WORLDSOFTWARE™

Canadian Payroll
Volume 2

JDEdwards®

Advanced & Technical

Rollovers

You use rollover programs to carry forward balances for pay types, deductions, benefits, and accruals (PDBAs) at the end of the year and to create the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

To roll over PDBA balances, complete the following tasks:

❏ Enter rollover information for DBAs

❏ Process rollovers

For PDBAs with ending balances that do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals with balances that must first be calculated, you must set up rollover information for the DBA. (For example, you might need to subtract vacation taken from vacation available before the balance can be rolled over.) You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

You can specify the following types of years for rollovers:

- Standard year – the calendar year, January through December

- Fiscal year – your organization's fiscal year

- Anniversary year – employee anniversary dates, such as birth date or hire date when the rollover date (year-end date) varies for each employee

- User defined year – a user defined date

The Payroll system provides two types of rollover programs:

Year–End
Use the Year-End Calendar Month Rollover and Year-End Payroll Month Rollover programs to process DBAs that roll over balances at the end of the standard year. These programs use the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year. You should run these programs after you process the last payroll of the year.

The system maintains historical balances for the standard year in the following tables:

- Payroll Month PDBA Summary History (F06146)
- Calendar Month DBA Summary History (F06145)

Fiscal and Anniversary   Use the Fiscal or Anniversary Rollover program to process DBAs that are set up to roll over balances at times other than the end of the standard year.

The system maintains historical balances for fiscal and anniversary years in the Fiscal/Anniversary Year History (F06147) table.

The system maintains balances in different tables because of the differences among calendar months, payroll months, calendar years, fiscal years, and anniversary years. For example, when a pay cycle crosses calendar months, monthly DBA totals are different for the payroll month and calendar month, but year-to-date (YTD) totals remain the same (unless the cycle also crosses calendar years).

See Also

- The current year-end processing guides for the U.S. and Canadian Payroll systems for additional information on the rollovers you run at standard year-end

Entering Rollover Information for DBAs

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits (G7742), choose DBA Setup

Employees can earn or hold balances for some DBAs that the system must carry over, or roll over, from one year to the next. When you set up the DBA, you must enter rollover information so that the system can calculate the balance to roll over.

The system rolls over DBAs that have any of the following:

- Remaining balances
- Remaining periods
- An inception-to-date limit
- An annual carryover limit
- Deduction amounts due
- Arrearages

You also enter rollover information so that the system can store history for the DBA.

For most types of DBAs, such as 401(k) or Registered Retirement Savings Plan (RRSP) benefits and medical deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

There are two ways to set up vacation and sick DBAs:

- When an employee accrues time that becomes available later, you set up two DBAs. The first DBA accrues the time. The second DBA tracks the amount of time that is available to the employee.
- When an employee may take time as it is earned, you set up a single DBA to track accrued time.

Either of these scenarios might also involve a limit to the number of hours that an employee can carry forward into the following year.

Example: Limit on Vacation or Sick-Leave Rollover

Your vacation or sick-leave policy might state that employees cannot carry forward more than 80 hours from one year to the next.

To administer this policy, you set up a calculation table that allows only 80 hours to roll over into the following year. The table is associated with the DBA that tracks availability.

The available amount might include a beginning balance from a prior year.

The system compares the balance to the limit on the table. Any amount over the limit is not rolled over into the new year.

Alternatively, your organization's vacation or sick-leave policy might state that employees cannot carry forward hours from one year to the next. To administer this policy, you define zero (0) as the limit in the rollover calculation table.
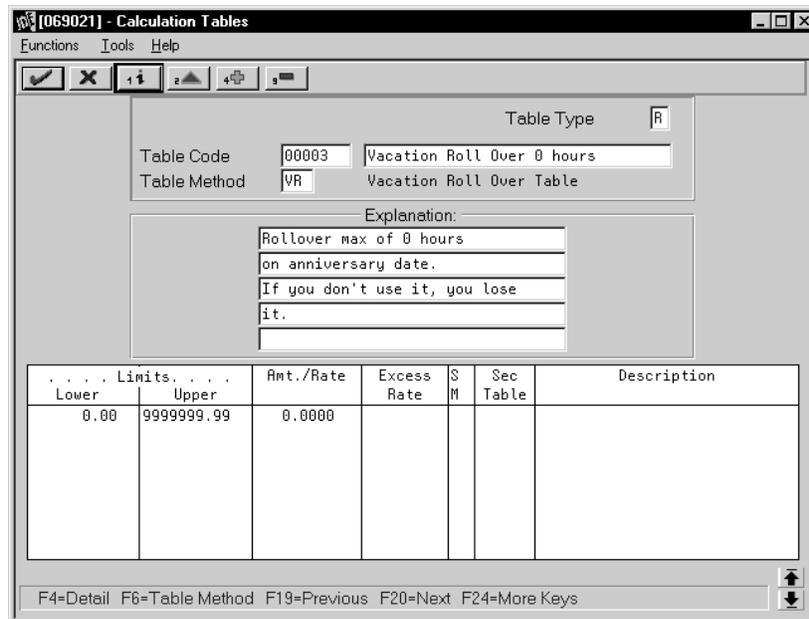
Example: Vacation Rollover for Time Not Immediately Available

Your vacation policy might state the following:

- Employees accrue vacation time at the rate of four to ten hours per month based on years of employment.

- Employees may take vacation time in the calendar year following the year in which it was earned.

To administer this vacation policy, you would set up the following:

- A pay type (such as 815, Vacation Pay) that tracks the vacation time that an employee takes.

- An accrual (such as 8015, Vacation) that tracks the vacation time that an employee earns. The accrued time rolls over to a second DBA that tracks the available vacation time. Accrued time is not available until it rolls over.

```
[069117] - DBA Setup
Functions  Tools  Help

DBA Code              8015 Vac Accrual      DBA Type          A

DBA Calculation                              Paystub Info
Source of Calculation      G Current Period   Paystub Text      Vac Accrual
Method of Calculation      2 Table - Date Ra  Method of Prnting  I
Table Cd (Methods 1-9)     08015 Vacation     DBA Print Group
Amount or Rate 1 &              1.0000
        "        2
Effect on Disposable Wage  1                  General Acct Info
Calc if No Gross (Y,N)     N                  Effect on GL      M
Calc in Pre-Payroll (Y,N)  Y                  A/P Voucher(Y,N)  N
Effect on Check                               Payee Address No

DBA Time Table                               Arrearage Information
Pay Period to Calculate    * / Y / Y / Y / Y  Arrearage Method  N
Calc Once Per Period (Y,N) N                  When to Adjust Ded 0
Eff Dates - From & Thru                       Order to Adjust Ded

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

- An accrual (such as 8016, Vacation Available) that tracks the vacation time that is available to the employee. The accrual rollover table associated with the second DBA establishes the limit on vacation time that can roll over into the following year.

```
[069117] - DBA Setup
Functions  Tools  Help

DBA Code              8016 Vac. Avail.     DBA Type          A

DBA Calculation                              Paystub Info
Source of Calculation      G Current Period   Paystub Text      Vac. Avail.
Method of Calculation      A Flat Amount      Method of Prnting  I
Table Cd (Methods 1-9)                        DBA Print Group
Amount or Rate 1 &              1.0000
        "        2
Effect on Disposable Wage  1                  General Acct Info
Calc if No Gross (Y,N)     N                  Effect on GL      M
Calc in Pre-Payroll (Y,N)  Y                  A/P Voucher(Y,N)  N
Effect on Check                               Payee Address No

DBA Time Table                               Arrearage Information
Pay Period to Calculate    N / N / N / N / N  Arrearage Method  N
Calc Once Per Period (Y,N) N                  When to Adjust Ded 0
Eff Dates - From & Thru                       Order to Adjust Ded

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

When you set up accrual 8016, Vacation Available, you would enter the following rollover information:

- In the Benefit/Accrual Type field, enter V (Vacation Pay).
- In the Rollover Table field, enter the table code of the table that you just created, so that the mandated amount rolls over.
- In the Related Accrual field, enter the number of the pay type used for vacation pay.
- Enter the DBA number of the accrual that represents accrued but not yet available hours.

When you run the rollover program, the system calculates the balance to roll over by adding the accumulated and available balances and then subtracting the vacation time that has been taken.

You would not enter any information on the Rollover Setup Window for accrual 8015.

You can create as many pay types and accruals as you need. For example, you can have many accrual DBAs that roll to a single available DBA. You can also have many pay types that roll to a single available DBA.

Example: Vacation Rollover for Time Immediately Available

Your vacation policy might state the following:

- Employees may take vacation time as it is earned.
- Employees accrue vacation time at the rate of four to ten hours per month based on years of employment.
- Employees cannot accumulate more than 80 vacation hours from the start to the end of the DBA (the calendar or fiscal year) unless time is taken during the term of the DBA.

To administer this vacation policy, you would set up the following:

- A pay type (such as 811, Vacation Pay) that tracks the vacation time that an employee takes

- An accrual (such as 8011, Vacation) that tracks the vacation time that an employee earns

When you set up accrual 8011, you would do the following:

- Enter Date Pay Starts as the fiscal/anniversary date.

- Enter 80 as the inception-to-date limit.

- Enter pay type 811 as the related pay type, which the system uses to calculate the balance for accrual 8011.

When you run the rollover program, the system calculates the balance to roll over by subtracting the vacation time taken from the vacation time earned.

Before You Begin

❏ Set up the pay types that you will use to calculate the balance for the DBA that requires rollover information.

▶ **To enter rollover information for a DBA**

On DBA Setup

1. Complete the steps for setting up an accrual.

2. Choose the Rollover function.

3. On Rollover Setup Window, choose the Rollover Table function to define carryover limits.

4. On Calculation Tables, enter R in the following field:

   - Table Type

5. Enter VR in the following field:

   - Table Method

6. Enter the number of months of service from the original hire date in the following fields:

   - Lower Limit

   - Upper Limit

7. Complete the following fields:

   - Table Code

   - Amount/Rate

8. Use the Add action.

9. Exit to Rollover Setup Window.

10. On Rollover Setup Window, complete the following fields and press Enter:

- Benefit/Accrual Type
- Rollover Table
- Inception to Date Limit
- Fiscal/Anniversary Date
- PDBA

11. Return to DBA Setup.

12. On DBA Setup, choose the Limit function.
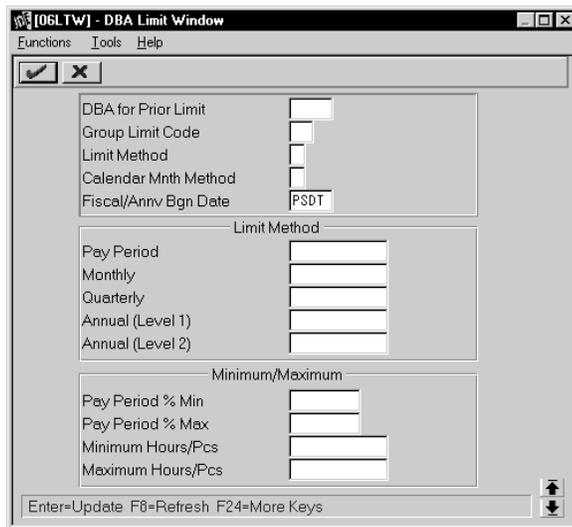
13. On DBA Limit Window, accept the defaults, or complete any of the following fields and press Enter:

- Limit Method
- Calendar Month Method
- Fiscal/Anniversary Begin Date

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are: D The system uses the table to calculate DBAs. R The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Method	A user defined code (00/UM) that designates any unit of measure appropriate for an employee's time and pay.
Table Code	A numeric code that identifies this table in the Table table (F069026).

Field	Explanation
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table.
	For example, if you create a calculation table for vacation rollovers and enter 80 in this field, any amount that exceeds 80 does not roll over to the following year. An employee might have 92 hours of available vacation at the end of the year, but the employee loses 12 hours of vacation and begins the new year with 80 hours of vacation.
Bnft/Accrl Type	A user defined code (07/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other. The system uses this code to print sick and vacation accrual balances on the payment stub.
Rollover Table	The identification number of the rollover table that the system uses to limit the amount rolled over for an accrual.
	For example, you can base the limit on an employee's months of service. You can set up the table so that an employee with 0 through 12 months can roll over up to 40 hours at year end and an employee with 13 through 999 months can roll over up to 80 hours.
ITD Limit	The maximum amount of dollars or hours that an accrual can have at any one time.
	For example, your company might have a vacation policy that allows an employee to rollover 40 hours each year but the accrued balance cannot exceed a total of 300 hours at any one time. The system calculates both the payroll cycle and year-end rollover up to the limit, taking into account the amounts that have been used.
	NOTE: If the system rolls over the accrual at the end of a standard year, it applies the limit against payroll month history. If it rolls the accrual over at the end of a fiscal or anniversary year, it applies the limit against fiscal and anniversary history.

Field	Explanation
Fiscal/Anniv. Dt	A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX).
	To specify a fiscal year, enter user defined code FISC. The system will use the fiscal year setup for the employee's home company.
	To specify an anniversary year, enter any of the other codes in the user defined code table. For example, if you want the rollover year to begin on the employee's date of birth, use code DOB.
	To create related DBAs, use the same date code on both the DBA for the accrual and the DBA for the available balance.
PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
	. . . . *Form-specific information* . . . .
	For rollover setup, this is the number and description of the PDBA that the system uses to calculate a remaining balance, for example, a pay type that deducts from the current balance. The remaining balance becomes the beginning balance for the new year.
Limit Method	Indicates which history file the system uses for DBA limits. Valid values are:
	1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans such as 401(k) or RRSP. The system stores fiscal and anniversary history by cheque date.
	2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores fiscal and anniversary history by pay period ending date.
	3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by cheque date.

Field	Explanation
Calendar Mnth Method	This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are: blank This is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month. 1 The system allocates DBAs to the pay period ending date.

What You Should Know About

Entering an anniversary-date rollover	If you set up the DBA to roll over its balance on employee anniversary dates, you must enter the appropriate date for each employee to whom you assign this DBA. For example, if you choose the date that pay starts as the rollover date, verify that you entered a date that pay starts for the employee on the Employee Entry form.
Entering related PDBAs	You cannot relate a pay type to multiple DBAs that are based on different rollover years. For example, your organization might use the following vacation accruals: • One accrual for office workers that rolls over balances at the end of the standard year • One accrual for factory workers that rolls over balances on employees' hire dates To record employees' vacation time taken, you must use separate pay types for each of these accruals.
Inception-to-date (ITD) limits	During pre-payroll, the system applies the ITD limit to benefits and accruals that do not have related DBAs. The benefits and accruals can have related pay types. At year-end, the rollover process applies year-end limits first and then ITD limits.

See Also

- *Setting Up Earnings Information (P069116)*
- *Setting Up Simple DBAs (P069117)*
- *Setting Up a Vacation Accrual (P069117)*

Processing Rollovers

You use rollover programs to carry forward balances for pay types, deductions, benefits, and accruals (PDBAs) at the end of the year and to create the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

Processing rollovers includes the following tasks:

❏ Processing year-end rollovers

❏ Reviewing the Year-End Payroll Month Rollover report

❏ Reviewing the Year-End Calendar Month rollover report

❏ Processing fiscal or anniversary rollovers during pre-payroll

❏ Processing fiscal or anniversary rollovers between payroll cycles

❏ Reviewing the Fiscal/Anniversary Rollover report

You use the year-end rollover programs to process DBAs that roll over balances at the end of the standard year. You should run these versions after you process the last payroll cycle of the year. These programs use the previous year's DBA balances to create beginning balances for the new year.

In some cases, you might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year.

Example: Timing Fiscal or Anniversary Rollovers by Pay-Period Ending Date

Assume the following:

- You have set up a vacation accrual to roll over on the original hire date.

- Your fiscal and anniversary history is stored by pay-period ending date.

- You have an employee whose original hire date is 03/05/96.

- Your 2005 master pay cycles for March include the following:

Payroll Number	Pay-Period Ending Date	Cheque Date
5	02/28/05	03/06/05
6	03/14/05	03/20/05

The beginning work date for the next payroll cycle, March 15, is later than the end of the employee's anniversary year, March 4. This means that the rollover must be completed in the payroll cycle with the pay-period ending date of March 14, 2005. Therefore, one of the following happens:

- If you request the rollover program in pre-payroll, the system processes the rollover for this employee in the payroll cycle with the pay-period ending date of March 14, 2005.

- If you request the rollover program from the menu, you should process the rollover after the payroll cycle with the pay-period ending date of March 14, 2005, and before you begin the next payroll cycle.

Example: Timing Fiscal or Anniversary Rollovers by Cheque Date

Assume the following:

- You have set up a vacation accrual to roll over on the date that pay starts.

- Your fiscal and anniversary history is stored by cheque date.

- An employee's pay starts on March 18, 1996.

- Your 2005 master pay cycles for March include the following:

Payroll Number	Pay-Period Ending Date	Cheque Date
5	02/28/05	03/06/05
6	03/14/05	03/20/05

The cheque date for the next payroll cycle, March 20, is later than the end of the employee's anniversary year, March 17. This means that the rollover must be completed in the pay period with the cheque date of 3/06/05. Therefore, one of the following happens:

- If you request the rollover program in pre-payroll, the system processes the rollover for this employee in the payroll cycle ending February 28, 2005.

- If you request the rollover program from the menu, you should process the rollover after the payroll cycle with the pay-period ending date of February 28, 2005, and before you begin the next payroll cycle.

What You Should Know About

|	
Reviewing history information	You can use online review programs to review benefits and accruals history and year-to-date balances for fiscal and anniversary history.
	See *Reviewing Transaction History* for information about fiscal and anniversary history.
	See *Reviewing Other Payroll History* for information about benefits and accruals history.
Storing payroll cycles that cross years	When a payroll cycle crosses into the next year and its history is stored by pay-period ending date (PPED), the system prorates the amount to both years during pre-payroll processing.
	The system creates the following two records in the DBA Transaction Detail table (F0609):
	• Rollover amount for the current year • Rollover amount for the next year

Processing Year-End Rollovers
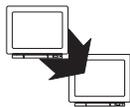
From Canadian Year-End Processing (G77247), choose Integrity, Rollover & Repost

From Integrity, Rollover & Repost (G772471), choose Year-End Rollover

You use the year-end rollover programs to process DBAs that roll over balances at the end of the standard year. You should run these versions after you process the last payroll cycle of the year. These programs use the previous year's DBA balances to create beginning balances for the new year.

You need to run two rollover versions before you run the first payroll of the new year. These versions are:

- Year-End Payroll Month Rollover – run after the last cheque date of the current year and before the first cheque date of the new year

- Year-End Calendar Month Rollover – run after the last payroll with work dates in the current year

The following table shows an example of when you should run each rollover version.

Pay Period Ending Date	Cheque Date	Run Payroll Month Rollover	Run Calendar Month Rollover
12/31/04	12/31/04	After this payroll	After this payroll
12/31/04	01/05/05	Before this payroll	After this payroll
01/05/04 - with work dates in 2004 and 2005	01/05/05	Before this payroll	After this payroll

The Payroll system maintains balances for the standard year for all PDBAs in the following tables:

- The Year-End Calendar Month Rollover program version uses the Calendar Month DBA Summary History table (F06145)

- The Year-End Payroll Month Rollover program version uses the Payroll Month PDBA Summary History table (F06146)

The system updates the Calendar Month DBA Summary History table by work date and the Payroll Month PDBA Summary History table by cheque date.

You use the same DREAM Writer program to process both types of rollovers. Although you can run both programs at the same time, J.D. Edwards recommends running each program separately, using two different versions.

First, you set the processing options of the rollover programs to run in proof mode. When you run the rollover programs in proof mode, the system identifies possible errors without changing any information in your history table. Review the reports generated by the rollover programs for errors.

After you correct any errors, rerun the rollover programs in update mode.

Before You Begin

- ❑ Set up the rollover information for DBAs. See *Entering Rollover Information for DBAs*.

- ❑ Create backups of the Payroll Month History (F06146) and Calendar Month History (F06145) tables. The system does not automatically create backups when you run the year-end rollover programs.

What You Should Know About

Considerations for multi-company organizations

If an employee worked in more than one company last year, the payroll history rollover combines like PDBAs from the individual companies and carries over the total to the employee's current home company. The report also prints a separate line showing the detail for each company. If you do not want to combine the employee's accruals, create a unique payroll-month history version for each company.

If an employee has sick or vacation pay history in multiple companies, the system combines all hours for each pay type before subtracting the total hours from the combined history for the related accrual.

Negative beginning balances

When beginning balance hours or monetary amounts are negative, the rollover creates the Year-End Rollover report with the message that the rollover amount is negative.

Variable rollover rules for a DBA

If different groups of employees have unique rollover rules for the same DBA, you must create a separate payroll-month history version for each group. Set up each version so that it selects only those employees in that group.

Processing Options for Year-End Rollover

1. Enter the YEAR being closed.   _____

2. Enter a '1' to print the report   _____
    without update.

3. Enter a '1' next to the history
    which should be rolled over.
    a. Calendar Month history   _____
    b. Payroll Month history   _____

4. Enter a '1' to rollover balances for   _____
    terminated employees. (Terminated
    Employees are determined by a pay
    status of 'T').

5. Select the employee number to print: _____
    A = Address Book
    B = Social Security
    C = Third Employee Number

6. Enter a '1' to rollover vacation and   _____
    sick accruals ONLY. (Not applicable
    for Calendar Month rollover).

7. Enter a '1' to have vacation and   _____
    sick dollar amounts printed on the
    report and added to the file. (Not
    applicable to Calendar Month
    Rollover).

    NOTE: Dollars will not be rolled
    over for 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.

8. Enter the PDBA codes to roll over
    or leave blank for all.
                                    1.   _____
                                    2.   _____
                                    3.   _____
                                    4.   _____
                                    5.   _____
                                    6.   _____
                                    7.   _____
                                    8.   _____
                                    9.   _____
                                   10.   _____
                                   11.   _____
                                   12.   _____

9. Enter a '1' to roll only the   _____
    accrued balance.
    NOTE: This option should only be
    used on paired DBAs.

Reviewing the Year-End Payroll Month Rollover Report

After you run the year-end rollover programs, you should review the rollover reports to verify that the appropriate balances rolled over correctly. When you run the Year-End Payroll Month Rollover version, the system prints a report that lists the employees and their rolled-over PDBA balances. You must verify that the appropriate balances rolled over correctly.

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06390                                      J.D. Edwards & Company                   Page No. . .    9
                                        Year End Payroll Month Rollover              Date - . . . 02/13/05
                                             (Submitted from Menu)                   From Year. . 99


              |---------------- FROM -------------------|    |----------------------- TO ------------------------|
Employee No PDBA Description  B Begin Balance    YTD      PDBA  Prior  Year  Begin Balance Prd  Amount Due   Amt Lost
----------- ---- ------------ - ------------- ---------- ---- ------------- ------------- ---- ------------- ----------
      6010 Eason, Walter
              1 Regular       H                  552.00     1       552.00       552.00

              1 Regular       $                8,280.00     1     8,280.00     8,280.00

            100 Overtime 1.5  H                   54.00   100        54.00        54.00

            100 Overtime 1.5  $                1,215.00   100     1,215.00     1,215.00

            801 Vacation      H                   32.00   801        32.00        32.00

            801 Vacation      $                  480.00   801       480.00       480.00

            805 Holiday Pay   H                   16.00   805        16.00        16.00

            805 Holiday Pay   $                  240.00   805       240.00       240.00

           1000 Health Ins.   H                   96.00  1000        96.00        96.00

           1000 Health Ins.   $                   96.00  1000        96.00        96.00

           1010 Dental Ins.   H                   44.00  1010        44.00        44.00

           1010 Dental Ins.   $                   44.00  1010        44.00        44.00

           2000 Savings %     H               10,215.00  2000    10,215.00    10,215.00

           2000 Savings %     $                  510.76  2000       510.76       510.76

           5000 Union Dues    H                  100.00  5000       100.00       100.00

           5000 Union Dues    $                  100.00  5000       100.00       100.00

           8001 Vacation      H     40.00         26.68  8001        26.68        66.68
            801 Vacation      H                   32.00  8001                     32.00-
                                                              ------------- -------------
                                               TOTAL FOR:  8001        26.68        34.68

           8001 Vacation      $     40.00         26.68  8001        26.68        66.68
            801 Vacation      $                  480.00  8001                    480.00-
                                                              ------------- -------------
                                               TOTAL FOR:  8001        26.68       413.32-

           8004 Sick Avail.   H                   24.08  8004        24.08        24.08

           8004 Sick Avail.   $                   24.08  8004        24.08        24.08
```

Reviewing the Year-End Calendar Month Rollover Report

After you run the year-end rollover programs, you should review the rollover reports to verify that the appropriate balances rolled over correctly. When you run the Year-End Calendar Month Rollover version, the system prints a report that lists the employees and their rolled-over PDBA balances. You must verify that the appropriate balances rolled over correctly.

```
  06390                                    J.D. Edwards & Company                 Page No. . .    7
                                        Year End Calendar Month Rollover          Date - . . . 02/13/05
                                             (Submitted from Menu)                From Year. . 99


               |---------------- FROM -------------------|   |------------ TO ------------|
  Employee No PDBA Description  B Begin Balance    YTD        PDBA  Prior  Year  Begin Balance
  ----------- ---- ------------ - ------------- ----------   ----  ------------- -------------
        6010 Eason, Walter
             1000 Health Ins.   H              90.00         1000       90.00       90.00

             1000 Health Ins.   $              90.00         1000       90.00       90.00


             1010 Dental Ins.   H              41.25         1010       41.25       41.25

             1010 Dental Ins.   $              41.25         1010       41.25       41.25


             2000 Savings %     H           9,615.00         2000    9,615.00    9,615.00

             2000 Savings %     $             480.76         2000      480.76      480.76


             5000 Union Dues    H             100.00         5000      100.00      100.00

             5000 Union Dues    $             100.00         5000      100.00      100.00


             8001 Vacation      H              26.68         8001       26.68       26.68


             8004 Sick Avail.   H       3.20    20.88        8004       20.88       24.08
```

Processing Fiscal or Anniversary Rollovers during Pre-Payroll

From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Pre-Payroll Processing

You might want to roll over DBA balances at times other than the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates. You can set up a rollover program version to run during pre-payroll processing, for the following reasons:

- To simplify rollover processing
- To ensure that the system rolls over all DBA balances at the appropriate times

Use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year, as follows:

- If you have DBAs that roll over balances at the end of the fiscal year, you should run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.

  For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees.

- If you have DBAs that roll over balances on anniversary dates, you should run the rollover program at least once per pay period to ensure that each employee's balance is rolled over at the appropriate time.

  For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee. The rollover program rolls over balances for only those employees whose anniversary dates are included in the next payroll cycle.

You can set up your system to roll over fiscal and anniversary history by either pay-period ending date or cheque date. The rollover program uses the dates that you set up in your master pay cycles to determine which employees' DBA balances to roll over. When you process the rollover during pre-payroll, the program uses the master-pay-cycle dates for the next payroll cycle. When you process the rollover between payroll cycles, you must use the processing options to specify the appropriate master-pay-cycle dates.

The system uses the following information to determine when to roll over the fiscal or anniversary balances for a PDBA:

- When the beginning work date for the next payroll cycle is later than the end of the fiscal or anniversary year, the system rolls over fiscal and anniversary history for DBAs that are stored by pay-period ending date.
- When the cheque date for the next payroll cycle is later than the end of the fiscal or anniversary year, the system rolls over fiscal and anniversary history for DBAs that are stored by cheque date.

When you run the rollover program during pre-payroll, the system processes only those employees included in the payroll cycle. If there are any errors, you can rerun pre-payroll. You cannot process standard year-end rollovers during pre-payroll. You must roll these over between payroll cycles at year-end.

Each time you run the rollover program during pre-payroll processing, the system creates the Fiscal or Anniversary Rollover report. It also creates the Fiscal or Anniversary Rollover Error report if errors occur during rollover processing.

You cannot process fiscal or anniversary rollovers when you process a payroll for interim cheques only.

The fiscal/anniversary rollover program copies history information from the DBA Transaction Detail table (F0609) to the Fiscal/Anniversary Rollover Workfile table (F06149. The program also maintains balances for years that begin on a date other than January 1 in the Fiscal/Anniversary Year History table (F06147).

Running the rollover program during pre-payroll could increase pre-payroll processing time. Therefore, you might prefer to process rollovers between payroll cycles.

Before You Begin

❑ Set up the rollover information for DBAs. See *Entering Rollover Information for a DBA*.

▶ **To process fiscal or anniversary rollovers during pre-payroll**

On the First Pre-Payroll Processing form

1. Complete the following field:

    ● Payroll ID

2. On the second Pre-Payroll Processing form, enter a version in the following field:

    ● Fiscal and Anniversary Rollover

    If you do not enter a version in this field, the system loads employee history but does not process rollover information.

3. Complete the steps to process pre-payroll.

See Also

● *Processing Pre-payroll (P06210 or P07210)*

● *Reviewing the Fiscal or Anniversary Rollover Reports (P06210 or P07210)*

Processing Options for Fiscal and Anniversary Rollovers

```
The following processing options are
used when fiscal or anniversary year
rollover is included in the pay cycle.

1.   Enter a '1' next to the history
     which should be rolled over.
     a. Fiscal history                              _____
        (Fiscal/Anniv. Begin Dt = FISC)
     b. Anniversary history                         _____

2.   Select the employee number to print:          _____
     A = Address Book
     B = Social Security
     C = Third Employee Number

3.   Enter a '1' to roll over vacation             _____
     and sick accruals ONLY.

4.   Enter a '1' to have vacation and              _____
     sick dollar amounts printed on the
     report and added to the file.

     NOTE:  Dollars will not be rolled
     over for 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.
```

Processing Fiscal or Anniversary Rollovers between Payroll Cycles
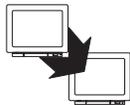
From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Anniversary Rollover

You can run the rollover program between payroll cycles for fiscal or anniversary rollovers. For example, if you process pre-payroll for a large group of employees, it might be too time-consuming to run the fiscal or anniversary rollover program during pre-payroll. When you run the rollover program from a menu selection between payroll cycles, you can select specific employees to process and run the program in either proof or update mode.

When you process fiscal or anniversary rollovers between payroll cycles, you use a processing option to specify the master pay cycle that the system uses to determine which employees' balances to roll over. Each time you run the rollover program, the system creates a rollover report. It also creates an error report if errors occurred during rollover processing.

The system maintains balances for years that begin on a date other than January 1 in the Fiscal/Anniversary Year History table (F06147).

Before You Begin

❑ Set up the rollover information for DBAs. See *Entering Rollover Information for a DBA*.

Processing Options for Fiscal and Anniversary Rollovers

1. Enter the YEAR being closed.   _____

2. Enter a '1' to print the report   _____
    without update.

3. Enter a '1' next to the history
    which should be rolled over.
    a. Fiscal history
        (Fiscal/Anniv. Begin Dt = FISC)   _____
    b. Anniversary history   _____

4. Enter a '1' to rollover balances for   _____
    terminated employees. (Terminated
    Employees are determined by a pay
    status of 'T').

5. Select the employee number to print: _____
    A = Address Book
    B = Social Security
    C = Third Employee Number

6. Enter a '1' to roll over vacation   _____
    and sick accruals ONLY. (Not
    applicable for Calendar Month
    rollover).

7. Enter a '1' to have vacation and   _____
    sick dollar amounts printed on the
    report and added to the file. (Not
    applicable to Calendar Month
    Rollover)

    NOTE: Dollars will not be rolled
    over for 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.

8. Enter the PDBA codes to roll over
   or leave blank for all.
                                           1.   _____
                                           2.   _____
                                           3.   _____
                                           4.   _____
                                           5.   _____
                                           6.   _____
                                           7.   _____
                                           8.   _____
                                           9.   _____
                                          10.   _____
                                          11.   _____
                                          12.   _____

9. Enter a '1' to roll only the

```
        accrued balance.                                    _____
        NOTE:  This option should only be
        used on paired DBAs.

  10. Enter the Pay Cycle code.                             _____

  11. Enter the PPED for the last                           _____
        completed pay cycle.  This will
        force the system to verify that the
        PDBA should be rolled over.
```

What You Should Know About Processing Options

Rolling over dollar amounts (7)	The system does not roll over dollar amounts for DBAs that use the following table methods, regardless of the value that 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$)

Processing option (8)	You can select 12 PDBA codes to roll over to the next year. This option is only valid for calendar-month and payroll-month rollover.
	If you do not select any PDBA codes, all of the PDBA codes will roll over to the next year.

Data Selection for Fiscal and Anniversary Rollovers

You should set the data-selection values for the rollover version to correspond to the data-selection values for the pre-payroll version. This ensures that you process the same employees for both payroll and rollover.

Reviewing the Fiscal/Anniversary Rollover Report

When you run the Fiscal or Anniversary Rollover version, the system creates the following reports:

Fiscal or Anniversary Rollover report	This report lists the employees whose DBA balances rolled over.
Fiscal or Anniversary Rollover Error report	The system creates this report only when the system is unable to roll over a DBA balance for one or more employees.

After you process fiscal and anniversary rollovers, you should review the rollover reports to verify that the appropriate balances rolled over correctly. You must correct the errors listed on the error report before the system can roll over these employees' balances.

The Fiscal or Anniversary Rollover Error report might contain the following error codes:

4239	Invalid date for the DBA's fiscal or anniversary date type.
4240	The system could not calculate the employee's months of service.
4241	The system could not find the rollover limit.
4242	The rollover amount is negative.
4243	You must enter a valid cheque date and pay-cycle code in the processing options.
4244	The pay cycle for both the prior and the next pay periods must exist in master pay cycles.

To see a detailed cause-and-resolution explanation of an error message, enter the 4-digit message number on the Data Dictionary form.

What You Should Know About

Reviewing payments and the Payroll Register report	The Payroll Register report and employee payment stubs display PDBA balances from both the Payroll Month PDBA Summary History table (F06146) and the Fiscal/Anniversary Year History table (F06147). The YTD balances for PDBAs that roll over balances on fiscal and anniversary dates might not correspond to the YTD balances for PDBAs that roll over at the end of the standard year.
	For example, after you roll over an employee's anniversary balance, the YTD amount for an employee's vacation time earned that is stored in the F06146 table might not equal the amount for vacation time earned that is stored in the F06147 table.

Employee history   If an employee has history from the same PDBA in more than one company, the report contains a separate line for the detail information for each company. The system totals the balances for each company and rolls one total balance into one record for the employee's home company.

