting Historical Pay for a Group of Employees



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

### See Also

- *Processing Retroactive Payroll (P069361)*



# Process Retroactive Payroll

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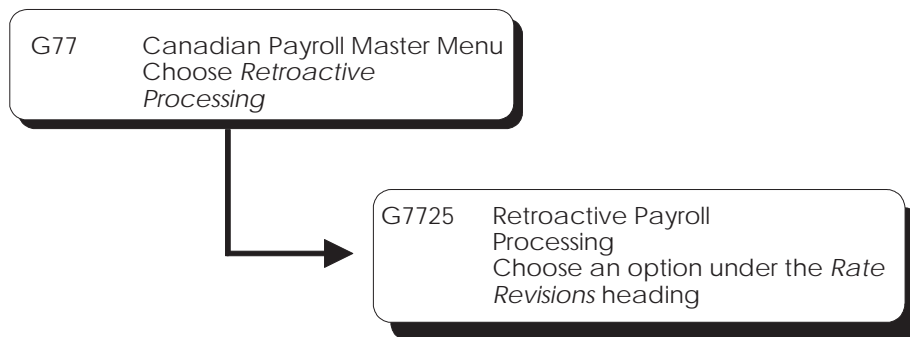
## Processing Retroactive Payroll

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

Processing retroactive payroll consists of the following tasks:

- Setting up pay rate revisions
- Setting up retroactive pay type tables
- Working with retroactive pay workfiles
- Reviewing retroactive pay workfile records online
- Reviewing the retroactive pay workfile reports
- Revising workfile records
- Approving the workfile
- Processing retroactive timecards

## Setting Up Pay Rate Revisions



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

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

You can set up pay rate revisions by:

- Union
- Employee
- Pay type

You can set up pay rate revisions by union to enter rate adjustments for all job types and steps associated with an existing union rates table. Enter rate adjustments for all affected job types and steps in the union.

You can set up pay rate revisions by employee for rate adjustments that apply to specific employees, or those who are not included in the union.

You can set up pay rate revisions by pay type to apply the same rate revisions to all timecards having the same pay type.

You specify in the time entry processing options the sequence the system is to use to retrieve rate revisions.

You can use the following three rate extension methods:

**Hourly (H)** Hourly rate extensions apply only if the original timecards contain hours. Use a dollar and cents format, for example enter two dollars as 2.00. The system multiplies the hours on the timecards by this rate after the multiplier of the original pay type is applied. For example, if you enter .50 as the retroactive hourly rate revision for an overtime pay type with a pay type multiplier of 1.5, the system adjusts the rate to .75.

**Percentage (%)** Enter percentage rates with no preceding decimal point. For example, enter ten percent as 10.00. The system multiplies the original gross pay on the timecard by the percentage you enter. The system does not adjust for a pay type multiplier.

**Flat dollar amounts (\$)** Use a dollar and cents format, for example enter two dollars as 2.00. The system applies this type of extension to each history timecard, regardless of the hours, gross pay, or number of timecards.

Setting up pay rate revisions includes the following tasks:

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

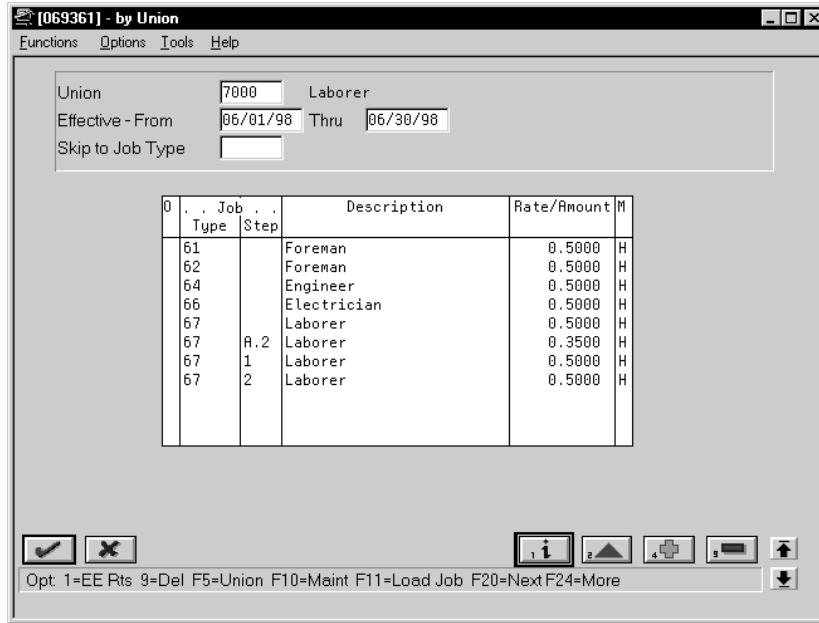
### Setting Up Pay Rate Revisions by Union

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

**▶ To set up pay rate revisions by union**

---

On Rate Revisions by Union



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

| Field                      | Explanation                                                                                                                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Union Code                 | A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.                                                                            |
| Date – Beginning Effective | The first date in a range of dates.                                                                                                                                                                                    |
| Date – Ending Effective    | The last date in a range of dates.                                                                                                                                                                                     |
| Job Type (Craft) Code      | A user defined code (system 06, type G) that specifies job classifications established for an organization. This field is used to determine pay rates and benefit plans for employees linked to these classifications. |



| Field                       | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Step                    | A user defined code (system 06, type GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Retro Rate Extension Method | <p>A code to indicate what method is to be used for the Retro Rate Extension.</p> <p>% Percent of Gross Pay – Any rate using this method will be multiplied by the Gross Pay on the original timecard to create the Retro Gross Pay amount.</p> <p>H Rate per Hour Worked – Any rate using this method will be multiplied by the Pay Type Multiplier and then be multiplied by the number of hours worked on the original timecard to create the Retro Gross Pay amount.</p> <p>\$ Flat Dollar Amount – Any rate using this method will be treated as a flat dollar adjustment to the original timecard. The Retro Gross Pay amount for each timecard will be the same as the flat dollar amount specified.</p> |

## What You Should Know About

### **Multiple rate tables for unions**

When you are entering more than one table for a union, enter different effective dates for each union master table. Overlapping effective dates for a union creates an error.