```
  06390                                J.D. Edwards & Company                         Page No. . .    3

                                    Fiscal/Anniversary Rollover                       Date - . . .  7/19/05

                                      (Run during Pre-Payroll)                        Payroll ID . 001

                                                                                      Pay Period . 08/15/05


                 <--------------------- FROM ---------------------->    <----------------------- TO ---------------------->

  Employee No   Date   PDBA Description   B Begin Balance    YTD          Date    PDBA  Prior  Year  Begin Balance  Amt Lost

  ----------- -------- ---- ------------- - ------------- ----------    -------- ---- ------------- ------------- ----------

        7500 McDougle, Cathy

             08/17/04 8012 Vacation       H                  20.00      08/17/05 8012        20.00        20.00
```

```
  063902E                              J.D. Edwards & Company                         Page - . . .    1

                                  Fiscal/Anniversary Rollover Error Report            Date - . . .  7/19/05



  Employee                        DBA

  Number              Name        Code  Description   Date    Co   Error Message

  ----------- ----------------------------- ---- ------------- -------- ----- -------------------------------------------

        4504 Mitchell, George              8012 FA Vacation           00007 4239 Fiscal/Anniv. date for EE is missing
```

See Also

- The *Technical Foundation Guide* for information about using the data dictionary

Exercises

See the exercises for this chapter.

Test Yourself: Timing Rollovers

Assume the following:

- You have set up a vacation accrual to roll over on employees' original hire date.

- Your fiscal and anniversary history is stored by pay-period ending date.

- You process rollover during pre-payroll.

- An employee's original hire date is 04/20/96.

- Your master pay cycles for April include the following:

Payroll Number	Pay-Period Ending Date	Cheque Date
8	04/11/05	04/17/05
9	04/25/05	05/01/05

During which payroll cycle does the system roll over the employee's vacation balance?

The answer is in *Appendix A — Test Yourself Answers*.

Accounts Payable Integration

If you have the J.D. Edwards Accounts Payable system, you can integrate your payroll processing with the Accounts Payable system. This enables you to use payroll information to create vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. When you integrate the two systems, the Payroll system can create vouchers for these payees for employee withholdings and company-paid benefits and taxes.

With an integrated Payroll system, you can do the following:

- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

Accounts payable integration includes the following tasks:

❑ Setting up accounts payable integration

❑ Working with vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. The Accounts Payable system uses the vouchers to print payments to the payees. You should review these vouchers to ensure that they are correct and then post the vouchers to the general ledger.

When Are Vouchers Created?

If you have set up your Payroll system for accounts payable integration, the system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process the final update.

How Does Payroll Summarize Transactions for Vouchers?

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates the following:

- One DBA voucher per payee
- One tax voucher per payee and corporate tax ID

In some cases, you might need to separate vouchers by employee, union or group, DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Setting Up Accounts Payable Integration

You set up your Payroll system for accounts payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system creates vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Integrating the Payroll and Accounts Payable systems saves time and helps reduce keying errors.

Setting up accounts payable integration includes the following tasks:

❏ Setting up payroll company constants

❏ Setting up voucher information for tax transactions

❏ Setting up voucher information for DBAs

❏ Setting up payee voucher rules (optional)

Before You Begin

❏ If your system security allows users of the Payroll system to enter suppliers (payees), set up the payees for the payroll vouchers. See *Setting Up a Tax Area and Payee Cross-Reference*.

❏ If your system security prevents users of the Payroll system from entering suppliers, ask someone who has access to the Accounts Payable system to set up the payees for payroll. See *Entering Suppliers* in the *Accounts Payable Guide*.

❏ For each company with employees whose payments will create vouchers, set up AAIs in the Accounts Payable system for the offset accounts. See *Setting Up AAIs for A/P* in the *Accounts Payable Guide*.

What You Should Know About

Payees   A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. The Accounts Payable system refers to a payee as a supplier.

Voucher due dates   When you set up payees for payroll vouchers, you must specify the payment terms. The system uses this information to calculate the due date for vouchers. See *Entering Suppliers* in the *Accounts Payable Guide*.

Setting Up Payroll Company Constants
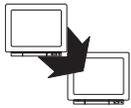
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Payroll Company Constants

To use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company constants for Company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

See Also

- *Setting Up the Default Company (P069091)* for information about setting up Company 00000

▶   **To set up payroll company constants**

On Payroll Company Constants

1. Locate Company 00000.
2. Complete the following field:
   - A/P Integration

Field	Explanation
A/P Integration	This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step.

    N   No integration

    0   Create vouchers for both DBAs and taxes that have been setup with A/P integration

    1   Create vouchers only for DBAs that have been setup with A/P integration

    2   Create vouchers only for taxes that have been setup with A/P integration

Setting Up Voucher Information for Tax Transactions

You must set up vouchering in order to use your Payroll system to create vouchers for tax transactions. After you activate accounts payable integration for taxes, the system creates vouchers for those tax types.

To set up voucher information for tax transactions, complete the following tasks:

❑ Set up vouchering for tax transactions

❑ Enter tax payees by company (optional)

You can specify a payee at the tax-type level or at the company level, as follows:

- When all or most of the companies in your organization remit payment for a tax to the same taxing authority, it is more efficient to enter the payee at the tax-type level.

- If one or more of the companies in your organization remits a tax to a different taxing authority, you can enter a payee at the company level to override this payee for individual companies.

- When all or most of the companies in your organization remit payment for a tax to different taxing authorities, you must enter payees at the company level.

For example, in a multicompany organization in which all but two of the companies remit federal taxes to the same institution, you can enter that institution as the default payee. For the two companies that remit their federal taxes to other institutions, you can enter individual payees for those companies to override the default.

What You Should Know About

Specifying payees for vouchers   If you do not specify a payee at either the tax type level or the company level, the Payroll Journal Proof/Edit for Vouchers report prints an error message.

Reviewing payment remarks   The system stores the corporate tax ID in the voucher. This ID prints on the voucher payment as a payment remark.

Setting Up Vouchering for Tax Transactions

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes and Insurance (G7744), choose Tax Area Information

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. The system creates vouchers only for the tax types that have active vouchering. You must also specify a payee for all taxes.

Typically, you enter a payee at the tax-type level when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary.

▶   **To activate vouchering for tax transactions**

On Tax Area Information

1. Complete the following fields to locate a tax type:
   - Tax Area
   - Tax Type

2. Complete the following field:
   - A/P Voucher

3. Complete the following optional field:
   - Payee

Field	Explanation
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.
Tax Type	A user defined code (07/TT) that identifies the type of payroll tax being processed.
	Refer to the associated user defined code records for the current descriptions of these codes.
	The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings.
	. . . . *Form-specific information* . . . .
	For Canadian provincial tax types: Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.
	For U.S. state tax types: Set up tax type C, Federal Unemployment Insurance (FUI) for each state, because the FUI rate might vary from state to state. Use the 2 character statutory code for the state. You must have the tax type Z, weeks worked, whenever you have tax type H, state unemployment. Some states require weeks worked to be reported with state unemployment.
	For U.S. local tax areas: Local tax areas use all 9 digits of the GeoCode tax area. You should define a 3 character statutory code.
	For U.S. Earned Income Credit (EIC) For Tax Type B, the EIC prints on the check, advice, or payslip. The system subtracts this tax amount from the total deductions at the bottom of the paystub.
A/P Voucher (Y/N)	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt forms.
	. . . . *Form-specific information* . . . .
	Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.

Entering Tax Payees by Company
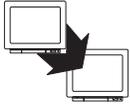
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes and Insurance (G7744), choose Tax Area/Payee Cross Reference

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering tax payees at the company level is optional. You do so only in one of the following circumstances:

- You did not enter a payee at the tax-type level.

- You entered a payee for the tax type that differs from the payee for the company.

The payees that you enter at the company level override the payee that you enter at the tax-type level. You can enter multiple companies and assign one payee per company for each tax type and tax area.

▶ **To enter tax payees by company**

On Tax Area/Payee Cross-Reference

```
[069261] - Tax Area/Payee X-Reference                    _ □ ×
Functions  Options  Tools  Help

 ✔  ✗  ₁ i  ₂▲  ₄✛  ₅▬

   Tax Area            FEDERAL      FED Income Tax

   Tax Type            A            Federal Income Tax

   O  . . . . . . .Company . . . . .  . . . . . . . Payee . . . . . . .
   P  No.           Name            Number         Name
      00200 Model Manuf/Distrib.compa   5550 Internal Revenue Service




   Opt: 5=Add/Change Payee  9=Delete  F19=Previous  F20=Next  F24=More
```

1. Complete the following fields to locate a tax type:

   - Tax Area

   - Tax Type

2. Complete the following fields:

   - Company Number

   - Payee Number

Setting Up Voucher Information for DBAs

To use your Payroll system to create vouchers for DBAs, you must set up voucher information and assign payees for the DBAs. The system creates vouchers only for the DBAs that have active vouchering.

To set up voucher information for DBAs, complete the following tasks:

❑ Set up vouchering for DBAs

❑ Enter voucher information for group plans

❑ Enter voucher information for individual employees

You must activate vouchering when you set up a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you enter voucher information at the group-plan or employee level, you can assign the same DBA to multiple group plans and create vouchers even when the payees for those plans vary. You can also choose to create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group-plan, or employee level.

Entering the payee at the DBA level is more efficient when all or most of the companies in your organization remit payment for a DBA to the same institution. If necessary, you can override this payee for individual groups, such as unions or employees, by entering a payee at the group-plan or employee level.

When you remit payments to different institutions for a DBA that covers all or most of the groups or employees in your organization, you must enter payees at the group-plan or employee level.

What You Should Know About

Entering payees   If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit for Vouchers report prints an error message.

Setting Up Vouchering for DBAs
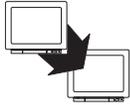
From Canadian Payroll Master (G77), Enter 29

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

From Pay/Deductions/Benefits (G7742), choose DBA Setup

To use your Payroll system to create vouchers for DBAs, you must set up vouchering for the DBAs. The system creates vouchers only for the DBAs that have active vouchering. You must set up vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you set up vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when all or most of the groups, such as unions or employees, in your organization remit payment for the DBA to the same institution. You can override this payee at the group-plan or employee level, if necessary.

If you enter all payees at the group-plan or employee level, you do not need to enter a payee in the DBA setup.

▶   **To set up vouchering for DBAs**

On DBA Setup

1. Complete the following field to locate a DBA for which you need to create vouchers:

    •   DBA Code

2. Complete the following field:

    •   A/P Voucher

3. Complete the following optional field:

    •   Payee Address Number

Entering Voucher Information for Group Plans
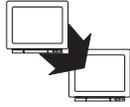
From Canadian Payroll Master (G77), Enter 29

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

From Pay/Deductions/Benefits (G7742), choose Group Plan DBA Setup

After you set up vouchering for a DBA, you can enter voucher information when you include the DBA in a group plan. You can include a DBA, such as a union dues deduction, in multiple group plans.

Because you might need to create vouchers for some group plans and not others, you can choose to deactivate vouchering for the DBA at the group-plan level.

For a DBA that is assigned to multiple group plans, the payee might vary among groups. Therefore, you can enter payees for the DBA at the group-plan level. The payee that you enter for a group plan overrides the payee that you entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee in the setup for the DBA that differs from the payee for this group plan.

▶ **To enter voucher information for group plans**

On Group Plan DBA Setup

```
[069101] - Group Plan DBA Setup                              [_][□][X]
Functions  Options  Tools  Help

 [✓] [X] [↑i] [↲] [⊕] [₌]

   Group Plan      7000      Laborer
   Business Unit   [        ]
   Job Type        [     ]
   Job Step        [     ]
   Effective Date of Rates-   From  [01/01/1992]  Thru  [12/31/1999]

  O  No  T M  Description  Z . . . Amount/Rate . . . G  Payee      Name
                             Level 1    Level 2     V
    1000 D A Health Ins.      14.3000               N
    1010 D A Dental Ins.                            N
    2000 D % Savings %                              N
    5000 D A Union Dues       28.5000               Y   5645 Laborer's Intern
    8001 A 2 Vac Accrual                            N



                                                             [⬆]
 Opt: 9=Del  F4=Detail  F8=Pay Tables  F15=Trans Index  F24=More  [⬇]
```

1. Complete the following field to locate the group plan for which you need to create vouchers:

    • Group Plan

2. Complete the following field:

    • Generate Voucher (GV)

3. Complete the following optional field:

    • Payee

Field	Explanation
G V	A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are: N No, do not generate a voucher Y Yes, generate a voucher

Entering Voucher Information for Individual Employees

From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose DBA Instructions

After you activate vouchering for a DBA, you can specify the employees for whom you want to create vouchers. You enter voucher information when you assign the DBA to an employee. Because you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers even when the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee that you enter for an employee overrides the payee that you entered at the group-plan and DBA levels.

You enter a payee for an employee only in one of the following circumstances:

- You did not enter a payee at the DBA level.
- You entered a payee at the DBA level that differs from the payee for this employee.
- You entered a payee for an employee at the group-plan level that differs from the payee for this employee.

▶ **To enter voucher information for individual employees**

On Employee DBA Instructions

1. Complete the following field to locate the employee for whom you need to create vouchers:
   - Employee Number
2. Complete the following field:
   - Generate Voucher
3. Complete the following optional field:
   - Payee

Setting Up Payee Voucher Rules

From Canadian Payroll Master (G77), Enter 29

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

From Pay/Deduction/Benefits (G7742), choose Payee Voucher Rules

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

Payee voucher rules for DBAs include the following:

Voucher Rule 00	One voucher per payee. This is the default rule.
	Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.
Voucher Rule 01	One voucher per employee.
Voucher Rule 02	One voucher per payee for each DBA.
Voucher Rule 04	One voucher per payee for each group plan.
	Use this rule for a payee that you entered at the group-plan level.

Payee voucher rules for taxes include the following:

Voucher Rule 00	One voucher per payee. This is the default rule.
	Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, it creates separate pay items for different general ledger account numbers on the same voucher.
Voucher Rule 01	One voucher per payee by employee.
Voucher Rule 02	One voucher per payee by tax type.

To summarize all of your vouchers according to voucher rule 00, do not set up any payee voucher rules. The system creates the following:

- One DBA voucher per payee

- One tax voucher for each of the payee's corporate tax IDs

To use a voucher rule other than voucher rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee (either a DBA rule or a tax rule), the system enters the default value of zero for the other rule.

▶ **To set up payee voucher rules**

On Payee Voucher Rules
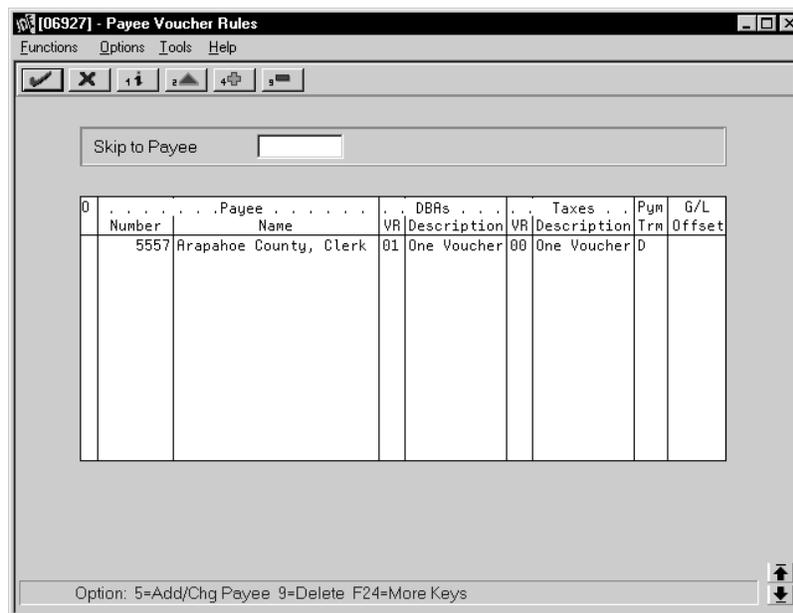
1. Complete the following fields:

   - Number

   - DBAs Voucher Rules (VR)

   - Taxes Voucher Rules (VR)

2. Review the information in the following fields:

   - Payment Terms (Pym Trm)

   - G/L Offset

Field	Explanation
VR (Voucher Rules)	Payee Voucher Rules determine the level of summarization for a payee. This specific rule tells the system how to summarize voucher information for a DBA. For example, the rule indicates whether the system should create one voucher for a payee or create a separate voucher for each DBA owed to a payee. The Payee Voucher Rules are predefined and should not be changed.
Pymt Trm	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For WorldSoftware, use the following: blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Fixed day of 25th Z Net 90 This code prints on customer invoices. For OneWorld software, use the following: blank Net 30 days (default) 001 1/10 net 30 002 Net 30 days (override) 003 Prox days 1/10 004 Due at first of month 005 50/50 split payments 006 Due upon receipt . . . . *Form-specific information* . . . . The payment terms information is stored in the Accounts Payable system. You cannot change it in the Payroll system.

Field	Explanation
G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.
	G/L offsets might be assigned as follows:
	• blank or 1210– Trade Accounts Receivable
	• RETN or 1220 – Retainages Receivable
	• EMP or 1230 – Employee Accounts Receivable
	• JIB or 1240 – JIB Receivable (See A/R Class Code – ARC)
	• blank or 4110 – Trade Accounts Payable
	• RETN or 4120 – Retainage Payable
	• OTHR or 4230 – Other Accounts Payable (See A/P Class code – APC)
	If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.
	NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.
	. . . . *Form-specific information* . . . .
	This field indicates the account that the system offsets when you post vouchers to the general ledger. This information is stored in the Accounts Payable AAIs. You cannot change it in the Payroll system.

What You Should Know About

Deleting payee voucher rules	Choose the Delete option to delete the voucher rules for a payee. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.
Reviewing payee voucher rules	To review existing payee voucher rules for all payees, leave the Skip to Payee field blank on the Payee Voucher Rules form.
	To locate a specific payee, enter the payee's address number in the Skip to Payee field.
Determining the voucher due date	The system uses the payment terms to determine the voucher due date.

Working with Vouchers

After you set up your Payroll system to integrate with the Accounts Payable system, the Payroll system creates vouchers during the payroll cycle. When you integrate the Payroll and Accounts Payable systems, you do not need to make a separate request for vouchers for payroll payees.

Working with vouchers includes the following tasks:

- ❏ Reviewing pro forma vouchers by payee

- ❏ Reviewing pro forma vouchers by employee

- ❏ Reviewing the Payroll Journal Proof/Edit for Vouchers report

- ❏ Reviewing the payroll voucher journal reports

- ❏ Revising voucher information for a tax type

- ❏ Revising voucher information for a DBA

- ❏ Reviewing actual voucher reports

- ❏ Posting payroll vouchers to the general ledger

During pre-payroll processing, the system uses the information that you entered when you set up accounts payable integration to determine which DBAs require vouchers and who the payees are for those vouchers. The system stores this information in the DBA Transaction Detail table (F0609).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and the tax transactions and stores the pro forma vouchers in a batch. The system also creates pro forma journal entries for other types of payroll transactions and stores them in a separate batch. Each batch has a unique batch number and batch type. For vouchers, you can choose to have the system create one batch for DBA vouchers and a separate batch for tax vouchers. This allows you to post journal entries for DBA vouchers separately from journal entries for tax vouchers.

The batch of pro forma journal entries for other payroll transactions contains document types T1 through T6. The Pay Period Journal Batch Proof report lists these document types. The batches of pro forma vouchers contain document type T7. The Pay Period Journal Batch Proof/Edit for Vouchers report lists this document type.

During the journal entries step, the system creates the debits to the liability accounts as one-sided entries. The system creates the offsetting credit when you post the vouchers to the general ledger.

Before you process the final update, you should review pro forma voucher information to verify that the information is correct.

During the final update, the system creates the actual vouchers for voucher journal entries and stores them in the Accounts Payable Ledger table (F0411). The system creates these actual vouchers only if the pro forma vouchers had no errors. After you process the final update, you can no longer review pro forma vouchers.

If the batch of pro forma vouchers contains any errors when you process the final update, the system deletes the batch without creating the actual vouchers.

The system does not post vouchers automatically. You must manually post the vouchers to the general ledger.

Before You Begin

❑ Process a payroll cycle that includes vouchers.

See Also

- *Processing Pro Forma Journal Entries (P062201)* for information about creating pro forma vouchers during payroll-cycle processing

Reviewing Pro Forma Vouchers by Payee
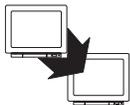
From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Review Vouchers by Payee

The system creates pro forma vouchers for DBA transactions during pre-payroll and pro forma vouchers for tax transactions during the journal entries step. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

▶ **To review pro forma vouchers by payee**

On Review Vouchers by Payee

```
[06494] - Review Vouchers by Payee                              _ □ ×
Functions  Options  Tools  Help

   ✔  ✗

      Payee Number          5549  Internal Revenue Service


      O  . . . . . . . . .Payee. . . . . . . . |Voucher|    Gross
      P   Number         Name                  | Count |
            5549  Internal Revenue Service          2        763.51
            5557  Arapahoe County, Clerk of Cour    1        250.00
            5645  Laborer's Internatl Union of N    1         28.50
                                                         ---------------
                                                  TOTAL      1,042.01






   Option: 1=Review Voucher  F24=More Keys
```

1. To limit the vouchers that appear, complete the following optional field and press Enter:

    • Payee Number

2. Choose the Review Voucher option.

```
[06497] - Review Vouchers by Payee                              _ □ ×
Functions  Options  Tools  Help

   ✔  ✗

      Payee Number          5549  Internal Revenue Service

      Payroll ID

      O  . . . . . . .  Payee . . . . . . |G/L Date |A|V|Pym|ID  |  Amount
      P   Number          Name            |         |T|R|Trm|
            5549  Internal Revenue Service 09/15/98  D 00 D  750       98.39
            5549  Internal Revenue Service 09/15/98  T 00 D  750      665.12
                                                                ---------------
                                          TOTAL                       763.51






   Option: 1=Review Employees  F4=Detail  F24=More Keys
```

3. To limit the vouchers that appear, complete the following optional field on the second Review Vouchers by Payee form:

- Payroll ID

4. Access the detail area.

```
[06497] - Review Vouchers by Payee                              _ □ ×
Functions  Options  Tools  Help
 ✔  ✗

   Payee Number          5549  Internal Revenue Service

   Payroll ID

  O  . . . . . . .  Payee . . . . . . .  G/L Date A V Pym  ID      Amount
  P   Number  |        Name                      T R Trm
      5549  Internal Revenue Service    09/15/98 D 00 D   750      98.39
      Batch Number  4206014      Voucher Control DBA
      5549  Internal Revenue Service    09/15/98 T 00 D   750     665.12
      Batch Number  4206014      Voucher Control 270065655
                                                          ---------------
                                        TOTAL                    763.51



 Option: 1=Review Employees  F4=Detail  F24=More Keys
```

5. Review the information in the following fields:

- Batch Number
- Voucher Control

6. Choose the Review Employees option.

```
[06499] - Review Voucher Detail by Payee
Functions  Tools  Help

  Payee Number         5549   Internal Revenue Service
  Payroll ID           750
  Skip to Employee  [        ]

  . . . . . . . . . .Employee . . . . . . . .  | Co    | ID  | A | Payroll   | Gross Amount
  Number            Name                       |       |     | T | Check Dt  |
     7506  Mayeda, Donald                       | 00100 | 750 | D | 09/15/98  |       98.39
                                                |       |     |   |           |  -------------
                                                |       |     |   | TOTAL     |       98.39

  F2=Journal Line Entries  F4=Detail  F24=More Keys
```

7. On Review Voucher Detail by Payee, choose the Detail function to review additional information.

8. To view the journal entries associated with a voucher, choose the Journal Line Entries function.

```
[06495] - Review Journal Line Entries
Functions  Tools  Help

  Co    | Account Number    | G/L Date | Due Date | G/L  | Gross Amount
        |                   |          |          | Off  |
  00100 |    100.4211       | 09/15/98 | 09/15/98 |      |       98.39

  F4=Detail  F24=More Keys
```

9. On Review Journal Line Entries, review the following fields:
   - Account Number
   - G/L Date
   - Due Date
   - Gross Amount

10. Access the detail area to review additional information.

Field	Explanation
Date – Net Due	In accounts receivable, the date that the net payment is due.
	In accounts payable, the discount due date.
	If you leave this field blank in invoice entry or voucher entry, the system computes the due date using the invoice date and the payment terms code. If you leave the payment terms field blank, the system computes payment terms using the payment terms code from the Customer Master Information file (F0301) or Supplier Master Information table (F0401) for that customer or supplier.
	. . . . *Form-specific information* . . . .
	The system calculates the voucher due date from the payment date.

What You Should Know About

Reviewing batches of vouchers
After you process the journal entries step of the payroll cycle, you can use the payroll journal batch review feature to review batch status for pro forma vouchers.

See *Reviewing Batches of Payroll Journal Entries*.

Reviewing vouchers with negative amounts
Vouchers that have negative amounts usually result from voided cheques. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

Reviewing Pro Forma Vouchers by Employee

From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Review Vouchers by Employee

The system creates pro forma vouchers for DBA transactions during pre-payroll and pro forma vouchers for tax transactions during the journal entries step. Before you process the final update, you should review this information online to verify that it is correct. After you process the final update, you can no longer review these pro forma vouchers online.

▶ **To review pro forma vouchers by employee**

On Review Vouchers by Employee

```
[064991] - Review Vouchers by Employee                           _ □ X
 Functions  Tools  Help

  ✔  X

    Employee Number        7500  McDougle, Cathy

    Company                ┌─────┐

    . . . . . . . . . .Payee. . . . . . . . .  Co   ID  A   Check    Gross Pay
    Number        Name                                T   Date
       5178  Blue Cross Blue Shield           00100 750 D 09/15/98      129.59
       5557  Arapahoe County, Clerk of Cour   00100 750 D 09/15/98      250.00
       5549  Internal Revenue Service         00100 750 T 09/15/98      196.56
       5549  Internal Revenue Service         00100 750 T 09/15/98      116.76
       5549  Internal Revenue Service         00100 750 T 09/15/98        8.35
       5549  Internal Revenue Service         00100 750 T 09/15/98      116.76
       5549  Internal Revenue Service         00100 750 T 09/15/98        8.35
       5549  Internal Revenue Service         00100 750 T 09/15/98       27.31
       5549  Internal Revenue Service         00100 750 T 09/15/98        1.95
       5549  Internal Revenue Service         00100 750 T 09/15/98       27.31
       5549  Internal Revenue Service         00100 750 T 09/15/98        1.95
       5549  Internal Revenue Service         00100 750 T 09/15/98       10.06


         F4=Detail  F24=More Keys
```

1. Complete the following field:

    • Employee

2. To limit the vouchers that appear, complete the following optional field:

    • Company

3. Access the detail area to view additional information.
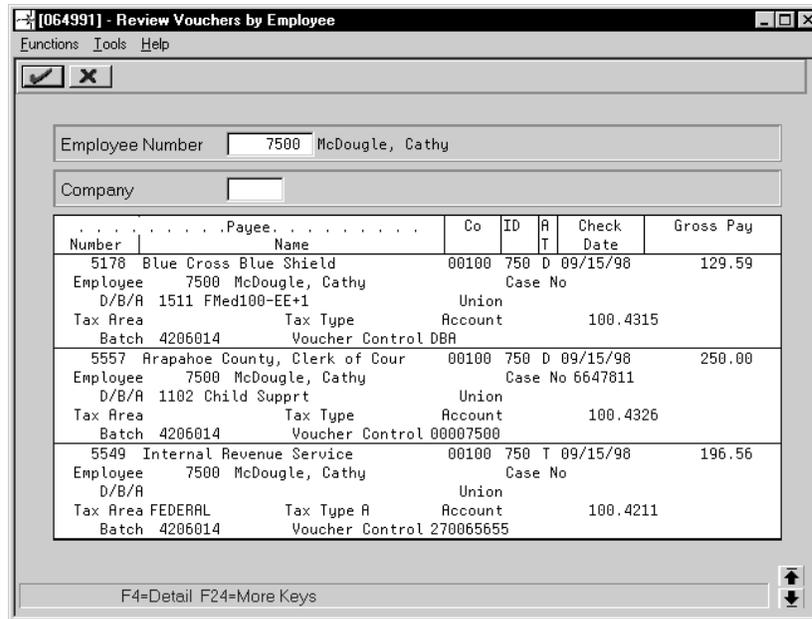
```
[064991] - Review Vouchers by Employee                          _ □ ×
Functions  Tools  Help

 ✔  ✘

  Employee Number     7500  McDougle, Cathy

  Company

 . . . . . . . . . . .Payee. . . . . . . . .    Co  ID  A   Check     Gross Pay
 Number   |         Name                            |   T   Date
   5178  Blue Cross Blue Shield             00100  750 D 09/15/98        129.59
 Employee    7500  McDougle, Cathy                  Case No
   D/B/A  1511 FMed100-EE+1                     Union
 Tax Area              Tax Type        Account              100.4315
   Batch  4206014          Voucher Control DBA
   5557  Arapahoe County, Clerk of Cour    00100  750 D 09/15/98        250.00
 Employee    7500  McDougle, Cathy                  Case No 6647811
   D/B/A  1102 Child Supprt                   Union
 Tax Area              Tax Type        Account              100.4326
   Batch  4206014          Voucher Control 00007500
   5549  Internal Revenue Service          00100  750 T 09/15/98        196.56
 Employee    7500  McDougle, Cathy                  Case No
   D/B/A                                       Union
 Tax Area FEDERAL         Tax Type A      Account              100.4211
   Batch  4206014          Voucher Control 270065655


      F4=Detail  F24=More Keys
```

What You Should Know About

Reviewing batches of vouchers

After you process the journal entries step of the payroll cycle, you can use the payroll journal batch review feature to review batch status for pro forma vouchers.

See *Reviewing Batches of Payroll Journal Entries*.

Reviewing vouchers with negative amounts

Vouchers that have negative amounts usually result from voided cheques. For a negative tax voucher, the system creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

Reviewing the Payroll Journal Proof/Edit for Vouchers Report

When you process the journal entries step of the payroll cycle, the system prints the Payroll Journal Proof/Edit for Vouchers report. This report lists payroll voucher entries for document type T7.

If you did not specify a payee for any tax type or DBA, this report contains a payee-not-specified message. When this error appears, the system does not create the pro forma voucher for that tax type or DBA. You must enter a payee for the tax type or DBA and then complete the steps for revising voucher information.

```
 06229                                      J.D. Edwards & Company                    Page -            2
                                   Payroll Journal Proof/Edit for Vouchers           Date -        6/25/98
 Payroll ID:         003 Batch  6068038
                  Account Description      Payee     G/L Account          . . . . . . . .  Amounts . . . . . . . .
 Co   FY PN DT  Refn2  Employee JBCD  JBST  Number         Subldg-Ty-Phase    Debit         Credit        Units       LT
 ----- -- -- -- -------  -------------------- -----------  --------------------------  ------------- -------------- -------------  --
 00077 98 04 T7 Payroll Vouchers
            AT041798 Federal Payroll Tax W/H  000005098         77.4211          1,921.63                                       AA
            AT041798 UIC Payable              000005098         77.4214            148.86                                       AA
                                                                             -------------- -------------- -------------
                                                        Document/Period Total    2,070.49
                                                                             -------------- -------------- -------------
                                                        Company Total . . . .    2,070.49
                                                                             -------------- -------------- -------------
                                                        Grand Total . . . . .    2,070.49
```

See Also

- *Revising Voucher Information (P06217)*

Reviewing the Payroll Voucher Journal Reports

You can request the following reports during the reports-only step of the payroll cycle:

Payroll Voucher Journal Summary	You can use this report to verify information about tax vouchers.
Payroll Voucher Journal Detail	You can use this report to verify information about DBA vouchers.

You should review these reports before you process the final update, to verify the accuracy of the pro forma vouchers. The system prints the reports during the final update. At that time, these reports include the document numbers and pay items.

```
06496                                        J.D. Edwards & Company                     Page No. . .    2
Payroll ID . . .        003                 Payroll Voucher Journal Summary             Date - . . .  6/25/98
Batch Number . .  6068038              Summary by Tax Type and Account Number
G/L Date . . . .  04/17/98
 Payee   Document  Pay        Pym Net Due  Work Tax/                                         Invoice
Number    Number   Itm Co  VR Trm  Date     D/B/A      Description        Account Number      Gross
--------  --------  --- ----- -- --- -------- ---------- -------------------- ------------------------ ----------------
  5098                     77 00 D  04/17/98 FEDERAL    CAN FED                     77.4211           1,921.63
                          77 00 D  04/17/98 FEDERAL    CAN UIC     - Employ        77.4214              44.23-
                          77 00 D  04/17/98 FEDERAL    CAN UIC - Company           77.4214             193.09
                                                                                              --------------------
                      Company. . . . . . . . . . . 00077       A Model Canadian Payroll Co               2,070.49
                                                                                              --------------------
                      Provider/Trustee . . . . . . . 00005098     Revenue Canada                         2,070.49
                                                                                              --------------------
                      Batch Number . . . . . . . . 06068038                                              2,070.49
                                                                                              --------------------
                      Payroll ID . . . . . . . . . . 003                                                 2,070.49
                                                                                              --------------------
                                                                                                        2,070.49
```

```
06493                                        J.D. Edwards & Company                     Page No. . .    2
Payroll ID . . .        003                  Payroll Voucher Journal Detail             Date - . . .  7/09/98
Batch Number . .  6068097                              Taxes
G/L Date . . . .  04/17/98
 Payee   Document  Pay        Pym Net Due  Employee                    Work Tax/                        Invoice
Number    Number   Itm Co  VR Trm  Date    Number   Employee Name       D/B/A     Description            Gross
--------  --------  --- -----     -- --- -------- -------- ------------------------ ---------- -------------------- ----------------
  5098                     77 00 D  04/17/98  7701 Holiday, Anthony     FEDERAL    CAN UIC     - Employ          1.82
                          77 00 D  04/17/98  7701 Holiday, Anthony     FEDERAL    CAN UIC - Company             2.55
                          77 00 D  04/17/98  7702 Derrick, Leslie      FEDERAL    CAN FED                      20.00
                          77 00 D  04/17/98  7702 Derrick, Leslie      FEDERAL    CAN UIC     - Employ          0.45-
                          77 00 D  04/17/98  7702 Derrick, Leslie      FEDERAL    CAN UIC - Company             0.55-
                          77 00 D  04/17/98  7703 Bellas, Debbie       FEDERAL    CAN FED                      52.66
                          77 00 D  04/17/98  7703 Bellas, Debbie       FEDERAL    CAN UIC     - Employ          0.45-
                          77 00 D  04/17/98  7703 Bellas, Debbie       FEDERAL    CAN UIC - Company             0.55-
                          77 00 D  04/17/98  7704 Rivard, Jacques      FEDERAL    CAN FED                     185.03-
                          77 00 D  04/17/98  7704 Rivard, Jacques      FEDERAL    CAN FED                     161.15
                          77 00 D  04/17/98  7704 Rivard, Jacques      FEDERAL    CAN UIC     - Employ         44.70-
                          77 00 D  04/17/98  7704 Rivard, Jacques      FEDERAL    CAN UIC     - Employ          0.45-
                          77 00 D  04/17/98  7704 Rivard, Jacques      FEDERAL    CAN UIC - Company            55.61-
                          77 00 D  04/17/98  7704 Rivard, Jacques      FEDERAL    CAN UIC - Company             0.55-
                          77 00 D  04/17/98  7775 Deveny, Cindy L.     FEDERAL    CAN FED                     428.22
                          77 00 D  04/17/98  7775 Deveny, Cindy L.     FEDERAL    CAN UIC - Company            61.95
                          77 00 D  04/17/98  7776 Guerre, John M.      FEDERAL    CAN FED                     274.66
                          77 00 D  04/17/98  7776 Guerre, John M.      FEDERAL    CAN UIC - Company            61.95
                          77 00 D  04/17/98  7777 Bureau, Richard M.   FEDERAL    CAN FED                     445.86
                          77 00 D  04/17/98  7777 Bureau, Richard M.   FEDERAL    CAN UIC - Company            61.95
                          77 00 D  04/17/98  7778 Klassen, Lisa M.     FEDERAL    CAN FED                     349.89
                          77 00 D  04/17/98  7778 Klassen, Lisa M.     FEDERAL    CAN UIC - Company            61.95
                                                                                              --------------------
                      Company. . . . . . . . . . . 00077       A Model Canadian Payroll Co               1,696.27
                                                                                              --------------------
                      Provider/Trustee . . . . . . . 00005098     Revenue Canada                         1,696.27
                                                                                              --------------------
                      Batch Number . . . . . . . . 06068097                                              1,696.27
                                                                                              --------------------
                      Payroll ID . . . . . . . . . . 003                                                 1,696.27
                                                                                              --------------------
                                                                                                        1,696.27
```

See Also

- *Printing Payroll-Cycle Reports (P06240)* for information about printing
  reports before the final update

Revising Voucher Information for a Tax Type

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes and Insurance (G7744), choose Tax Area Information

Occasionally, you might need to revise payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

If you revise voucher information while you are processing a payroll cycle, you must typically rerun some steps in the payroll cycle to ensure that the system creates the appropriate vouchers. The steps you must rerun vary depending on whether the voucher information that you revise is for a tax type or for a DBA.

If you revise voucher information for a tax type while you are processing a payroll cycle, you do not need to reset the payroll ID. Instead, you rerun the journal entries step of the payroll cycle, which re-creates the Payroll Journal workfile (F06395). To reduce processing time you can choose to run accounts payable integration only.

▶   **To revise voucher information for a tax type**

On Tax Area Information

1. To locate the tax area, complete the following fields:
   - Tax Area
   - Tax Type

2. Make the necessary revisions to the voucher information.

3. On Pay Cycle Processing (G0713 or G7713), choose Payroll Journal Entries.

4. On the first Payroll Journal Entries form, complete the steps for creating the pro forma journal-entry workfile.

What You Should Know About

Revising supplier information   If the supplier information is incorrect, you must revise it in the Accounts Payable system.

Revising Voucher Information for a DBA

Occasionally, you might need to revise payroll voucher information. For example, you might need to change the payee for a voucher or set up vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

You must use different DBA forms depending on the type of correction that you need to make. From the following forms, select the one that contains the information that you need to revise:

- DBA Setup
- Group Plan DBA Setup
- DBA Instructions

If you revise voucher information for a DBA while you are processing a payroll cycle, you must reset the payroll ID and rerun a full pre-payroll processing. You cannot run a changes-only pre-payroll.

▶ **To revise voucher information for a DBA**

On the appropriate DBA form

1. Make the necessary revisions to the voucher information for the DBA, group, or employee.
2. On Pay Cycle Processing (G0713 or G7713), choose Pay Cycle Review/Reset.
3. On Pay Cycle Review/Reset, complete the steps for resetting the payroll ID for the payroll cycle.
4. On Pay Cycle Processing (G0713 or G7713), choose Pre-Payroll Processing.
5. On the first Pre-Payroll Processing form, complete the steps for running a full pre-payroll processing.
6. On Pay Cycle Processing (G0713 or G7713), choose Payroll Journal Entries.
7. On the first Payroll Journal Entries form, complete the following field:
    - Pre-Payroll ID
8. On the second Payroll Journal Entries form, enter N in the following field:
    - Run Accounts Payable Integration Only
9. Complete the steps for creating the pro forma journal-entry workfile.

Field	Explanation
Accounts Payable Integration	The Yes or No Entry field is a single-character entry field for a yes or no response. The default is No.
	. . . . *Form-specific information* . . . .
	This code will rerun A/P integration without rerunning pay period journals.
	Valid codes are:
	N Run pay period journals and accounts payable integration.
	Y Run accounts payable integration only.

See Also

- *Choosing an Existing Payroll ID (P06220* or *P07220)*

- *Creating the Pro Forma Journal-Entry Workfile (P06220* or *P07220)*

Reviewing Actual Voucher Reports

When you process the final update for a payroll cycle that includes vouchers, the Payroll system provides several reports that you can print to verify voucher information before you post the vouchers to the general ledger. You can also review reports that indicate whether the vouchers posted correctly.

During the final update, the system automatically prints the following reports:

- Payroll Voucher Edit report

- Payroll Voucher Journal Detail report

- Payroll Voucher Journal Summary report

You should also have printed the detail and summary journals during the print payroll-cycle reports step of the payroll cycle. When the system prints these reports during the final update, they include document numbers and pay items. You can use this information to verify voucher information before you post vouchers to the general ledger.

Use the Payroll Voucher Edit report to determine whether any voucher-related errors occurred when the system created the actual vouchers during the final update. Such errors typically occur due to errors in set up for the Accounts Payable system. For example, you receive an error if the AAIs are not set up correctly or if you attempt to create a voucher for a tax amount but have not set up a payee.

The Payroll Voucher Edit report lists pay items that are in error and conditions that require a warning. If no errors occurred, the system prints a message informing you that there are no errors.

The Payroll Voucher Edit report prints the following types of messages:

Error messages The system does not create a voucher for the pay item. You must manually enter the pay items into the Accounts Payable system.

When all pay items in a batch are in error, the system deletes the batch and its batch header record. In this case, the batch does not appear on the Payroll Journal Batch Review report.

Warning messages The system creates a voucher for the pay item. You should review the voucher to determine whether you need to revise the pay items in the Accounts Payable system.

```
 064900                                    J.D. Edwards & Company                              Page         1
 Batch Type        - #                     Payroll Voucher Edit Report                         Date    6/25/98
 Batch Number      -  6068038
 Batch Date        - 06/25/98
 Payroll ID        - 003
 Payee   Do Document Pay  G/L      Co   G/L Account
 Number  Ty Number  Itm  Date           Subldgr-Ty/Asset Number       Debit     Error/Warning Messages
 -------- -- -------- --- -------- ----- -------------------------- --------------- ---------------------------------------------
    5098 T7          001 04/17/98   77        77.4211               1,921.63  ERROR: 4668 Trade Account Currency Incorrect
    5098 T7          002 04/17/98   77        77.4214                 148.86  ERROR: 4668 Trade Account Currency Incorrect
                                                                  ----------------
                                     Error Total                     2,070.49
                                                                         ** Entire Batch is in error.  Vouchers
                                                                            will have to be entered manually.
                                                                            Batch header has been removed.
                                                                         Batch Total. . . . . . . . :
                                                                         No. of Vouchers Created. . :          0
                                                                         No. of Vouchers NOT Created:          1
```

What You Should Know About

Reviewing actual vouchers online	After you process the final update, you can review actual vouchers online using the payroll journal batch review feature and its associated options. This feature uses the multicompany format. See *Reviewing Batches of Payroll Journal Entries*.
Reviewing messages	You can use the data dictionary to view a detailed description of an error or warning message. Use the four-digit error-message number to locate the error in the data dictionary. See the *Technical Foundation Guide* for information about using the data dictionary.

See Also

- *Reviewing the Payroll Voucher Journal Detail Report (P06240)*
- *Reviewing the Payroll Voucher Journal Summary Report (P06240)*

Posting Payroll Vouchers to the General Ledger
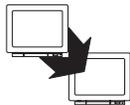
From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Review Post Vouchers to G/L

After you process the final update step of a payroll cycle that includes vouchers, you must post the journal entries for the vouchers (document type T7) to the general ledger. Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (document types T1 through T6), the system does not automatically post journal entries for vouchers.

When you post journal entries for vouchers, the system creates an offset entry in the form of a credit to the appropriate accounts payable account. This entry has a document type of AE (automatic entry).

If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the Payroll system to create the reversing T7 entry.

When you post vouchers, the system prints the following reports:

Posting Edit report	Use the Posting Edit report to determine whether the vouchers posted. When no errors occur during posting, the report contains a message that no errors were found, and the system will post the batch.
General Ledger Post Payroll Vouchers report	Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types:

- T7 – the payroll voucher entries
- AE – the offsetting credit entries to the accounts payable liability account that the system creates during posting

Before You Begin

☐ For the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offset are set up in the Accounts Payable system. See *Setting Up AAIs for A/P* in the *Accounts Payable Guide*.

☐ Review any warning messages that appear on the Voucher Edit report. Use the Accounts Payable system to make any necessary corrections. See *Reviewing the Voucher Edit Report*.

```
09800                              J.D. Edwards & Company                          Page        5
                              General Ledger Post - Payroll Vouchers               Date    7/31/98
                                       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
-------- -------- ------------------------------ -------- -- -------- --------- ---------------------------------------
 6068298 07/31/98                                                              Intercompany settlements to be made as
                                                                              follows:

                  Company 00007 LT/Date  AA 08/14/98 Intercompany required          3,297.15-
                  Company 00100 LT/Date  AA 08/14/98 Intercompany required          3,297.15

 6068298 07/31/98                                                              Intercompany settlements to be made as
                                                                              follows:

                  Company 00007 LT/Date  AA 08/14/98 Intercompany required          8,433.90-
                  Company 00100 LT/Date  AA 08/14/98 Intercompany required          8,433.90

 6068298 07/31/98                                                              ***NO ERRORS*** Batch will post.
                                                                              *
```

```
 09801                                        J.D. Edwards & Company                              Page        1
 Batch Type       - #                   General Ledger Post - Payroll Vouchers                    Date    7/31/98
 Batch Number     -  6068298
 Batch Date       - 07/31/98
                                              Posting Journal

 Post Out of Balance           :
 Create Intercompany Settlements: D


 Do Document    G/L   Co    Account Description    G/L Account           . . . . . Amounts . . . . .   LT   Units
 Ty             Date        Explanation            Subldgr-Ty/Asset Number      Debit        Credit
 -- --------  -------- ----- ------------------------ ---------------------------- --------------  --------------  -- ------------
 T7   12656 08/14/98 00007 Federal Payroll Tax W USD       7.4211             1,717.09                     AA
                           Payroll Vouchers

 T7   12656 08/14/98 00007 FICA Payroll Tax Paya USD       7.4212             1,172.84                     AA
                           Payroll Vouchers

 T7   12656 08/14/98 00007 Medicare Tax Payable  USD       7.4213               407.22                     AA
                           Payroll Vouchers

 AE   12656 08/14/98 00100 Intercompany Accounts USD      100.1291            3,297.15                     AA
                           Post Due From Acct   00012656T7 00000007 A

 AE   12656 08/14/98 00007 Intercompany Accounts USD       7.1291                           3,297.15- AA
                           Post Due To Acct     00012656T7 00000100 A

 T7   12657 08/14/98 00100 Federal Payroll Tax W USD      100.4211            1,979.10                     AA
                           Payroll Vouchers

 T7   12657 08/14/98 00100 FICA Payroll Tax Paya USD      100.4212            1,901.18                     AA
                           Payroll Vouchers

 T7   12657 08/14/98 00100 Medicare Tax Pay     USD      100.4213              444.62                     AA
                           Payroll Vouchers

 T7   12657 08/14/98 00100 Federal Unemp Tax Pay USD      100.4214              369.04                     AA
```

Intercompany Settlements

You use intercompany settlements if your organization consists of multiple companies and if your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, you typically expense the labor to the other company and the associated liabilities to the home company. This situation creates journal entries that are out of balance by company.

To keep the payroll journal entries for each company in balance by document type, you can set up your system to generate intercompany settlements. Intercompany settlements create offsetting journal entries that ensure that each company's net balance equals zero; that is, each company's debits equal its credits.

How Do You Generate Intercompany Settlements?

To generate intercompany settlements for payroll transactions, your Payroll system must be integrated with the J.D. Edwards General Accounting system. You can set up either of these systems to generate intercompany settlements for payroll transactions. You can choose the method that works best for your environment.

When you use the General Accounting system to generate intercompany settlements, the system processes all of the balancing journal entries through a single hub (main) company. The hub company is the same for all employees. You can designate the hub company in the intercompany constants for the General Accounting system. If you do not designate a hub company, the post program uses the first company that it encounters as the hub company. Therefore, the hub company might not be the employee's home company.

When you use the Payroll system to generate intercompany settlements for payroll transactions, the system creates the balancing entries before journal entries are posted to the general ledger. The Payroll system ignores the intercompany constants for the General Accounting system and designates the employee's home company as the hub (main) company for processing balancing entries.

Intercompany settlements in the Payroll system apply to document types T1, T2, T3, T4, and T6. They do not apply to document types T5 and T7.

See Also

- *Setting Up Intercompany Settlements (P00909)* in the *General Accounting I Guide*

Setting Up Intercompany Settlements

You use intercompany settlements if your organization consists of multiple companies and your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, the home company typically charges the other company for the employee's labor expenses.

Setting up intercompany settlements in the Payroll system includes the following tasks:

❑ Verifying your chart of accounts

❑ Setting up AAIs for intercompany settlements

❑ Setting up intercompany settlements for a payroll ID

Before you can set up Automatic Accounting Instructions (AAIs) for intercompany settlements, you should verify that your organization's chart of accounts contains intercompany settlement accounts.

You set up the accounting rules for intercompany settlements in the Payroll system. After you set up AAIs for intercompany settlements, you should create a payroll ID that generates intercompany settlements in the Payroll system rather than in the General Accounting system.

Example: Intercompany Settlements Using Document Type T2

An employee whose home company is Company 1 works in Company 50, business unit 501. The employee's gross wages are 1,000.00. All liabilities are posted to the home company.

When you have not set up intercompany settlements in the Payroll system, the journal entries for the employee are:

- In balance by document type across all companies
- Out of balance by company
- Out of balance by document type within a company

The document type T2 (labour distribution) journal entries for the employee are the following:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
			Company 1 Total...........	00	1000
T2	LD	501.8115	Labour Expense	1000	
			Company 50 Total.........	1000	00
			Grand Total....................	1000	1000

When you have set up intercompany settlements in the Payroll system, the entries for the employee are:

- In balance by company
- In balance by document type within a company

The document type T2 (labour distribution) journal entries for the employee are the following:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
T2	IC	1.1291.00050	Intercompany	1000	
			Company 1 Total...........	1000	1000
T2	LD	501.8115	Labour Expense	1000	
T2	IC	50.1291.00001	Intercompany		1000
			Company 50 Total.........	1000	1000
			Grand Total....................	2000	2000

Before You Begin

❑ Set up intercompany accounts in your chart of accounts. See *Creating Your Chart of Accounts* in the *General Accounting I Guide*.

See Also

- *Appendix F — Intercompany Settlement Examples*

Verifying Your Chart of Accounts

Before you can set up AAIs for intercompany settlements, you should verify that your organization's chart of accounts contains intercompany accounts.

All intercompany accounts must use the same object number. The subsidiary (the third part of the account number) can represent either the company from which or the company to which intercompany amounts are due.

For example, the following table shows intercompany accounts for companies 1, 7, and 50, where 1291 is the object account for intercompany settlements:

Company 1	Company 7	Company 50
1.1291.00007	7.1291.00001	50.1291.00001
1.1291.00050	7.1291.00050	50.1291.00007

You (or someone in your accounting department) must use the General Accounting system to set up the accounts. Typically, you verify your chart of accounts from the General Accounting system. If you do not have access to the General Accounting system, you can verify your chart of accounts from the AAI tables in the Payroll system. To verify your chart of accounts from the AAI tables, choose the Help function for the business unit, object, or subsidiary fields.

Setting Up AAIs for Intercompany Settlements
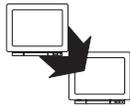
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Auto Accounting Instructions

From Auto Accounting Instructions (G7743), choose Dr/Cr-Accruals/Clearings

You use this AAI table to set up the AAIs for generating intercompany settlements. You define journal types for intercompany settlements so that the system tracks intercompany transactions for each company in your organization. You should set up intercompany settlements for Company 00000 only.

▶ **To set up AAIs for intercompany settlements**

On DR/CR –Accruals/Clearings

1. Locate Company 00000.
2. Complete the following field:
   - Object

3. Enter IC in the following field:

- Journal Type

4. Complete the following field:

- Subsidiary

5. Complete the following optional field:

- Subledger

What You Should Know About

Search criteria	In the AAI table, journal type IC is the only search criterion.
Business-unit values	When you set up AAIs for intercompany settlements, you do not enter a business unit. When the system creates journal entries for intercompany accounts, it enters the company in which the journal entry is created as the business unit.
Subsidiary and subledger values	To track intercompany amounts between companies, enter *CO as the subsidiary. If you do not use the company number for the subsidiary, the system enters the company number in the Subledger field, using subledger type A.

Setting Up Intercompany Settlements for a Payroll ID
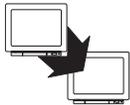
From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Pre-Payroll Processing

After you set up intercompany settlements in AAIs, you should set up intercompany settlements for a payroll ID. When you use this payroll ID to process a payroll cycle, the Payroll system, rather than the General Accounting system, generates intercompany settlements before posting them to the general ledger.

Use this payroll ID to process payroll for employees who worked in companies other than their home companies. When you process this payroll ID, the system automatically creates balancing journal entries for intercompany settlements.

▶ **To set up intercompany settlements for a payroll ID**

On the first Pre-Payroll Processing form

1. Enter an existing payroll ID in the following field:

   • Payroll ID

2. On the second Pre-Payroll Processing form, choose the Additional Parameters function.

3. On Additional Pay Cycle Parameters, complete the following field:

   • Intercompany Settlements

Field	Explanation
Intercompany Settlements	A code that determines which system generates intercompany settlements. Valid values are:
	1 The Payroll system generates intercompany settlements before posting them to the General Ledger.
	0 The General Accounting system, not the Payroll system, generates intercompany settlements. This is the default.

Job-Step Progression

Your organization might use job steps to define levels within a job type or pay rate. For example, you might have a job type of electrician that contains the following job steps:

- Apprentice 1
- Apprentice 2
- Journeyman
- Master electrician

To simplify the process of tracking job steps by employee, you can set up your Payroll system to move an employee through predefined steps in a job type or pay rate. After the employee has worked a specified number of hours or days in one job type or job step, the system promotes the employee to the next job type or job step.

You can review the job-step progression history for employees and correct it if necessary.

Job-step progression includes the following tasks:

❏ Entering job-step progression information

❏ Working with job-step progression history

Entering Job-Step Progression Information

Your organization might use job steps or pay-grade steps to define levels within a job type or pay rate. For example, you might have a job type of electrician that contains the following job steps:

- Apprentice 1
- Apprentice 2
- Journeyman electrician
- Master electrician

To simplify the process of tracking job-type and pay-grade steps for employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job type or pay rate. After the employee has worked a specified number of hours or days in one job step, the system automatically promotes the employee to the next job step.

To activate the automatic job-step progression feature, you must enter job-step progression information for Company 00000. You must also enter separate pay rates for each job step within a job type and set up a progression table that specifies how long an employee remains in each job step. You can set up a different progression table for each union or business unit in your organization.

To include an employee in automatic job-step progression processing, you must enter the employee classification for job-step progression. You must also enter certain job-type and pay-rate information for the employee.

You must create a payroll ID that runs the job-step progression program so that the system can update employees' job-step progression history.

Entering job-step progression information includes the following tasks:

❑ Setting up job-step progression in the company constants

❑ Entering pay rates for job-step progression

❑ Entering time limits for job steps

❑ Entering job-step progression information for an employee

❑ Creating a payroll ID that uses job-step progression

What You Should Know About

Automatic processing	You must initiate automatic job-step progression during the pre-payroll step in the payroll cycle.
Job types and job steps	For automatic job-step progression, the job types and job steps that you enter on the the Pay Rate Tables form, the Progression Table form, the Employee Entry form, and the Employee Basic Data form must be identical.

Setting Up Job-Step Progression in the Payroll Company Constants
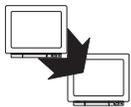
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Payroll Company Constants

To simplify the process of tracking job-type and pay-grade steps by employee, you can set up your Payroll system to automatically move an employee through predefined steps in a job type or pay rate. After the employee has worked a specified number of hours or days in one job step, the system promotes the employee to the next job step.

Before you can enter job-step progression information, you must activate automatic job-step progression in your company constants. When you activate automatic job-step progression, you specify how the system will update job-step progression history.

▶ To set up job-step progression in the company constants

On Payroll Company Constants

1. Locate Company 00000.
2. Complete the following field:
   - Step Progression Process

Field	Explanation
Step Progression Process	A code that specifies whether the system updates Step Progression History tables and the level of detail in which the update occurs. Valid values, based on the information in the Employee Master table (F060116) are: 1 Update using Union, Job Type, and Job Step 2 Update using Home Business Unit, Union, Job Type, and Job Step N Do not update the Step Progression History tables For the system to apply step progression, you must also do the following: • Enter S in the Employee Class field on Employee Entry. • Enter Y in the Step Progression field on Additional Parameters in pre-payroll processing.

See Also

- *Setting Up the Default Company (P069091)*

Entering Pay Rates for Job-Step Progression
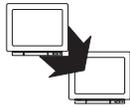
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Pay Rate Tables

You can associate pay rates with job steps so that employees at different job steps within the same job type can be paid different rates. To use the automatic job-step progression feature, you must enter separate pay rates for each job step within a job type, or for each job type only. If you have already set up your Pay Rate table, verify that it contains an entry for each job step or job type.

▶   **To enter pay rates for job-step progression**

On Pay Rate Tables

Complete the steps for setting up pay rates.

See Also

- *Setting Up Pay Types (P069116)*

Entering Time Limits for Job Steps

From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Step Progression Information

From Step Progression Information (G77114), choose Progression Table

To use the automatic job-step progression feature, you must complete the progression table to specify the number of units (in hours or days) that an employee must work to progress through each job step. The pre-payroll and interim cheque entry programs read the progression table and job-step progression history to determine an employee's time and grade status. When an employee completes the specified number of hours or days in one job step, the system automatically updates the employee's record to the next job step.

The job-step progression feature does not change the hourly rates entered for employees on the Employee Entry form. Instead, it indicates the hourly rate to use on the pay rates table for timecards.

You should enter time limits for job steps after you enter the pay rates for job-step progression. The job types and job steps that you enter in the progression table must match those that you entered on the pay rates table.

Before You Begin

❑ Add a code to the user defined code table 07/IP to define the pay types to include when calculating hours or days for job-step progression.

❑ Define a range of pay types in the Worker's Compensation Insurance Basis table that use the pay types that you set up for job-step progression. The Insured Pay Table Number field for each range must be set to STP and must be associated with valid pay types.

▶   **To enter time limits for job steps**

On Progression Table

1.   Complete the following optional fields:

      •   Union Code

      •   Business Unit

2.   Complete the following fields:

      •   Date - Beginning Effective

      •   Date - Ending Effective

3.   To specify units for the current job type or job step, complete the following fields:

      •   Job Type

      •   Accumulator Code (AC)

      •   Units - Total

      •   Step Progression Method (M)

      •   Based From Date

      •   Insured Pay Table Number (TC)

4.   If you are using job steps, complete the following field:

      •   Job Step

5. To specify information about the next job type or job step, complete the following fields:

- Job Type at Next Level
- Carry Over Flag (CF)
- Movement Flag (AM)

6. Complete the following optional field:

- Job Step at Next Level

Field	Explanation
A C	A code that specifies whether the total number of units entered represents units worked in a designated job type or in a job type and step combination. Valid codes are: 1 The units entered represent the total number of units that the employee must work within the designated job type and step combination before advancing to the next job type and step. 2 The units entered represent the total number of units that the employee must work within the designated job type before advancing to the next job type. If you enter a code in this field, leave the Date field blank.
Units	The total number of units (Hours/Days) an employee must work in a job.
M	A code that specifies the method the system uses to calculate step progression units. Valid codes are: H Hours D Days
T C	A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing. Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.

Field	Explanation
C F	A code that specifies whether the total accumulated units (number of hours per day) or only the excess units (number of hours per day that exceed the required amount) are to be carried over to the employee's next job type/step combination in the Step Progression History table.
	Enter one of the following:
	N Do not carry the accumulated units into the next job type or step, only the excess. Example – If an employee has a total of 520 hours and moves to the next job type or step, the new accumulated hours are 20.
	Y Carry all accumulated units into the next job type or step Example – If an employee has a total of 520 hours and moves to the next job type or step, the new accumulated hours are 520.
A M	A code that specifies whether an employee's move to the next job type or step is done automatically or manually.
	Valid values are:
	Y The system automatically moves employees to the next job type or job step (default)
	N You must manually move employees to the next job type or job step

What You Should Know About

Entering progression information	Depending on how you set up Company 00000, the progression table might have a Union Code field, a Business Unit field, or both.
Reaching the last job step	When an employee reaches the last job step, the employee's salary level does not change.

Entering Job-Step Progression Information for an Employee

From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Additional Employee Data and Reports

From Additional Employee Data and Reports (G77111), choose Basic Employee Revisions

To include an employee in automatic job-step progression processing, you must enter the employee classification for job-step progression. You must also enter specific job-type and pay-rate information for the employee. This information includes a job type and job step combination that matches one of the job type and job step combinations that you entered when you set up time limits.

▶ **To enter job-step progression information for an employee**

On Basic Employee Revisions

1. Complete the steps for entering basic employee data.

2. Complete the following field:

    • Employee Class

3. Complete the following optional field:

    • Job Type

4. If you use job steps, complete the following field:

    • Job Step

Field	Explanation
Employee Class	A code that represents the employee's classification status. Valid values are: Y Eligible N Not Eligible

See Also

• *Entering Basic Employee Data (P070111)*

Creating a Payroll ID That Uses Job-Step Progression

From Canadian Payroll Master (G77), choose Pay Cycle Processing

From Pay Cycle Processing (G7713), choose Pre-Payroll Processing

To update employees' job-step progression history, you should create a payroll ID that runs the Step Progression program. This payroll ID should include employees whose employee classification specifies that they are included in automatic job-step progression. When you process this payroll ID, the system automatically updates job-type and job-step information for those employees who have worked the number of hours or days required to be promoted to the next job step.

Updating job-step progression information during payroll-cycle processing ensures that all employees' job-step progression history is updated automatically.

▶ **To create a payroll ID that uses job-step progression**

On Pre-Payroll Processing

1. Complete the steps for creating a new payroll ID.

2. Choose the Pay Cycle Information tab on the Pre-Payroll Processing form.

3. On the Pay Cycle Information tab, complete the following field:

    • Process Step Progression History

Field	Explanation
Process Step Prog. History	A code that specifies whether to execute the Step Progression program during payroll cycle processing. Valid values are:
	Y Execute step progression
	N Do not execute step progression (default)
	NOTE: Executing step progression increases payroll cycle processing time.

What You Should Know About

Modifying an existing payroll ID Instead of creating a new payroll ID, you can modify an existing payroll ID to process job-step progression history.

See Also

- *Creating a New Payroll ID (P06210 or P07210)*

Working with Job-Step Progression History

If you are using the automatic job-step progression feature, you can review the job-step progression history that the system creates for employees and correct the history if necessary.

Working with job-step progression history includes the following tasks:

❑ Reviewing job-step progression history by job

❑ Correcting job-step progression history for an employee

❑ Reviewing job-step progression history

To correct job-step progression history, you manually change the accumulated units that the system entered for the employee.

To verify job-step progression history, you can review the job type, job step, and accumulated units for employees. You can review this information for individual employees or for all of the employees in a particular job type, business unit, or union. You can also use the Step Progression History report to verify job-step progression information.

The system stores the following types of job-step progression tables:

- Active tables – current tables
- Posted tables – previous or old job-step progression tables

The system stores posted job-step progression tables as a history of the previous job steps and job types that an employee has had within the company.

Reviewing Job-Step Progression History by Job

From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Step Progression Information

From Step Progression Information (G77114), choose Job Progression Inquiry

To verify job-step progression information, you can review the job type, job step, and accumulated units for all of the employees in a particular job type, business unit, or group. Depending on how you set up Company 00000, the progression information might include the union code, the business unit, or both. You can review both active and posted job-step information.

▶ **To review job-step progression history by job**

On Job Progression Inquiry

```
[06085] - Job Progression Inquiry                        _ □ X
Functions  Options  Tools  Help

  ✔  ✗

                      Record =    Current

Job Type           8M-3           Clerk
Job Step
Union Code

Effect Dates From              Date
Skip to Employee
O . . . . . . Employee . . . . .  . . Prior .  Union  Units     M . . New . .
    Number        Name          Type  Step          Remaining    Type  Step
       7506  Mayeda, Donald      8M-3  2     7000    312.00   H 8M-3  3

Opt: 1=Emp. Hist. F8=Prog.Table F13=Prior/Current F20=Next F24=More
```

1. To locate the information that you want to review, complete any of the following fields:

   - Job Type
   - Job Step
   - Union Code
   - Business Unit
   - Dates
   - Skip to Employee

2. Review the records that meet your search criteria.

Correcting Job-Step Progression History for an Employee
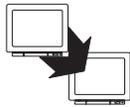
From Payroll Master (G77), enter Employee Information

From Employee Information (G7711), choose Step Progression Information

From Step Progression Information (G77114), choose Employee Progression Inquiry

Occasionally, you might need to correct the job-step progression information that the system automatically enters for an employee. For example, if you unintentionally entered 880 hours instead of 80 on an employee's timecard, the system might move the employee into the next job step before the employee has actually worked the required number of hours. You might also need to correct the accumulated units for an employee if you manually change the employee's job type or job step.

Correcting the timecard by entering negative hours does not correct the employee's job-step progression history, so you must manually correct the accumulated units that the system entered in the job-step progression history for the employee. After you correct an employee's accumulated units, you should review the employee master information for this employee to verify that the job type and job step information are correct.

For employees with multiple jobs, you can correct job-step progression history for the employee's primary job only. When you correct accumulated units, the system does not warn you if you enter a value greater than the maximum number of hours approved for the position.

To maintain payroll history integrity, you should correct accumulated units only. Do not change any other job-step progression information for the employee.

▶ **To correct job-step progression history for an employee**

On Employee Progression Inquiry

1. Complete the following fields to locate the appropriate record:

    • Employee Number
    • Job Type
    • Job Step
    • Union Code
    • Business Unit

2. Change the value in one of the following fields:

    • Accumulated Units - Type
    • Accumulated Units - Type/Step

Field	Explanation
Accumulated Units – Type	The total number of units (hours or days) that the employee has worked in a job type and step combination.
	NOTE: Units appear in this field only if you entered a 1 in the AC (Accumulator Code) field on the Progression Table form.

Field	Explanation
Accumulated Units – Type/Step	The total number of units (hours or days) that the employee has worked in a job type.
	NOTE: Units appear in this field only if you entered a 2 in the AC (Accumulator Code) field on the Progression Table form.

Reviewing Job-Step Progression History
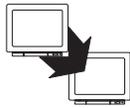
From Canadian Payroll Master (G77), choose Employee Information

From Employee Information (G7711), choose Step Progression Information

From Step Progression Information (G77114), choose Progression History Report

Use the Step Progression History report to review detailed job-step progression history for employees. You can review active records, posted (historical) records, or both.

```
06405                                    J.D. Edwards & Company                          Page - . . .    2
                                    Step Progression History Report - All                 Date - . . .  7/02/98
Union Code . . . . 7000           Laborer
Business Unit. . .
Job Type . . . . . 8M-3           Clerk
Job Step . . . . . 1              Level I      (Entry Level)
. . . . . .Employee. . . . . .    Current    . .Next .    Create    Date    A  Unit      Require     Accumulate   Remaining  M
 Number          Name             Type  Step   Type  Step  Date     Effect  C  Type       Units        Units       Units    F
--------  --------------------    ------ ----  ------ ---- --------  ------- - ------    ----------   ----------  ---------- -
    7506 Mayeda, Donald           8M-3   1     8M-3   2    03/01/95  08/31/98 H Hours       160.00                     8.00- P
    7506 Mayeda, Donald           8M-3   2                 03/01/95  08/31/98 H Hours       320.00                   312.00  A
```

Payroll History Integrity

After you process a payroll cycle, you should verify the integrity of your payroll history. This history is used for the following purposes:

- Government reports
- Year-end forms
- Internal reports

To verify the integrity of your payroll history, run reports that identify discrepancies between your detail history tables and the corresponding summary history tables. Integrity reports locate missing, inaccurate, or incomplete information in the summary tables. You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing.

Working with payroll history integrity includes the following tasks:

❏ Verifying the integrity of payroll summary history

❏ Verifying the integrity of payroll detail history

❏ Revising payroll history manually

❏ Updating available leave

❏ Reposting payroll history

You should review each error listed on your payroll history integrity reports and determine what action, if any, you must take to correct the error. Depending on the error, you must either update the appropriate constants tables or make changes to the payroll history tables. The Payroll system provides several revision programs that you can use to manually correct payroll history. Other types of errors might not require manual corrections. The system corrects some errors automatically when you run the integrity reports in update mode. The Payroll system includes error-code tables that can help you research integrity errors.

In rare instances, you might encounter a payroll history integrity problem that you cannot correct by running an integrity report in update mode or by entering a correction on an online review form. In these instances, you can run a repost to correct the problem. During a repost, the system uses the information in a detail history table to recalculate the totals in the corresponding summary history table. The repost program overwrites existing information in the summary history table.

! Before you run a repost, contact J.D. Edwards for customer support.

What Are the Types of Payroll History?

The two basic types of payroll history are:

- Detail history
- Summary history

Each time you run the final update step of the payroll cycle, the system creates payroll history records and stores them in the history tables. Detail history records contain each tax type, pay type, and DBA that the system calculated for each payment. The system stores detail history records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

The following list identifies the detail history tables and their corresponding summary tables.

Pay and Taxes by Check (F0716)	• Taxation Summary History (F0713)
DBA Detail History (F0619)	• Calendar Month DBA Summary History (F06145) • Payroll Month PDBA Summary History (F06146) • Tax Area Transaction Summary History (F06148) • Fiscal/Anniversary Year History (F06147)
Payroll Transaction History Detail (F0618)	• Payroll Month PDBA Summary History (F06146) • Workers Compensation Summary History (F0627)

Verifying the Integrity of Payroll Summary History

You should regularly verify the integrity of your payroll summary history to ensure that the correct information prints on your quarterly tax reports and on employees' year-end forms. To verify payroll summary history integrity, run reports that locate missing, inaccurate, or incomplete information in the summary history tables.

Verifying the integrity of payroll summary history includes the following tasks:

- ❏ Reviewing the Taxation History Integrity report

- ❏ Reviewing the PDBA Integrity report

- ❏ Reviewing the DBA Integrity report

- ❏ Correcting integrity errors manually

- ❏ Correcting integrity errors automatically

- ❏ Verifying that integrity errors have been corrected

To complete these tasks, you must run each integrity report at least three times:

1. Identify the errors
2. Correct the errors
3. Produce clean reports

The following table lists the payroll summary history integrity reports and their corresponding summary history tables.

Taxation History Integrity report	Taxation Summary History table (F0713)
PDBA Integrity report	Payroll Month PDBA Summary History table (F06146)
DBA Integrity report	Calendar Month DBA Summary History table (F06145)

To identify integrity errors, run the integrity reports in proof mode. When you run an integrity report in proof mode, it identifies possible errors without changing any information in your history tables. You should run integrity reports in proof mode so that you can research errors and enter any manual corrections before you begin updating the table.

Integrity reports identify the following three types of information:

- Errors that are not really errors. For example, zero federal tax withheld might be a valid condition for a low-wage earner or a tax-exempt employee.
- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.

To help you determine the action that you must take to correct integrity errors, you can review an explanation of each error code that prints on the integrity reports.

To correct integrity errors, run the integrity reports in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system corrects information in the summary history table and prints a report listing the errors that it could not correct. You should investigate all errors and rerun the integrity reports until all valid errors are corrected.

Before You Begin

❏ On the Corporate Tax IDs form, remove any dashes or spaces from the tax ID for the Federal A (U.S.) or Federal CA (Canada) tax area. If this tax area contains punctuation or spaces, you will not be able to print year-end forms for employees. See *Setting Up Corporate Tax IDs*.

Reviewing the Taxation History Integrity Report
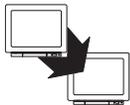
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Taxation History

You use the Taxation History Integrity report to identify errors in your Taxation Summary History table (F0713). You use the information in this table to produce governmental, year-end forms for employees and people to whom you pay pensions or other payments for income. When you keep this table error-free, you simplify the year-end processing tasks.

```
   077011                                     J.D. Edwards & Company                        Page    -       2
                                          Taxation History Integrity (F0713)                 Date    -  5/19/98


 Address  Work Tax  T                              S.I.   Pr   Gross    Exclusion     Tax    Wk Wrk Work Err    Description
 Number    Area     T  Yr   Tax Ident   Co        Number  Cd    Pay      Amount    Withheld  Pr Cnt City Key
 -------- ---------- -- -- --------------- ----- ---------- -- ---------- ---------- ---------- -- --- ---- ---- ----------------
    7704 700190000  CF 98 700190000       77 814-14-1859 PQ  18933.70     400.63    2638.35  70  19        0117 Corporate tax I.D
    7704 700190000  CG 98 700190000       77 814-14-1859 PQ  18933.70        .00     431.75  70  19        0117 Corporate tax I.D
    7704 700190000  CH 98 700190000       77 814-14-1859 PQ  18933.70        .00     431.75  70  19        0117 Corporate tax I.D
   77770 FEDERAL    CA 98 WCX162734       77 102-38-3866      1705.00      37.50     185.38  70  19        0108 State records gre
   77770 FEDERAL    CA 98 WCX746566       77 102-38-3866       825.00      22.50     107.52  70  19        0108 State records gre
   77771 FEDERAL    CA 98 WCX746566       77 239-29-7336      2919.24     101.92     385.51  70  19        0108 State records gre
```

The following list briefly explains the error codes (07/IX) that might appear on the Taxation History Integrity report.

0101 - Taxable Wage less than tax

The amount of taxable wage [Gross less (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings.

Manually determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided cheque from a prior year. If there is an error, you can leave it alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0102 - Gross minus excludable is less than tax

The amount of taxable wage [Gross less Excludable] is less than the amount of tax withheld.

Manually determine whether the excludable or tax amount should be changed.

0103 - Excludable is greater than gross

The excludable amount is greater than the gross wage.

Manually determine why the excludable amount is greater than the gross amount and decide which is correct. You can either repost the Tax Ledger table (F0716) or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0104 - Sign mismatch on gross/tax

A mismatch exists between the taxable wages and the tax. Either the taxable wages is positive and the tax is negative, or the taxable wages is negative and the tax is positive.

Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0105 - Sign mismatch on gross/excludable

A mismatch exists between the gross wages and the excludable amount. Either the gross wages is positive and the excludable amount is negative, or the gross wages is negative and the excludable amount is positive.

Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0106 - Work State, County, City mismatch tax area

The tax area in the Taxation Summary History record does not match the country (work state) or province (work county) on the same record.

Manually determine that the tax area in the Taxation Summary History record matches the Tax Area Constants table (F069016). If the tax area is correct, run this report again in update mode to correct the Work State and Work County fields.

0108 - Provincial Wages greater than Federal

The total of the wages for Provincial records is greater than the federal wages.

Manually review the transactions and each Provincial record, and determine if these totals should balance to the federal balance. For example, if an employee lives in one state and works in another, both state records are updated with total gross wages. You must manually adjust the discrepancy through the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0109 - Invalid Tax ID Number

The corporate tax ID number on the tax areas with tax type of CF (Quebec) is blank. For this type of tax, the tax ID must be numeric and up to 15 characters in length.

Verify that the corporate tax ID is set up on the Corporate Tax IDs form located on the Taxes and Insurance menu (G7744). Then, rerun the Taxation History Integrity report in update mode.

0111 - Employee Number is invalid

The employee number does not exist or has been deleted from the Employee Master table (F060116).

Manually add the employee back into the master file. Then, run the Taxation History Integrity report in update mode.

0112 - Mismatch on Social Insurance Number

A difference exists between the Social Insurance Number in the Employee Master table (F060116) and the Social Insurance Number in the Taxation Summary History record.

Verify that the Social Insurance Number is correct on the Employee Entry form located on the Canadian Employee Information menu (G7711). Then, rerun the Taxation History Integrity report in update mode.

0114 - Tax Area doesn't exist

The tax-area code in the record does not exist in the Tax Area Constants table (F069016).

Manually add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G7744). Then, run the Taxation History Integrity report in update mode.

0115 - Statutory Code doesn't match

The statutory code in the Taxation Summary History record does not match the statutory code in the Tax Area Constant table (F069016).

Verify that the statutory code is correct on the Tax Area Constants form located on the Taxes and Insurance menu (G7744). If not, correct the statutory code and then run the Taxation History Integrity report in update mode.

0117 - Tax ID doesn't match	The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).
	Verify that the tax ID is correct on the Corporate Tax IDs form located on the Taxes and Insurance menu (G7744). This tax ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the Taxation History Integrity report in update mode.

Processing Options for Taxation History Integrity Report

```
Select a 'Y' if you wish to update the
history file as errors are detected. Y/N                    _____
```

Data Selection for Taxation History Integrity Report

Specify the last two digits of the current year in the data selection.

Data Sequence for Taxation History Integrity Report

Do not change the data sequence of the report.

Reviewing the PDBA Integrity Report
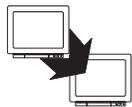
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Payroll Month PDBAs

Use the PDBA Integrity report to identify errors in your Payroll Month PDBAs Summary History table (F06146). The amounts on this report might include Registered Retirement Savings Plan (RRSP) contributions, moving expenses, group term life insurance premiums, and so on. When you keep this table free of errors, you simplify the year-end processing tasks.

```
077021                                          J.D. Edwards & Company                      Page    -      2
                                          Payroll Month PDBAs Integrity (F06146)            Date    -  7/11/98
Year. . . . .   98
Company . . .   00077  A Model Canadian Payroll Co
Description. . 0102 PDBA Code does not exist
Address                                             Pay                          T G N  Pay       Amount
 Number       SIN              Employee Name        Type  Yr    Tax Ident    Co   T E E  Prd        Due
--------  -----------  ----------------------------  -----  --  --------------  -----  - - -  ----  ---------------
    7701 256-136-888 Anthony Holiday                 7731 98 WCX746566        00077 D - -
    7702 184-560-670 Derrick, Leslie                 7731 98 WCX162734        00077 D - -
    7703 481-560-670 Bellas, Debbie                  7731 98 WCX162734        00077 D - -
```

The following list briefly explains the error codes (07/IT) that might appear on the PDBA Integrity report.

0101 - Employee Number is invalid

The employee number does not exist in the Employee Master table (F060116).

Manually add the employee back into the master table and rerun the PDBA Integrity report.

0102 - Pay, Deduction or Benefit Type doesn't exist

The pay, deduction, benefit, or accrual number does not exist in the Transaction Parameter table (F069116).

Manually add the pay, deduction, benefit, or accrual number using the DBA Setup form or the Pay Type Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742). Then, rerun the PDBA Integrity report.

0103 - Tax ID doesn't exist

The corporate tax ID in the record does not exist in the Corporate Tax ID table (F069086).

Manually add the corporate tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744 or G7744). Then, rerun the PDBA Integrity report.

0104 - Tax ID doesn't match

The corporate tax ID in the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).

Verify that the tax ID is correct on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744 or G7744). If not, correct it and rerun the PDBA Integrity report.

W-2s will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.

0105 - Amount Due invalid

There is an amount due on the DBA, but the Transaction Parameter table record for the DBA states that an amount due should not occur on the transaction.

Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero. To adjust the amount manually, use the Additional function on the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742).

0106 - Number Periods invalid

There is a value in the Number of Periods field on the DBA, but the Transaction Parameter table record for the DBA states that using the Number of Periods field is not allowed.

Either change the Number of Periods field to allow periods or manually adjust the periods to zero. To adjust the periods manually, use the Additional function on the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742).

Processing Options for PDBA Integrity Report

```
Select a 'Y' if you wish to update the
history file as errors are detected. Y/N                    _____
```

What You Should Know About Processing Options

Reviewing payroll month history (1)

Run the PBDA Integrity report with this processing option set to Y (Yes) to update the history table. Any errors that the system corrected will be listed on your report because the report prints before the system makes corrections. Print the report again to produce an error-free report.

Data Selection for PDBA Integrity Report

Specify the last two digits of the current year in the data selection.

Data Sequence for PDBA Integrity Report

Do not change the data sequence of the report.

Reviewing the DBA Integrity Report

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Calendar Month DBAs

Use the DBA Integrity report to identify errors in your Calendar Month DBA Summary History table (F06145). When you keep this table free of errors, you simplify the year-end processing tasks.

```
  067031                              J.D. Edwards & Company                    Page    -      6
                                   Transaction History Integrity                Date    -  7/19/98
Year . . . . . 98
  Company. . . . 00077  A Model Canadian Payroll Co  Error Code . . 0104 Tax I.D. doesn't match  Address
                   DBA                              T
Number     SSN           Employee Name            Typ  Yr    Tax ID Number    Co    T
-------- ----------- ------------------------------ ----- -- ------------------- ----- -
    7701 256-13-6888 Anthony Holiday                4800 98                     00077 A
    7701 256-13-6888 Anthony Holiday                7706 98                     00077 D
    7701 256-13-6888 Anthony Holiday                7710 98                     00077 D
    7701 256-13-6888 Anthony Holiday                7720 98                     00077 B
    7701 256-13-6888 Anthony Holiday                7730 98                     00077 D
    7701 256-13-6888 Anthony Holiday                7735 98                     00077 B
    7701 256-13-6888 Anthony Holiday                7750 98                     00077 B
    7701 256-13-6888 Anthony Holiday                7760 98                     00077 B
    7701 256-13-6888 Anthony Holiday                7770 98                     00077 B
    7701 256-13-6888 Anthony Holiday                7780 98                     00077 B
    7701 256-13-6888 Anthony Holiday                9000 98                     00077 D
    7702 184-56-0670 Derrick, Leslie                4800 98                     00077 A
    7702 184-56-0670 Derrick, Leslie                7706 98                     00077 D
    7702 184-56-0670 Derrick, Leslie                7710 98                     00077 D
    7702 184-56-0670 Derrick, Leslie                7720 98                     00077 B
    7702 184-56-0670 Derrick, Leslie                7735 98                     00077 B
    7702 184-56-0670 Derrick, Leslie                7750 98                     00077 B
    7702 184-56-0670 Derrick, Leslie                7760 98                     00077 B
    7702 184-56-0670 Derrick, Leslie                7780 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 4800 98                     00077 A
    7703 481-56-0670 Bellas, Debbie                 7700 98                     00077 D
    7703 481-56-0670 Bellas, Debbie                 7701 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7705 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7725 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7730 98                     00077 D
    7703 481-56-0670 Bellas, Debbie                 7735 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7740 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7750 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7760 98                     00077 B
    7703 481-56-0670 Bellas, Debbie                 7785 98                     00077 A
    7703 481-56-0670 Bellas, Debbie                 7790 98                     00077 A
    7703 481-56-0670 Bellas, Debbie                 7791 98                     00077 A
    7704 652-13-6888 Rivard, Jacques                4800 98                     00077 A
    7704 652-13-6888 Rivard, Jacques                7700 98                     00077 D
    7704 652-13-6888 Rivard, Jacques                7701 98                     00077 B
    7704 652-13-6888 Rivard, Jacques                7706 98                     00077 D
    7704 652-13-6888 Rivard, Jacques                7725 98                     00077 B
    7704 652-13-6888 Rivard, Jacques                7730 98                     00077 D
    7704 652-13-6888 Rivard, Jacques                7735 98                     00077 B
    7704 652-13-6888 Rivard, Jacques                7775 98                     00077 B
    7704 652-13-6888 Rivard, Jacques                7785 98                     00077 A
    7704 652-13-6888 Rivard, Jacques                7790 98                     00077 A
```

The following list briefly explains the error codes that might appear on the DBA Integrity report. These error codes are defined in user defined codes table 07/ID.

0101 - Employee Number doesn't exist	The employee number does not exist in the Employee Master table (F060116).
	Manually add the employee back into the master table and run the Calendar Month DBA Integrity report in update mode.
0102 - DBA Type doesn't exist	The deduction, benefit, or accrual number does not exist in the Transaction Parameter table (F069116).
	Manually add the DBA number using the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742). Then, run the Calendar Month DBA Integrity report in update mode.
0103 - Tax ID doesn't exist	The corporate tax ID in the record does not exist in the Corporate Tax ID table (F069086).
	Manually add the corporate tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744 or G7744). Then, run the Calendar Month DBA Integrity report in update mode.
0104 - Tax ID doesn't match	The corporate tax ID in the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).
	Verify that the tax ID is correct on the corporate tax IDs form located on the Taxes and Insurance menu (G0744 or G7744). If not, correct it and run the Calendar Month DBA Integrity report in update mode.

Processing Options for DBA Integrity Report

```
1) Select the report processing mode.
   N = Print errors on the report only.
   Y = Print errors on the report and
       correct by UPDATING the file.              _____

2) Enter Error Codes you DO NOT wish to
   print or leave these fields blank to
   print ALL errors.  Error codes must
   be entered as 0101, 0102, 0103, etc.