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

### **Unions negotiating more than one contract**

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

### **Load job types and job steps**

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

## Setting Up Pay Rate Revisions by Employee

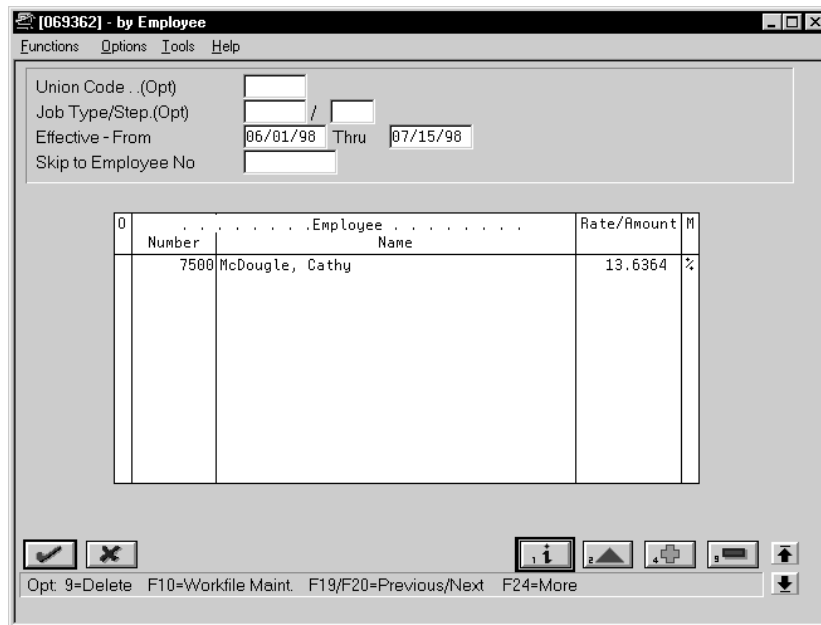
Set up pay rate revisions by employee for rate adjustments that apply to specific employees, or those who are not included in the union. You can also include

other employees who are not covered by the union or pay type tables in the retroactive calculations.

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

**► To set up pay rate revisions by employee**

On Rate Revisions by Employee



1. Complete the following required fields:
  - Effective Date From
  - Effective Date Thru
  - Employee Number
  - Retroactive Amount or Rate
  - Retroactive Rate Extension Method
2. Complete the following optional fields:
  - Union Code
  - Job Type
  - Job Step

See Also

- *Running the Rate Extension Program (P98300)*

**Setting Up Pay Rate Revisions by Pay Type**

Set up pay rate revisions by pay type to apply the same rate revisions to all timecards having the same pay type. You can enter rates for hours worked as percentages or as flat dollar amounts.

When a rate from the Rate Revisions by Pay Type table is used to calculate retroactive pay amounts, entering a pay type multiplier overrides the pay type multiplier in the Pay Type Specifications table (F069116).

**▶ To set up pay rate revisions by pay type**

On Rate Revisions by Pay Type

The screenshot shows a software window titled "[069363] - by Pay Type". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar are several input fields: "Union Code . (Opt)", "Job Type/Step.(Opt)", "Effective - From" (with date "06/01/98"), "Thru" (with date "06/30/98"), and "Skip to Pay Type". Below these fields is a table with the following data:

| 0 | Pay Typ | Description | Rate/Amount | Pay Type Multiplier | M |
|---|---------|-------------|-------------|---------------------|---|
|   | 10      | Standby Pay | 0.1500      | 1.00                | H |

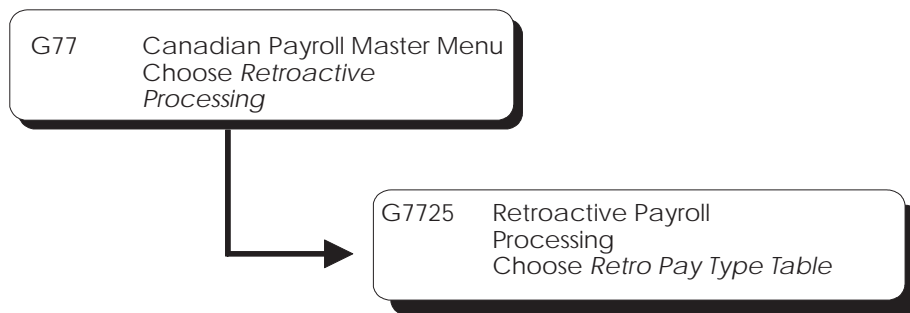
At the bottom of the window, there are several icons and a status bar. The status bar contains the text: "Opt 9=Delete F10=Workfile Maint. F19/20=Previous/Next F24=More".

1. Complete the following required fields:
  - Effective Dates
  - Pay Type
  - Pay Type Multiplier
  - Retroactive Amount or Rate
  - Retroactive Rate Extension Method
2. Complete the following optional fields:

- Union Code
- Job Type
- Job Step

| Field                            | Explanation                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Multiplier – Pay Type Multiplier | A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. “0” is not a valid multiplier. |

## Setting Up Retroactive Pay Type Tables



You set up retroactive pay type tables to assign pay types for the new timecards created for retroactive payroll processing.

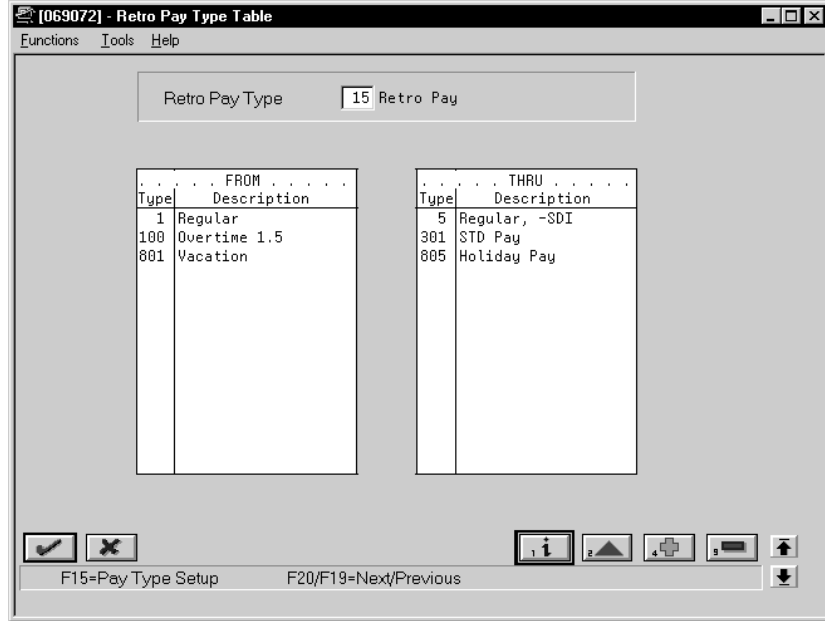
You must associate each pay type in the extracted timecard history table with a target pay type to be used when the actual retroactive timecards are created. J.D. Edwards recommends that you use pay types for retroactive pay that differ from those you use in other payroll processing.