   DO NOT print the following errors:             _____
               "                                  _____
               "                                  _____
               "                                  _____
               "                                  _____
```

Data Selection for DBA Integrity Report

Specify the last two digits of the current year in the data selection.

Data Sequence for DBA Integrity Report

Do not change the data sequence of the report.

Correcting Integrity Errors Manually
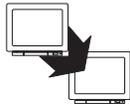
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose an option under the Revise History Files heading

You can use the following programs to correct integrity errors manually:

- Pay and Taxes by Month
- Pay and Taxes by Cheque
- PDBAs by Payroll Month
- DBAs by Calendar Month

After you run an integrity report in proof mode, you must research each error on the report. The Payroll system provides error-code tables that describe each type of payroll history integrity error. Use these error-code tables to determine the action, if any, that you must perform to correct each error. You must correct these errors so that your quarterly reports (U.S. only) and year-end forms will be accurate.

Some integrity errors require that you make manual corrections to the appropriate history or constants tables before you run the report in update mode. You might need to manually revise history records, tax-area constants, or corporate tax IDs. For example, you might need to do one of the following:

- Delete a record that contains zero dollars
- Enter a tax ID number

For each error that appears on the report, determine the action, if any, that you must perform to correct the error. Some entries on the report might not be errors for your setup. For example, taxation error 0250 - No Federal Tax Taken might appear for an employee who is a low wage earner and does not need to have any federal tax withheld. Review the user defined code tables 07/IX, 07/IT, and 07/ID to determine the action that you need to take for each error.

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

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

See Also

- *Revising Payroll History Manually (P069901)* for information about correcting errors manually

Correcting Integrity Errors Automatically
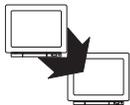
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose the report that you want to correct

After you review an integrity report and make any manual corrections, run the report in update mode to update the summary history table with the corrected information. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system updates all history records with the new tax ID.

When you run the report in update mode, the system also corrects the errors that it can correct and prints a report listing the errors that it cannot correct.

The following list shows the errors that you can correct by running each integrity report in update mode. These errors require manual corrections to your system setup before you run the report in update mode.

Tax History Integrity report	• 0109 – Invalid Tax ID number • 0113 – Tax ID does not match • 0252 – Invalid Statutory Code • 0253 – Invalid Century Field
PDBA Integrity report	• 0104 – Tax ID does not match
DBA Integrity report	• 0101 – Employee number does not exist • 0102 – Pay type does not exist • 0103 – Tax ID does not exist • 0104 – Tax ID does not match

Each time you run an integrity report in update mode, the system creates a backup table of the summary history table as of the previous run. Therefore, if you run a report in update mode and receive unexpected results, you can restore your data to the way it was before the update. The system re-creates this table each time you run the integrity procedure. J.D. Edwards recommends that you call customer support for help in restoring the backup.

Before You Begin

❑ Set the processing options to print the report and update the table.

Verifying That Integrity Errors Have Been Corrected

After you run the report in update mode, run it a third time, in proof mode, to ensure that all errors have been corrected. You should investigate all errors and rerun the integrity report until all valid errors are corrected. When the system finds no errors, it prints only the cover page.

Verifying the Integrity of Payroll Detail History

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Payroll History Audit Report

To ensure that the system includes the correct amounts on your Canadian tax reports, you should run the Payroll History Audit report each month. You should investigate and correct any variances that appear on this report before you print your tax reports.

Use this report in conjunction with the summary history integrity reports to ensure the integrity of your data. This report does the following:

- Compares detail history information to summary history information
- Does not make any corrections
- Prints information for one month at a time

Refer to user defined code table 07/ER for a list of the error codes that might appear on the report.

```
07703                              J.D. Edwards & Company                     Page N        6
                                   Payroll History Audit Report               Date - 7/07/98
Year . . . . . 98
Month . . . . .  1
Company. . . .
Error Code . . 0060   Cal. Month Gross F06145 n.e. Detail in DBA File F0619
                                                               Cheque      F06145       F0619
Employee #        Employee Name       File Name  Tax Area  Tax ID      TT PDBA  Cheque  Control    Amount       Amount
----------  -----------------------  ---------- ---------- --------------- -- ---- -------- -------- ------------ -----------
     7702 Derrick, Leslie            F06145                WCX162734       7730                      200.00       300.00
     7702 Derrick, Leslie            F06145                WCX162734       7750                      117.00       183.18
     7702 Derrick, Leslie            F06145                WCX162734       7780                      780.00     1,170.00
     7703 Bellas, Debbie             F06145                WCX162734       7700                      228.84       355.76
     7703 Bellas, Debbie             F06145                WCX162734       7701                      114.42       177.88
     7703 Bellas, Debbie             F06145                WCX162734       7705                       17.28        25.92
     7703 Bellas, Debbie             F06145                WCX162734       7730                      200.00       300.00
     7703 Bellas, Debbie             F06145                WCX162734       7735                       90.00       135.00
     7703 Bellas, Debbie             F06145                WCX162734       7740                      820.00     1,230.00
     7703 Bellas, Debbie             F06145                WCX162734       7750                       89.25       138.75
     7703 Bellas, Debbie             F06145                WCX162734       7760                       57.40        86.10
     7703 Bellas, Debbie             F06145                WCX162734       7785                      686.54     1,067.31
     7703 Bellas, Debbie             F06145                WCX162734       7790                      171.63       266.82
     7703 Bellas, Debbie             F06145                WCX162734       7791                      171.63       266.82
     7704 Rivard, Jacques            F06145                97789977880     7700                      100.66       145.62
     7704 Rivard, Jacques            F06145                97789977880     7701                       50.34        72.82
     7704 Rivard, Jacques            F06145                97789977880     7706                       24.70        37.05
     7704 Rivard, Jacques            F06145                97789977880     7730                       50.00        75.00
     7704 Rivard, Jacques            F06145                97789977880     7735                       90.00       135.00
     7704 Rivard, Jacques            F06145                97789977880     7775                      125.82       188.73
     7704 Rivard, Jacques            F06145                97789977880     7785                      503.30       754.95
     7704 Rivard, Jacques            F06145                97789977880     7790                      151.00       218.44
     7775 Deveny, Cindy L.           F06145                44789977880     7706                       37.05        49.40
     7776 Guerre, John M.            F06145                WCX162712       7735                      135.00       135.80
     7777 Bureau, Richard M.         F06145                WCX162712       7706                       37.05        25.05
     7778 Klassen, Lisa M.           F06145                WCX162712       7720                      120.00       160.00
```

Processing Options for Canadian Payroll History Audit Report

```
1. Enter Year & Month for Audit Report.
        Year    (Example: 98)
        Month   (Example: 01)                          _____

2. Perform Basic History Audit.   (Y/N)               _____
        F0713  to F0716
        F06145 to F0619
        F06146 to F0618 & F0619
        F06176 to F0716

3. Perform Paycheque History Audit.(Y/N)              _____
        F06156 to F0716
        F06156 to F0618
        F06156 to F0619

4. To process all companies leave the                 _____
   processing option blank.  If you
   wish to process certain companies
   enter the five (5) character company
   number.
```

Revising Payroll History Manually

When an integrity report reveals errors in payroll history, you might need to manually correct the errors before you run the report in update mode. The Payroll system provides several revision programs that you can use to manually correct payroll history. You should correct this history because the system uses it to calculate the totals that print on your tax reports and year-end forms. User defined code tables 07/IX, 07/IT, and 07/ID list the error codes that might appear on each integrity report.

Revising payroll history manually includes the following tasks:

- ❏ Revising taxation history

- ❏ Revising payroll-month PDBA history

- ❏ Revising calendar-month DBA history

- ❏ Revising paycheque information

- ❏ Revising fiscal and anniversary balances

When you revise payroll history manually:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

- The system does not create an audit trail of the changes that you enter when you revise payroll history manually.

- The summary totals will not equal the detail totals.

Therefore, these programs should have the highest possible level of system security.

See Also

- *Reviewing the Tax History Integrity Report (P067011* or *P077011)*, *Reviewing the PDBA Integrity Report (P067021* or *P077021)*, and *Reviewing the DBA Integrity Report (P067031* or *P077032)* for information on integrity reports and explanations of the error codes that might show on each integrity report

- *Entering Basic Journal Entries (P09101)* in the *General Accounting I Guide*

Revising Taxation History

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data
Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Pay & Taxes by Month
or Pay and Taxes by Cheque

When your Tax History Integrity report indicates an error in taxation history, you
might need to revise pay and tax amounts for an employee to correct the error.

You can choose either of the following options:

- Revise pay and tax amounts by month

- Revise pay and tax amounts by cheque

To revise an employee's monthly pay and tax information, use the Pay and
Taxes by Month program. This program updates the Taxation Summary History
table (F06136 for U.S. Payroll or F0713 for Canadian Payroll).

To revise the pay and tax amounts for a specific cheque, use Pay and Taxes by
Cheque. This program updates the Tax Ledger Table F0716.

► **To revise pay and tax amounts by month**

On Pay & Taxes by Month

[079901] - Pay & Taxes by Month				
Functions Tools Help				
			Year: 98 History Type:	
			Standard Tax History	
Employee/SIN	7701	Anthony Holiday		
Tax Area / Type	FEDERAL CA	CAN FED		
Company Number	00077	A Model Canadian Payroll Co.		
Tax Id	WCX746566	Province	003 British Columbia	
Month	Gross Pay	Excludable	In Excess	Tax Amount
Jan	2,514.26	22.00		513.83
Feb	3,322.88	22.00		596.08
Mar	1,118.00			157.36
Apr	3,354.00			468.43
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
TOTAL	10,309.14	44.00		1,735.70
F15=Tax Area Index F16=Corporate Tax Id's F24=More				

1. To locate the employee, complete the following fields:
    - Address Number
    - Tax Area/Type

2. Enter any necessary corrections.

What You Should Know About

Corporate tax IDs	Choose the Corporate Tax IDs function to correct a corporate tax ID.
	For W-2 (U.S.) and T4 (Canada) reporting purposes, corporate tax IDs must not contain dashes or spaces.
Maximum amount for taxes	You can adjust a tax type with a maximum amount. The system reads the history when it processes the next payroll cycle and adjusts the cheque accordingly.

▶ **To revise pay and tax amounts by cheque**

On Pay & Taxes by Cheque

1. To locate the employee information, complete the following fields:

    - Address Number/SIN

    - Cheque Control Number

2. Enter any necessary corrections.

Revising Payroll-Month PDBA History

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose PDBAs by Payroll Month

When your PDBA Integrity report indicates an error in the Payroll Month PDBAs Summary History table (F06146), you might need to revise the monthly history for a pay type, deduction, benefit, or accrual. You can access PDBA history by year, history type, company, or tax ID.

▶ To revise payroll-month PDBA history

On PDBAs by Payroll Month

1. To locate the employee information, complete the following fields:

    - Address Number/SSN (SIN in Canada)

- PDBA Code
- Tax ID
- Company

2. Enter any necessary corrections.

Revising Calendar-Month DBA History
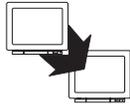
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose PDBAs by Calendar Month

When your DBA Integrity report indicates an error in transaction history, you might need to revise an employee's DBAs for a calendar month. You can access DBA history by year, history type, company, or tax ID.

▶ **To revise calendar-month DBA history**

On DBAs by Calendar Month

Month	..Gross Pay..	...Hours...	..Pieces..
January	37.05	37.05	
February	24.70	24.70	
March	24.70	24.70	
April	12.35	12.35	
May			
June			
July			
August			
September			
October			
November			
December			
YTD Total	98.80	98.80	
Beg. Bal			
Prior Yr			

Year: 98
Tax ID: WCX746566
Employee/SIN: 7701 Anthony Holiday
DBA Code: 7706 A Dental Fam
Company: 00077 A Model Canadian Payroll Co

F5=Corporate Tax Id's   Roll=Next/Prev Record   F24=More

1. To locate the employee information, complete the following fields:

   - Address Number/SIN

   - PDBA Code

   - Tax ID

   - Company

2. Enter any necessary corrections.

What You Should Know About

Alternate report   You can also use the Historical Payroll Register report to review transaction history for integrity purposes.

See *Reviewing the Historical Payroll Register Report.*

Revising Fiscal and Anniversary Balances
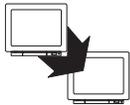
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose YTD Balances/Fiscal & Anniversary

You can answer employees' questions about their year-to-date balances for PDBAs that have fiscal and anniversary history. In addition to year-to-date balances, you can review balances forwarded from a previous year and inception-to-date amounts.

Depending on how you set up the system, it stores fiscal and anniversary history for those PDBAs that have any of the following characteristics:

- A balance that must be calculated using related PDBAs

- An inception-to-date limit

- An annual limit

- A rollover date other than the end of the calendar year

The year-to-date amounts that the YTD Balances/Fiscal & Anniversary program displays might differ from the year-to-date amounts on the Payroll Register report. This happens because the year-to-date amounts on the Payroll Register report are payroll-month totals from the Payroll Month PDBA Summary History table (F06146), and these payroll-month totals are not affected by fiscal and anniversary rollovers from the Fiscal/Anniversary Year History table (F06147).

▶ **To revise fiscal and anniversary balances**

On YTD Balances/Fiscal & Anniversary

```
[06083] - YTD Balances/Fiscal & Anniv.                    _ □ ×
Functions  Tools  Help
 ✔   ✗   ₁i   ₂▲   ₄✚   ₅▬

   Employee No          2022  Kellerman, James

   PDBA Type            8011     Vacation
   Home Company          100     JD Edwards and Company
   Tax ID              270065655
   Fiscal/Anniv. Dt    06/30/98

                     . .Gross Pay. .|. . .Hours. . .|. . Pieces. . .
           YTD              54.00          54.00
           Begin Balance
           Prior Year

           ITD Total        54.00          54.00




       F24=More Keys                                      MW
```

1. Complete the following field:

    - Employee Number

2. To limit the information that appears, complete any of the following fields:

    - PDBA Type

    - Home Company

    - Tax ID

    - Fiscal/Anniversary Date

3. Change any of the following fields:

    - YTD Gross Pay

    - YTD Hours

    - YTD Pieces

    - Beginning Balance Gross Pay

    - Beginning Balance Hours

    - Beginning Balance Pieces

    - Prior Year Gross Pay

    - Prior Year Hours

    - Prior Year Pieces

See Also

- *Reviewing Benefit and Accrual History (P060931)* for information about how to see the combined balances of the related PDBAs

Revising Paycheque Information

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Paycheque Review/Maintenance

You can revise paycheque information to correct any errors in cheques that you have issued.

J.D. Edwards recommends that you use this method to adjust paycheque history only in very unusual situations. This program adjusts only the Payroll Transaction History table (F0618) and the Deduction/Benefit/Accrual Detail History table (F0619). It does not adjust other key tables such as the Paycheque Summary table (F06156).

▶ **To revise paycheque information**

On Paycheque Review/Maintenance

O P	I . . . Date . . Pay Prd.	Cheque	Cheque Number	C T	Total Earnings	Total Deductions	Net Pay	R C
	01/03/98	01/09/98	55439	C	2,038.46	694.97	1,343.49	
	01/17/98	01/23/98	5446	C	2,538.46	919.84	1,618.62	
	01/31/98	02/06/98	6448	A	2,538.46	919.84	1,618.62	
	02/14/98	02/20/98	83904	A	2,538.46	919.84	1,618.62	
	02/28/98	03/06/98	647791	A	2,538.46	919.84	1,618.62	
	03/14/98	03/20/98	48779	A	2,538.46	933.66	1,604.80	
	03/28/98	03/20/98	4566	M	500.00	214.45	285.55	
	03/28/98	04/03/98	7779	X	4,991.46	1,562.23	3,429.23	
	04/11/98	04/03/98	7779	V	4,991.46-	1,562.23-	3,429.23-	
	04/11/98	04/17/98	74775	A	2,174.32	793.04	1,381.28	
	04/25/98	05/01/98	654455	C	2,174.32	793.04	1,381.28	

Opt: 1=Cheque Inquiry/Void   F4=Fold   F24=More

1. Locate the employee for whom you need to revise a cheque.

2. Alternatively, you can locate the cheque directly by completing the following field:

   - Cheque Number

3. Choose the Cheque Inquiry/Void option for the cheque that you want to revise.

4. On Paycheque Inquiry/Maintenance, choose the Deduction/Benefit – Tax Detail function to access deduction and benefit amounts.

5. Enter the necessary changes to the following fields under the Earnings Detail heading:

   - Hours
   - Gross Amount

6. Enter the necessary changes to the following fields under the Deduction/Benefit Detail heading:

   - Amount

See Also

- *Voiding Payments (P07061)*

Updating Available Leave

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Update Available Leave

Some organizations such as public schools provide employees with established hours of leave at the beginning of each contract, fiscal, or calendar year. These organizations might have more than one source of leave, often called leave banks.

You can update the available-leave information for all or selected employees. You can update the leave information for up to ten leave banks at one time. If you have more than ten leave banks, you can run the update as often as necessary.

You specify the number of hours to update and the DBA associated with the leave in the processing options. If all employees do not receive the same number of hours from the leave bank or do not earn leave from the same leave banks, you must run the update for each group of employees with the same criteria.

When you run this program, the system updates the Payroll Month PDBA Summary History table (F06146). If you work on a fiscal year, the system also updates the Fiscal/Anniversary History table (F06147).

If your organization allows employees to carry over leave from a previous year, the system adds the new amounts to any unused balance. The system maintains both the unused and the new amounts.

Before You Begin

❏ Set up each leave DBA that you include in the update.

❏ Assign the leave DBAs to employees.

See Also

- *Reviewing Available-Leave Information (P06932)*
- *Reviewing the Available Leave Report (P064502)*

What You Should Know About

Using fiscal or anniversary DBAs
If you use fiscal or anniversary DBAs, you must set up the DBAs as fiscal date with the date as the last day of the fiscal year.

Processing Options for Update Available Leave

```
1. Enter the accrual number of the          _____
   first Leave bank.
2. Enter the amount to stock for the         _____
   first Leave bank.
3. Enter the accrual number of the           _____
   second Leave bank.
4. Enter the amount to stock for the         _____
   second Leave bank.
5. Enter the accrual number of the third     _____
   Leave bank.
6. Enter the amount to stock for the         _____
   third Leave bank.
7. Enter the accrual number of the           _____
   fourth Leave bank.
8. Enter the amount to stock for the         _____
    fourth leave bank.
9.  enter the accrual number of the          _____
    fifth Leave bank.
10. Enter the amount to stock for the        _____
    fifth Leave bank.
11. Enter the accrual number of the          _____
    sixth Leave bank.
12. Enter the amount to stock for the        _____
    sixth Leave bank.
13. Enter the accrual number of the          _____
    seventh Leave bank.
14. Enter the amount to stock for the        _____
    seventh Leave bank.
15. Enter the accrual number of the          _____
    eighth Leave bank.
16. Enter the amount to stock for the        _____
    eighth leave bank.
17. Enter the accrual number of the          _____
    ninth Leave bank.
18. Enter the amount to stock for the        _____
    ninth Leave bank.
19. Enter the accrual number of the          _____
    tenth Leave bank.
20. Enter the amount to stock for the        _____
    tenth Leave bank.

21. Enter the Fiscal Year Ending Date        _____
    of the year you wish to stock.
```

```
          ****** NOTE ********
     This date will be used to update
     the fiscal/Anniversary file (F06147)
     and the month will be used to update
     the Payroll month file (F06146).
     All of the DBAs must be set as FISC
     date DBAs and the date must be the
     last date of the fiscal year you
     wish to stock.
```

22. Enter the year end date. If no date   _____
    is entered in P.O. #21, then it
    will be assumed you are not using
    Fiscal date for processing and just
    the Payroll Month file (F06146) will
    be updated using the date you enter
    here or the system date if left
    blank.
23. Enter '1' if you want this report to   _____
    be produced by SS# or leave this
    field *BLANK if you want this report
    to be produced by Address book #.

What You Should Know About Processing Options

Fiscal year ending date (21) — Enter the last day of the year that you are stocking with leave. For example, enter 8/19/99 if you updating available leave for a year beginning August 20, 1998, and ending August 19, 1999.

Data Selection for Update Available Leave

Select the employee or groups whose leave you want to update.

Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During the final update, a machine failure or power outage might prevent the system from updating the summary history tables.

- While revising pay and tax amounts by month, you might have entered an incorrect gross-pay amount.

In these instances, you can usually repost to correct the problem. A repost program retrieves the information in a detail history table by payment date and recalculates the totals in the corresponding summary history table. The system retrieves the information from the detail history table during a repost. If you revised or corrected the summary history table and want to keep the changes, you should not run a repost. Except for maximum-amount taxes such as FICA and Medicare, the repost will not include the revisions that you made to the history summary table.

Reposting payroll history includes the following tasks:

❏ Reposting pay types to the payroll month

❏ Reposting DBAs to the payroll month

❏ Reposting DBAs to the calendar month

❏ Reposting the tax ID to the tax ledger

❏ Reposting DBAs to the tax-area summary

❏ Reposting DBAs to the fiscal and anniversary history summary

❏ Reposting the workers compensation summary

Before You Begin

❏ Back up all summary tables that you need to repost.

❏ Contact J.D. Edwards for customer support.

Reposting Pay Types to the Payroll Month

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Pay Types to Payroll Month

Repost pay types to the payroll month if your Payroll Month PDBA Summary History table (F06146) contains corrupt data. This repost totals the pay type transactions stored in the Payroll Transaction History table (F0618) and posts monthly totals for gross pay and hours to the Payroll Month PDBAs Summary History table.

The repost summarizes by cheque date. It overwrites existing totals in the summary history table.

Processing Options for Reposting Pay Types to the Payroll Month

```
Enter the YEAR to to reposted (YY) . . .                    _____

NOTE:If you are reporting everything,
     leave this BLANK. If you do not
     have all the detail for all your
     history in this file, records in
     F06146 could be cleared and not
     reposted.
```

Reposting DBAs to the Payroll Month

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose DBAs to Payroll Month

Repost DBAs to the payroll month if the information in your Payroll Month PDBA Summary History table (F06146) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Payroll Month PDBAs Summary History table.

The repost summarizes by cheque date. It overwrites existing totals in the summary history table.

Processing Options for Repost DBAs to the Payroll Month

```
Enter the YEAR to to reposted (YY) . . .          _____

NOTE:If you are reporting everything,
     leave this BLANK. If you do not
     have all the detail for all your
     history in this file, records in
     F06146 could be cleared and not
     reposted.
```

Reposting DBAs to the Calendar Month

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose DBAs to Calendar Month

Repost DBAs to the calendar month if the information in your Calendar Month DBA History table (F06145) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA History table.

The repost summarizes by cheque date. It overwrites existing totals in the summary history table.

Processing Options for Reposting DBAs to the Calendar Month

```
Enter the YEAR to be reposted (YY) . . .          _____

          IMPORTANT NOTES
          ---------------------
1. History records for the year selected
   will be initialized for all employees
   processed. THEREFORE, if you select
   a year make sure that you also select
   records in F0619 for the same year
   when setting up your Dream-Writer
   specification.

2. If you wish to process all years for
   which data exists in the F0619 file
   leave the "YEAR" field blank.
```

Reposting the Tax ID to the Tax Ledger
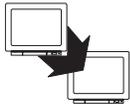
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Tax ID to Tax Ledger

Repost the tax ID to the tax ledger if you originally made a mistake in setting up your tax ID. This keeps your tax ledger entries accurate. You can assign the tax ID to up to five tax types at one time. After you run the repost, you should review each tax type to ensure that the new tax ID number was correctly assigned. This program does not produce a report.

Do not use this function if Revenue Canada issues you a new tax ID.

J.D. Edwards recommends that you run this procedure only with the guidance of J.D. Edwards Customer Support.

Processing Options for Reposting the Tax ID to Tax Ledger

```
1. Enter From Cheque Date.    (MM/DD/YY)              _____

2. Enter Thru Cheque Date.    (MM/DD/YY)              _____

3. Enter Tax ID number.                               _____

4. Enter Tax Types to be reposted.     1)            _____
                                       2)            _____
                                       3)            _____
                                       4)            _____
                                       5)            _____
```

Reposting DBAs to the Tax-Area Summary

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose DBAs to Tax Area Summary

Repost DBAs to the tax-area summary if the information in your Tax Area Transaction Summary History table (F06148) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost totals amounts for all transactions that have the same tax area, DBA type,

year, tax ID, and company number. It then posts the total, as one summary transaction, to the Tax Area Transaction Summary History table.

The repost overwrites existing totals in the history summary table.

Processing Options for Reposting DBAs to Tax Area Summary

```
Enter the Year to be reposted . . .                    _____
```

Reposting DBAs to the Fiscal and Anniversary History Summary
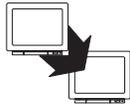
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose DBAs to Fiscal and Anniversary

Repost DBAs to the fiscal or anniversary summary history if the information in your Fiscal and Anniversary History Summary table (F06147) does not correspond to the information in the DBA Detail History table (F0619) and the Payroll Transaction History table (F0618). For each employee, this repost calculates the year-to-date (YTD) amount for only those DBAs that you have set up for fiscal or anniversary rollover. It then posts these YTD amounts to the Fiscal and Anniversary History Summary table.

The system uses the DBA limit method that you entered when you set up your DBAs to determine whether the summary history is stored by payment date or by pay-period ending date. If the system needs pay types to calculate the year-end balance, the repost automatically reposts the required pay types.

The repost overwrites existing YTD amounts for each employee and DBA. It does not overwrite prior-year and beginning balances.

Processing Options for Reposting DBAs to Fiscal and Anniversary History

```
1.  Enter the YEAR to be reposted.                     _____
```

See Also

- *Setting Up DBAs (P069117)* for information about entering DBA limit amounts

Reposting the Workers Compensation Summary

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G7731), choose Workers Comp Survey

Repost the workers compensation summary when the information in your Workers Compensation Summary table (F0627) does not correspond to the detail information in the Transaction History table (F0618). This repost summarizes, by payment month and year, the workers compensation and general liability amounts in the Transaction History table. It then posts this summary to the Workers Compensation Summary table.

This repost adds information to the history summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal A tax ID for U.S. Payroll and the Federal Tax ID for Canadian Payroll.

Employment Insurance History Integrity

You verify the integrity of your employment insurance (EI) information to ensure that you report the correct information to the government. If you discover errors, you review each error to verify whether you must make a change to your employment insurance history. If a change is required, you revise your employment insurance history to correct the error.

You repost tax area information to create the table that you use to cross-reference payroll amounts to specific boxes on year-end forms. When you repost, you also ensure that all pay types, deductions, benefits, and accruals (PDBAs) have been properly posted and that no PDBAs were missed during the year.

Ensuring employment insurance history integrity consists of the following tasks:

❑ Verifying employment insurance history integrity

❑ Working with employment insurance history

See Also

- *Reviewing the Payroll History Audit Report (P07703)* for information about the Payroll History Audit report. You use this report to verify that detail information corresponds to summary history information. It is important to run this report periodically.

Verifying Employment Insurance History Integrity

You run the EI Integrity Validation program to find discrepancies between the Employment Insurance History (F06176) and Tax History Summary (F0713) tables. This ensures that the gross earning and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the Employment Insurance History table by tax type CC and compares the results with the amounts in the Tax History Summary table.

If the yearly totals for EI gross earnings in the Employment Insurance History table do not match the gross earnings minus excludables minus in-excess in the Tax History Summary table, the program compares entries in the Employment Insurance History table against the Tax Ledger table (F0716) by cheque control number to locate specific records that do not match. The program then produces an exception report, the EI Integrity F0716/F06176 Exceptions report.

The EI Integrity Validation program produces a second exception report, the EI Integrity Validation report, if any of the following conditions exist:

- The employee exceeded the maximum EI contributions for the year
- The tax ID in the Employment Insurance History table does not match any of the corporate tax IDs set up for the company
- The employee number does not exist in the Employee Master table (F060116)
- The company number does not exist in the Corporate Tax ID table (F069086)

The EI Integrity Validation program reads information from the Employment Insurance History, Tax History Summary, and Tax Ledger tables. It does not update these tables.

The following graphics show samples of the EI Integrity F0716/F06176 Exceptions EI Integrity Validation reports.

JDEdwards
EI Integrity Validation
EI Integrity F0716/F06176 Exceptions

Page - . . . 1
Date - . . . 02/13/00
Year - . . . 1999

Address Number	Cheque Number	Work Tax Area	T T	Gross Pay	Pd - Excess	F0716 Excludable	Tax	Ins. Earnings	Ins. Prem.	Error Description
7774	218966	FEDERAL	CC	2,826.92			52.98	1,826.92	52.98	Ins. earnings and/or tax do not match

JDEdwards
EI Integrity Validation

Page - . . . 2
Date - . . . 02/13/00
Year - . . . 1999

Address Number	Employee Name	Check Cntrl No	Tax ID	Co.	EI Max. Ins. Earnings	F06176 Ins. Earnings	Error Message
7774	Monroe, Marianne	218966	BIN43345432	777		1,826.92	Tax ID number not found in F069016

18–4

Processing Options for EI Integrity Validation

```
1. Enter the year you want the EI
   Integrity to generate  (Ex. 1997)                    _____

Note:   Your data selection MUST only
        include records for the year
        entered in the processing option.
        All data selection should be
        by check date.

        If the above processing option is
        left blank, the current system
        year is assumed.
```

What You Should Know About Processing Options

Year (1)   The year you enter must match the calendar year you use
                                  for data selection. If it does not, the program produces a
                                  blank report.

Data Selection for EI Integrity Validation

The data selection must be Check Date EQ (is equal to) *RANGE, where the
range is the beginning and ending dates of the reporting year.

Working with Employment Insurance History

When you verify the integrity of your employment insurance history, you might discover errors. You review each error to verify whether you must make a change. If a change is required, you revise your employment insurance history to correct the error.

Working with employment insurance history includes:

❑ Reviewing employment insurance history

❑ Revising employment insurance history

Reviewing Employment Insurance History
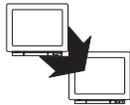
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose EI Integrity Menu

From EI Integrity (G77311), choose EI History Inquiry

After you run the EI Integrity Validation program, review each error to verify whether you must make a change to the Employment Insurance History table. Some errors might reflect valid conditions.

This program lists information from the Employment Insurance History table.

▶ **To review employment insurance history**

On EI History Inquiry

```
[060991] - EI History Inquiry                                    _ □ ✕
Functions  Tools  Help
✔  ✕

        Employee No          7704      Rivard, Jacques
        Pay Period - From  _____  Thru  _____
        Tax Area - Tax Type   FEDERAL    /  CC

I Pay Per  Work Tax  TT  Insurable   Hours  ----- Insured -----Employee S
C  Date      Area         Gross Pay          Earnings  Premium  Number  C
  03/28/99 FEDERAL   CC    1,717.70   80.00   1,717.70  49.81  00007704
  03/14/99 FEDERAL   CC    1,717.70   80.00   1,717.70  49.81  00007704
  02/28/99 FEDERAL   CC    1,717.70   80.00   1,717.70  49.82  00007704
  02/14/99 FEDERAL   CC    1,717.70   80.00   1,717.70  49.81  00007704
  01/31/99 FEDERAL   CC    1,714.99   80.00   1,714.99  49.73  00007704
  01/17/99 FEDERAL   CC    1,717.70   80.00   1,717.70  49.82  00007704
  01/03/99 FEDERAL   CC    1,717.70   80.00   1,717.70  49.81  00007704
  04/11/98 FEDERAL   CC    1,816.37   80.00   1,490.00  44.70  00007704
  03/28/98 FEDERAL   CC    1,702.86   80.00   1,420.00  42.60  00007704
  03/14/98 FEDERAL   CC    6,902.86   80.00   1,420.00  42.60  00007704
  02/28/98 FEDERAL   CC    1,702.86   80.00   1,420.00  42.60  00007704
  02/14/98 FEDERAL   CC    1,702.86   80.00   1,420.00  42.60  00007704
  01/31/98 FEDERAL   CC    1,700.17   80.00   1,420.00  42.60  00007704
  01/17/98 FEDERAL   CC    1,702.86   80.00   1,420.00  42.60  00007704
  01/03/98 FEDERAL   CC    1,677.69   80.00   1,420.00  42.60  00007704

    F3=Exit       F24=More                                 MW
```

Do one of the following:

- To review the history for all employees for one or more pay periods, complete the following fields:

    - Pay Period From

    - Pay Period Thru

- To review the history for one employee for all pay periods, complete the following field:

    - Employee Number

- To review the history for one employee for specific pay periods, complete the following fields:

    - Employee Number

    - Pay Period From

    - Pay Period Thru

Revising Employment Insurance History

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose EI Integrity Menu

From EI Integrity (G77311), choose EI History Revisions

When your employment insurance integrity information indicates an error in taxation history, you might need to revise the employment insurance history information. Use EI History Revisions to locate any employee's employment insurance history and, if necessary, make revisions.

This program revises information in the Employment Insurance History table.

If you make changes to the employment insurance history, you must also make the same changes in one of the following forms:

- Pay and Taxes by Month
- Pay and Taxes by Cheque

▶ **To revise employment insurance history**

On EI History Revisions

1. To locate the employee's EI history, complete the following field and press Enter:

    • Employee Number

2. To revise the history, complete the following fields in the detail area:

    • Tax ID

    • Cheque Date

3. Complete one or more of the following optional fields:

    • Pay Period End Date

    • Insurable Gross Pay

    • Hours Worked

    • Insured Earnings

    • Insured Premiums

Field	Explanation
Cheque Date	The date associated with the various types of net pay instructions. This date relates to a payroll check (cheque), a bank deposit advice, a payslip (cash), or a claim reimbursement. . . . . *Form-specific information* . . . . The date the cheque was or will be issued.
Gross Pay	The actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labor distribution. On Work Order Time Entry, use this field to record miscellaneous pay for an employee, such as piece rate bonus. . . . . *Form-specific information* . . . . The employee's insurable gross pay for the listed pay period.
Hours	The number of hours associated with each transaction. . . . . *Form-specific information* . . . . The hours excluded from employment insurance (EI) with Tax Type CI are not included in this field. The associated pay is included in the Insurable Gross Pay. The excluded hours are included in the actual hours worked on the employee's timecard.

Field	Explanation
Earnings	The amount that is subject to taxation or withholdings.
	. . . . *Form-specific information* . . . .
	For Canadian employment insurance (EI), this amount equals the gross pay to which EI applies. When the sum of the insured earnings exceeds the yearly maximum, the next entry for that year is blank.
	When you enter revisions manually, the system determines whether the amount you enter plus the sum of the insured earnings for the year exceeds the yearly limit.
Premiums	The employment insurance premium withheld from the employee's pay for the current pay period.
	. . . . *Form-specific information* . . . .
	If the premium percentage is specified in the processing options, the system calculates the premium amount to withhold.
	To enter an amount manually, leave the processing option blank.

What You Should Know About

Calculating EI premiums To recalculate premium amounts, you must include the percentage amount as a seven-digit number in the processing options. For example, enter 2.95% as 0029500.

Qualifying weeks For records with cheque dates on or after January 1, 1997, the qualifying weeks are not relevant for EI calculations. The system converts any entry in this field to zero.

Processing Options for EI History Revisions

```
1.   Select on Tax ID's (Y/N):                          _____
        (blank defaults to 'N')

2.   Enter the current EI Rate for                      _____
     calculating Premiums.
NOTE: If this option is left blank,
       premiums will NOT be recalculated
```

See Also

- *Revising Taxation History (P077901 and P07999)*

Technical Features

Technical features are operations of the Payroll system that you run periodically and are of a more specialized nature than other periodic or advanced operations.

Working with technical features includes the following tasks:

❏ Purging employee information

❏ Working with magnetic tapes

❏ Working with the Human Resources (HR) subsystem and monitor

❏ Copying PC timecard information to a batch file

Purging Employee Information

To conserve disk space, you can purge outdated employee information. Your system functions more efficiently when you purge unneeded information.

Purging employee information includes the following tasks:

❑ Purging profile data

❑ Purging employee multiple-job history

❑ Purging employee master history

❑ Purging employee turnover information

Purging Profile Data
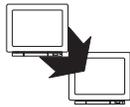
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Purge Supplemental Data

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

You can purge profile data for a single data type or for multiple data types. You can delete all profile data or only narrative profile data. The Purge Supplemental Data program deletes data from the Profile Data Base User Defined Codes table (F08092) and the Profile Data Base Narration table (F08093).

When you purge profile data, the system does not create a report.

What You Should Know About

Running a DEMO version   If you run the DEMO version, all of the profile data for the employee address that you select is purged. If you want to purge only narrative data, you must add a new version.

Processing Options for Purge Profile Data

```
Enter a 'Y' to delete narrative only               _____
 from the profile data.  Default of
 blank will delete all profile
 data.
```

Purging Employee Multiple-Job History

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Purge EE Multiple Job File

The system purges obsolete multiple-job records during payroll-cycle processing when you run the final update. The system uses the pay-stop date for the job to determine whether the job is obsolete. An obsolete job is one that has a pay-stop date that is earlier than the pay-period ending date.

Use this program to purge information for multiple jobs separately from the payroll-cycle process. If you purge history data without specifying that you want the system to transfer the records to a storage device, the system deletes the records and they cannot be retrieved. The only information you will have about the purged data is the report generated by the system.

Processing Options for Purge Employee Multiple Job Table

```
Enter a date.  Records with a pay stop               _____
date prior to this date will be deleted.
```

Purging Employee Master History

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Purge History Data

To conserve computer disk space, you can purge obsolete employee history records from your system. You can choose to archive purged records to tape or to an alternate backup system. When you know that you no longer need certain history records, such as records that are more than five years old, you can delete history records for a specified date or for selected employees. When you run this program, the system purges only the information in the HR History table (F08042). It does not purge information in the Employee Multiple Job History table.

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

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

Before You Begin

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

Processing Options for Purge Employee Master History

```
You have chosen to purge Employee
History Information.  Enter the desired
values for the following options.

=====================================

1) Enter a '1' if you wish to run this
report in update mode. A default of
blank will run in proof mode. No records
will be deleted.                              _____

2)  Enter a date to be used to purge
History information.  All records that
are effective on or before this date
will be purged.                               _____

3)  If you wish to copy the purged data
to tape or other storage medium, enter
the storage device name. Leave this
blank if you are purging without saving
data to device.                               _____

4)  Enter a '1' if you wish to delete
all history records for the selected
employees.  A default of Blank will
leave the most recent history record
for each data item.                           _____
```

Purging Employee Turnover Information

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Purge Turnover Data

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

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

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

If you need to define the data that you want to purge beyond what the processing options allow, do either of the following:

- Type the menu selection for purging turnover data and choose the function to view the versions.

- Change the ZJDE0001 version and define the data that you want to purge. Do not add a new version. The system recognizes only the ZJDE0001 version to execute the purge program.

▶ **To purge turnover records**

On the message form

Choose the purge function.

Working with Magnetic Tapes

You can create or process magnetic tapes containing payroll information that you either send to or receive from your bank. The information on these tapes must be formatted according to bank standards to make processing easier. These tapes include both automatic-deposit tapes and reconciliation tapes.

Working with magnetic tapes includes the following tasks:

❑ Creating an automatic-deposit tape

❑ Creating the payment workfile (optional)

❑ Copying the payment workfile to the bank tape (optional)

❑ Copying the bank tape to the system

You create an automatic-deposit tape after you create the automatic-deposit workfile during the print payments step of the payroll cycle. The automatic-deposit tape provides information from your Payroll system to the bank to pay your employees. You process automated reconciliation tapes to reconcile with the bank the payment items that are issued by your Payroll system.

You can create a payment workfile to identify the cheques that the system has issued. After you create the payment workfile, you transfer the workfile reconciliation information to a tape that you forward to the bank. The bank then sends you a tape that you copy to another workfile. This allows you to reconcile the returned bank information against the payment information in your system.

The following graphic illustrates the tape reconciliation process:

Your Bank

Tape of Unreconciled Cheques (F06560)

Tape of Cleared Cheques (F06560)

Cleared cheques marked as reconciled in check history (F06156)
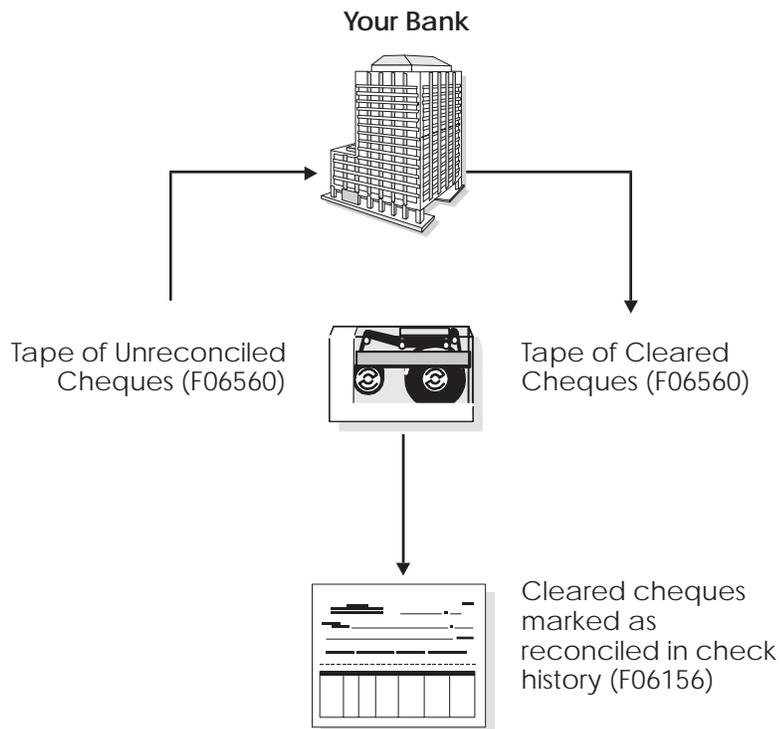
Creating an Automatic-Deposit Tape

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Create Auto Deposit Tape

You must create an automatic-deposit tape for payroll cycles that include at least one employee who receives payment via direct deposit. After you create the automatic-deposit workfile during the print payments step of the payroll cycle, you create an automatic-deposit tape. You can create an automatic-deposit tape to copy the automatic-deposit workfile to an external magnetic tape that you send to the bank. The automatic-deposit tape provides information from your Payroll system to the bank to pay your employees. J.D. Edwards supports either tape reels or tape cartridges as communication media. J.D. Edwards does not support direct electronic communication of deposits to the bank.

You can create the tape at any time before the next payroll cycle. If you have an unreadable tape, you can re-create the tape as many times as necessary until you run your next payroll cycle, when the new data writes over the automatic-deposit workfile.

This transfer of data to the bank complies with the general guidelines established by the Canadian banking industry. J.D. Edwards recommends verifying the transfer requirements with your bank.

Before You Begin

❑ Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.

❑ Generate the external workfile. See *Printing Payments*.

▶ **To create an automatic-deposit tape**

On Create Auto Deposit Tape

Complete the following fields:

- Payroll ID
- Tape Density
- Tape File Name
- Tape Device Name
- New Volume Name
- New Owner ID

Field	Explanation
Tape Density	The tape density in bytes per inch for the tape media you are using. Two standard options are 1600 and 6250.
Tape File Name	The name assigned by the AS/400 operating system to define tape media. (QTAPE is the default value.)
Tape Device Name	The tape device assignment. This is normally assigned by the computer operator based upon which tape device is available. An example would be TAP01 for the tape drive recognized by the AS/400 as tape drive 01.
New Volume Name	The new volume number. This is the number which will be used to initialize the volume serial number in the AS/400 standard labels written to the tape media. This number does not affect the deposit data.
New Owner ID	The ID that the system uses to initialize the Owner ID field in the AS/400 standard labels written to the tape media. It does not affect the deposit data.

What You Should Know About

Invalid control data   If the tape submitted to the bank has invalid control data (Date or Clearing House ID), choose the version associated with creating your automatic-deposit workfile and correct the processing options. Re-create your automatic-deposit tape. However, if the next payroll cycle has completed pre-payroll processing, you cannot re-create the tape because the system has already written over the data in the automatic-deposit workfile.

Creating the Payment Workfile
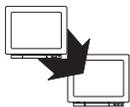
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Create Bank Workfile

You create a workfile to identify the cheques that the system has issued. You use the workfile to create the reconciliation tape to send to the bank. You can specify in the processing options that you also want to create the Bank Reconciliation - Issue table (F06560).

When you run this program, the system generates a reconciliation report and updates the Paycheque Summary table (F06156) to indicate which records have been sent to an external source for reconciliation.

Processing Options for Create Payment Workfile

```
1. Do you wish to update F06156 file at
   this time and create F06560. (Y/N)                    _____
```

Copying the Payment Workfile to the Bank Tape

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Copy Disk File to Tape

After you create the payment workfile, you can transfer the workfile reconciliation information to a tape that you forward to the bank.

Before You Begin

❑ Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.

▶ **To copy the payment workfile to the bank tape**

On Copy Disk File to Tape

```
┌──────────────────────────────────────────────────────────────┐
│ ▓ [065603] - Copy Disk File to Tape                  _ □ ☒     │
│ Functions  Tools  Help                                         │
│ ┌───┬───┐                                                      │
│ │ ✔ │ ✗ │                                                      │
│ └───┴───┘                                                      │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                Based on File. . . . .    F06560                │
│                Tape File Name . . . .    QTAPE                 │
│                Tape Device Name . . .    QTAPE5                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                              ▲ │
│       F3=End Job  Enter=Process                              ▼ │
└──────────────────────────────────────────────────────────────┘
```

Complete the following fields:

- Tape File Name
- Tape Device Name

What You Should Know About

Based on File field   The name in the Based on File field is hard-coded and you cannot change it. It identifies the Cheque Reconciliation-Issue Tape table.

Copying the Bank Tape to the System

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Copy Bank Tape to Disk

After the bank has processed your reconciliation tape, the bank returns a tape. You copy this tape to your system to begin your automated reconciliation procedure.

Depending on your bank's procedures, copying the bank tape to the system might be the first step in the automatic reconciliation procedure.

The copy process creates the Bank Reconciliation-Paid table (F06561).

Before You Begin

❑ Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.

▶ **To copy the bank tape to the system**

On Copy Bank Tape to Disk

```
[065612] - Copy Bank Tape to Disk                      _ □ ×
Functions  Tools  Help
 ✔  ✖


              File Name. . . . . . .   F06561
              Tape File Name . . . .   QTAPE
              Tape Device Name .   QTAPE5





        F3=End Job   Enter=Process
```

Complete the following fields:

- Tape File Name
- Tape Device Name

What You Should Know About

File name	The name in the File Name field is hard-coded. You cannot change it. It identifies the Bank Reconciliation-Paid Transaction table.
Cheque history reconciliation	As part of the automated reconciliation process, you must run the Reconcile Cheque History program to mark the Paycheque Summary table (F06156) with reconciled items from the bank.
	See also *Reconciling Payment History Automatically*.

Working with the HR Subsystem and Monitor

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

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

Working with the HR subsystem and monitor consists of the following tasks:

❑ Starting the HR subsystem and monitor

❑ Stopping the HR subsystem and monitor

❑ Stopping the HR monitor only

❑ Starting the HR monitor only

❑ Reviewing the status of the HR monitor

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

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

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

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

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

For periodic maintenance, or before you install an upgrade to your J.D. Edwards software, you must process of all the changes in the data queue. After the changes process, you must delete the data queue. When you restart the HR subsystem and monitor, the system re-creates the data queue. The command that you use to delete the data queue is DLTDTAQ F060116.

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

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

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

Before You Begin

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

Starting the HR Subsystem and Monitor
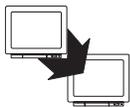
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Start Subsystem and Monitor

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

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

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

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

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

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

What You Should Know About

System backups   When you back up your system, the backup program automatically stops the HR subsystem and monitor before the backup begins and restarts them when the backup is completed. If a backup program terminates abnormally, you might need to manually re-start the HR subsystem and monitor.

See *Stopping the HR Subsystem and Monitor* for more information about backups.

Multiple environments   If you have multiple software environments on your system, such as a test environment and a production environment, you need only one HR subsystem for all environments. However, you must have a separate HR monitor for each environment.

When you run the program to start the HR subsystem and monitor, you can specify the number of HR monitors that you need in the processing options. You must start the HR monitor in each environment. The default value is one HR monitor.

Stopping the HR Subsystem and Monitor

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Stop Subsystem and Monitor

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

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

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

See Also

- *Starting the Subsystem and Monitor (P08031)*

Stopping the HR Monitor Only
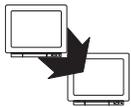
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Stop Monitor Only

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

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

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

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

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

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

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

See Also

- The *Technical Foundation Guide* for more information about unattended night operations

Starting the HR Monitor Only

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Start Monitor Only

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

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

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

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

See Also

- The *Technical Foundation Guide* for more information about unattended night operations

Reviewing the Status of the HR Monitor
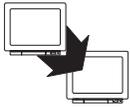
From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose History & Turnover Menu

From History & Turnover Technical Operations (G7733), choose Review HR Monitor Status

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

See Also

- The *Technical Foundation Guide* for information about system security

▶   **To review the status of the HR monitor**

On Current HR Monitor Status

Review the information.

What You Should Know About

Libraries   The data queue and the Employee Master table (F060116) must be in the same data file library. If they are in different libraries, the system displays an error message when you review the status of the HR monitor. If the library for the data queue is different from the library for the Employee Master table, ask someone in your operations department to move them to the same library.

Changing the HR monitor status   When you review the status of the HR monitor, you cannot change the status or any other information. The form is for display purposes only.

Copying PC Timecard Information to a Batch File

From Canadian Payroll Master (G77), enter 27

From Payroll Advanced/Technical Operations (G773), choose Time Data Interchange Menu

From Time Data Interchange (G7732), choose Copy PC File to Batch File

Before you can work with time entry information that is entered in third-party software (such as custom PC-based software), you must upload the time entry information. To upload the PC timecard information to the AS/400, you must have a customized program. After you upload the employee transaction information to a batch table, you can copy it to another batch table so that you can work with the information and include it in your payroll cycle.

You copy timecard information from the Employee Transactions - Multiple Member PC Support Batch table (F06116Z2). The system stores the information in the Employee Transactions Batch table (F06116Z1). If you are not using the PC Remote Time Entry system, you load the timecard information directly into the Employee Transactions Batch table (F06116Z1).

See Also

- *Working with Uploaded Timecard Information (P0601Z1)*

Setup

General Setup

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

User defined codes   You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information with user defined codes.

Company information   You set up company information to establish system constants, such as the following:

- Company constants
- Business-unit constants
- Master pay cycles

Reports   You set up versions of the following reports that you run for payroll:

- Payroll-cycle reports
- Net-pay reports and forms

Employee information   You set up the following information about employees:

- Additional, or profile, information to track employees
- History and tracking

General setup consists of the following tasks:

❑ Setting up user defined codes for payroll

❑ Setting up general information

❑ Setting up payroll-cycle reports

❑ Setting up net-pay reports and forms

❏ Setting up employee profile information

❏ Setting up human resources constants

❏ Setting up employee master history and turnover

❏ Setting up contract calendar information

Setting Up User Defined Codes

From Canadian Payroll Master (G77), enter 29

From Payroll (G774), choose an option under the User Defined Codes heading

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

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

J.D. Edwards recommends that you change only the user defined codes in the following list:

EEO Job Code (O7/J)	Designate employees by the type of work that they do for equal employment reporting.
EEO Ethnic Code (07/M)	Identify employees by race or ethnic group.
Employee Pay Status (07/PS)	Designate the current pay status, such as active or terminated. Use numeric codes for active status and alphabetic codes for inactive status.
Employee Status Codes (07/ES)	Designate the current employee status, such as full- or part-time.
Termination/Change Reasons (07/T)	Identify the reason that an employee status has changed. You can add new reasons, but do not change the codes provided with the system.
Bank Transit Codes (07/BC)	Identify the banks to which you send funds.
Originating Bank Transit Codes (07/BD)	Identify the banks from which you receive funds.

Reconcile G/L Account Number to Bank Account (07/BK)	Identify a relationship between a general ledger account and a bank account to which you send funds.
Statutory Codes (07/SC)	Identify the taxing authorities for tax and insurance purposes. You can add new reasons, but do not change the codes provided with the system.
Pay Master Groups (07/PM)	Identify the companies that are common paymasters.
Workers Compensation Basis Codes (07/IP)	Designate the names of the insured pay tables. You can add new reasons, but do not change the codes provided with the system.
Plan Union Codes (07/UN)	Identify employees by the group, plan, or union to which they belong.
Job Type Codes (07/G)	Designate employees by the type of work or job that they do. You can add new codes and change all codes except #ALLOC and #SUMM, which are required for all companies with employees who receive tips.
Job Step Codes (07/GS)	Designate employees by a classification within their job type.
Shift Codes (07/SH)	Designate employees by the shift that they work.
Valid Pay Cycles (07/PY)	Designate the pay cycles for the current year.
Contract Calendar Codes (05/CT)	Identify each contract calendar by name and code.
Contract Calendar Holidays (05/HL)	Identify the holidays and nonstandard workdays for a contract calendar.
Workers Compensation Insurance Codes (00/W)	Designate the classification codes for Worker's Compensation insurance. You can add new reasons, but do not change the codes provided with the system.

▶ **To set up user defined codes for payroll**

On any user defined codes form

```
┌─────────────────────────────────────────────────────────────────────────┐
│ [00051] - EEO Job Codes                                        _ □ ×     │
│ Functions  Tools  Help                                                    │
│ ┌──┐ ┌──┐ ┌────┐ ┌────┐ ┌────┐ ┌────┐                                    │
│ │✔ │ │✗ │ │ ¹i │ │ ²▲ │ │ ⁴✚ │ │ ⁹▬ │                                   │
│ └──┘ └──┘ └────┘ └────┘ └────┘ └────┘                                    │
│                                                                           │
│                               System Code              │07│              │
│                               User Defined Codes       │J │              │
│                               Skip To Code      │         │              │
│                               EEO Job Codes (Edit)                        │
│                                                                           │
│     03 Character                                                          │
│     ┌──────┬─────────────────────────────────┬─────────────────────────┐ │
│     │ Code │       Description                │     Description-2        │ │
│     ├──────┼─────────────────────────────────┼─────────────────────────┤ │
│     │ 001  │ Officials and Managers          │            EEOJ - US    │ │
│     │ 002  │ Professionals                   │            EEOJ - US    │ │
│     │ 003  │ Technicians                     │            EEOJ - US    │ │
│     │ 004  │ Sales                           │            EEOJ - US    │ │
│     │ 005  │ Office and Clerical             │            EEOJ _ US    │ │
│     │ 006  │ Craft Workers (Skilled)         │            EEOJ _ US    │ │
│     │ 007  │ Operatives    (Semiskilled)     │            EEOJ _ US    │ │
│     │ 008  │ Laborers      (Unskilled)       │            EEOJ _ US    │ │
│     │ 009  │ Service Workers                 │            EEOJ _ US    │ │
│     │ 01   │ Senior Managers                 │            EEOG - CDN   │ │
│     │ 02   │ Middle and Other Managers       │            EEOG - CDN   │ │
│     │ 03   │ Professionals                   │Skill Level A  EEOG - CDN │ │
│     │ 04   │ Semi-Professionals/Technicians  │Skill Level B  EEOG - CDN │ │
│     │ 05   │ Supervisors-Clerical/Sales/Svc  │Skill Level B  EEOG - CDN │ │
│     └──────┴─────────────────────────────────┴─────────────────────────┘ │
│ F5=Code Types  F14=Memo  F15=Where Used  F18=Translate  F21=Print  F24=More│
└─────────────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

- Code
- Description
- Description - 2

Field	Explanation
Code	This column contains a list of valid codes for a specific user defined code list.
Description	A user defined name or remark.
Description–2	Additional text that further describes or clarifies a field in J.D. Edwards systems. . . . . *Form-specific information* . . . . This column must contain a numeric value that represents the value of the alphanumeric code.

What You Should Know About

Showing all codes   Use the Code Types function to display all user defined codes for a specific system. Review system 05, 07, and 08 to become familiar with all the user defined code lists that are the basis for the Payroll system.

Batch header codes   In addition to setting up the user defined codes for payroll, verify the codes for payroll batch headers (98/IT). In this table, enter X in the Description 2 field for codes 4, 5, 7, #, and P. Entering an X in this field protects these batch headers from being deleted by the general ledger integrity reports.

Setting Up General Information

Setting up general information allows you to enter specific information about how your organization accounts for labour or processes payroll. This information consists of the following:

Company constants
You set up company constants to control the labour accounting and payroll processing for the employees of each company.

Business-unit constants
You set up business unit constants to define default information that is associated with a business unit.

Master pay cycles
You set up master pay cycles to provide dates for each payroll cycle of the year.

Denomination codes
You set up denomination codes to specify the various denominations used to pay employees who receive cash payments.

Execution control parameters
You set up execution control parameters to specify the users who have the authority to execute and reset the various steps of the payroll cycle.

Fields for future data revisions
You choose fields for future data revisions to activate data items in the employee master record that can be updated using the future data functions.

Setting up general information consists of the following tasks:

❑ Setting up company constants

❑ Setting up business-unit constants

❑ Setting up master pay cycles

❑ Setting up a denomination code

❑ Setting up execution control parameters

❑ Choosing fields for future data revisions

❑ Reviewing the Business Unit Constants Print report

❑ Reviewing the Master Pay Cycles report

Setting Up Company Constants

You set up payroll company constants to control the payroll processing for the employees of each company. You must set up default company constants before you can process a payroll. J.D. Edwards recommends that you enter payroll company constants when significant changes occur, such as the addition of a new company.

When you set up payroll company constants, you set up the default company and each individual company. You enter information for Company 00000, the default company, to define the overall operating environment. You set up company constants for each of your companies for which you run payroll. If you use the J.D. Edwards General Accounting system, you must set up separate company constants for that system.

Setting up company constants includes the following tasks:

❑ Setting up the default company

❑ Setting up an individual company

Before You Begin

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

Setting Up the Default Company
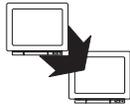
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Payroll Company Constants

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

For instance, if one company requires integration with the Accounts Payable system, you must set up Company 00000 control parameters to reflect accounts payable integration. At the default company level, you can also indicate whether you want the Payroll or Time Accounting systems to integrate with the J.D. Edwards General Ledger system.

If you change the default company constants, the changes affect all other companies that you have you set up.

▶   **To set up the default company**

On Company Constants

1. For Company 00000, complete the following fields:
   - Company Code
   - Company Name
   - Company Address
   - Pay Cycle Control
   - Accelerated Submission
   - Tax Arrearage
   - Employee Number Mode
   - G/L Integration
   - A/P Integration
   - Payroll Register Edit
   - Step Progression Process
   - Maximum Deferral Rate
   - Fiscal Year

2. For companies located within the United States, complete the following optional fields:
   - Spending Account
   - Tip/Piece Processing
   - Separate Check

3. To identify the standard time worked by salaried or auto-pay employees, complete the following fields:
   - Hours/Day
   - Days/Week
   - Weeks/Year
   - Hours/Year

4. If you have employees based in more than one country, complete the following fields:
   - International
   - Country Code

5. If your company has employees based in Australia, complete the following field:
   - Annual Leave Hours

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

Field	Explanation
Pay Cycle Control	A code specifying whether to incorporate execution control into the payroll cycle steps. Valid codes are: Y Yes. You must set up execution control, by version, to determine who can execute the steps within the payroll cycle. N No. No execution control. The person who runs the first pre-payroll step must run all steps in the cycle. This is the default value.
Accelerated Submission	A code that determines whether you can submit the pre-payroll, journal entries, and reports only steps of the payroll cycle simultaneously. Valid codes are: Y Yes. Allow accelerated submission. N No. Do not allow accelerated submission. Each payroll cycle step must be complete before you can submit the next payroll step from the menu. This is the default value. NOTE: When accelerated submission is allowed, pre-payroll must run first. Also, the job queue specified for the pay cycle version must allow only one job to be active at a time.
Tax Arrearage (Y/N/O)	A code that specifies whether calculated taxes are reduced and the method used if an employee's check is a negative amount. Codes are: N Do not perform any tax reductions. Overpayment processing (negative check adjustment) occurs after all deductions have been reduced according to their rules. This is the default code. Y Perform tax reductions. Overpayment processing (negative check adjustment) occurs after all deductions and taxes have been reduced according to their rules. O Perform tax reductions. Overpayment processing (negative check adjustment) occurs after taxes have been reduced but before type 2 deduction rules apply.
Spending Acct. (Y/N)	A code that indicates whether to use flexible spending accounts in processing payroll. Valid codes are: Y Use flexible spending accounts. N Do not use flexible spending accounts. This is the default code.

Field	Explanation
International (Y/N)	A Yes/No field that specifies whether to use Canadian payroll processing. Valid codes are: Y Use Canadian payroll processing. N Use US payroll processing. This is the default value. . . . . *Form-specific information* . . . . This field activates Canadian vocabulary overrides and fields on some employee forms. Enter Y in this field if you process payroll for Canadian employees. When you activate international data, you must also use the Country Code field to specify whether the system displays Canadian information for this company.
G/L Integration	Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are: A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value. M Manual. Each batch must be posted manually. N None. There is no General Ledger interface. T Time Accounting
Employee No. Mode	This code identifies which form of the employee number displays on an inquiry screen. Valid values are: 1 Display the eight-digit Address Book number. This is the default code. 2 Display the nine-digit Social Security number. 3 Display the eight-digit Additional Employee number preceded by a slash (/). All forms of employee number remain valid. This code controls only what displays.
A/P Integration	This field specifies the level of integration between the Payroll and the Accounts Payable systems. The system creates pro forma vouchers during the payroll journal entries step of the payroll cycle. The system creates actual vouchers during the final update step. N No integration 0 Create vouchers for both DBAs and taxes that have been setup with A/P integration 1 Create vouchers only for DBAs that have been setup with A/P integration 2 Create vouchers only for taxes that have been setup with A/P integration

Field	Explanation
Separate Check (Y/N)	This code indicates whether a separate check is generated for each Business Unit in which an employee has worked during the pay period. Valid values are: N Do not generate separate checks. This is the default value. Y When pre-payroll locks the time entry record, generate a unique check control number for each business unit's time entry record
Payroll Register Edit	An error is always noted on the Payroll Register if Gross Pay minus taxes and deductions does not equal Net Pay. This field controls whether the error is treated as a "hard" or "soft" error. Y Hard error. You must correct the error and run Pre-Payroll again. This is the default code. N Soft error. The error is noted on the Payroll Register but Payroll Cycle processing can continue. You must make the necessary corrections after the Payroll Cycle is complete. Because errors can occur during payroll cycle processing even when payments print correctly, J.D. Edwards recommends that you set this field to Y. Typical errors include incomplete interim check information or tax areas not set up and therefore not printing.
Step Progression Process	A code that specifies whether the system updates Step Progression History tables and the level of detail in which the update occurs. Valid values, based on the information in the Employee Master table (F060116) are: 1 Update using Union, Job Type, and Job Step 2 Update using Home Business Unit, Union, Job Type, and Job Step N Do not update the Step Progression History tables For the system to apply step progression, you must also do the following: • Enter S in the Employee Class field on Employee Entry. • Enter Y in the Step Progression field on Additional Parameters in pre-payroll processing.
Maximum Deferral Rate	The maximum percentage of pre-tax earnings that an employee is allowed to defer to a 401(k) plan. This rate is used in the 415 Nondiscrimination Test. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.

Field	Explanation
Country Code	A user defined code 00/CN that indicates the country in which the employee resides.
	. . . . *Form-specific information* . . . .
	Valid codes are: blank US payroll CA Canadian payroll
	A code that indicates the mode in which the payroll system runs. If you set the International field to Y, you must set the Country Code.
	If you process Canadian payroll only, use CA as the Country Code.
	If you process U.S. payroll only, the Country Code should be blank.
	If you process both Canadian and U.S. Payroll, use CA as the Country Code.
Fiscal Year (Begin Mo)	The number of the month in which the payroll fiscal year begins.
	. . . . *Form-specific information* . . . .
	For the U.S. and Canadian Payroll systems, this code must always be 01 (January). The government regulates the payroll fiscal year as January through December.

Setting Up an Individual Company

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Payroll Company Constants

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

▶ **To set up an individual company**

On Payroll Company Constants

1. Complete the following fields:

    - Company
    - Company Name
    - Company Address
    - Fiscal Year

2. To identify the standard time worked by salaried or auto-pay employees, complete the following fields:

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

3. If you process Canadian or both U.S. and Canadian payroll, complete the following fields:

    - International
    - Country Code

Setting Up Business-Unit Constants

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Business Unit Constants

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

When you set up a business unit, the system adds that business unit to the General Accounting Business Unit Master table (F0006), if the business unit does not already exist in that table. In many companies, business units are set up in the J.D. Edwards General Accounting system by the Accounting department.

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

- Level of detail
- Posting edit code
- Company number
- Equipment rate code

Before You Begin

❑ Review any existing business-unit information.

▶ **To set up business-unit constants**

On Business Unit Constants

1. Complete the following fields:

   • Business Unit Number

2. Complete the following optional fields:

   • Job Address Number

   • Tax Area

   • Labor Loading Method

   • Burden Factor

   • Pay Cycle Group Code

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

Field	Explanation
Labor Load Method	A code that indicates that flat burden is to be calculated.
	Valid values are:
	0 The flat burden percentage will always be 1.000, Therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.
	1 The flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.
	You can define flat burden rules and percentages in the following places within the Payroll system: • Business Unit • Pay Rates table • Employee level
Burden Factor	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Pay Cycle Group Code	A user defined code (07/PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.
	This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.

See Also

- *Reviewing the Business Unit Constants Print Report (P06905P)*

Processing Options for Business Unit Constants

```
1. Enter '1' to display Tip Information.            _____
   '0' is the default and will not
    display Tip Information.
```

Setting Up Master Pay Cycles

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Master Pay Cycles

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

Master pay cycles allow you to specify the following information:

- Pay-period ending dates
- Identifiers for the pay period
- Payment dates for each pay period
- Withholding period indicators to determine the calculation of DBAs
- Integrity period numbers for storing tips history
- Standard hours per pay period for autopay

Setting up master pay cycles includes the following tasks:

❑ Setting up a master pay cycle for the current year

❑ Setting up a similar master pay cycle for the next year

You set up a master pay cycle for the current year to run payroll cycles for the current year. You must set up a new master pay cycle each year. If you already have a master pay cycle for the current year, you can set up a master pay cycle for the next year.

To simplify the setup process, you set up a master pay cycle for the next year that is similar to the current year's master pay cycle. You can duplicate a current master pay cycle, indicating whether you want to increment the pay-period ending dates for the new year. For example, if your company's pay period ends on the 15th of each month, you do not want to increment, or align, dates. If your company always pays on the first and third Fridays of each month, you do want to increment dates to account for the changed date in the new year.

Before You Begin

❑ Set up user defined code list 07/PY to specify the names of the pay cycles.

▶ **To set up a master pay cycle for the current year**

On Master Pay Cycles

```
[069061] - Master Pay Cycles                                    _ □ ×
Functions  Options  Tools  Help

 ✓   ✗   1i   2▲   4✛   9▬

     Pay Cycle Code      HR        Hourly
     Date - YR           98
     Skip to YTD No      □

 O  YTD  MO    Descr    Ending    Check Date Pay Prds to Calc  Intgry
 P   No                  Date                W B  S  M  A  O     Prd
      1   01 January   01/03/98  01/09/98    1               1
      2   01 January   01/17/98  01/23/98    2               2
      3   02 February  01/31/98  02/06/98    1               1
      4   02 February  02/14/98  02/20/98    2               2
      5   03 March     02/28/98  03/06/98    1               1
      6   03 March     03/14/98  03/20/98    2               2
      7   04 April     03/28/98  04/03/98    1               1
      8   04 April     04/11/98  04/17/98    2               2
      9   05 May       04/25/98  05/01/98    1               1
     10   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
```

1. Complete the following fields:
    - Pay Cycle Code
    - Date - Year
    - Year to Date Pay Period Number
    - Month
    - Ending Date
    - Check Date
    - Integrity Period
2. Complete one of the following fields:
    - Pay Periods to Calculate Withholding - Weekly
    - Pay Periods to Calculate Withholding - Biweekly
    - Pay Periods to Calculate Withholding - Semimonthly
    - Pay Periods to Calculate Withholding - Monthly
    - Pay Periods to Calculate Withholding - Annually
    - Pay Periods to Calculate Withholding - Other
3. Access the detail area.

```
╔═══════════════════════════════════════════════════════════════════╗
║ ⊞ [069061] - Master Pay Cycles                          _ □ ✕      ║
║ Functions  Options  Tools  Help                                    ║
║ ┌────┬────┬────┬────┬────┬────┐                                    ║
║ │ ✔  │ ✕  │ ₁i │ ₂▲ │ ₄✛ │ ₉▬ │                                    ║
║ └────┴────┴────┴────┴────┴────┘                                    ║
║                                                                     ║
║        Pay Cycle Code      │HR     │  Hourly                        ║
║        Date - YR           │98 │                                    ║
║        Skip to YTD No      │    │                                   ║
║                                                                     ║
║                                                                     ║
║   ┌──┬─────┬─────┬──────────┬────────┬──────────┬──────────────┬───────┐ ║
║   │O │ YTD │ MO  │  Descr.  │ Ending │Check Date│ Pay Prds to Calc│Intgry│ ║
║   │P │ No  │     │          │  Date  │          │W │B │S │M │A │O │ Prd  │ ║
║   │  │   1 │ 01 January │  01/03/98 │01/09/98│ 1         │   1   │ ║
║   │Std Hrs: W-       B- 75.00  S-       M-       A-      0-       │ ║
║   │  │   2 │ 01 January │  01/17/98 │01/23/98│ 2         │   2   │ ║
║   │Std Hrs: W-       B- 75.00  S-       M-       A-      0-       │ ║
║   │  │   3 │ 02 February│  01/31/98 │02/06/98│ 1         │   1   │ ║
║   │Std Hrs: W-       B- 75.00  S-       M-       A-      0-       │ ║
║   │  │   4 │ 02 February│  02/14/98 │02/20/98│ 2         │   2   │ ║
║   │Std Hrs: W-       B- 75.00  S-       M-       A-      0-       │ ║
║   │  │   5 │ 03 March   │  02/28/98 │03/06/98│ 1         │   1   │ ║
║   │Std Hrs: W-       B- 75.00  S-       M-       A-      0-       │ ║
║   └──────────────────────────────────────────────────────────────┘ ║
║                                                              ▲      ║
║ Opt: 4=Return w/ Date  6=Ovrd Date Edits  9=Delete  F8=Dup Cycle  F24=More  ▼ ║
╚═══════════════════════════════════════════════════════════════════╝
```

4. To set up standard hours for auto-pay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:

- Standard Hours - Weekly

- Standard Hours - Biweekly

- Standard Hours - Semimonthly

- Standard Hours - Monthly

- Standard Hours - Annually

- Standard Hours - Other

Field	Explanation
Pay Cycle Code	A code that identifies the values for a master payroll cycle.
Pay Period Number	The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods, with October being the 10th period.
	Typical values are: 001–052 (Weekly Payroll Cycle) 001–026 (Biweekly Payroll Cycle) 001–024 (Semimonthly Payroll Cycle) 001–012 (Monthly Payroll Cycle) 001–004 (Quarterly Payroll Cycle) 001–001 (Annual Payroll Cycle)

Field	Explanation
Check Date	The date associated with the various types of net pay instructions. This date relates to a payroll check (cheque), a bank deposit advice, a payslip (cash), or a claim reimbursement.
	. . . . *Form-specific information* . . . .
	The date the check (cheque) will be issued. Unless you use the Override Date Edits option: - This date must be greater than or equal to the Ending Date - Dates must be in ascending sequence throughout the year
Intgry	The meaning of this field depends on the program from which you access the field: - Valid Master Pay Cycles (P069061) - A value that specifies the period bucket number in the Payroll Integrity table (F0620) to be updated. The Integrity Period Number specifies one of five periods in which the system stores the history. It does not determine the calculation of DBAs. If you run a multiple frequency payroll (such as salary with both weekly and biweekly employees), enter an unused Integrity Period Number. For example, for the first biweekly payroll of the month, use 2 because 1 was already used for the first weekly payroll. - Pay Cycle Control Parameters (P06210) - A value that designates whether the pre-payroll programs will calculate those benefits and accruals that are based on calendar month amounts (dollars/hours). If N, the system skips these benefit and accruals.

What You Should Know About

Determining rollover dates	In addition to scheduling pay cycles, the Fiscal Anniversary Rollover program uses the dates that you enter on the master pay cycle to determine when a benefit or accrual rolls over to the next year.

▶   **To set up a similar master pay cycle for the next year**

On Master Pay Cycles

1. Locate the master pay cycle for the current year.

2. Choose the Duplicate Cycle function.
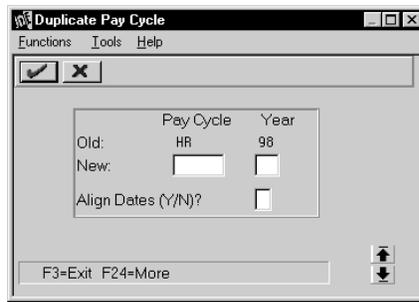
3. On Duplicate Pay Cycle, complete the following fields:

   • Pay Cycle Code

   • Year

   • Align Dates

Field	Explanation
Align Dates (Y/N)?	If you answer Y to Align Dates, the system increments the pay period ending dates by one day for the new cycle. If you enter N, the system creates the cycle with the same pay period ending dates as the current cycle.
	The years must be only one apart in order for this function to work.
	Companies who pay on the same date each month, for example on the 15th and 30th of each month, should set this field to N.

See Also

   • *Processing Fiscal and Anniversary Rollovers (P063903)*

   • *Reviewing the Master Pay Cycles Report (P06095P)*

Setting Up a Denomination Code

From Canadian Payroll Master (G7), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Denomination Code Revisions

You set up denomination codes to specify the various denominations that are used to pay employees who receive cash payments. The system uses the information that you specify to produce payslips in the correct denominations and for a bill count on a cash disbursement report.

Before You Begin

❑ Set up each denomination value (face value of a bill or note) in user defined codes list 07/DN.

▶ **To set up a denomination code**

On Denomination Code Revisions

```
┌──────────────────────────────────────────────────────────────────┐
│ ▓▓ [06919] - Denomination Code Rev.                   _ □ X      │
│ Functions  Tools  Help                                            │
│ ┌───┬───┬────┬────┬────┬────┐                                     │
│ │ ✔ │ X │ 1i │ 2▲ │ 4✛ │ 9▬ │                                     │
│ └───┴───┴────┴────┴────┴────┘                                     │
│                                                                    │
│       ┌──────────────────────────────────────────────┐           │
│       │  Country Code        │CA│   Canada            │           │
│       └──────────────────────────────────────────────┘           │
│                                                                    │
│       ┌──────────────────────────────────────────────┐           │
│       │  Denomination Code   │C$│   Canadian Dollars  │           │
│       └──────────────────────────────────────────────┘           │
│                                                                    │
│       ┌──────────────────────────────────────────────┐           │
│       │  Denomination Value    │ 1.0000 │             │           │
│       └──────────────────────────────────────────────┘           │
│                                                                    │
│                                                              ┌─┐  │
│                                                              │▲│  │
│   F3=Exit   F24=More Keys    Roll Up=Next Record             │▼│  │
│                                                              └─┘  │
└──────────────────────────────────────────────────────────────────┘
```

Complete the following fields:

- Country Code
- Denomination Code
- Denomination Value

Field	Explanation
Denomination Code	A code which identifies the type of currency to be processed.
Denomination Value	The face value of the denomination (for example, 10 for a ten dollar bill or 1000 for a 1000 peso note). Each country generally has a unique set of denomination codes and each code has its own value.

Setting Up Execution Control Parameters
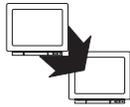
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Execution Control Parameters

You set up execution control parameters to specify the users who have the authority to perform the various steps of the payroll cycle. You can also specify who has authority to perform the reset features on a payroll ID.

Each payroll ID can have a unique set of control parameters. If the system finds no execution control parameters for a specific ID, the system uses the execution control parameters for ID 000. If no parameters exist for a specific payroll ID or for ID 000, the system processes payroll as if the execution control parameters are not activated. In this case, the person who runs the first step of the payroll cycle must run all steps in the cycle and reset the options.

Before You Begin

❑ Enter Y in the Pay Cycle Control field on the Payroll Company Constants form for Company 00000 to activate the execution control parameters. If the code in this field is N (the default), the user who runs the first step of the payroll cycle must run all steps in the cycle.