During the timecard creation process, the system bypasses any timecard in the extracted history table with a pay type for which no target pay type is found. The system displays an error code of R (rejected) on the corresponding entry form when you are revising workfile records.

► **To set up retroactive pay type tables**

---

On Retro Pay Type Table



Complete the following fields:

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

| Field             | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retro Pay Type    | A code to define the type of pay for Retro Pay Processing.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| From Pay Type     | <p>The number and description of the PDDBA you want the system to use to calculate the corresponding DBA. This is the beginning number in the range that is the basis of the calculation. If a DBA is entered, it must have a lower number than the corresponding DBA.</p> <p>..... <i>Form-specific information</i> .....</p> <p>The number and description of the pay type you want the system to use. This is the beginning number in the range that is the basis of the calculation.</p> |
| Thru – Trans Code | <p>The number and description of the pay type you want the system to use to calculate the corresponding pay type. This is the ending number in the range that is the basis of the calculation.</p>                                                                                                                                                                                                                                                                                           |

## What You Should Know About

**Adding target pay types** To create a new retroactive pay type to be used as a target pay type, access Pay Type Setup.

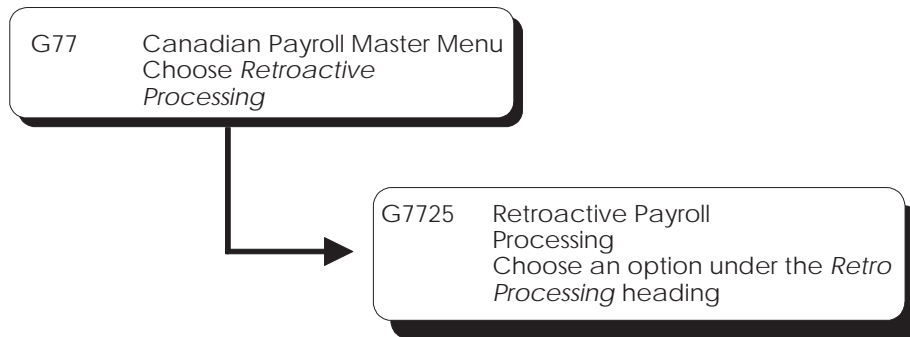
See *Setting Up Pay Types* in the *Payroll Volume 2 Guide*.

**Excluding a retroactive pay type in autopay** To exclude a retroactive pay type in autopay during regular payroll processing, locate the retroactive pay type on Pay Type Setup and enter N in the Auto Pay Methods field.

See *Setting Up Pay Types* in the *Payroll Volume 2 Guide*.

**Processing a negative retroactive pay adjustment** If employees agree to a wage reduction, resulting in a negative pay adjustment, you must set up a benefit to handle the negative retroactive amounts. The timecard creation process converts negative amounts into a one-time override DBA.

## Working with Retroactive Pay Workfiles



Working with retroactive pay workfiles includes the following tasks:

- Generating the retroactive pay processing workfile
- Running the rate extension program

You generate the retroactive pay processing workfile by selecting the appropriate timecards from history that apply to the retroactive pay time period.

You run the rate extension program to retrieve pay rate revisions from the appropriate retroactive rate revisions tables and calculate the retroactive gross

pay amount for each record in the workfile. The records are pro forma timecards.



Set up and process three DREAM Writer versions. J.D. Edwards recommends using the same version name for all three versions when you are working with retroactive pay workfiles. Although this is not required, it helps ensure that you are using the appropriate versions together.

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

## Generating the Retroactive Pay Processing Workfile

You generate the retroactive pay processing workfile by selecting the appropriate timecards from the history table that apply to the retroactive pay time period. Before generating the retroactive pay processing workfile, you define the history extraction program version and the record selection program version. Both versions are used to select the appropriate historical timecards to which the rate adjustments will be applied.

The history extraction version allows you to define the DREAM Writer data selection for extracting data from the Payroll Transaction History table (F0618). The record selection version allows you to further define the records selected based on employee master data, such as pay status and termination date. This allows you to exclude timecards for terminated employees.

The history extraction menu selection allows you to define the DREAM Writer version only. You do not run a version with this menu selection. This menu selection does not perform any processing.

You must specify the history extraction version you want to use in the processing options of the record selection version. The version you specify must exist in the version list for history extraction. Otherwise, the selection program generates an error report.

Process the record selection version to generate the workfile containing pro forma timecards.

### ► **To generate the retroactive pay processing workfile**

---

On History Extraction

1. Create a DREAM Writer version by copying the demo version.
2. Make any necessary changes.
3. Return to the Retroactive Payroll Processing menu.

4. Choose Record Selection.
5. On Record Selection, create a DREAM Writer version by copying a demo version.
6. Make any necessary changes.
7. Submit the record selection version for processing.

The system creates the Retro Timecard Workfile (F06278).

### What You Should Know About

**History extraction data selections** The demo version includes \*ALL for both the union code and the work date data selections. In most cases, you need to specify one union code and a range of work dates. Specify other values as necessary.

### Processing Options for Retro Record Selection

1. Enter '1' to run Rate Extension program. (Default = ' '): \_\_\_\_\_
2. Enter DREAM Writer Version for Retro Rate Extension program (P06282) (Default = XJDE0001) \_\_\_\_\_
3. Enter the DREAM Writer Version for Retro Timecard History Extraction. (P06280A) (Default = XJDE0001) \_\_\_\_\_

### What You Should Know About Processing Options

**Option to run Rate Extension program (2)** It is not required to run the Rate Extension program as you create the workfile. You can run the Rate Extension program separately.

### Running the Rate Extension Program

You run the rate extension program to retrieve pay rate revisions from the appropriate retroactive rate revisions tables and calculate the retroactive gross pay amount for each pro forma timecard in the workfile (F06278).

You can run this program separately or when you run the record selection program by entering the rate extension DREAM Writer version in the processing options for record selection.