▶ **To set up execution control parameters**

On Execution Control Parameters
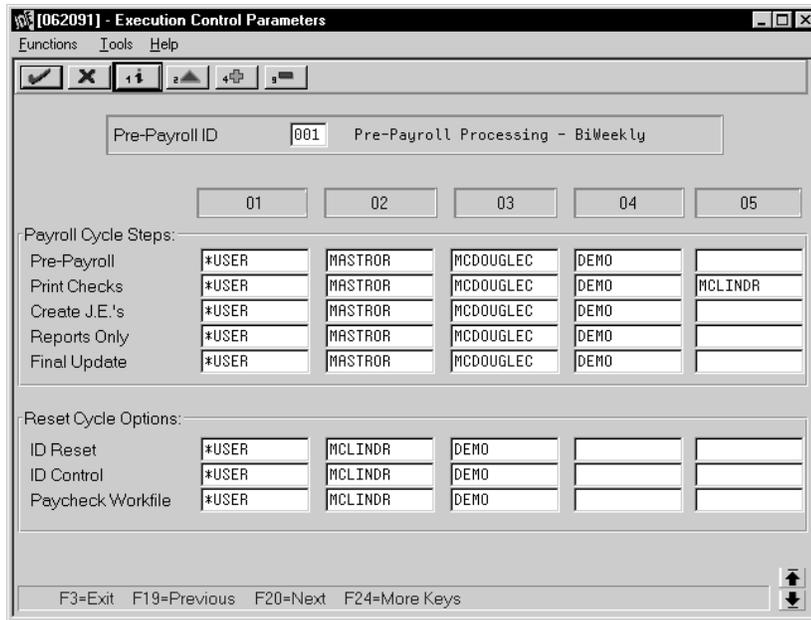
1. Complete the following field:

    ● Pre-Payroll

2. In the fields that correspond to payroll cycle steps, enter the user IDs of a maximum of five individuals who are authorized to complete each step and reset option.

Field	Explanation
01 Payroll Cycle Steps:	The defined user identification for the individual who may have access to the Payroll Processing step "Pre-Payroll". Valid values are: Any user ID - Only that user has authority to run the particular payroll or reset step. *All - All users have authority to run the particular payroll or reset step. *USER - Only the user who ran the step has the authority to execute the step defined by *USER.

Choosing Fields for Future Data Revisions

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Specify Future Data Fields

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

You cannot change the activation value of some fields.

▶ **To choose fields for future data revisions**

On Specify Future Data Fields

1. Next to the data item that you would like to activate, enter a Y in the following field:

    • Yes/No

2. To review the data-item code associated with the data-item description, access the detail area.

```
[06041] - Specify Future Data Fields                                    _ □ ×
Functions  Tools  Help

  ✔   ✗  ┃ ↑i ┃ 2▲  ┃ ↗⊕ ┃ ₃▄


    Data File        F060116          Employee Master

   Y/N│        Description           │  Y/N│        Description
       School District Code . . . . .  │   Y   Home State . . . . . . . . . .
           Data Item. . SCDC          │          Data Item. . HMST
   Y   Work State . . . . . . . . . .  │   Y   Home City. . . . . . . . . . .
           Data Item. . WKSE          │          Data Item. . HMLC
   Y   Work City. . . . . . . . . . .  │   Y   Work County. . . . . . . . . .
           Data Item. . LWK1          │          Data Item. . LWK2
   Y   Home Company . . . . . . . . .  │   Y   Business Unit. . . . . . . . .
           Data Item. . HMCO          │          Data Item. . MCU
   Y   Home Business Unit . . . . . .  │       Business Unit - Last Worked. .
           Data Item. . HMCU          │          Data Item. . SG
   Y   Check Route Code . . . . . . .  │   Y   Pay Status . . . . . . . . . .
           Data Item. . MAIL          │          Data Item. . PAST
   Y   Pay Frequency. . . . . . . . .  │   Y   Pay Class(H/S/P) . . . . . . .
           Data Item. . PFRQ          │          Data Item. . SALY


                                                                          ▲

       F9=Data Item Search    F24=More Keys                               ▼
```

Reviewing the Business Unit Constants Print Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Business Unit Constants Report

You run the Business Unit Constants Print report to verify your entries on the Business Unit Constants form. The report lists detailed information about business units that is contained in both the Business Unit Master table and the Payroll Business Unit table. You can run this report at any time.

```
06905P                                    J.D. Edwards & Company                              Page -    2
                                       Business Unit Constants Print                          Date -  7/17/98
                      Bus. Unit              P              EQ L Burden  C  Business Unit   Cnty   County      PC
  Bus. Unit             Name                 E   Co.  Tax Area RT M Factor  J    Tax Id.    Code   Tax Id.     CD
-----------  ------------------------------- - ----- ---------- -- - ------- - -------------- ----- -------------- --
          9 Corporate Administration         00001              1  1.0000 N
         50 General Accounts                  00050              1  1.0000 N
         90 Administrative Department         00100                       N
        DEN Denver                            00050              1  1.0000 N

        481 Cooler/Freezer Units - 10         00200              1  1.0000 N
        482 Cooler/Freezer Units - 10         00200              1  1.0000 N
        483 Cooler/Freezer Units - 10         00200              1  1.0000 N
        501 Potomac Hotel                     00050 47      HR 1  1.3200 Y
        701 Corporate Administration          00007                       N
        777 Skydome                           00077              1  1.3200 N
       5001 Main Terminal Building            00050              1  1.0000 Y
       5002 Automated Transit System          00050              1  1.0000 N
       5003 Airport Access Road               00050              1  1.0000 N
       5004 Concourse A Electrical            00050              1  1.0000 N
       5005 The Gateway                       00050              1  1.0000 N
       5031 Airport Access Road               00050              1  1.0000 N
       5032 Airport Access Road               00050              1  1.0000 N
       6001 Protective Services               00050              1  1.0000 N

       7771 Corporate Administration          00777              0  1.0000 N
```

Processing Options for Business Unit Constants Report

1. Enter 'Y' if you wish to print the   _____
    full address of the business units.
    (Default value is 'N')

2. Enter 'Y' if you wish to print the   _____
    'Tip Information' for the business
    units. (Default value is 'N')

Reviewing the Master Pay Cycles Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Payroll General Constants

From Payroll General Constants (G7741), choose Master Pay Cycles Report

The Master Pay Cycles report lists the information that you entered on the Master Pay Cycles form. The report includes the following:

- Year

- Pay cycles by month and periods within each month

- Standard number of hours included in each pay period

Review this report to verify that the information you entered during system setup is correct.

```
06906P                                      J.D. Edwards & Company                              Page -        1
                                              Master Pay Cycles                                 Date - 01/03/98
Pay Cycle Code . BW
Date - Yr. . . . 98
YTD    Pay                      Check  P . . Pay Period No. . .   . . . . . . . . . .Standard Hours . . . . . . . . . .
No.    Period Mo  Description    Date  P  W   B   S   M   A   O   Weekly  Bi-Wkly Semi-Mo Monthly  Annual   Other
---  -------- --  --------------  --------  -  ---  ---  ---  ---  ---  ---  --------  --------  --------  --------  --------  --------
  1 01/03/98 01 January        01/09/98 1     1                          80.00
  2 01/17/98 01 January        01/23/98 2     2                          80.00
  3 01/31/98 02 February       02/06/98 1     1                          80.00
  4 02/14/98 02 February       02/20/98 2     2                          80.00
  5 02/28/98 03 March          03/06/98 1     1                          80.00
  6 03/14/98 03 March          03/20/98 2     2                          80.00
  7 03/28/98 04 April          04/03/98 1     1                          80.00
  8 04/11/98 04 April          04/17/98 2     2                          80.00
  9 04/25/98 05 May            05/01/98 1     1                          80.00
 10 05/09/98 05 May            05/15/98 2     2                          80.00
 11 05/23/98 05 May            05/29/98 3     3                          80.00
 12 06/06/98 06 June           06/12/98 1     1                          80.00
 13 06/20/98 06 June           06/26/98 2     2                          80.00
 14 07/04/98 07 July           07/10/98 1     1                          80.00
 15 07/18/98 07 July           07/24/98 2     2                          80.00
 16 08/01/98 08 August         08/07/98 1     1                          80.00
 17 08/15/98 08 August         08/21/98 2     2                          80.00
 18 08/29/98 09 September      09/04/98 1     1                          80.00
 19 09/12/98 09 September      09/18/98 2     2                          80.00
 20 09/26/98 10 October        10/02/98 1     1                          80.00
 21 10/10/98 10 October        10/16/98 2     2                          80.00
 22 10/24/98 10 October        10/30/98 3     3                          80.00
 23 11/07/98 11 November       11/13/98 1     1                          80.00
 24 11/21/98 11 November       11/27/98 2     2                          80.00
 25 12/05/98 12 December       12/11/98 1     1                          80.00
 26 12/17/98 12 December       12/24/98 2     2                          80.00
```

Processing Options for Master Pay Cycles

1. Enter the Pay Cycle Code desired for   _____
   report.
   Default of blanks is all codes.

2. Enter the year desired for the   _____
   report.
   Default of blanks is all years.
   i.e. 90, 91, 92, or 93.

Exercises

See the exercises for this chapter.

Setting Up Payroll-Cycle Reports

Setting up payroll-cycle reports allows you to set up your own versions of the reports that are generated during a payroll cycle. If you do not set up your own report versions, the system uses the DEMO version that J.D. Edwards provides. Setting up your own version allows you to customize the title of the report, change the sequence, and meet your company's reporting needs.

When you choose one of these reports as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

Setting up payroll-cycle reports consists of the following tasks:

❑ Setting up the Payroll Register report

❑ Setting up the Summary Payroll Register report

❑ Setting up the Time and Pay Exception report

❑ Setting up the Transaction Audit report

❑ Setting up the Workers Compensation Insurance Register report

❑ Setting up the DBA Register report

❑ Setting up the Time and Pay Register report

❑ Setting up the Terminated Employees report

❑ Setting up the Interim Cheque Integrity report

Setting Up the Payroll Register Report
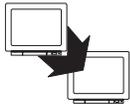
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Payroll Register

Use the Payroll Register report to verify that employees' gross-to-net amounts are correct. You can review employee earnings for the current payroll cycle. The report lists the following information and can be sequenced and totalled to meet your company's needs:

- Pay types and deductions for each employee
- Totals by pay types and deductions for each business unit
- Totals by pay types and deductions for each company
- Grand totals by pay types and deductions for all companies in the payroll version

What You Should Know About

Benefits and accruals   You can print benefits and accruals on the Payroll Register report. To do this, complete the Method of Printing field on the DBA Setup form.

Processing Options for Payroll Register

```
PAYROLL REGISTER PRINT OPTIONS
1. Enter 'Y' to print Employee Address.            _____
   Default of blank will not print Addr.

2. Enter Employee Identification option.           _____
   blank = Address book & SSN
       2 = Social Security Number Only
       3 = Additional EE Number & SSN
```

Data Selection for the Payroll Register Report

You should not change the data selection for this report.

Data Sequence for the Payroll Register Report

The Pre-payroll, Payroll Register, and Payroll Summary reports must have the same data sequence.

Setting Up the Summary Payroll Register Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Summary Payroll Register

The Summary Payroll Register report lists one line per cheque and shows 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 report to review employees' gross-to-net earnings instead of the Payroll Register report.

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)
```

Data Selection for the Summary Payroll Register Report

You should not change the data selection for this report.

Setting Up the Time and Pay Exception Report
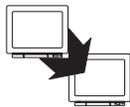
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Time & Pay Exception

When you request the Time and Pay Register report during pre-payroll processing, the system prints the Time and Pay Exception report only if exceptions occur. Use this report to identify employees whose timecards might contain errors. For example, this report lists employees whose hour or rate amounts are more than the maximum or less than the minimum amounts that you specified in the processing options for this report.

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 . . . . . . . . . . . . . . :        _____
```

Data Selection for the Time and Pay Exception Report

You should not change the data selection for this report.

Setting Up the Transaction Audit Report
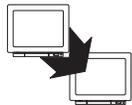
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Transaction Audit Report

You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle.

Data Selection for the Transaction Audit Report

You should not change the data selection for this report.

Setting Up the Workers Compensation Insurance Register Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Workers Comp Insurance Register

The Workers Compensation Insurance Register report lists detailed workers compensation information for all employees included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, work state, company, and grand totals. You must process journal entries prior to running this report, because the system calculates this information during the journal entries step of the payroll cycle.

Processing Options for Workers Compensation Insurance Register

```
Which Employee No. do you wish to appear
on the report:
            A – Address Book
            S – Social Security No.
            O – Third Employee No.          _____
```

Data Selection for the Workers Compensation Insurance Register Report

You should not change the data selection for this report.

Setting Up the DBA Register Report
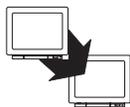
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose DBA Register

The DBA Register report includes the same information as the Transaction Audit report (Deduction/Benefit/Accrual report), but the DBA Register report lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

Processing Options for 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)             _____
```

Data Selection for the DBA Register Report

You should not change the data selection for this report.

Setting Up the Time and Pay Register Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Time and Pay Register

The Time and Pay Register report lists the time and pay totals for the current payroll cycle. You can choose to include employee totals on the report. Processing options determine what data is printed on the report. When you request this report in pre-payroll, the system also prints the Time and Pay Exception report.

Processing Options for Time and Pay Register

```
1. Enter the type of Time Cards that you
   you wish to print.                              _____
   L = Labor Time Cards        (Default)
   R = Recharge Time Cards
   E = Equipment Time Cards

2. If 'L', enter the type of employee
   number you want to print.                       _____
   A = Address Book Number     (Default)
   S = Social Security Number
   O = Additional Employee Number

3. Enter '1' to print the General Ledger
   Account Number, and Tax Area.  '0'
   is the default and will not print
   these items.                                    _____

4. Enter '1' to print Subledger,
   Subledger Type, and Pay Type
   Multiplier.  '0' is the default and
   will not print these items.                     _____
```

Data Selection for the Time and Pay Register

You should not change the data selection for this report.

Setting Up the Terminated Employees Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Terminated Employees Report

The Terminated Employees report lists those employees whose employment with the company has ended during the pay period.

Setting Up the Interim Cheque Integrity Report
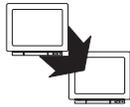
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Cheque Integrity Report

The Interim Cheque Integrity report lists the gross and tax amounts for all tax types for each interim cheque. The report also compares the totals between the Interim Vertex Workfile table (F0712I) and the Tax History Summary table (F0713). You use this report to spot any discrepancies and correct them.

Setting Up Net-Pay Reports and Forms

To add flexibility for distribution of payments, you can set up data sequencing for net pay reports and forms. All report versions that you process in a single payroll cycle must have the same version name. Setting up net-pay reports and forms consists of the following tasks:

- ❑ Setting up payroll cheques

- ❑ Setting up automatic-deposit forms

- ❑ Setting up cash payslips

- ❑ Setting up the Payroll Cheque Register report

- ❑ Setting up cheque overflow forms

Setting Up Payroll Cheques
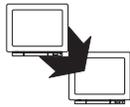
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Payroll Cheques

You set up payroll cheques to determine the information and sequence that you want when the system prints payroll cheques.

Processing Options for Payroll Cheques

```
CHECK PRINTING OPTIONS:
1. Enter the program name that           _____
   translates check amounts from numbers
   to words.
   (See User Defined Codes, system code
   98, record type "CT" for program
   numbers.)

2. Enter 'N' to OMIT printing of company _____
   name and address on payroll checks.
   Enter 'Y' to print company name only.
   Enter 'A' to print company name and
   address.
   (Default of blank will OMIT printing
    of company name or address.)
3. Enter company number to use for       _____
   printing a single company's name and
   (optionally) address.
   (Default of blank will use the
    employee's Home Company to fulfil
    processing option 2 above's print
    instructions.)

4. Enter Employee Number Identification  _____
   option:
        blank = Address book number
        2     = Social Insurance number
        3     = Third Employee number
```

Setting Up Automatic-Deposit Forms

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Auto Deposit Forms

You set up automatic-deposit forms to determine the information that you want to print when the system is set to print automatic-deposit information.

Processing Options for Automatic Deposit Forms

```
AUTO DEPOSIT ADVICE PRINTING OPTIONS:
1. Enter 'N' to OMIT printing of company        _____
   name and address on payroll checks.
   Enter 'Y' to print company name only.
   Enter 'A' to print company name and
   address.
   (Default of blank will OMIT printing
    of company name or address.)

2. Enter company number to use for              _____
   printing a single company's name and
   (optionally) address.
   (Default of blank will use the
    employee's Home Company.)

3. Enter Employee Number Identification         _____
   option:
        blank = Address book No.
        2     = Social Security No.
        3     = Third Employee No.
```

Setting Up Cash Payslips
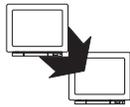
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Payroll Cash Pay Envelopes

You set up cash payslips to determine the information that you want to print when the system is set to print cash payslips.

Processing Options for Cash Payslips

```
CASH VOUCHER PRINTING OPTIONS:
1. Enter 'N' to OMIT printing of company        _____
   name and address on payroll checks.
   Enter 'Y' to print company name only.
   Enter 'A' to print company name and
   address.
   (Default of blank will OMIT printing
    of company name or address.)

2. Enter company number to use for              _____
   printing a single company's name and
   (optionally) address.
   (Default of blank will use the
    employee's Home Company.)

3. Enter Employee Number Identification         _____
   option:
        blank = Address book No.
        2     = Social Security No.
        3     = Third Employee No.
```

Setting Up the Payroll Cheque Register Report
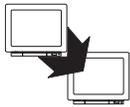
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Payroll Cheque Register

You set up the Payroll Cheque Register report to review net-pay documents. This report lists the details of net-pay documents, including net-pay accounting distributions. This report is also known as the Net Pay Instructions report.

Processing Options for Payroll Cheque 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.
```

Setting Up Cheque Overflow Forms

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G7746), choose Cheque Overflow Forms

The cheque overflow form prints only when overflow information does not fit on the paystubs, automatic deposits, or payslips.

Setting Up Employee Profile Data

Employee profile data provides broad categories of information that you can define to accommodate your unique requirements. Profile data can include basic information about employees, such as their education or experience, or data unique to your business, such as multilanguage skills or employees assigned company cars.

Employee profile data is any additional information that you want to track by employee. This information is not required by the Payroll system but is a way for you to gather additional information that you might want to maintain about your employees. Before you can enter employee profile data, you must set up the following:

Profile data types	You define profile data types so that you can track detailed information about employees. You set up this feature to track specific information to accommodate your unique business needs.
Profile data security	You define security for profile data to restrict access to certain types of data to specific personnel.

Setting up employee profile data includes the following tasks:

❑ Defining types of profile data

❑ Setting up security for profile data

❑ Generating the title search table

❑ Transferring profile data

When you set up employee profile data you define the types of data that you want to track. If necessary you set up security for confidential information. You might generate the title search table if you want to be able to use the Help function to search for data types by title. You can transfer profile data from one data type to another within the same database.

Defining Types of Profile Data

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Employee Profile Setup

From Employee Profile Setup (G7747), choose Define Types of Data

Profile data is based on user defined codes for each type of data in the profile. Each type of profile data exists in a separate database. You can use profile data to track information (data types) such as the following:

- Employee skills and education levels
- Job responsibilities
- Applicant qualifications
- Health and safety case histories
- Requisition requirements
- Dependent and beneficiary contacts

Depending on your specific requirements, you can choose to set up a profile data type in one of the following formats:

Narrative format

Narrative format allows you to enter unstructured text. You might want to use narrative format for the following:

- Employee appraisal overviews
- Emergency contacts

Code format

Code format requires you to enter information in specific fields that you define. You might want to use code format for the following:

- Employee appraisal details
- Language skills
- Training completed

To standardize data entry and make it possible to run reports on profile data, you can associate the following columns in a code-format data type with a user defined code table:

- Code Title
- Remark 1 Title
- Remark 2 Title

You can use an existing user defined code table (such as 08/SK, Skills) or you can create a new user defined code table. When you create new user defined code tables, you must use system codes ranging from 55 to 59 (inclusive). You cannot create a new user defined code table for system codes 05, 07, or 08.

Program format

Program format allows you to access a specific program and version number from a profile data type. Instead of customizing menus, you can set up profile data types to access the forms that you use most often. Setting up profile data types in program format allows you to access these forms from a single menu selection, which saves time and streamlines your data entry tasks.

Defining profile data types includes the following tasks:

- Defining profile data types in narrative format

- Defining profile data types in code format

- Defining profile data types in program format

Example: Setting Up a Code-Format Data Type

When you define a code-format data type, you specify a code title and, typically, a related date or amount. You also associate the code title with a user defined code table. The following example shows how to set up a code-format data type that you use to track employee training. The data type is associated with a user defined code table that you have already set up.

Define the following information:

Code Title	Type (types of training that you track)
Data Ttl	Trng Dte (date training was completed)
Amt Title	Costs (amount of training costs)
SY	55 (system code for the user defined code table that you have set up for the training type)
RT	TG (record type for the user defined code table that you have set up for the training type)

Before You Begin

❑ Set up user defined codes for the profile data that you want to enter in code format. See *Setting Up User Defined Codes.*

▶   **To define profile data types in narrative format**

On Define Types of Data

```
[08090] - Define Types of Data                                    _ □ ✕
Functions   Options   Tools   Help

  ✔   ✕   1 i   2 ▲   4 ✚   5 ▬

                    Employee Information          HR Data Base      E
                                                 Skip To Type       □

 O Ty          Description      Mde  Code Title  Date Ttl  Amt Title   SY  RT
   Dt
   A  Emergency Contacts        N
   B  Skills                    C     Skill      Updated   # of Years  08  SK
   B1 Language Skills           C     Language   Updated   # of Years  08  LA
   C  Professional Licenses/Certif  C  License   Updated      Fees     08  LI
   D  Employer Property         C     Property   Iss Date             08  CC
   E  Education                 C     Degree     Obt when             08  ED
   E1 Training                  C     Type       Trng Dte   Costs      08  TG
   E2 Tuition Reimbursement     C     Class      Class Dt   Tuit Cost
   F  Succession Planning       C     Cur. Job   Updated              06  G
   G  Appraisal Overview        N
   G1 Appraisal Details         C     Appraisal  App.Date   Pts Earned 08  AP
   G2 Bonus                     C     Reason      Date       Amount    08  BN
   H  Grievance                 C     Type       Dte Rpt    Suit Amt.  08  GR
   K8 ADA Data                  C     Type       Hire Dte   Update Cst 08  AD
   K9 Drug Testing              C     Tested for Date Tst   # of Tests 08  TD

                                                                      ⬆
 Opt: 9=Delete   F4=More Detail   F5=User Defined Codes   F24=More Keys  ⬇
```

1. Complete the following fields:

    -   HR Data Base

    -   Type Data

    -   Description

2. Enter N in the following field to specify that you are using narrative format:

    -   Mode

Field	Explanation
HR Data Base	A user defined code (08/RC) that specifies a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are:
	A Applicant Information
	E Employee Information
	J Job Description
	H Injury/Illness Case Number
	P Dependent/Beneficiary Information
	R Requisition Information

Field	Explanation
Ty Dt	A code that you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts. You define these codes using Define Types of Data (P08090). . . . . *Form-specific information* . . . . Enter the code for the type of data that you want to track in the Human Resources and Payroll systems.
Mde	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.

▶ To define profile data types in code format

On Define Types of Data

1. Complete the following fields:

    - HR Data Base

    - Type Data

    - Description

2. Enter C in the following field to specify that you are using code format:

    - Mode

3. To specify the information that you want to track for this data type, complete the following fields:

    - Code Title

    - Date Title

    - Amount Title

4. To associate a user defined code table with the code title, complete the following fields:

- System Code (SY)

- Record Type (RT)

5. To enter additional information for the data type, access the detail area.

```
[08090] - Define Types of Data                                        _ □ ×
Functions   Options   Tools   Help

 ✔   ✗   1i   2▲   4✚   9▬

                      Employee Information        HR Data Base      E
                                                  Skip To Type

O Ty        Description       Mde  Code Title  Date Ttl  Amt Title   SY  RT
  Dt
  A  Emergency Contacts         N
     Remark 1 Title                                      Edit Rmk 1 on
     Remark 2 Title                                      Edit Rmk 2 on
       Default Date 0      Thru Date Title               Amt 2 Title
       Pgm ID/Vers
  B  Skills                     C    Skill    Updated  # of Years  08  SK
     Remark 1 Title      Proficiency Level              Edit Rmk 1 on
     Remark 2 Title  Education or Usage experience       Edit Rmk 2 on
       Default Date 1        Thru Date Title             Amt 2 Title
       Pgm ID/Vers
  B1 Language Skills            C    Language  Updated  # of Years  08  LA
     Remark 1 Title      Proficiency Level              Edit Rmk 1 on
     Remark 2 Title      Read, Write or Speak           Edit Rmk 2 on
       Default Date 1        Thru Date Title             Amt 2 Title
       Pgm ID/Vers

Opt: 9=Delete   F4=More Detail   F5=User Defined Codes   F24=More Keys
```

6. Complete any of the following optional fields:

- Remark 1 Title

- Edit Remark 1 on

- Remark 2 Title

- Edit Remark 2 on

- Default Date

- Through Date Title

- Amount 2 Title

7. To create a new user defined code table for this data type, choose the User Defined Codes function.
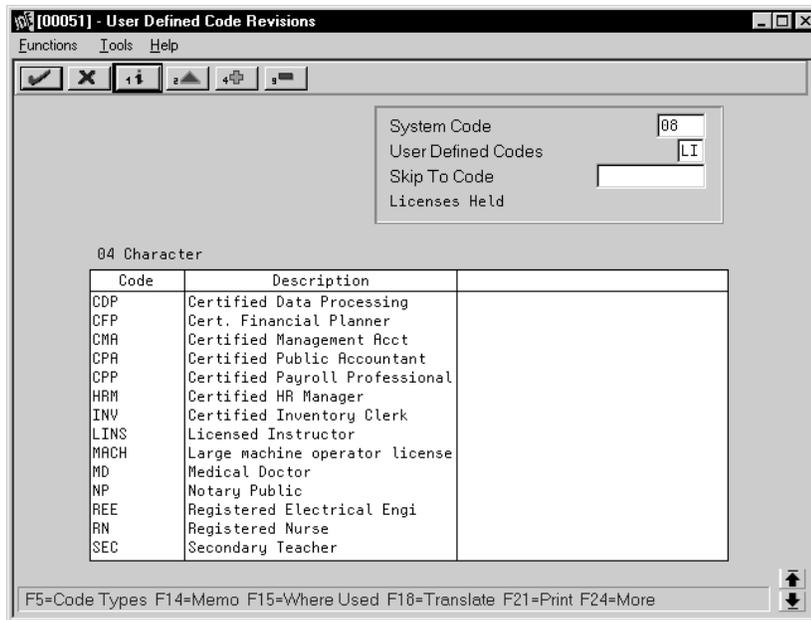
8. On User Defined Code Revisions, choose the Code Types function.
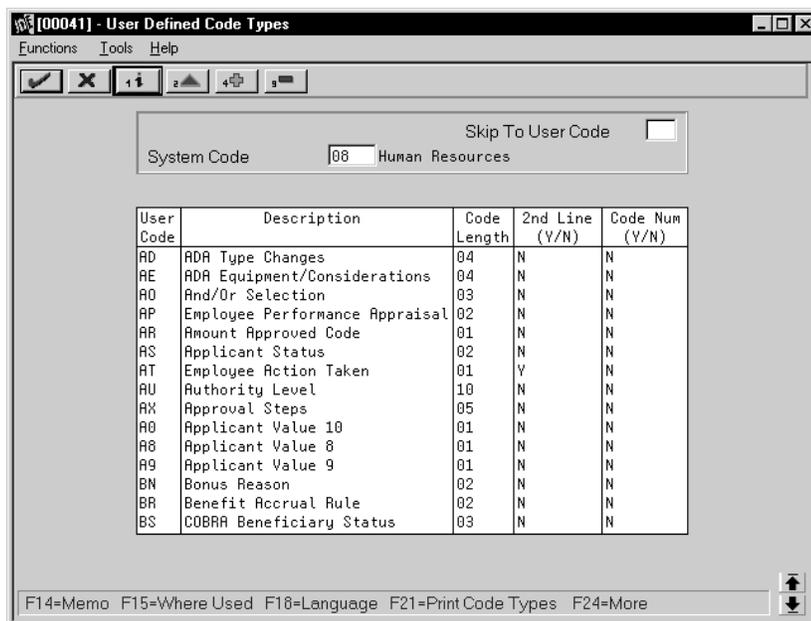
9. On User Defined Code Types, complete the following fields:

- System Code
- User Code
- Description
- Code Length

10. Complete the following fields, if appropriate, and use the Add action:

   - 2nd Line

   - Code Number

11. To specify the codes to include on the new user defined code table, return to User Defined Code Revisions.

12. To locate the new user defined code table on User Defined Code Revisions, complete the following fields:

   - System Code

   - User Defined Codes

13. Complete the following fields:

   - Code

   - Description

   - Description 2

Field	Explanation
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
	. . . . *Form-specific information* . . . .
	Enter the heading you want to display for a column on Profile Data Entry.
	For example, in Human Resources Benefits this could indicate the COBRA plan, option, type, and so forth.
Date Ttl	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Amt Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.

Field	Explanation
SY	A user defined code (98/SY) that identifies a J.D. Edwards system. *. . . . . Form-specific information . . . .* The system for the user defined code that is related to the data type. This field works with the RT field to identify the code type table against which the system verifies the data type. If the SY and RT fields are blank, the system does not verify the data type. For example, a valid code for data type SKILL (skills) must exist in the table for system 08 and code type SK. If you enter a skill code that is not in the table, the system displays an error message. This field applies only to the code format (C) data types.
RT	Identifies the table that contains user defined codes. The table is also referred to as a code type.
Remark 1 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Remark 2 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.
Default Date	This flag enables you to control the type of date to allow the system to use in the date field. Valid codes are: 0 Do not use the system date as the default. Require manual entry of date. 1 Use the system date as the default when the date is left blank. 2 Do not display the Date field.
Thru Date Title	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires. *. . . . . Form-specific information . . . .* Enter the title you want to display on Profile Data Entry as an end or through date. For example in Human Resources Benefits, you might use this for the title of the field that indicates when the COBRA coverage expires.

Field	Explanation
Amt 2 Title	The title of a row heading which appears next to the Amount 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price.
	. . . . *Form-specific information* . . . .
	The title you want to appear for Amount 2.

▶ **To define profile data types in program format**

On Define Types of Data

1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description

2. Enter P in the following field to specify that you are using program format:
   - Mode

3. Access the detail area.

4. To specify the program that you want this profile data type to access, complete the following fields:
   - Program ID
   - Version

Field	Explanation
Pgm ID/Vers	The identification, such as program number, table number, and report number, that is assigned to an element of software.
Version History	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and/or data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs ore report. To run a batch process you must choose a version.
	. . . . *Form-specific information* . . . .
	The DREAM Writer version of the program that you want this data type to access.

Setting Up Security for Profile Data

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Employee Profile Setup

From Employee Profile Setup (G7747), choose Data Type Security

You might set up a profile data type for tracking confidential information that only a few users need to access. For example, you might want to allow only your safety administrator to access the profile database for safety and health administration. Typically, users have access to all profile data types unless you set up security to restrict their access. J.D. Edwards system security also applies to profile data.

You can restrict access to profile data by database or by data type. For example, you might want to restrict drug testing information to Human Resources personnel only.

See Also

- The *Technical Foundation Guide* for information about J.D. Edwards system security

▶ **To set up security for profile data**

On Data Type Security
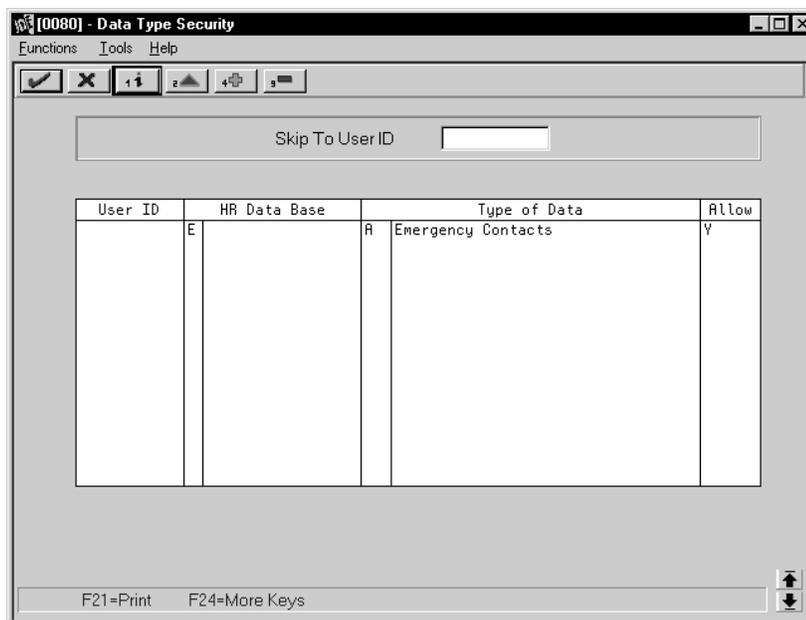
1. For each user for whom you want to allow or restrict access to profile data, complete the following fields:

   - User ID

   - HR Data Base

   - Allow

2. To limit the restriction or inclusion to a specific data type within the profile database that you specified, complete the following field:

   - Type of Data

Field	Explanation
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access N No, prevent access blank Yes, allow access (default).
Type of Data	A code that you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts. You define these codes using Define Types of Data (P08090). . . . . *Form-specific information* . . . . The specific type of data to which you are restricting employee from access.

Generating the Title Search Table

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Employee Profile Setup

From Employee Profile Setup (G7747), choose Build Word Search File

When you review profile data by data type or search profile data for people who meet multiple criteria, you can use the Help function to search for a data type by its title. For example, if you are using the Profile by Data Type form to review prior employment information, and you cannot remember the data type for prior employment, you can use the Help function to search for the data type by its description. This is referred to as a title search.

Before you can search for data types in this manner, you must run this program to generate the title search table. When you set up your system, you generate the title search table after you have defined the profile data types that you will use. To keep your system up-to-date, you must also generate the title search table after you change profile data types, descriptions, or column headings.

Transferring Profile Data
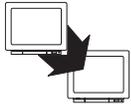
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Employee Profile Setup

From Employee Profile Setup (G7747), choose Profile Data Copy/Move

After you define the profile data types that you will use, you can transfer data from one data type to another within the same database. If you change the data-type code for a profile data type, you can use this program to transfer data from the old data type to the new one. For example, you might have a data-type code S for skills that contains employee information. If you change the data-type code to SK, you can use this program to move that employee information from data-type code S to data-type code SK.

Transferring profile data saves time and reduces keying errors. You can set processing options to transfer data by doing either of the following:

- Copying the information, which retains it in one data type and also transfers it to another

- Moving the information, which deletes it from one data type and transfers it to another

The system prints a report whenever you copy or move profile data.

Before You Begin

❑ Verify that the data type in the database from which you are copying is set up the same as in the database to which you are copying.

❑ Set up a version to copy data. Set up another version to move data. If you do not set up separate versions, you must set the processing options each time you transfer data.

```
080840                              J.D. Edwards & Company              Page No. . .    2
                                 Job Descriptions - Copy/Move           Date - . . .  4/06/98


                         HR Data Base . . . . . J   Job Descriptions
                         From Type of Data. . D    Job Reporting Relationships
                         To   Type of Data. . D1  Job Reporting Relationships - Staff
Job Type
and Step              Name                 Reports to                  Date          Comment
----------  -----------------------------  ----------  -------------------  --------  -------------------------------
```

Processing Options for Profile Data Copy/Move

1. Enter the Type of Data the   _____
   information will be copied FROM.

2. Enter the Type of Data the   _____
   information will be copied TO.

3. Enter '1' if you want to delete the   _____
   Original FROM data after copying.
   (Default of blank will copy without
   deleting the Original FROM Data).

4. Enter '1' if you want to overwrite   _____
   the existing TO rcds with the FROM
   information. (Default of Blank will
   not overwrite existing TO rcds).

Setting Up Human Resources Constants

To define default information that applies to your entire system, you set up human resources constants. These constants control the types of information that you track and the rules that the system uses to perform certain calculations. For example, you can use a constant to specify whether you want to activate position control. When you activate position control, the system verifies information related to employee positions and position budgets.

You use constants to control the following types of information:

History and turnover   You use constants to indicate whether you want to track history and turnover information for employees.

For information about this topic, see *Setting Up History and Turnover Constants*.

Salary display   To standardize the salary information in your system, you can choose the type of salary (annual or effective), that the system displays for all employees.

Position control   To establish, monitor, and control position budgets, you must set up position-control information.

Requisition information   To automate the process of creating and maintaining requisitions, you set up requisition information.

Pay-rate verification   To ensure that you enter acceptable pay rates for employees, you can set up the system to verify that the pay rates that you enter are appropriate for the employee's pay grade or pay-grade step.

If you are using the J.D. Edwards Human Resources system, you can set up these constants in that system.

To set up human resources constants information, complete the following tasks:

- ❏ Set up the default salary display

- ❏ Set up position-control information

❏ Set up requisition information

❏ Set up pay-rate verification

Before You Begin

❏ Review *About Salary and Hourly Rate Calculations* for information about how the human resources constants affect salary and hourly rate information.

Setting Up the Default Salary Display

From Human Resources (G08), choose Employee History

From Employee History (G08H1), enter 29

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

To standardize the salary information that appears on review forms and reports, you can set up your system to display either effective or annual salaries.

Effective salary	An employee's pay rate multiplied by the employee's standard hours per year.
Annual salary	An employee's effective salary divided by the number of pay periods for which the employee is paid, multiplied by the pay frequency.

You typically choose to display effective salaries when many of the employees in your organization have standard hours per year that vary from the default standard hours per year for their pay-grade steps.

▶   **To set up the default salary display**

On Constants Information

Complete the following field:

• Display Salary (Annual/Effective)

Setting Up Position-Control Information

From Human Resources (G08), choose Employee History

From Employee History (G08H1), enter 29

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

To use position budgets to establish, monitor, and control budgets for employee assignments, you must activate position control. To make it easier to track salaries and pay rates for the employees in a position, you can set up default pay information for positions.

You can also select the types of verifications that you want the system to perform when you enter or change position information for an employee. For example, you can set up the system to determine whether the information that you enter causes the position budget to be exceeded and, if so, to generate either an error or a warning message.

▶ To set up position-control information

On Constants Information

1. To activate position control, complete the following fields:
   - Position Control (Y/N)
   - Position ID Required

2. To set up default pay information for positions, complete the following fields:
   - Pay Rates Source
   - Pay Grade Step Progression Rate Source
   - Salary Default Source
   - Rate Change in Projections

3. To set up position budget verifications, complete the following fields:
   - Salary
   - FTE
   - Hours
   - Headcount

4. To activate contract calendars, complete the following field:
   - Contract/Calendars

See *Setting Up Contract Calendar Information.*

Field	Explanation
Position ID Required	This code determines whether you are using the position control feature and, if so, whether all employees are required to have a position ID.
	Valid codes are:
	1 Position ID is required.
	2 Position ID is optional. The Position ID field appears on the HR Employee Entry form.
	3 Position ID is not required, and the Position ID field does not appear on the HR Employee Entry form.
	If you leave this field blank, the system assumes that the Position ID is optional (code 2).
	When you set this option to position ID required, the job ID associated with a position in the Position Master table becomes the default job for the employee.
Pay Rates Source	This constant specifies the default source for employee pay rates. When you add or change employee information, the system uses this constant to locate a pay rate for an employee when you leave the salary and hourly rate fields blank.
	Pay Rate Source
	1 Pay Rate Tables
	2 Pay Grade Step Table
	3 None
	You choose a pay rate source in Setting Up System Options.
	To calculate a salary for the employee, the system multiplies the employee's standard hours per year by the hourly rate from the table.
Pay Grd Step Prog. Rate Source	This field specifies the default pay grade step that the system uses to locate a pay rate for employees who have a salary forecast change date. The system uses this rate to calculate annual position budget amounts that are based on employee records.
	Step Progression Rate:
	1 Same Grade Step
	2 Next Grade Step

Field	Explanation
Salary Default Source	This field specifies the default source for salary (pay rate) that the system uses to create new positions or to define vacancies when you run the Create Next Year's Position program (P081820). Allowed values are: blank None 1 Pay Grade Minimum 2 Pay Grade Midpoint 3 Pay Grade Maximum 4 Pay Grade Step Amount When the salary default source is the Pay Grade Step table, that table's calculated hours per year (hours per day multiplied by days per year) is the default standard hours per year for the position. If standard hours per year do not exist in the table, the system uses the following default sequence to determine the standard hours per year for the position: • Home Company Standard Hours Per Year • Default Company Standard Hours Per Year • Data Dictionary • 2080
Rate Change in Projections	This constant indicates whether the system uses future rate changes, based on an employee's salary forecast change date, to calculate projected year-end values for position budgets. Valid values are: Y Yes N No
Salary	This field specifies whether the system verifies that, when you associate an employee with a position, the employee's salary is within the budgeted effective salary for the position. Allowed values are: blank No Edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.
FTE	This field specifies whether the system verifies that, when you associate an employe with a position, the employee is within the budgeted Full-time equivalents (FTE) for the position. Allowed values are: blank No Edit 1 Warning message if over budget, but allowed to continue. 2 Hard error if over budget, processing stops, no table updates.

Field	Explanation
Hours	This field specifies whether the system verifies that, when you associate an employee with a position, the employee's work hours are within the budgeted effective hours for the position.
	Allowed values are:
	blank No verification
	1 Warning message if over budget, but allowed to continue.
	2 Hard error if over budget, processing stops, no table updates.
Headcount	This field specifies whether the system verifies that, when you associate an employe with a position, the employee is within the budgeted effective headcount for the position.
	Allowed values are:
	blank No Edit
	1 Warning message if over budget, but allowed to continue.
	2 Hard error if over budget, processing stops, no table updates.
Contract/Calendars (Y/N)	A field that specifies whether you are using contract calendars to identify the work days for a group of employees.

Setting Up Requisition Information

From Human Resources (G08), choose Employee History

From Employee History (G08H1), enter 29

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

To save time and reduce data entry, you can set up your system to automatically update requisition information when you terminate an employee or change assignment information for an employee.

▶ To set up requisition information

On Constants Information

Complete the following fields:

- Employee Assignment Window
- Create Upon Termination

Field	Explanation
Employee Assignment Window	This field specifies whether the system displays the Employee Assignment window when an employee changes to a new job, position, or home business unit. You use the employee assignment window to update requisition information for the requisitions affected by the change.
Create Upon Termination	This field specifies whether the system automatically creates a requisition for the position when you terminate an employee.

Setting Up Pay-Rate Verification

From Human Resources (G08), choose Employee History

From Employee History (G08H1), enter 29

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

When budgetary restrictions require you to closely monitor employee pay rates, you can set up your system to verify that the pay rates that you enter for employees are within the established pay range for the employee's pay grade. If you are using pay-grade step progression, this constant causes the system to verify that the pay rate that you enter matches the pay rate for the employee's pay-grade step.

▶ To set up pay-rate verification

On Constants Information

Complete the following field:

- Pay Range/Step Edit

Field	Explanation
Pay Range/Step Edit	This field specifies whether the system displays an error or warning message when you enter a pay rate for an employee that is not within the pay range for the employee's pay grade. If you are using pay grade step progression, the system displays an error or warning message when you enter a pay rate for an employee that does not match the rate for the employee's pay grade step. Allowed values are: blank No Edit 1 Warning message if the rate is out of range for the pay grade, or if it is not the rate for the pay grade step. Processing continues. 2 Hard error if the rate is out of range for the pay grade, or if it is not the rate for the pay grade step. Processing stops, and the system does not update any tables.

Setting Up Employee Master History and Turnover

To help you manage your employee information, you can set up your system to store historical records of employee information. This means that when you enter or update employee information, the system creates a historical record of the old information. For example, when an employee receives a promotion or changes marital status, you can update the employee's current information to reflect the change and store the previous information in historical records.

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

You can use history and turnover information to do the following:

- Review the employee's job progression since you began tracking history
- Review salary increases given at the same time that a job change was made
- Analyze historical changes to employee information
- Monitor employee movement within your company

You can track history and turnover for any of the information that the system stores in the Employee Master table (F060116).

To set up your system to track history and turnover, you must complete the following tasks in the order that they are listed:

❏ Setting up history and turnover constants

❏ Choosing data for history tracking purposes

❏ Setting up turnover columns

❏ Activating history and turnover tracking

You set up history and turnover constants to indicate that you want to track history and turnover information.

To specify the types of employee data for which you want to track historical information, you select data for tracking purposes.

You set up turnover columns for reports so that you can analyze the reasons for employee movement within your organization.

You activate history and turnover tracking to create an initial history record for each of the current records in the Employee Master table. You can review these initial history records to determine when you began tracking history and turnover.

What You Should Know About

Starting the HR subsystem and monitor	After you complete the tasks for setting up employee history and turnover tracking, you must start the Human Resources (HR) subsystem and monitor so that the system can convert changes to employee information into history and turnover records. See *Starting the HR Subsystem and Monitor*.

Setting Up History and Turnover Constants
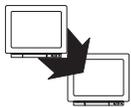
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose History & Turnover Setup

From History & Turnover Setup (G7748), choose Constants Information

You set up history and turnover constants to indicate that you want the system to store history and turnover records. You can choose to track history only, turnover only, or both.

Before you can perform many important payroll functions, such as processing interim cheques, you must access the human resources constants and use the Change action. You must perform this action regardless of whether you need to enter or change any of the information on the form. When you access the human resources constants, the system locates the data file library in which your Employee Master table (F060116) resides. To process correctly, many programs require this library information.

▶ **To set up history and turnover constants**

On Constants Information
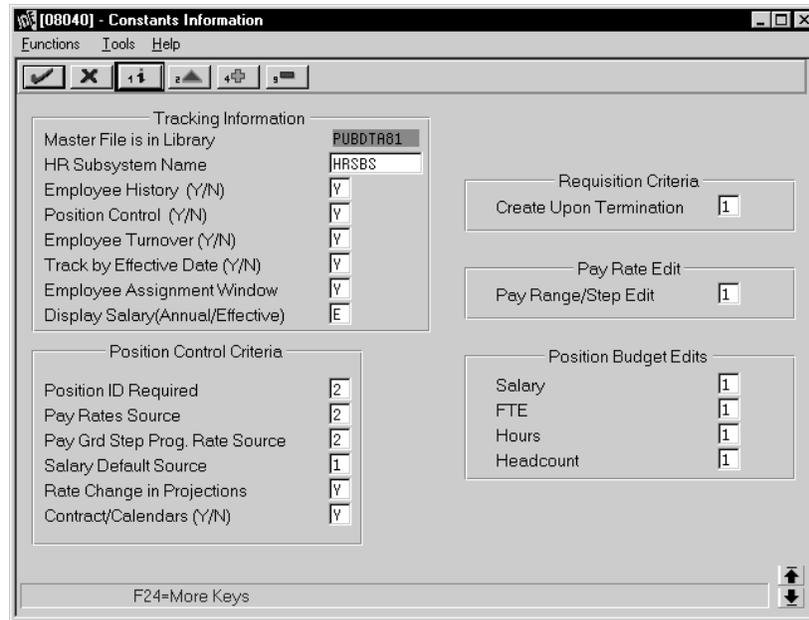
1. Review the value in the following field:

   • Master File is in Library

2. Complete the following fields:

   • Human Resources Subsystem Name

   • Employee History

   • Employee Turnover

   • Track by Effective Date

Field	Explanation
Master File is in Library	The name of the data file library in which the data queue exists. When you change any of the history constants, the system automatically determines which library the Employee Master table (F060116) is in and creates the data queue in the same library. This library is normally called the Production Library.

Field	Explanation
HR Subsystem Name	Enter the name of the Human Resources subsystem. A subsystem is the portion of the overall processing capacity of the computer that is used for a specific purpose. The system creates the subsystem (if it doesn't already exist) when you run the program that starts the Human Resources subsystem. Because the Human Resources subsystem provides a place for the monitor to run, it is important to know the name of the subsystem so you can determine if the monitor is running.
Employee Turnover (Y/N)	A code that determines whether the system creates employee turnover records when you change employee information.
	Turnover information consists of any records in the Employee Turnover Analysis table (F08045) with a change reason that is not blank.
	For World: Before the system can create turnover records, you must start the Human Resources subsystem and monitor.
Track by Effective Date (Y/N)	A code that indicates the date on which the system creates employee history and turnover records, in relation to the date of the change. This field controls the dates that appear on history and turnover reports and review forms. It does not function as a suspense operation that allows you to enter a change now, and update the history and turnover tables at a later time. When this field is activated, the system tracks both the effective date of a change and the date that the change was entered into the system.
	Valid values for World are: Y Yes, use the effective date of the change (data item EFTO) to track employee history and turnover N No, instead of using the effective date of change, use the date on which you entered changes into the system
	Valid values for OneWorld are: On Use the effective date of the change (data item EFTO) to track employee history and turnover Off Instead of using the effective date of change, use the date on which you entered changes into the system
	If you choose to use the effective date of the change, the system prompts you to enter an effective date each time you change any employee information for which you are tracking history or turnover.
	If you choose to use the effective date of the change, you must also choose to track employee history, employee turnover, or both.

Choosing Data for Tracking Purposes

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose History & Turnover Setup

From History & Turnover Setup (G7748), choose Select Data for Tracking

After you set up history and turnover constants, you must specify the data items for which you want to track history. You have the option to track history for some data items and not others. For example, you might choose to track history for marital status, employment status, salary, and pay status, but not for gender or tax ID. Limiting the data items for which you track history makes it easier to locate information when you review history records.

All of the data items that you select for tracking must be included in the Employee Master table.

▶ To choose data for tracking purposes

On Select Data for Tracking

```
[08041] - Select Data for Tracking
Functions   Tools   Help

   ✔  ✖  1i  2▲  4✛  9▬

   Data File      F060116      Employee Master

Y/        Description          Y/        Description
N                              N
Y  Address Number . . . . . . . .   Y  Alpha Name . . . . . . . . . .
Y  Employee Tax ID. . . . . . . .   Y  Additional Employee No . . . .
   Gender . . . . . . . . . . . .   Y  Marital Status . . . . . . . .
Y  Marital Status State Tax . . .   Y  Residency Status . . . . . . .
Y  EIC Status . . . . . . . . . .   Y  Dependents . . . . . . . . . .
Y  Employment Status. . . . . . .   Y  Employee Classification Status
Y  Tax Area (Res.). . . . . . . .   Y  Tax Area (Work). . . . . . . .
   School District Code . . . . .   Y  Home State . . . . . . . . . .
Y  Work State . . . . . . . . . .   Y  Home City. . . . . . . . . . .
Y  Work City. . . . . . . . . . .   Y  Work County. . . . . . . . . .
Y  Home Company . . . . . . . . .   Y  Business Unit. . . . . . . . .
Y  Home Business Unit . . . . . .   Y  Business Unit - Last Worked. .
Y  Check Route Code . . . . . . .   Y  Pay Status . . . . . . . . . .
Y  Pay Frequency. . . . . . . . .   Y  Pay Class(H/S/P) . . . . . . .

   F4=Fold      F9=Data Dictionary      F24=More Keys
```

1. Review the value in the following field:

   - Data File

2. For each data item for which you want to track history, enter Y in the following field:

   - Yes/No

Field	Explanation
Data File	The identification, such as program number, table number, and report number, that is assigned to an element of software. . . . . *Form-specific information* . . . . The table number for the Employee Master table (F060116). You can track history for only those data items that are included in the Employee Master table.
Y/ N	A code that indicates whether the system creates historical records for the corresponding data item. Valid codes are: Y Yes, track history for this data item N No, do not track history for this data item N is the default value for all data items except Address Number (AN8). You must track history for Address Number if you track history for any other data item. Note: For each data item, history tracking begins when you change this code from N to Y. The system cannot retrieve information for changes that occurred when the code in this field was N.

What You Should Know About

Changing data items	When you need to change any data items that you use to track history, you must stop and restart the HR monitor before you make any changes to employee information. See *Working with the HR Subsystem and Monitor*.

Setting Up Turnover Columns
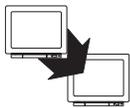
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose History & Turnover Setup

From History & Turnover Setup (G7748), choose Data Turnover Columns

If you set up your system to create turnover records, you must set up turnover columns for your reports. You use turnover reports to analyze the reasons for employee movement within your organization, such as when an employee changes jobs or business units, as well as movement resulting from new hires and terminations. Setting up multiple turnover columns makes it possible to create a variety of turnover reports.

When you set up turnover columns, you specify the following:

- The headings that appear on the turnover reports
- The change-reason codes that you want to include under each column heading

For example, you can create a turnover column called Salary Increase that includes the following change-reason codes:

- Merit increase
- Cost-of-living adjustment
- Annual increase

When you print a turnover report, the value in the Salary Increase column includes all records that have the above change-reason codes.

Before You Begin

❑ Verify that you have set up your system to track employee turnover. See *Setting Up History and Turnover Constants*.

❑ Set up the user defined code table for change reasons (07/T). See *Setting Up User Defined Codes for Payroll*.

▶ **To set up turnover columns**

On Define Turnover Columns

1. To define a turnover column, complete the following fields:
   - Turnover Column
   - Column Headings

2. Enter one or more codes in the following field:
   - Change Reason

3. Complete the following optional field:
   - Turnover Column Group

4. To define another turnover column, repeat steps 1 through 3.

Field	Explanation
Turnover Column	The number of a column to define for your employee turnover analysis reports. You can define up to seven columns. The columns are numbered from left to right.
Column Headings	This field, in conjunction with the second Column Heading field (data item TCH2), allows you to specify the title of one of the seven columns available on the employee turnover analysis reports. You use this first field to either enter the first word or an abbreviation of the column heading. You can enter a maximum of seven characters in this field.
	For example, to title a column New Hire, enter the word New in this field and enter Hire in the field below this one. On the reports, this column title would look like this: New Hire
	You do not have to define all seven available column headings.
Turnover Column Group	You can define up to 999 sets of column headings for your turnover analysis reports. Use the Turnover Column Group field to number each set of column headings.
	For example, the first group of column headings might be Turnover Column Group 000. To define an additional set of column headings, enter 001 in this field and then define as many of the seven available column headings as you need.

Activating History and Turnover Tracking

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose History & Turnover Setup

From History & Turnover Setup (G7748), choose Initialize History & Turnover

After you set up history and turnover constants and specify the data items for which you want to track history, you must run a program that populates the history and turnover tables with current employee records. If you activate history and turnover tracking after you have been using the system for a while, you can use these initial records to determine when you began tracking history and turnover.

After you activate history and turnover tracking, the system creates history and turnover records each time you change any of the employee information for which you are tracking history or turnover.

Before You Begin

❑ Enter all employee records into your system. See *Adding a New Employee*.

Processing Options for Initialize Employee History

1. Enter a date to be used as the   _____
   Effective Date for all history
   records. Default of blank will use
   the date when each employee record
   was last changed.

2. Choose what files to initialize given   _____
   the choices below:
   H = Initialize History only
   T = Initialize Turnover only
   B = Initialize History and Turnover.

3. To clear records from the indicated   _____
   file(s) before initialization, enter
   one of the following values:
   1 = Clear the entire selected file(s)
   2 = Clear History/Turnover records for
      the selected employees only
   Default of blank will not clear any
   records.

4. Enter a change reason for initial   _____
   turnover and history rcds. A blank
   will default a change reason of '001'
   New Hire for turnover rcds and the
   window value for the history rcds.
   (F1 will display allowed values.)

What You Should Know About Processing Options

Effective dates (1)   When you run the initialize program, J.D. Edwards recommends that you enter an effective date in this processing option. The effective date should be a day prior to your first date for reporting turnover. The system considers employees active as of the initialize effective date.

Change reason (4)   Enter a numeric change-reason code in this processing option.

Setting Up Contract Calendar Information

Many public service organizations, such as schools and public safety agencies, work under yearly contracts that specify the number of days that employees will work. You can set up a calendar that identifies each date in the contract. This calendar is referred to as a contract calendar.

If your organization uses different contracts for different types of employees or locations, you can set up more than one contract calendar. When the system creates the contract calendar, it assigns each date a workday value of one standard workday. (A workday value is a multiple of a standard workday.) You must identify the dates that are not standard workdays, such as holidays, so that the system will assign the correct value for each date in the contract calendar.

Because contract days vary from year to year, you must update contract calendar information each year. To update this information, you can create a new contract calendar each year to reflect the appropriate information for the new year. You can also revise an existing contract calendar for the current year if you need to correct information.

When you create a new contract calendar for the next year or revise an existing contract calendar, you can run a program that updates the employee records for the new or revised contract calendar.

To set up contract calendars, complete the following tasks:

- ❏ Identify nonstandard dates for all contract calendars

- ❏ Create contract calendars

- ❏ Update employee records for contract calendars (as needed)

Before You Begin

- ❏ Activate contract calendars in your Human Resources system constants. See *Setting Up Position Control Information* in the *Human Resources Guide*.

Identifying Nonstandard Dates for All Contract Calendars

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G7749), choose Contract/Calendar Master

If your organization uses contract calendars, you can set up a user defined code table (05/HL) that identifies all of the dates that are not standard workdays. When you identify a nonstandard workday, you also identify its workday value. When the system creates the contract calendar, it uses this user defined code table.

If you need to set up several contract calendars with the same nonstandard dates, you can save time by defining those dates in the user defined code table. You can override any information from the user defined code table on the contract calendar.

If you need to set up several contract calendars that have different nonstandard dates, you can set up the user defined code table with the nonstandard dates that are common to all of the contract calendars. Before you set up each contract calendar, you can revise the user defined code table to add the nonstandard dates that are specific to that contract calendar.

Frequently, this user defined code table is called the holiday calendar. You can also use it to define other nonstandard workdays. Include the following types of nonstandard dates in the user defined code table:

Holidays	When holidays do not count as a workday in the contract, you should enter them in the user defined code table. Do not enter a workday value for a holiday.
Workdays longer than standard	Some contracts specify dates that count as more than one standard workday. You can enter these dates and values in the user defined code table. For example, some contracts for school systems stipulate that a parent conference date is equivalent to 1.5 standard workdays.
Workdays shorter than standard	Some contracts specify dates that count as less than one standard workday. You can enter these dates and values in the user defined code table. For example, some contracts for school systems stipulate that a date when classes are not held is equivalent to 0.5 standard workdays.

▶ **To identify nonstandard dates for all contract calendars**

On Contract/Calendar Master

```
[08930] - Contract/Calendar Master                              _ □ ×
Functions  Tools  Help

  ✔   ✘   ┃ ₁i ┃ ₂▲   ₄✚   ₅▬

                                            Pending Calendar
                                              Exists
   Contract/Calendar Code   STANDARD  Standard School Year
   Start Date               08/20/98  Days in Contract       193.00
   Stop Date                06/11/99  Total Day Value         194.0
   School Year                1998      Status      Inactive with Employees

   Month/Year        08 1998           August        Day Value       8.0
      S         M         T         W         T         F         S
                                                                   1

      2         3         4         5         6         7         8

      9        10        11        12        13        14        15

     16        17        18        19        20        21        22

     23        24        25        26        27        28        29

     30        31

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

1. Choose the Holidays function.

```
[00051] - User Defined Code Revisions                           _ □ ×
Functions  Tools  Help

  ✔   ✘   ┃ ₁i ┃ ₂▲   ₄✚   ₅▬

                              System Code            05
                              User Defined Codes     HL
                              Skip To Code
                              Contract/Calendar Holidays

    10 Character
   ┌────────┬─────────────────────────┬───────────────────────┐
   │  Code  │       Description        │     Description-2     │
   │ 961025 │ Parent/Teacher Conference│ 1.5                   │
   │ 961225 │ Christmas                │                       │
   │ 970101 │ New Years Day            │                       │
   │ 980101 │ New Years Day            │                       │
   │ 980923 │ Parent/Teacher Conference│ 1.5                   │
   │ 981126 │ Thanksgiving Holiday     │                       │
   │ 981127 │ Thanksgiving Holiday     │                       │
   │ 981209 │ School Holiday Play      │ 1.5                   │
   │ 981221 │ Winter Break             │                       │
   │ 981222 │ Winter Break             │                       │
   │ 981223 │ Winter Break             │                       │
   │ 981224 │ Winter Break             │                       │
   │ 981225 │ Winter Break             │                       │
   │ 981228 │ Winter Break             │                       │
   └────────┴─────────────────────────┴───────────────────────┘

 F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More
```

2. On User Defined Code Revisions, for each nonstandard date in the contract, enter the date as YYMMDD in the following field:

   - Code

3. To define the date, complete the following field:

   - Description

4. If the date has a positive (greater than 0) workday value, enter the workday value in the following field:

   - Description 2

See Also

- *Creating Contract Calendars (P08930)*

What You Should Know About

Holiday table revisions	When you revise the Holiday table (05/HL), the system highlights the revised date on the contract calendar but does not update the workday value.

Creating Contract Calendars
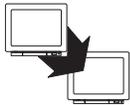
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G7749), choose Contract/Calendar Master

For salaried employees whose workdays are specified by contract, you must create a contract calendar that you attach to the employees' records. The contract calendar does the following:

- Creates and maintains the workdays and nonstandard workdays for the duration of the contract
- Identifies the workday value for each date in the contract calendar
- Identifies how many workdays remain in the contract from any date

The contract calendar applies the information from the user defined code table 05/HL to assign the workday value for each date that is included in that table. For all other dates within the beginning and ending range of the contract (except weekends), the contract calendar assigns each date a workday value of 1.

To override these workday values, you can do either of the following:

- Manually enter a different workday value for a specific date on the contract calendar

- Specify in the processing options that weekends are to be assigned a workday value

After you create a contract calendar, you can revise it if you need to change workday values. For example, you can do the following:

- Change a workday to a holiday

- Extend a one-workday value to more than one day, such as 1.5

- Decrease a one-workday value to less than one day, such as 0.5

When you revise an existing (actual) contract calendar that has employee records attached to it, you can do one of the following:

- Create a actual contract calendar

- Revise the actual contract calendar

When you create a pending contract calendar, you can analyze and adjust contract calendar information before you apply that information to the employee records that are attached to the contract calendar. When you update the actual contract calendar with the pending information, the system updates the employee records by running the Recalculate Salary program, based on the new date values. The system also deletes the pending contract calendar.

Because contract dates vary from year to year, you must set up new contract calendar information for each year.

Creating contract calendars includes the following tasks:

- ❏ Creating an actual contract calendar

- ❏ Revising an actual contract calendar with employee records attached

- ❏ Revising an actual contract calendar without employee records attached

- ❏ Applying pending contract calendar revisions to an actual contract calendar

Before You Begin

- ❏ Set up user defined code list 05/HL to identify the holidays and other nonstandard dates in the contract calendar. See *Identifying Nonstandard Dates for All Contract Calendars.*

▶ **To create an actual contract calendar**

On Contract/Calendar Master

1. Complete the following fields and press Enter:
    - Contract Calendar Code
    - Description
    - Start Date
    - Stop Date
    - School Year

2. Review the information in the following fields:
    - Days in Contract
    - Total Day Value
    - Status

3. Access the detail area.

4. Review the values in the following fields for the first month in the contract calendar:

- Day Value

  The Day Value fields are not labeled. They are the fields that appear next to the dates in the month.

- Sum of Day Values Remaining

  The Sum of Day Values Remaining field is not labeled. It is the field that appears at the bottom of the form, following the last date in the month.

5. If necessary for any dates in the month, change the value in the following field:

- Day Value

6. When you have finished changing workday values for a month, press Enter.

7. Scroll up to move to the next month in the contract calendar.

8. For each month in the contract calendar, repeat steps 4 through 7.

9. To save the information that you added, choose the Update function.

   The system recalculates the contract calendar and updates the following fields:

- Total Day Value

- Sum of Day Values Remaining

Field	Explanation
Contract/Calendar Code	A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records.
Description	A user defined name or remark.
Start Date	The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.
	You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).
	This date must be on or after the Date Started as entered on the Employee form (P0801EMP).
	. . . . *Form-specific information* . . . .
	The date on which a contract calendar begins. When you enter a zero day value for the date that corresponds to the start date for a contract calendar, the system automatically updates the start date to the next date that has a positive day value. For example, assume that:
	• You enter 01/01/99 as the start date for a contract calendar
	• The day value for 01/01/99 is 0
	• The day value for 01/02/99 is 1
	When you update the calendar, the system updates the value in the Start Date field to 01/02/99.
Stop Date	The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT.
	It may also be the date that a deduction, benefit, or accrual instruction stops.
	. . . . *Form-specific information* . . . .
	The date on which a contract calendar ends. When you enter a zero day value for the date that corresponds to the stop date for a contract calendar, the system automatically updates the stop date to the previous date that has a positive day value.
	For example, assume that you enter 6/11/99 as the stop date for a contract calendar. If the day value for 6/11/99 is 0, the day value for 6/10/99 is 1.
	When you update the calendar, the system updates the value in the Stop Date field to 6/10/99.

Field	Explanation
School Year	A field denoting the school year for a contract calendar. If you leave this field blank, the default value is the start date for the contract calendar.
Days in Contract	The number of workdays in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants (system options, in OneWorld) to use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.
	. . . . *Form-specific information* . . . .
	The total number of workdays included in a contract calendar, excluding any workdays with a day value of zero (0).
Total Day Value	The sum of the day values in a contract calendar. A day value is the equivalent number of days of pay that a contract calendar work date is worth.

Field	Explanation
Status	A brief description of a code or abbreviation.
	. . . . *Form-specific information* . . . .
	A contract is considered to be active if the system date is within the dates of the contract.
	This form displays the Status value twice:
	The first value, shown under the Pending Calendar heading, has the following valid values:
	• None – No pending calendar exists for the actual calendar. The actual calendar is currently displayed.
	• Exists – A pending calendar exists for the actual calendar. However, the actual calendar is currently displayed.
	• Displayed – A pending calendar exists for the actual calendar. The pending calendar is currently displayed.
	The second value, shown under the Status heading, has the following valid values:
	• Active without employees – There are no employees attached to the actual calendar. The system date is within the range of the calendar start and stop dates.
	• Inactive without employees – There are no employees attached to the actual calendar. The system date is outside the range of the calendar start and stop dates.
	• Active with employees – There are employees attached to the actual calendar. The system date is within the range of the calendar start and stop dates.
	• Inactive with employees – There are employees attached to the actual calendar. The system date is outside the range of the calendar start and stop dates.
Day Value	The equivalent number of days of pay that a contract calendar work date is worth. For example, on a contract calendar for teachers, a regular work day typically has a day value of 1, while a day on which teachers have parent conferences might have a day value of 1.5.
	. . . . *Form-specific information* . . . .
	Changing this value will override the day values assigned to this calendar by user defined code table 05/HL.
Sum of Day Values Remaining	The sum of the day values in a contract calendar from a given date to the end of the contract calendar. A day value is the equivalent number of days of pay that a contract calendar work date is worth.

▶   **To revise an actual contract calendar with employee records attached**

On Contract/Calendar Master

1. To locate a contract calendar that you want to revise, complete the following field:

    - Contract Calendar Code

2. Change the information in the following field:

    - Description

3. To specify the dates associated with the revised contract calendar, change the values in the following fields:

    - Start Date

    - Stop Date

    - School Year

4. For each month in the contract calendar, change as many dates as necessary in the following field and press Enter:

    - Day Value

5. Use the Change action and choose the Update function.

    When there are employee records attached to the current contract calendar, the Mode Prompt Window appears.
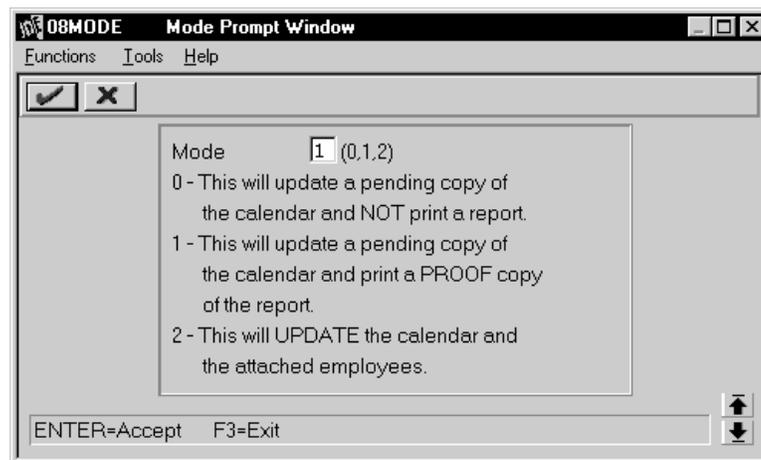
6. On the Mode Prompt Window, complete the following field:

    - Mode

▶ **To revise an actual contract calendar without employee records attached**

On Contract/Calendar Master

1. To locate a contract calendar that you want to revise, complete the following field:

   • Contract Calendar Code

2. Change the information in the following field:

   • Description

3. To specify the dates associated with the revised contract calendar, change the values in the following fields:

   • Start Date

   • Stop Date

   • School Year

4. For each month in the contract calendar, change as many dates as necessary in the following field and press Enter:

   • Day Value

5. Use the Change action and choose the Update function.

The system does not create a pending contract calendar.

▶ **To apply pending contract calendar revisions to an actual contract calendar**

On Contract/Calendar Master

1. To locate a contract calendar that you want to revise, complete the following field:

   • Contract Calendar Code

2. Use the Change action and choose the Update function.

3. On the Mode Prompt Window, enter a 2 in the following field:

   • Mode

The pending contract calendar becomes the new actual contract calendar. The system deletes the previous pending contract calendar.

Field	Explanation
Report Mode	A value that allows you to either create a pending calendar or to directly update an actual calendar.

What You Should Know About

Revising contract calendars	When you revise a contract calendar, you can change workday values for only those dates that are after the pay-period ending date for the most recent payroll cycle. You can specify the pay-period ending date in the processing options.
Attaching employee records to a contract calendar	When you create an initial contract calendar, you must manually attach the contract calendar to the appropriate employee records. You can attach contract calendars only to salaried employees. If you are creating a new contract calendar for the next year, and the employees whose records you need to attach to the contract calendar are currently attached to a contract calendar for the previous year, you can run a program that automatically transfers those employee records to the new contract calendar and recalculates their pay-rate information.
	See also:
	• *Attaching a Contract Calendar to an Employee Record (P0801)*
	• *Updating Employee Records for Contract Calendars (P08936)*
Reviewing previous workday values	When an employee is hired or receives a pay-rate change in the middle of a contract, you can use the Calculate Day Values function to calculate the sum of the workday values that are in effect as of the date that pay starts for that employee. You can use this information to verify that the employee is receiving the correct pay rate.
Deleting a contract calendar	To delete a contract calendar, use the Delete action and choose the Update function. You cannot delete a contract calendar when employee records are attached to it.
Deleting a pending contract calendar	To delete a pending contract calendar and leave the actual contract calendar intact, locate the pending contract calendar, use the Delete action, and then choose the Update function.

Processing Options for Contract/Calendar Master

```
1. Enter a '1' if you would like
Saturday and Sunday to be included as a
work day with a Day Value of 1.0.                    _____

2. If JD Edwards payroll is installed
enter the last payroll period end date.
This is used to prevent calendar changes
on days that have already been paid
which would cause a loss of data
integrity. If left blank the system date
will be used.                                        _____