This dual availability means that you can create the initial rate extensions as part of the record selection, but it is not required. If necessary, you can run rate extension as a separate program, for example, if you changed the rate revision amounts.

When the computed retroactive gross pay for a pro forma timecard is zero or negative, or if the system does not find a rate in any of the tables, the system lists the timecard record and the type of error on an exception report.

▶ **To run the rate extension program**

---

On Rate Extension

1. Create a DREAM Writer version.
2. Make any necessary changes.
3. Submit the rate extension version for processing.

**What You Should Know About**

**Negative retroactive pay amounts** Negative retroactive pay amounts can be the result of voided hours or negative rate revisions. The system lists them on the report for your attention. If approved, negative amounts are processed during the timecard creation process.

*See Processing Retroactive Timecards.*

**Rerunning the rate extension program** You can rerun the rate extension program as often as necessary as long as the workfile exists. This allows you to bypass the time-consuming process of generating the workfile each time a rate revision changes.

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

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

**Rate extension data selection**

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

**See Also**

- *Reviewing the Rate Extension Exception Report*

**Processing Options for Retro Rate Extension**

1. Specify the hierarchy method to be used when processing rate revisions:  
'1' - Employee, Union, Pay Types  
'2' - Employee, Pay Types, Union  
'3' - Pay Types, Employee, Union \_\_\_\_\_
2. Enter '1' to create an Employee table for employees in the workfile if no adjusting rates are found. \_\_\_\_\_
3. Enter the Work Date range to be used when creating the Employee table.  
FROM: \_\_\_\_\_  
THRU: \_\_\_\_\_

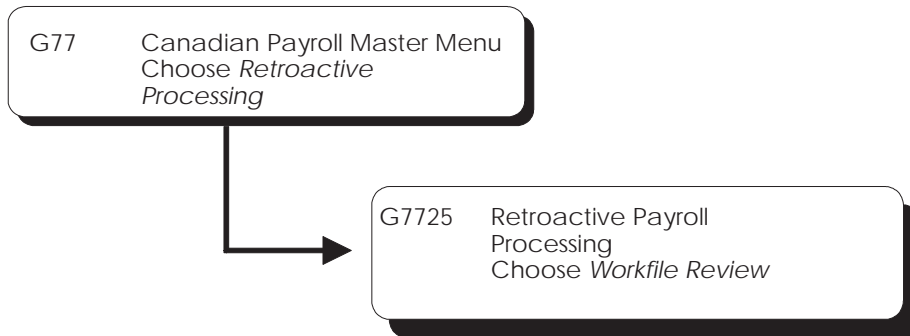
**What You Should Know About Processing Options**

**Employees who don't have adjusting rates (2,3)**

If an employee was part of the data selection but did not have timecard history that matched the rate revision tables, the employee is listed on Rate Revision by Employee so that you can specify a rate. If you leave the processing options blank, these employee records are ignored.

If you enter information in processing option 2, the work date range is used to create the Rate Revisions by Employee table. This date range should equal the range of work dates specified in the associated history extraction version.

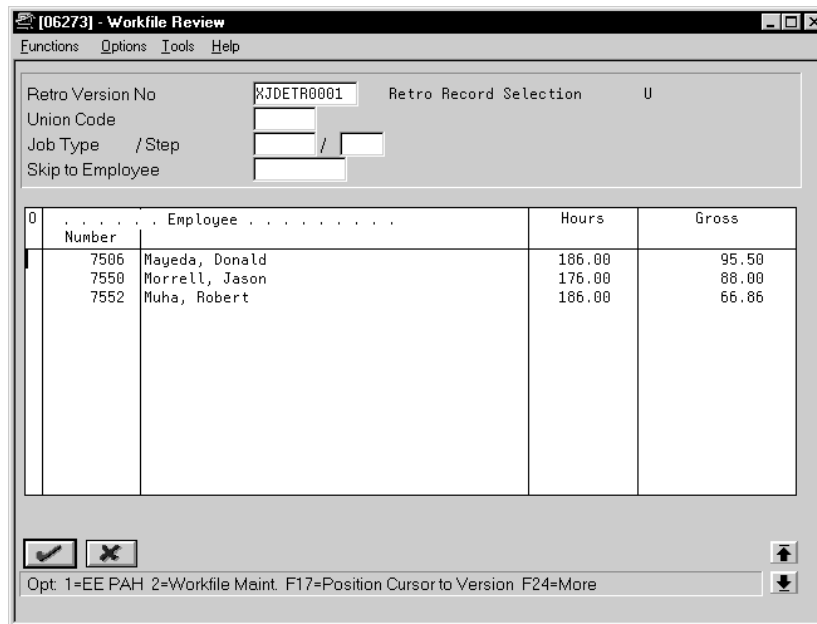
## Reviewing Retroactive Pay Workfile Records Online



You can review each employee’s cumulative hours and retroactive gross pay online. You can also review individual workfile retroactive pay pro forma timecards for all employees selected from generating the retroactive pay workfile.

► **To review retroactive pay workfile records online**

On Workfile Review



1. Complete the version number you used to generate the retroactive pay workfile in the following field:
  - Retro Version Number
2. To narrow the search, complete any of the following optional fields:

- Union Code
  - Job Type
  - Job Step
3. To review the totals by pay type for an employee, choose the Employee Retro Pay Amount/Hours option next to the employee's name.

The system displays Pay Type Amounts/Hours.

| Pay     | Description  | Hours  | Gross |
|---------|--------------|--------|-------|
| 1       | Regular      | 176.00 | 88.00 |
| 100     | Overtime 1.5 | 10.00  | 7.50  |
| Totals: |              | 186.00 | 95.50 |

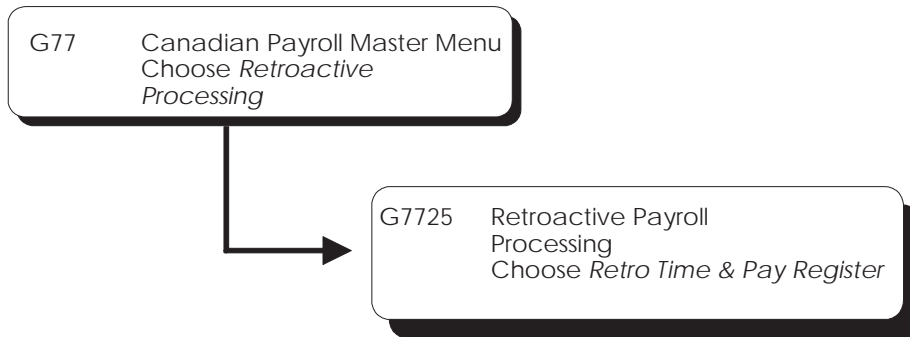
4. On Pay Type Amounts/Hours, review the information for accuracy.
5. To review individual workfile retroactive pay pro forma timecards, choose the Workfile Maintenance option next to the employee's name.

The system displays Workfile Maintenance.

| Pay | Hours | .....Retro..... |       | Union | ....Job.... |      | ...Original... |        |
|-----|-------|-----------------|-------|-------|-------------|------|----------------|--------|
|     |       | Hrly Rate       | Gross |       | Type        | Step | Hrly Rate      | Gross  |
| 100 | 4.00  |                 | 3.00  | 7000  | 8M-3        |      | 11.250         | 45.00  |
| 1   | 88.00 |                 | 44.00 | 7000  | 8M-3        |      | 7.500          | 660.00 |
| 1   | 88.00 |                 | 44.00 | 7000  | 8M-3        |      | 7.500          | 660.00 |
| 100 | 6.00  |                 | 4.50  | 7000  | 8M-3        |      | 11.250         | 67.50  |

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

## Reviewing the Retroactive Pay Workfile Reports



You review retroactive pay workfile reports to verify that the information you defined to generate the workfile is correct.

Reviewing the retroactive pay workfile reports includes the following tasks:

- Reviewing the Retro Time and Pay Register
- Reviewing the Rate Extension Exception report

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the Retro Time and Pay Register

The Retro Time and Pay Register provides a hard copy of the workfiles' pro forma timecards created during the record selection and rate extension programs.

You can print a detailed or summary version of this report by indicating your choice in the processing options. A list of each timecard by employee and pay type appears on the detail version of the report along with a pay type summary.

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

| 06284                         |                | J.D. Edwards & Company      |           |          |           |        | Page No. . . . . 2     |        |                       |
|-------------------------------|----------------|-----------------------------|-----------|----------|-----------|--------|------------------------|--------|-----------------------|
|                               |                | Retro Time and Pay Register |           |          |           |        | Date - . . . . 7/13/96 |        |                       |
|                               |                | Union 7000                  |           |          |           |        |                        |        |                       |
| Retro Version. . . XJDETR0001 |                | Retro Record Selection      |           |          |           |        | Union 7000             |        |                       |
| Employee No                   | Employee Name  | Union                       | Job. Type | Pay Step | Work Date | Hours  | Rate Paid              | Method | Retro Extended Amount |
| 7506                          | Mayeda, Donald | 7000                        | 8M-3      | 1        | 06/15/98  | 88.00  | .500                   |        | 44.00                 |
|                               |                | 7000                        | 8M-3      | 1        | 06/30/98  | 88.00  | .500                   |        | 44.00                 |
|                               |                | 7000                        | 8M-3      | 100      | 06/01/98  | 4.00   | .750                   |        | 3.00                  |
|                               |                | 7000                        | 8M-3      | 100      | 06/30/98  | 6.00   | .750                   |        | 4.50                  |
|                               |                | Pay Type Summary:           |           | 1        |           | 176.00 |                        |        | 88.00                 |
|                               |                |                             |           | 100      |           | 10.00  |                        |        | 7.50                  |
| Total:                        |                |                             |           |          |           | 186.00 |                        |        | 95.50                 |
| 7550                          | Morrell, Jason | 7000                        | 62        | 1        | 06/01/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/02/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/03/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/04/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/05/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/08/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/09/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/10/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/11/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/12/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/15/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/16/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/17/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/18/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/19/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/22/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/23/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/24/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/25/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/26/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/29/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | 7000                        | 62        | 1        | 06/30/98  | 8.00   | .500                   |        | 4.00                  |
|                               |                | Pay Type Summary:           |           | 1        |           | 176.00 |                        |        | 88.00                 |
| Total:                        |                |                             |           |          |           | 176.00 |                        |        | 88.00                 |

### Processing Options for Retro-Pay Time and Pay Register

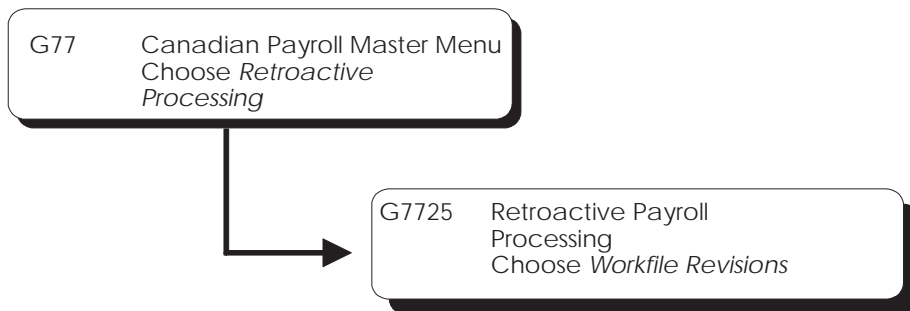
1. Enter the type of employee number to be printed.  
 1 = Address Book Number (default)  
 2 = Social Security Number  
 3 = Additional Employee Number
  
2. Enter a '1' to only print summary information. ' ' is the default, and will print detail and summary information.

### Reviewing the Rate Extension Exception Report

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

| Version Number . . . TEST |                    | J.D. Edwards & Company         |     |       |       |      |      |        | Page - . . . 1            |  |
|---------------------------|--------------------|--------------------------------|-----|-------|-------|------|------|--------|---------------------------|--|
| Emp No.                   |                    | Retro Rate Extension Exception |     |       |       |      |      |        | Date - . . . 7/08/96      |  |
| Name                      |                    | U                              |     |       |       |      |      |        |                           |  |
| Retro Record Selection    |                    |                                |     |       |       |      |      |        |                           |  |
| Emp No.                   | Name               | Wrk Date                       | Pay | Union | Type  | Step | Rate | Amount | Message                   |  |
| 20004                     | Miller, Dennis A.  | 04/30/98                       | 1   | 99707 | 0A-1  |      |      |        | No Rate/Added to Emp. Tbl |  |
| 20004                     | Miller, Dennis A.  | 05/31/98                       | 1   | 99707 | 0A-1  |      |      |        | No Rate Found             |  |
| 20006                     | West, Victoria C.  | 04/30/98                       | 1   | 99707 | 0A-3  |      |      |        | No Rate/Added to Emp. Tbl |  |
| 20006                     | West, Victoria C.  | 05/31/98                       | 1   | 99707 | 0A-3  |      |      |        | No Rate Found             |  |
| 20010                     | Mirand, Francis D. | 04/30/98                       | 1   | 99707 | 0A-10 |      |      |        | No Rate/Added to Emp. Tbl |  |
| 20010                     | Mirand, Francis D. | 05/31/98                       | 1   | 99707 | 0A-10 |      |      |        | No Rate Found             |  |

### Revising Workfile Records



After you review the workfile pro forma timecards for accuracy, you revise any workfile timecards that require changes. Each detail line represents one timecard from the employee's history table.

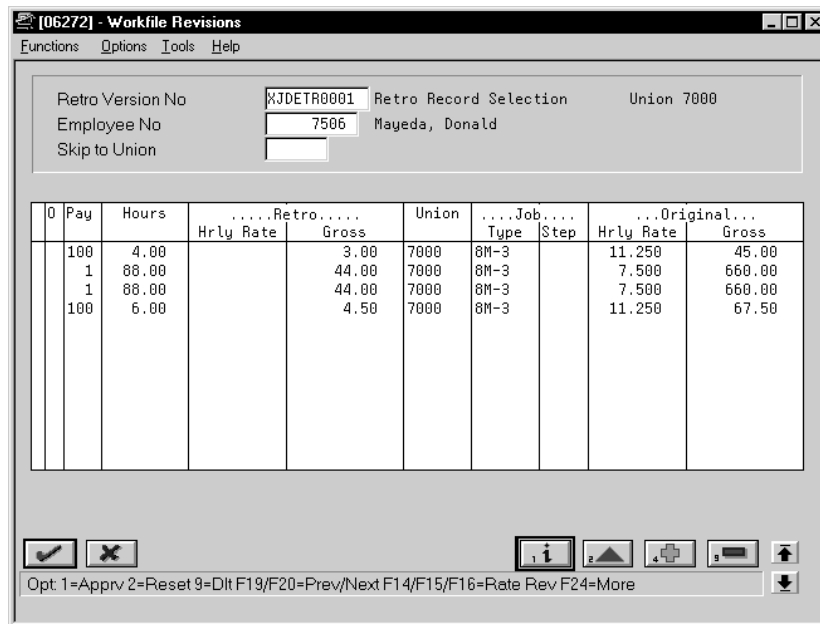
Revising workfile records affects only the retroactive pro forma timecards. You are not changing the payroll history tables.

You cannot use the Workfile Revisions program to change the percentage and have the system automatically calculate a new gross amount. You can either manually calculate and enter the new amount or change the appropriate rate revisions table and rerun the Rate Extension program.

Before actual timecards can be created from the pro forma timecard, each record must be approved. Using the Workfile Revisions program, you can approve, reset (by removing the approval code), and delete records manually. You can also approve, reset, and delete records using a batch program.

**► To revise workfile records**

On Workfile Revisions

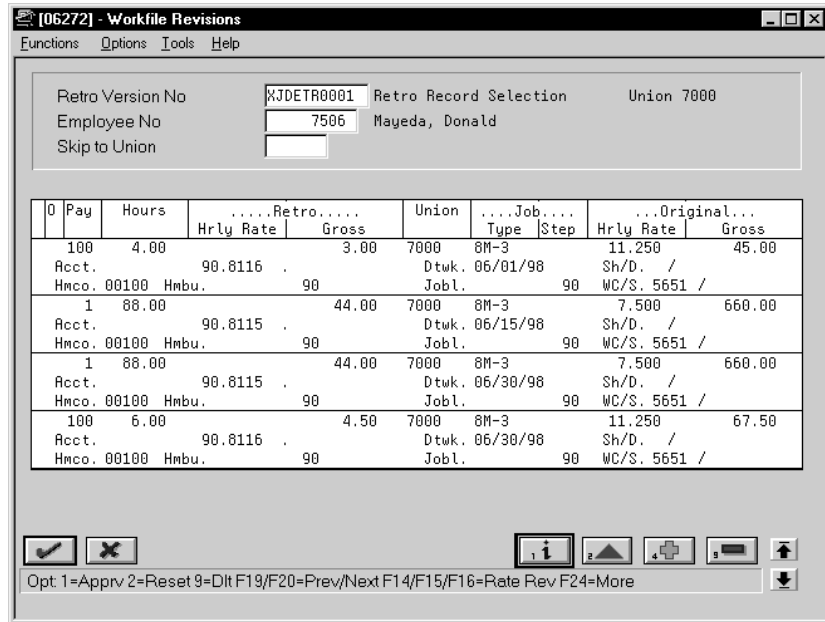


1. Complete the following field:
  - Retro Version Number
2. To select a specific employee, complete the following field:
  - Employee Number
3. Make changes to any of the following fields:
  - Pay Type Code
  - Hours Worked
  - Retroactive Rate



- Retroactive Gross Pay
- Union
- Job Type
- Job Step

4. Access the fold area.



5. Review the values in the following fields:

- Account Number
- Date Worked

| Field        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hours Worked | The number of hours associated with each transaction.<br><br>NOTE: When used in conjunction with the employee labor distribution instructions for an individual employee, this field can be used to enter a percentage. In this case, the sum of the percentages defined on all labor instruction entries must equal 100% to account for all hours that an employee worked during the pay period. The percentages are then converted to hours when the labor instruction records are copied into actual time entry (timecard) records. |

| <b>Field</b>             | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate – Retro Amount/Rate | The rate to be used in the calculation of an employee’s Retro Pay. If the amount entered in this field is an hourly rate, this amount will be multiplied by the hours AND the pay type multiplier to create a new Retro Gross. Therefore, any hourly rate entered on a pay type that has a multiplier of greater than 1.0 will be recalculated. For example, if you enter an hourly rate of .50 on an overtime pay type that has a multiplier of 1.5, the system will change the rate to .75 before multiplying the hours by the rate. If the rate entered in this field is a percentage, no pay type multiplier will be considered and the Regular Gross amount will be multiplied by the percentage to arrive at the Retro Gross amount. If the rate entered in this field is a flat dollar amount, no pay type multiplier will be considered and the amount in this field will be applied as the total Retro Gross amount. Flat dollar amounts do not force a calculation. |
| Amount – Retro Gross Pay | The amount of wages to be paid the employee for Retro Pay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### What You Should Know About

**Blank values for Retro Hourly Rate and Retro Gross**

If the Retro Hourly Rate and Retro Gross fields are blank, one of the following occurred:

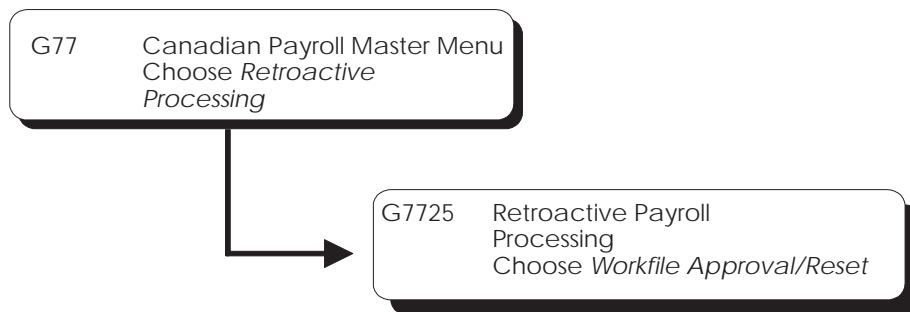
- The Rate Extension program was not run
- The Rate Extension program could not find a retroactive rate revisions table for the combination of employee, union, job type, job step, and work date.
- To correct, verify that some type of retroactive table (union, employee, or pay type) is set up and that the work dates for the employees fall on or between the dates specified in the table.
- If only a few records for an employee were not extended, the work date in the table was outside the date ranges specified in the retroactive rate revisions table.
- To correct, either extend the gross pay manually on Workfile Revisions or verify that the correct table is being used and rerun the Rate Extension program.

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approval codes</b>                            | <p>Retro approval codes for line approvals:</p> <ul style="list-style-type: none"> <li>• M (Modify) – You made changes, but did not approve the line</li> <li>• A (Approved) – You approved the line and did not modify it</li> <li>• B (Both) – You modified and approved the line</li> <li>• R (Rejected) – Create Retro Timecards program rejected this record</li> </ul>                                                                                 |
| <b>Approving and resetting</b>                   | <p>When you use the Approve and Reset options, it is not necessary to use the Change action.</p>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Changing approved and rejected records</b>    | <p>To change a previously approved or rejected record, you must first reset the record. Enter 2 in the Option field. Resetting a record changes the highlighted code next to the Option field as follows:</p> <ul style="list-style-type: none"> <li>• A code of B (modified and approved) changes to M (modified)</li> <li>• A code of A (approved), M (modified), or R (rejected) is removed entirely</li> </ul>                                           |
| <b>Adding a record</b>                           | <p>To add a record, use the Change action code. You can enter the account number and work date in the fold area. The system retrieves other information needed from the employee master.</p>                                                                                                                                                                                                                                                                 |
| <b>Incorrect account number or date worked</b>   | <p>If an account number or date worked has been incorrectly assigned to a record, you must delete the entire record and re-enter it using the correct value.</p>                                                                                                                                                                                                                                                                                             |
| <b>Adding a record without an account number</b> | <p>If you add a record and do not provide an account number, the system assigns an account number following the rules established in the automatic accounting instructions for business unit, object, and subsidiary.</p>                                                                                                                                                                                                                                    |
| <b>Deleting a record</b>                         | <p>To delete a record, use the Change action code with the Delete option. The system deletes the record from the workfile (F06278), but not from the Payroll Transaction History table (F0618).</p> <p>If you delete a record, rerunning the Rate Extension program does not re-create the deleted record in the workfile. To retrieve the deleted record, you must rerun the Record Selection program or add the record manually on Workfile Revisions.</p> |

## Processing Options for Retro Workfile Maintenance

1. Enter '0' to sequence by Union.  
Enter '1' to sequence by Worked Date.
- 

## Approving the Workfile



You approve each pro forma timecard in the workfile for which you want to create an actual retroactive timecard for use in preparing a payroll.

To approve the workfile you run a batch process to approve, reset, or delete selected retroactive timecards in the Retro Timecard Workfile (F06278). You can also approve, reset, and delete the records manually using the Workfile Revisions program.

The DREAM Writer version allows you to specify data selection parameters appropriate to the records you want to approve, delete, or reset.

This program does not generate a report.

### See Also

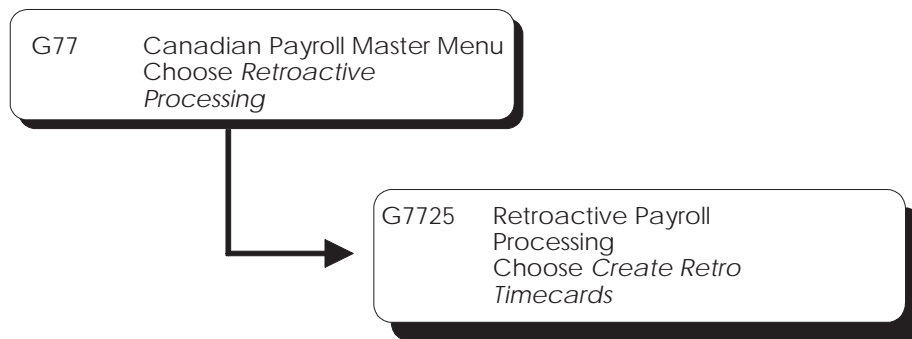
- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

## Processing Options for Retro Timecard Approval

1. To approve, reset or delete records in the Retro Workfile, enter one of the following values:  
' ' - Approve Retro Transactions  
'1' - Reset Retro Transactions  
'2' - Delete Retro Transactions
- 

NOTE: Reset will remove the approval flag from records in the Retro Workfile without actually deleting the records.

## Processing Retroactive Timecards



Processing retroactive timecards is the last step in preparing retroactive timecards. This step creates actual timecards (F06116) from the pro forma timecards in the workfile. You can create either standard timecards or timecards for interim checks, depending on the processing options you select.

Processing retroactive timecards includes the following tasks:

- Creating retroactive timecards
- Correcting rejected timecards
- Reviewing retroactive timecard reports

### See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

## Creating Retroactive Timecards

Use Create Retro Timecards to create the actual retroactive timecards for all records previously approved, either manually or in batch. When you run this program, the system summarizes the pro forma timecard records and creates the following retroactive-related information for standard payroll processing:

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

You can run Create Retro Timecards as often as necessary.

## What You Should Know About

**Summarized records** The system creates actual timecards from summarized pro forma timecards. Each employee's retroactive timecards are summarized by pay type and account number.

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

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

See *Correcting Rejected Timecards*.

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

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

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

**Business unit security** All menu selections on the Retroactive Payroll Processing menu check for business unit security. If a user is not authorized to a record, the record prints on the exception report, is reset with a blank approval code, and remains in the workfile. These records must be approved again and the Create Retro Timecards program rerun.

## Processing Options for Create Retro Timecards

1. Enter the Retro Pay Type to be used when creating time cards. (Default = blank; search all Retro Pay Type tables) \_\_\_\_\_
  2. Enter the Benefit Number to be used for 'Negative' retro timecards. \_\_\_\_\_
  3. Enter the Work Date to be used for the new retro timecards. (If this field is left blank, the system date will be assigned to the new timecards) \_\_\_\_\_
  4. Enter a '1' to create a timecard posting report or '0' to create a timecard exception report. \_\_\_\_\_
  5. Type of Employee number on report:  
 'A' - Employee Address Book Number  
 'S' - Social Security Number  
 'O' - Additional Employee Number \_\_\_\_\_
  6. Enter a 'S' to create standard timecards or an 'I' to create interim checks. \_\_\_\_\_
- \*\*\*\*\*  
 \* The following options are for \*  
 \* Interim Check processing. All \*  
 \* interims will be created as \*  
 \* Computer/Batch interims. \*  
 \*\*\*\*\*
7. Enter the Pay Period Ending Date to be assigned to each interim. This date will serve as both From and Thru date for the Pay Period. \_\_\_\_\_
  8. Enter the version of the Payroll Register to be executed. (Default = XJDE0001) (MORE...) \_\_\_\_\_
  9. Enter the Pay Period of the month for DBA calculations. Leave this field blank if you do not want DBA's to calculate. (1 char.) \_\_\_\_\_

## What You Should Know About Processing Options

### Work dates (3)

The work date should fall within the pay period in which the timecards are processed through the payroll cycle.

## Correcting Rejected Timecards

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

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

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

Reasons for rejecting retroactive timecards include the following:

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

### **To correct rejected timecards**

---

On Workfile Revisions

1. Manually reset the rejected status, or reset by batch.
2. Correct the information in error.
3. Approve the record, either manually or by batch.
4. Exit Workfile Revisions.
5. Rerun the Create Retro Timecards program.

See *Running the Retroactive Timecards Program*.

## Reviewing Retroactive Timecard Reports

When you run the Create Retro Timecards program, the system generates a report. Depending on how you set the associated processing option, the system generates either a posting report or an exception report.



Reviewing retroactive timecard reports consists of the following tasks:

- Reviewing the Retro Timecard Posting report
- Reviewing the Retro Timecard Exception report

### Reviewing the Retro Timecard Posting Report

The Retro Timecard Posting report lists all records processed from the workfile depending on the data selection of Create Retro Timecards. It uses transaction numbers to identify the successfully processed records or a transaction number of zero (0) with associated error messages for the records for which timecards were not created.

| 06283               |            | J.D. Edwards & Company<br>Retro Timecard Posting Report |          |      |        |    | Page - . . . 1       |         |
|---------------------|------------|---------------------------------------------------------|----------|------|--------|----|----------------------|---------|
|                     |            |                                                         |          |      |        |    | Date - . . . 7/31/96 |         |
|                     |            |                                                         |          |      |        |    | Batch No . . . 8612  |         |
| Retro Version . . . | XJDETR0001 | Retro Record Selection                                  | U        |      |        |    |                      |         |
| Trans No.           | Emp. No    | Employee Name                                           | Wk Date  | Type | Hours  | Wk | Retro Gross Amt      | Message |
| 26706               | 7506       | Mayeda, Donald                                          | 07/01/98 | 15   | 176.00 |    | 88.00                |         |
| 26707               | 7506       | Mayeda, Donald                                          | 07/01/98 | 15   | 10.00  |    | 7.50                 |         |
| 26708               | 7550       | Morrell, Jason                                          | 07/01/98 | 15   | 88.00  |    | 44.00                |         |
| 26709               | 7550       | Morrell, Jason                                          | 07/01/98 | 15   | 88.00  |    | 44.00                |         |
| 26710               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 32.00  |    | 11.20                |         |
| 26711               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 32.00  |    | 11.20                |         |
| 26712               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 24.00  |    | 8.40                 |         |
| 26713               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26714               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26715               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 8.00   |    | 2.80                 |         |
| 26716               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26717               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26718               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 16.00  |    | 5.60                 |         |
| 26719               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 3.00   |    | 1.58                 |         |
| 26720               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 3.00   |    | 1.58                 |         |
| 26721               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 2.00   |    | 1.05                 |         |
| 26722               | 7552       | Muha, Robert                                            | 07/01/98 | 15   | 2.00   |    | 1.05                 |         |

### Reviewing the Retro Timecard Exception Report

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

| 06283                |            | J.D. Edwards & Company          |          |      |          | Page - . . . 1       |                          |
|----------------------|------------|---------------------------------|----------|------|----------|----------------------|--------------------------|
|                      |            | Retro Timecard Exception Report |          |      |          | Date - . . . 7/13/96 |                          |
|                      |            |                                 |          |      |          | Batch No . . . 8522  |                          |
| Retro Version. . . . | XJDETR0001 | Retro Record Selection          | U        |      |          |                      |                          |
| Trans No.            | Emp. No    | Employee Name                   | Wk Date  | Type | Hours Wk | Retro Gross Amt      | Message                  |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 32.00    | 11.20                | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 32.00    | 11.20                | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 24.00    | 8.40                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 16.00    | 5.60                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 16.00    | 5.60                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 8.00     | 2.80                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 16.00    | 5.60                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 16.00    | 5.60                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 16.00    | 5.60                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 3.00     | 1.58                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 3.00     | 1.58                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 2.00     | 1.05                 | Retro Pay Type not found |
| 0                    | 7552       | Muha, Robert                    | 07/01/98 |      | 2.00     | 1.05                 | Retro Pay Type not found |



**Exercises**

See the exercises for this chapter.

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