3. Enter the version of form P08936 to
use when Recalculate Contract/Calendar
Salary (P08936) is executed.                         _____
```

Updating Employee Records for Contract Calendars
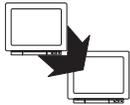
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G7749), choose Recalculate C/C Salary

When you create a contract calendar for a new year, and the employee records that you need to attach to this new contract calendar are currently attached to a contract calendar for a previous year, you can run the Recalculate Contract/Calendar Salary program to transfer those employee records to the new contract calendar. You run this program to transfer the employee records only if you created a new contract calendar with a contract calendar code that is different from that of the previous year. When you revise an actual contract calendar, the system runs this program automatically.

You might also need to recalculate an employee's contract salary information if the employee's contract salary changes while the employee is attached to a contract calendar.

When you run this program, the system recalculates the following information for each employee, based on the new values that you entered for the new contract calendar:

- Daily rate of pay
- Current salary
- Annualized salary

To verify information before you update employee records, you can run this program in proof mode.

Processing Options for Recalculate Contract/Calendar Salary

1. Enter the Contract/Calendar to   _____
   process.

2. If switching the employees attached   _____
   to the Calendar entered in 1., enter
   the name of the new Calendar.

3. Enter the number of periods left to   _____
   pay.

4. Enter a '2' to perform the file   _____
   updates. Leave mode as '1' to print
   a proof report.

5. Enter a '1' to change retrieve salary   _____
   paid before change. This must be
   blank if switching calendars.

6. If a To Calendar (PO number 2) is not _____
   entered an effective date may be
   entered. Enter an effective date if
   you want the effective date to be
   greater than the calendar start date.
   See the help text for more info.

7. Enter the change reason.   _____

8. Enter a '1' to change all attached
   calendars to have a record type of
   'O' for omitted.   _____

What You Should Know About Processing Options

Effective dates (6)   You can enter an effective date only if you are not transferring employee records to a new contract calendar. The effective date that you enter must be later than the start date for the contract calendar. If you enter an effective date that is earlier than the start date for the contract calendar, the system uses the contract calendar start date as the effective date. If you leave this processing option blank, the system uses either the system date or the start date for the contract calendar, whichever is later.

Earnings Information Setup

The system needs specific information about your company to correctly process payroll information. You set up earnings information to define the various types of pay that your employees receive.

Setting Up Earnings Information

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

Pay types
You set up pay types to classify various earnings that employees receive. For example, sick pay, vacation pay, and overtime can be pay types. Pay types transfer labour to different accounts in the general ledger.

Leave sequence
You need to set up a leave sequence if either of the following is true:

- Your company provides more than one source from which employees can draw leave.
- Your company docks or reduces standard pay for employees who take a leave in excess of what is available to them.

Shift-rate differentials
You set up shift-rate differentials to add a flat dollar or percentage amount to an employee's hourly rate when the employee works a shift that receives an additional amount of pay per hour.

Pay-type cross-references
You set up pay-type cross-reference tables to indicate valid pay types by job type and job step.

Pay grades
You set up pay-grade information to control the standards by which individual employee salaries are evaluated, as well as the amounts and ranges of pay that you use for your business.

Setting up earnings information consists of the following tasks:

❑ Setting up pay types

❑ Assigning a sequence of leave DBAs

❑ Setting up shift-rate differentials

❑ Setting up pay-type cross-reference tables

❑ Setting up pay grades

❑ Setting up pay-grade steps

❑ Reviewing the Pay Types report

❑ Reviewing the Shift Table report

Setting Up Pay Types
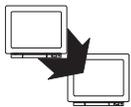
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose Pay Type Setup

You set up pay types to classify various earnings that employees receive. For example, sick pay, vacation pay, and overtime can be pay types. Pay types transfer labour to different accounts in the general ledger. You can specify up to 999 different pay types, using the range of numbers 001 to 999.

Setting up pay types also allows you to do the following:

- Specify how different pay types are used when computing employee pay
- Assign automatic pay methods for autopay employees
- Specify that a pay type is tax exempt
- Specify whether hours and dollar amounts should be passed to the general ledger

► **To set up pay types**

On Pay Type Setup

1. Complete the following fields:

   - Pay Type
   - Paystub Text
   - Source of Pay
   - Automatic Pay Methods
   - Pay Type Multiplier
   - Shift Differential Calculation Sequence
   - Method of Printing
   - Pay Type Category
   - Effect on General Ledger
   - Effect on Gross Pay
   - Effect on Net Pay

2. Complete the following optional fields:

    - Override Hourly Rate
    - Shift Differential Amount/Rate

Field	Explanation
Pay Type	A code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	. . . . *Form-specific information* . . . .
	Pay type 001 is typically defined for regular pay. J.D. Edwards recommends that you do not change this pay type. Autopay uses pay type 001 as the default pay type unless otherwise noted at the employee level.
Paystub Text	A description, remark, explanation, name, or address.
	. . . . *Form-specific information* . . . .
	The text that you want the system to print on the employee's paystub.
	For the Time Accounting system: The Time Accounting system does not create paychecks. However, this field is required to complete the form. Generally, the information you enter in this field is a description of the pay type.
Source of Pay	A user defined code (07/PB) that identifies the value upon which the system bases the employee's pay. H, hours worked, is the default value. Other valid values exist for tip and piecework processing. Use E, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

Field	Explanation
Auto Pay Methods	A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid codes are: Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay. N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay. S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate. B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions and payoffs. C The hours/dollars entered using this pay type override all autopay instructions. For World: If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. If you have overridden the job code/job step, home business unit, or position at time entry, multiple active jobs exist for this employee, and the overridden information does not match an existing active job record, this system processes this as additional pay. J.D. Edwards recommends that you always use a pay type with N in this field when paying someone for work in addition to their regular pay. This ensures that the system processes the pay type the same in multiple–job or single-job situations. If your company docks employees' pay when they take leave in excess of what has been earned, you should have pay type 997 set up as the pay type to dock pay. Enter N as the autopay method for this pay type. If your company attaches contract calendars to employees to accumulate wages, you should have pay type 996 set up as the pay type to accumulate wages. Enter C as the autopay method for this pay type.
Pay Type Multiplier	A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. Zero (0) is not a valid multiplier.

Field	Explanation
Shft Calc Sequence	A code that specifies how the system should calculate shift differential.
	1 The pay type multiplier is applied to the shift differential:
	$\quad$ Gross = (rate + shift differential) x (multiplier) x hours
	2 The pay type multiplier is applied only to the hourly rate and does not include the shift differential:
	$\quad$ Gross = (rate x multiplier) + (shift differential) x hours
	The multiplier is the pay rate multiplier from the Pay Type file. When the pay rate is derived from the Union Rate Table, the multiplier is assumed to be 1 as it is built into the table. In this case, both methods produce the same result.
	. . . . *Form-specific information* . . . .
	You can specify a code in this field or on the Shift Rate Differentials form.
Method of Printing	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:
	Pay Types/Payroll Taxes:
	Y Print on paystub (default)
	S Print separate check (one item per check)
	C Print separate check (C types combined)
	N Do not print on paystub
	Deduction/Benefit/Accrual Types:
	Y Print as total deductions (default)
	S Print separate check (one item per check)
	C Print separate check (include detail)
	N Do not print on paystub
	I Print individual transactions
	T Print by DBA Print Group
	The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.

Field	Explanation
Pay Type Category	A user defined code (07/PC) that specifies the pay type categories you want to use: • For regular pay • To generate overtime • For reporting purposes on the U.S. Certified Payroll Register. . . . . *Form-specific information* . . . . Pay type category codes provide a method for grouping different pay types. Enter the pay type category code that corresponds to the desired group. Standard codes are • R for regular • V for overtime • O for other You can have more than one type of pay for each category. For example: R Might include four pay types: regular, holiday sick, and vacation V Might include two types of pay: time and a half and doubletime O Might include pay types such as: time without pay, short-term disability, jury duty, military leave The Automatic Timecard Generator program uses the hours associated with each pay type in the group to determine an individual's overtime hours. To include a timecard in automatic overtime calculation, its pay types must be included in the pay type category you specify.
Effect on GL	A code that indicates whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are: Y Pass dollars only to the general ledger. N Pass dollars and hours to the general ledger. M Do not pass dollars or hours to the general ledger and do not calculate workers' compensation and general liability. H Pass hours only to the general ledger. This code is valid for Generate Timecard Journals. It should not be used when journals are generated through the pay cycle. W Do not pass dollars or hours to the general ledger but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be passed to the general ledger.

Field	Explanation
Effect on Gross Pay(+/−)	A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay.
	Valid values are:
	+ Pay type will be added to the employee's gross pay
	− Pay type will be subtracted from the employee's gross pay
	blank Pay type will not have an effect on the employee's gross pay
	A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.
	When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.
Effect on Net Pay(+/−)	A code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay.
	Valid values are:
	+ Pay type will be added to the employee's net pay
	− Pay type will be subtracted from the employee's net pay
	blank Pay type will not have an effect on the employee's net pay
	A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. J.D.Edwards recommends that you set up a deduction instead of a pay type that would have a negative effect on gross pay.
	When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.

Field	Explanation
Override Hrly Rate	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used: 1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. 2 For a pay type, amounts entered in this field override the hourly rate. . . . . *Form-specific information* . . . . A dollar amount or hourly rate that overrides any default values for rate, for example, per diem rates.
Shift Diff Amt/Rate	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). . . . . *Form-specific information* . . . . Enter a monetary amount in this field. The system does not calculate percentage amounts for shift differentials that you enter at the pay type level.

What You Should Know About

Tax-exempt pay types	Choose the Tax Exempt Authorities function to access the Tax Exempt Window form. An asterisk (*) in the first field exempts the pay type from all taxes. For Employment Insurance (EI), codes CC and CD exempt both the pay and the hours. Code CI exempts from EI only the hours worked. For example, when an employee receives pay for overtime hours worked, the money earned is taxable for EI purposes. However, the hours do not apply. Use the CI tax code for the overtime pay type.
Pay types for pensioners and nonresidents	For accurate year-end reporting, you should set up separate pay types for pensioners and separate pay types for nonresident workers.

Text	You can attach explanatory notes to a pay type. Choose the Text function to add text. The first two lines of text that you enter will appear on reports that print the pay-type description.
	When you attach an explanatory note to a pay type, the word *Text* appears at the top of the form.
Category codes	Choose the Category Codes function to assign a category code to the pay type. Category codes are used for reporting purposes.
Index of transactions	To review a list of existing pay types, access field-level help in the Pay Type field, or choose Index of Transactions from the Pay/Deductions/Benefits Setup menu (G0742).

See Also

- *Reviewing the Pay Types Report (P06911P)*

Assigning a Sequence of Leave DBAs

Some companies deduct from, or dock, an employee's pay when an employee takes a leave in excess of the time that the employee has earned to date. For example, your company might dock pay if an employee uses 30 hours of sick leave but has earned only 20 hours. On the employee's next payment, you want to deduct from the employee's standard pay earned to "repay" the 10 hours of sick pay.

If you want to dock employees' standard pay for an amount of time taken in excess of what they have earned, you must set up a DBA for each source of leave associated with the leave. You must also assign a sequence number to each leave DBA that is associated with the pay type.

One Source of Leave

Most companies provide one source of leave for a leave type. For example, an employee earns a specified amount of sick leave each pay period. Even though this is the only source for sick leave, you must assign a sequence of one DBA. The sequence assignment provides the system with the instructions required to dock employees' pay if they take more leave than they have earned.

More Than One Source of Leave

Some organizations, such as public school systems, provide hours for employee leave from various sources. For example, employees might earn sick leave from both a state source and the local school district. Frequently, the employees must deplete the leave from one source before using the hours from another source. These leave sources are often called leave banks.

If your organization uses such leave banks, you must sequence leave DBAs that are associated with each pay type that has more than one source of leave. This setup provides the system instructions. The leave-DBA sequence identifies the order that the system should use to deduct hours from the leave banks.

When an employee uses all available leave from all of the leave banks, the system docks the employee's standard pay for any excess leave. When the system calculates the amount to dock from an employee's standard pay, it does not use the employee's leave accrual earned for the current pay period.

Before You Begin

❑ Verify that pay-type 997 has been set up as the pay type to dock pay. If you want to use pay-type 997 for a different purpose, set up the pay type that you will use to dock employees' pay with the following values:

- Source of Pay = F
- Auto Pay Method = N

Do not assign a sequence of leave DBAs to this pay type.

❑ Verify that pay-type 997 (or the pay type that you want to use to dock pay) is defined as the default pay type for item #DOK in the data dictionary.

❑ Set up a DBA for each type of leave that you list in the sequence of leaves. Exclude the following pay types from the basis of calculation of these DBAs:

- Pay-type 997 (or the pay type that you want to use to dock pay)
- Pay-type 996 (for payment of accumulated wages)
- The pay type to which you are assigning a leave sequence

See also *Setting Up Deductions, Benefits, and Accruals*.

▶ **To assign a sequence of leave DBAs**

On Pay Type Setup

1. Complete the steps to set up a pay type.

2. Choose the Leave Sequence function.
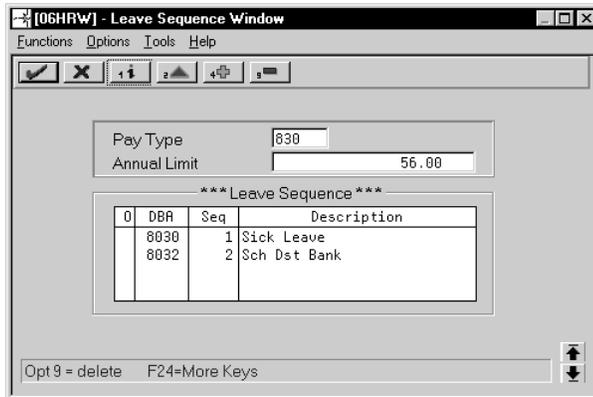
3. On the Leave Sequence Window form, if employees are restricted on this pay type to a maximum number of hours, complete the following field:

    • Annual Limit

4. Complete the following fields:

    • DBA

    • Sequence

5. If you have more than one source of leave from which employees can draw, complete the following fields for each source:

    • DBA

    • Sequence

Field	Explanation
Annual Limit	The maximum amount to be withheld or accrued in a year. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
	NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
	. . . . Form-specific information . . . .
	For Leave Sequence:
	This value limits the number of hours employees can be paid with this pay type in any year. Enter the maximum number of hours an employee can be paid for all DBAs listed in the sequence. The system deducts the employee's standard pay for any leave for this pay type taken in excess of this annual limit.
Seq	A code to define the type of pay, deduction, benefit or accrual.
	Pay types are numbered from 1 to 999 Deductions and benefits from 1000 to 9999.
	. . . . Form-specific information . . . .
	For Leave Sequence:
	The order in which the system should deplete the leave type. Enter values beginning with 1 through the number of leave types listed in the sequence. Do not enter the PDBA type in this field.
	The system will subtract leave from a leave type with a relief order sequence of 1 before it subtracts from a leave type with a relief order sequence of 2. If your company has more than one source of leave, or banks of leaves, for a pay type, include all the sources in the list.
	If your company does not have more than one source of leave, but you want to deduct, or dock, the employee's pay if the employee uses more leave than earned, you must list that DBA and assign it a sequence of 1.
	You can include a DBA in the sequence for more than one pay type.

What You Should Know About

Default pay type to dock pay   You do not assign the DBA sequence to the default pay type to dock pay (pay-type 997). The system uses the default pay type only when an employee exceeds the earned leave. Instead, you set up a pay type for the type of leave, such as a sick-leave pay type, and assign the DBA sequence to that pay type.

Sick leave   When you specify a DBA on the Leave Sequence Window form, you must exclude the sick-leave pay type from the basis of calculation for that DBA.

Different sources of leave for different employees   If your company uses different sources of leave (leave banks) for the same type of leave for different groups of employees, you must set up a different pay type for each group of employees.

For example, employee group A earns sick leave from leave banks 1 and 2, and employee group B earns sick leave from leave banks 3 and 4. You must set up a sick-leave pay-type A with DBA1 and DBA2 (for leave banks 1 and 2 respectively), assigned in the DBA sequence. Then you must set up a sick-leave pay-type B with DBA3 and DBA4 (for leave banks 3 and 4, respectively), assigned in the DBA sequence.

More than one pay type   You can assign the same DBAs to more than one pay type.

Processing time   Calculating dock pay can increase pre-payroll processing time.

Setting Up Shift-Rate Differentials

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Shift Rate Differentials

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

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

A shift-rate differential can be either a flat dollar amount or a percentage of the employee's hourly rate. The system uses a flat dollar amount or a percentage shift-rate differential with either of the following two methods:

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

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

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

Use shift-differential code information to ensure that an employee is paid the correct amount for working on a shift that qualifies for a shift-rate differential. If an employee always works a shift that qualifies for a shift-rate differential, include the shift-differential code in the employee's master record. If an employee occasionally works a different shift, you can override the information on the applicable timecard.

See Also

- *Entering Basic Employee Data (P060111)*

▶   **To set up shift-rate differentials**

On Shift Rate Differentials

```
[069241] - Shift Rate Differentials                          _ □ ×
 Functions  Tools  Help
 ┌─────┬───┬────┬─────┬────┬────┐
 │  ✔  │ X │ ₁i │ ₂▲  │ ₄⊕ │ ₃▬ │
 └─────┴───┴────┴─────┴────┴────┘

   Shift Code                 │G│         Graveyard

   Business Unit (Opt)        │         │
   Union Code (Opt)           │       │
   Effective Dates - From:    │01/01/92│   Thru:   │12/31/99│

   Percent or Hourly Amt      │H│     Shift Differential    │      .650│
   Shift Calc Sequence        │2│

                                                              ┌─┐
                                                              │▲│
       F3=Exit      F24=More Keys                             │▼│
```

Complete the following fields:

- Shift Code
- Effective Date From
- Effective Date Thru
- Percent or Hourly Amount
- Shift Differential
- Shift Calculation Sequence

See Also

- *Reviewing the Shift Table Report (P06924P)*

Setting Up Pay-Type Cross-Reference Tables

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Classification/Pay X-Reference

You set up pay-type cross-reference tables to indicate valid pay types by job type and job step. For example, you can use these tables to prevent a salaried person from receiving overtime pay or a temporary employee from receiving holiday pay.

To verify pay types against the pay-type cross-reference tables, you must set the appropriate processing options in the time entry programs.

▶ **To set up pay-type cross-reference tables**

On Classification/Pay Cross-Reference

```
[06932] - Classification/Pay X-Ref.                              _ □ ×
 Functions   Options   Tools   Help
  ✔   X    ↑i   ₂▲   ₄✛   ₉▬

        Job Type         0A-1          Accounting Manager
        Job Step         
        Union Code       
        Business Unit    
        Shift Code       

             Opt  . . . .From . . .  . . . .Thru . . .
                  Pay  Description   Pay  Description
                     1 Regular        99 * RANGE
                   300 Sick Pay       999 Net Pay Adj.

                                                                    ⯅
 Opt: 9=Delete  F10=Trans Index  F19=Previous  F20=Next  F24=More    ⯆
```

1. Complete the following fields:
   - Job Type
   - From Pay Type
   - Thru Pay Type

2. Complete the following optional fields:

- Job Step
- Union Code
- Business Unit
- Shift Code

Field	Explanation
From	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
	. . . . *Form-specific information* . . . .
	When you are defining the range of pay types, and the range includes only one pay type, the from and thru fields must contain the same pay type number.
Thru	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the ending number in the range that is the basis of the calculation.
	. . . . *Form-specific information* . . . .
	When you are defining the range of pay types, the thru value must be greater than or equal to the value in the from field. If the range includes only one pay type, the from and thru fields must contain the same pay type number.
Shift Code	A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.
	For payroll and time entry:
	If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.
	If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.

Setting Up Pay Grades

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Contract Setup (G7749), choose Pay Grades by Class

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

Minimum = 20,000

Midpoint = 25,000

Maximum = 30,000

This means that the annual salary for an employee in pay-grade 1 can be any amount between 20,000 and 30,000.

When you define pay grades by pay class, you establish a permanent record of the pay ranges for your organization's pay grades. The system uses these pay ranges to calculate compa-ratios for the employees whom you assign to these pay grades. Depending on the setup of the human resources constants, an error or warning appears when you enter a pay rate that is not within the pay range for the employee's pay grade.

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

▶ **To set up pay grades**

On Pay Grades by Class

```
[082001] - Pay Grades by Class                                    _ □ ×
Functions  Tools  Help

  ✔  ✗  ▐i  ₂▲  ₋╬₋  ₃▬

                                              Source (* = All)      *

      Pay Class(H/S/P)      H
      Union Code (* = All)  *
      Locality (* = All)    *
      Effective Date

   Pay       . . . . . Hourly Rate . . . . .    Union  Locality  Eff Date
   Grade    Minimum      Midpoint     Maximum
   H1        4.100        5.700        7.300                      01/01/98
   H2        6.500        8.100        9.700                      01/01/98
   H4       11.300       12.900       14.500                      01/01/98
   H5       13.700       15.000       16.900                      01/01/98
   H6       16.100       17.700       19.300                      01/01/98
   H7       18.500       20.300       22.100                      01/01/98
   H8       21.200       24.500       25.700                      01/01/98
   H9       24.800       26.600       28.400                      01/01/98
   H1        4.100        5.700        7.300                      01/01/97
   H2        6.500        8.100        9.700                      01/01/97
   H4       11.300       12.900       14.500                      01/01/97
   H5       13.700       15.000       16.900                      01/01/97

 F4=More Detail  F5=Grade Step Table  F21=WW Vers List  F24=More Keys
```

1. Complete the following field:

   - Pay Class

2. To specify information that applies to all (or most) of the pay grades in this pay class, complete any of the following fields:

   - Source

   - Union Code

   - Locality

   - Effective Date

3. To define a pay grade within the pay class, complete the following fields:

   - Pay Grade

   - Minimum

   - Midpoint

   - Maximum

4. To enter information for this pay grade that varies from the information that you entered for the pay class, complete the following optional fields:

   - Union

   - Locality

   - Effective Date

5. Access the detail area.

```
[082001] - Pay Grades by Class                                          _ □ ×
Functions   Tools   Help

  ✔  ✗  │ 1i │ 2▲ │ 4✛ │ 5▬

                                              Source (* = All)      *

    Pay Class(H/S/P)        H
    Union Code (* = All)    *
    Locality (* = All)      *
    Effective Date

    Pay      . . . . . Hourly Rate . . . . .    Union  Locality  Eff Date
    Grade    Minimum      Midpoint    Maximum
    H1          4.100        5.700      7.300                     01/01/98
    Union Desc                     Locality Desc  Headquarters (default)
    2nd Quartile Salary                   Rmk
    4th Quartile Salary                   Source      Company - Actual
    H2          6.500        8.100      9.700                     01/01/98
    Union Desc                     Locality Desc  Headquarters (default)
    2nd Quartile Salary                   Rmk
    4th Quartile Salary                   Source      Company - Actual
    H4         11.300       12.900     14.500                     01/01/98
    Union Desc                     Locality Desc  Headquarters (default)
    2nd Quartile Salary                   Rmk
    4th Quartile Salary                   Source      Company - Actual
                                                                      ▲
                                                                      ▼
  F4=More Detail  F5=Grade Step Table  F21=WW Vers List  F24=More Keys
```

6. Complete any of the following optional fields:

      •   Second Quartile

      •   Fourth Quartile

      •   Remark

      •   Source

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

Field	Explanation
Locality (* = All)	A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.
	. . . . *Form-specific information* . . . .
	This field appears in following two sections of this form:
	• In the header section, use this field to limit the information to pay grades in a specific locality. If you leave this field blank, the system displays all pay grades regardless of locality.
	• In the detail section, this field shows the salary locality for a particular pay grade.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
Pay Grade	A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays either an error or a warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.
	To set up pay grades, use Pay Grades by Class (P082001).
	If you have set up your system to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields:
	• Salary
	• Hourly Rate
	• Hours per day
	• Hours per year
	• Days per year
Minimum	The minimum salary or hourly rate allowed for a pay grade.
	The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is lower than the minimum rate for the pay grade.

Field	Explanation
Midpoint	The midpoint salary or hourly rate for a pay grade or pay range.
	For job IDs with a defined pay grade, you enter the midpoint amount in the Pay Grade table (F082001). For job IDs that you evaluated by points, the system calculates the midpoint amount using a Pay Range Formula table (F08290).
	The system calculates a compa-ratio (data item #CRA) for an employee by dividing the employee's salary or rate by the midpoint for the employee's pay grade.
Maximum	The maximum salary or hourly rate for a pay grade.
	The system displays a warning or error message (depending on processing options) when you enter a pay rate for an employee that is higher than the maximum rate for the pay grade.
Rmk	A generic field that you use for a remark, description, name, or address.

What You Should Know About

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

Processing Options for Pay Grades by Class

```
Enter a "Skip to" query name to be used                    _____
 when the World Writer versions list
 function key is pressed to call the
 World Writer versions list. Blank will
 display the entire list for Wages and
 Salary World Writers, (Grp Q082).
```

Setting Up Pay-Grade Steps

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G7749), choose Pay Grades Step Table

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

Setting up pay-grade steps lets you automate the following:

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

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

Setting up pay-grade steps includes the following tasks:

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

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

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

What You Should Know About

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

▶   **To set up pay-grade steps individually**

On Pay Grade Step Table

1.   Complete the following field:

   •   Pay Class

2.   To specify information that applies to all (or most) of the pay-grade steps that you need to define, complete any of the following fields:

   •   Union Code

   •   Locality

   •   Hours/Days

   •   Days/Year

   •   Effective Date

3. For each pay-grade step that you need to define, complete the following fields:

- Pay Grade
- Pay Grade Step
- Pay Rate

4. Complete the following optional fields:

- Next Pay Grade
- Next Pay Grade Step

5. Access the detail area.

6. To specify information for this pay-grade step that varies from the information that you entered for the pay class, complete the following fields:

- Locality
- Union Code
- Effective Date
- Hours/Day
- Days/Year

Field	Explanation
Hrs/Day	The number of hours that the employee normally works in one day. If you leave this field blank, the default is the standard number of hours per day that you defined in the payroll company constants (company options, in OneWorld).
	For example, if, in the payroll company constants (company options), you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.
Days/Yr	The number of workdays in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants (system options, in OneWorld) to use the pay grade step table as the default source for the pay rate, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.

▶   **To set up pay-grade steps using a pay-rate multiplier**

On Pay Grade Step Table

1. Complete the following field:

    •   Pay Class

2. To specify information that applies to all (or most) of the pay-grade steps that you need to define, complete any of the following fields:

    •   Union Code

    •   Locality

    •   Hours/Days

    •   Days/Year

    •   Effective Date

3. Complete the following field:

    •   Base Rate

4. For each pay-grade step that you need to define, complete the following fields:

    •   Pay Grade

    •   Pay Grade Step

    •   Rate Multiplier

5. Complete the following optional fields:

    •   Next Pay Grade

    •   Next Pay Grade Step

6. Access the detail area.
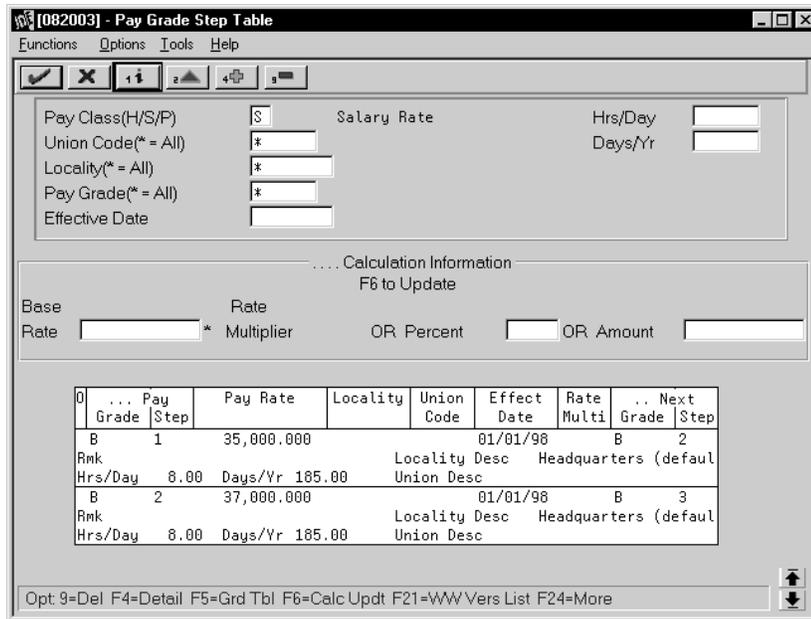
7. To specify information for this pay-grade step that varies from the information that you entered for the pay class, complete the following fields:

- Locality
- Union Code
- Effective Date
- Hours/Day
- Days/Year

8. To calculate the pay rate for each pay-grade step that you entered, choose the Calculation Update function.

Processing Options for Pay Grade Step Table

```
Enter a "Skip to" query name to be used          _____
  when the World Writer versions list
  function key is pressed to call the
  World Writer versions list. Blank will
  display the entire list for Wages and
  Salary World Writers, (Grp Q082).
```

Reviewing the Pay Types Report

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits (G7742), choose Pay Types

The Pay Types report lists detailed information by pay type. Review the report to verify that the information that you entered when you set up pay types is correct.

```
06911P                              J.D. Edwards & Company                     Page    -    2
                                       Payroll Pay Types                       Date    -  7/17/98
Pay Type .   1      Regular
   Source of Pay . . . . . . H       W-2 IRS Defined Code. . .           Shift Diff Calc Sequence. 1 Regular
   Pay Type Multiplier . . .    1.00  Effect on Gross Pay(+/-). +         Pay Type Category . . . . R
   Shift Diff Amt/Rate . . .          Paystub Text. . . . . . . Regular   Flex Spending Acct Type .
   Method of Printing. . . . Y        Auto Pay Methods. . . . . Y         W2 Special Handling Desc.
   Effect on GL. . . . . . .          Override Hourly Rate. . .           Effect on Net Pay(+/-). . +
Tax Exempt Authorities
Tax Type 01 . .         Tax Type 02 . .        Tax Type 03 . .        Tax Type 04 . .        Tax Type 05 . .
Tax Type 06 . .         Tax Type 07 . .        Tax Type 08 . .        Tax Type 09 . .        Tax Type 10 . .
Tax Type 11 . .         Tax Type 12 . .        Tax Type 13 . .        Tax Type 14 . .        Tax Type 15 . .
-----------------------------------------------------------------------------------------------------------
Pay Type .   4      1st/Last chk
   Source of Pay . . . . . . H       W-2 IRS Defined Code. . .           Shift Diff Calc Sequence. 1 Regular
   Pay Type Multiplier . . .    1.00  Effect on Gross Pay(+/-). +         Pay Type Category . . . . R
   Shift Diff Amt/Rate . . .          Paystub Text. . . . . . . 1st/Last chk  Flex Spending Acct Type .
   Method of Printing. . . . Y        Auto Pay Methods. . . . . C         W2 Special Handling Desc.  in
   Effect on GL. . . . . . .          Override Hourly Rate. . .           Effect on Net Pay(+/-). . +
Tax Exempt Authorities
Tax Type 01 . .         Tax Type 02 . .        Tax Type 03 . .        Tax Type 04 . .        Tax Type 05 . .
Tax Type 06 . .         Tax Type 07 . .        Tax Type 08 . .        Tax Type 09 . .        Tax Type 10 . .
Tax Type 11 . .         Tax Type 12 . .        Tax Type 13 . .        Tax Type 14 . .        Tax Type 15 . .
-----------------------------------------------------------------------------------------------------------
Pay Type .   5      Regular, -SDI
   Source of Pay . . . . . . H       W-2 IRS Defined Code. . .           Shift Diff Calc Sequence. 1 Regular
   Pay Type Multiplier . . .    1.00  Effect on Gross Pay(+/-). +         Pay Type Category . . . . R
   Shift Diff Amt/Rate . . .          Paystub Text. . . . . . . Regular, -SD  Flex Spending Acct Type .
   Method of Printing. . . . Y        Auto Pay Methods. . . . . Y         W2 Special Handling Desc. SDI
   Effect on GL. . . . . . .          Override Hourly Rate. . .           Effect on Net Pay(+/-). . +
Tax Exempt Authorities
Tax Type 01 . . I       Tax Type 02 . . J      Tax Type 03 . .        Tax Type 04 . .        Tax Type 05 . .
Tax Type 06 . .         Tax Type 07 . .        Tax Type 08 . .        Tax Type 09 . .        Tax Type 10 . .
Tax Type 11 . .         Tax Type 12 . .        Tax Type 13 . .        Tax Type 14 . .        Tax Type 15 . .
-----------------------------------------------------------------------------------------------------------
Pay Type .  10      Standby Pay
   Source of Pay . . . . . . H       W-2 IRS Defined Code. . .           Shift Diff Calc Sequence. 1 Regular
   Pay Type Multiplier . . .    1.00  Effect on Gross Pay(+/-). +         Pay Type Category . . . . R
   Shift Diff Amt/Rate . . .          Paystub Text. . . . . . . Standby Pay   Flex Spending Acct Type .
   Method of Printing. . . . Y        Auto Pay Methods. . . . . Y         W2 Special Handling Desc.
   Effect on GL. . . . . . .          Override Hourly Rate. . .           Effect on Net Pay(+/-). . +
Tax Exempt Authorities
Tax Type 01 . .         Tax Type 02 . .        Tax Type 03 . .        Tax Type 04 . .        Tax Type 05 . .
Tax Type 06 . .         Tax Type 07 . .        Tax Type 08 . .        Tax Type 09 . .        Tax Type 10 . .
Tax Type 11 . .         Tax Type 12 . .        Tax Type 13 . .        Tax Type 14 . .        Tax Type 15 . .
```

Processing Options for Pay Types Report

1. To print general Pay/Earnings Types
    information, enter '1'.   _____

2. To print Tax Exempt Info, enter '1'.   _____

Reviewing the Shift Table Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Shift Rate Differentials

The Shift Table report prints a detailed list of the shift-rate differential tables. Review the report to verify that the shift-rate differentials that you entered are correct. You cannot change the data sequence or the data selection for this report.

```
06924P                                       J.D. Edwards & Company                              Page     -       2
                                                  Shift Table                                    Date     -  7/17/98
  Shift
  Code    Description    Bus. Unit      Description          Union   Description      From      Thru   M Amt/Rate S
  -----   --------------- ------------  -----------------------  ------  ---------------  --------  --------  - --------- -
   G    Graveyard                                                                   01/01/92 12/31/99 H      .650 2
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   H    Holiday                                                                     01/01/92 12/31/99 H      .500 1
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   2    Second Shift                                                                01/01/92 12/31/92 H      .270 1
                                                                                    01/01/93 12/31/99 H      .300 1
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   3    Night Shift                                                                 01/01/93 12/31/99 H      .650 2
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   4    Holiday                                                                     01/01/93 12/31/99 H      .500 1
```

Exercises

See the exercises for this chapter.

Deductions, Benefits, and Accruals Setup

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monetary amounts, calculating benefits, and tracking accruals when you run a payroll cycle. DBA setup includes the following tasks:

❑ Setting up deductions, benefits, and accruals

❑ Setting up calculation-table information

❑ Setting up group constants

Deductions represent dollar amounts, except taxes, that are withheld from an employee's earnings. Benefits and accruals represent amounts that a company contributes for additional employee compensation. You set up benefits to calculate dollar amounts, such as health insurance. Typically, you set up accruals to calculate hours, such as vacation and sick leave.

The following graphic shows the types of information represented by deductions, benefits, and accruals.

D Amount Subtracted from Gross	**B** Cash or Noncash Compensation	**A** A Type of Benefit with Carryover Capabilities
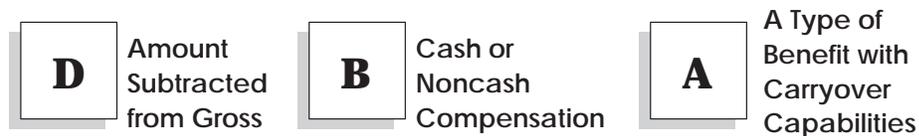
Before you set up DBAs for your company, you need to consider the functions that you want each DBA to perform by asking the following questions:

- Which method should the system use to calculate the DBA?
- When will the system calculate the DBA?
- What are the effective dates for the DBA?
- Should the system pass the DBA information to the general ledger?
- Do you want to base the calculation for the DBA on another DBA or on a pay type?
- Should the deduction be placed in arrears in a negative pay situation?
- Should an accrual balance roll over into the next year?
- Should taxes be calculated for the DBA?
- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

How Do You Assign DBA Codes?

When you set up DBAs, you assign a numeric transaction code to each DBA. Because the numeric transaction codes 001–999 are reserved for pay types, use the numeric transaction codes 1000–9999 to define up to 9000 DBAs.

J.D. Edwards recommends that you group similar DBAs by function. For example, you might group all long-term disability deductions and assign numbers to them within a range, leaving some numbers available for later additions, as follows:

- 1220 – Long-term disability insurance coverage at 66 2/3%

- 1222 – Long-term disability insurance coverage at 50%

DBAs are not specific to one company. You can use DBAs across different companies.

The following graphic shows typical DBAs that might be calculated in a payroll.

#1000	D	Health Insurance
#1050	D	Dental Insurance
#2200	B	Parking Allowance
#7000	D	401(k) or RRSP Employee Contribution
#7001	B	401(k) or RRSP Employer Match
*		
*		
*		
#8001	A	Vacation Accrual
#9000	D	Advance

D = Deduction
B = Benefit
A = Accrual

How Do You Assign DBAs to Employees?

You can assign DBAs to employees in the following ways:

- You can set up a DBA to calculate for all employees.
- You can set up group plans that include specific DBAs that apply to all employees who are assigned to that group.
- You can assign specific DBAs to a single employee.
- For one time only, you can enter a DBA in time entry for the current payroll cycle.

There are no limitations on the number of DBAs that you can assign to each employee.

You can specify the amount of a DBA in any of the following ways:

- When you set up the DBA
- At the group level
- At the employee level
- During time entry

You can override the amount of a DBA at any level in time entry for any given payroll cycle. The amount at the employee level overrides both the group level and DBA setup. The amount at the group level overrides DBA setup.

Example: DBA Amounts as a One-Time Override

An employee has a health insurance deduction included in the assigned group plan. If the employee is hired in the middle of a pay period, you can enter a prorated amount in time entry for the employee's first pay period. The system deducts the regular amount for health insurance in subsequent pay periods.

The following graphic illustrates the order in which:

❑ You set up DBAs, from general to specific

❑ The system calculates DBAs, from specific to general

Payroll-Cycle Processing

One–Time Overrides in Time Entry
Employee #6001: #1000
Health insurance deduction
for this pay period only
$10.00

Employee Instructions
Employee #6001: #1000
Health insurance deduction
$17.50

Group Plans
Group A #1000:
Health insurance
$15.00

DBA Setup
Deduction #1000:
Health insurance
$12.50

Setup
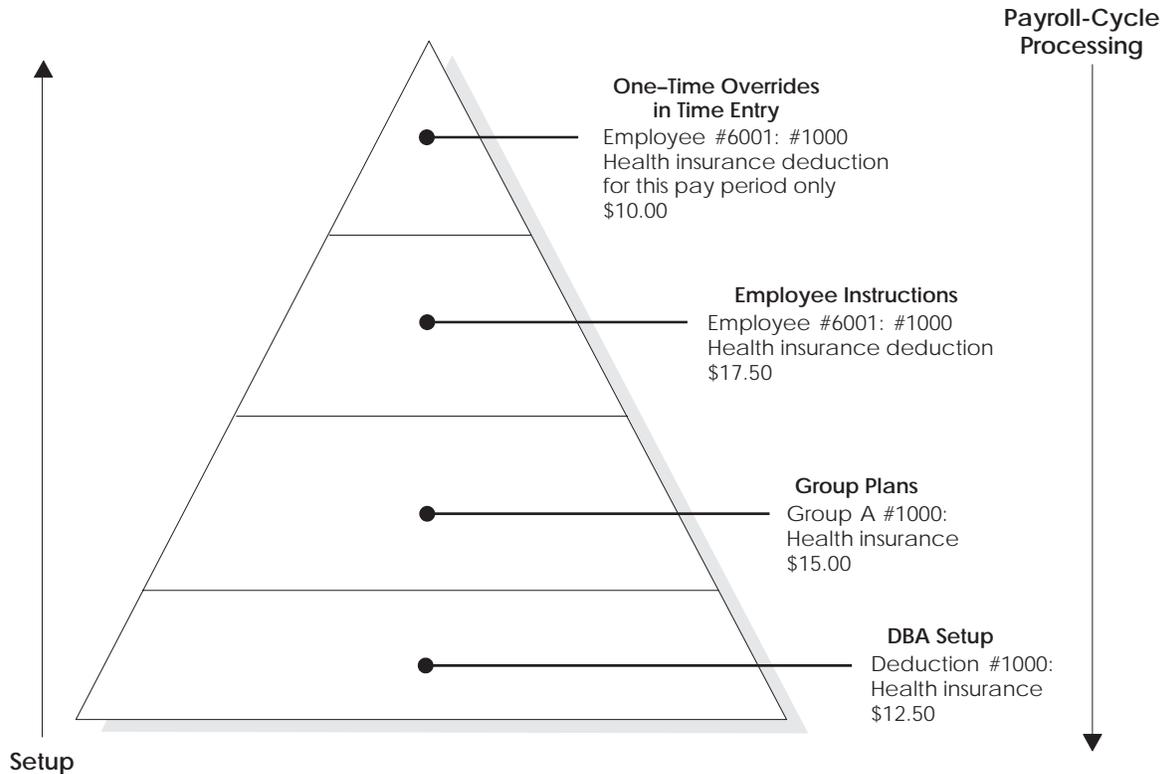
How Does the System Calculate DBAs?

The system can use different methods to calculate DBAs. The most common methods used to calculate DBAs include the following:

- Flat dollar amounts
- Percentages of gross pay
- Calculation tables with criteria that vary from employee to employee

Example: DBA Calculations

DBA calculations can be based on values, such as gross pay, hours, pieces, salary, month-to-date, or year-to-date earnings. You might set up any of the following calculation methods:

- Flat dollar amount for health insurance with a deduction of 12.50 per pay period

- Percentage deduction of 4% per pay period to be used for a 401(k) or RRSP savings plan

- Calculation table using the following variables to determine an employee's annual vacation accrual:

  - 40 hours if employed 1–2 years

  - 80 hours if employed 3–5 years

  - 120 hours if employed 6–99 years

See Also

- *Setting Up Deductions, Benefits, and Accruals (P069117)*
- *Setting Up Group Deductions, Benefits, and Accruals (P069101)*

Setting Up Deductions, Benefits, and Accruals

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monetary amounts, calculating benefits, and tracking accruals when you run a payroll cycle. You must set up DBAs before you can assign them to employees at the group or individual level.

Setting up deductions, benefits, and accruals includes the following tasks:

❏ Setting up simple DBAs

❏ Setting up typical DBAs

❏ Verifying DBA setup

❏ Setting up more complex DBAs

❏ Setting up tax status for a DBA

❏ Setting up category codes for DBAs

❏ Reviewing the Deduction, Benefit, and Accrual report

❏ Reviewing the Basis of Calculation report

The following table explains some of the differences among benefits, deductions, and accruals:

Deductions	Deductions represent dollar amounts, except taxes, that are withheld from an employee's earnings.
	You set up deductions to automate the process of subtracting monetary amounts when you run a payroll cycle.
Benefits	Benefits represent amounts that a company contributes as additional employee compensation. A benefit can be cash or noncash, either taxable or nontaxable. Benefit information can be passed to the general ledger to track labour burden.
	You set up benefit DBAs to automate the process of calculating benefits when you run a payroll cycle.
Accruals	Accruals represent amounts that a company contibutes as additional employee compensation.
	The system can carry over accrued remaining balances from year to year, such as available vacation and sick leave.
Benefit or accrual?	To determine whether a DBA should be set up as a benefit or an accrual, the following distinctions are important:
	• Benefits might or might not affect gross or net pay.
	• Accruals have no effect on an employee's gross or net pay.

See Also

- *Entering Rollover Information for a DBA (P069117)* for information on setting up rollover accruals and benefits

Setting Up Simple DBAs

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

When you set up a simple DBA, you specify the minimum amount of information that the system needs to perform the calculation. Typically, you will want to calculate a simple DBA in one of two ways:

Flat dollar amount	You set up a flat dollar amount to subtract a specified dollar amount from the employee's pay for the designated pay periods.
	You would use this method when an employee enrolls in the healthcare plan provided by the company, which requires a deduction of 5.00 each pay period. You might also set up a flat dollar deduction for union dues.
Percentage rate	You set up a percentage-rate DBA to calculate a percentage of gross pay.
	For example, the DBA might specify that 1% of gross pay should be deducted for United Way or another charitable fund.

When you set up a simple DBA, you can do one of the following:

- Specify the actual amount or rate to calculate
- Omit the actual amount or rate to calculate

If you omit the actual flat dollar amount or the percentage-rate information during setup, you can enter it when you assign the DBA at the group, employee, or timecard level.

About the Basis of Calculation

The system must have a value on which to base the calculation for each DBA. This value is called the basis of calculation.

You set up a basis of calculation for a DBA to define the base value that the system uses to calculate the DBA during payroll-cycle processing. A DBA can be based on pay types, on another DBA, or on a combination of both pay types and DBAs (PDBAs). To define the base value, you must list one or more PDBAs for each DBA that you create.

▶ **To set up a simple DBA**

On DBA Setup


```
[069117] - DBA Setup
Functions  Tools  Help

                              **TEXT**
DBA Code                    7710  Union-Canada    DBA Type        D

┌─────── DBA Calculation ───────┐      ┌─────── Paystub Info ───────┐
Source of Calculation      G  Current Period    Paystub Text    Union-Canada
Method of Calculation      $                    Method of Prnting   I
Table Cd (Methods 1-9)                          DBA Print Group
Amount or Rate 1 &              22.0000
      "          2                             ┌─── General Acct Info ───┐
Effect on Disposable Wage  1                    Effect on GL        N
Calc if No Gross (Y,N)     N                    A/P Voucher(Y,N)    Y
Calc in Pre-Payroll (Y,N)  Y                    Payee Address No
Effect on Check

┌─────── DBA Time Table ───────┐      ┌─────── Arrearage Information ───────┐
Pay Period to Calculate    Y / N / N / N / N    Arrearage Method    P
Calc Once Per Period (Y,N) N                    When to Adjust Ded  0
Eff Dates - From & Thru                         Order to Adjust Ded

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

1. To specify whether this DBA is a deduction, benefit, or accrual, complete the following field:

   - DBA Type

2. Complete the following fields:

   - DBA Code

   - Source of Calculation

   - Method of Calculation

3. To specify that the same amount or rate applies to all employees who are assigned to the DBA, complete the following field:

   - Amount or Rate 1

4. To include a brief description of the DBA, complete the following field:

   - Paystub Text

5. If the DBA is a benefit, complete the following field:

   - Effect on Check

6. To specify that the DBA is effective for a specific period of time, complete the following fields:

   - Effective Date From

   - Effective Date Thru

7. Use the Add action.
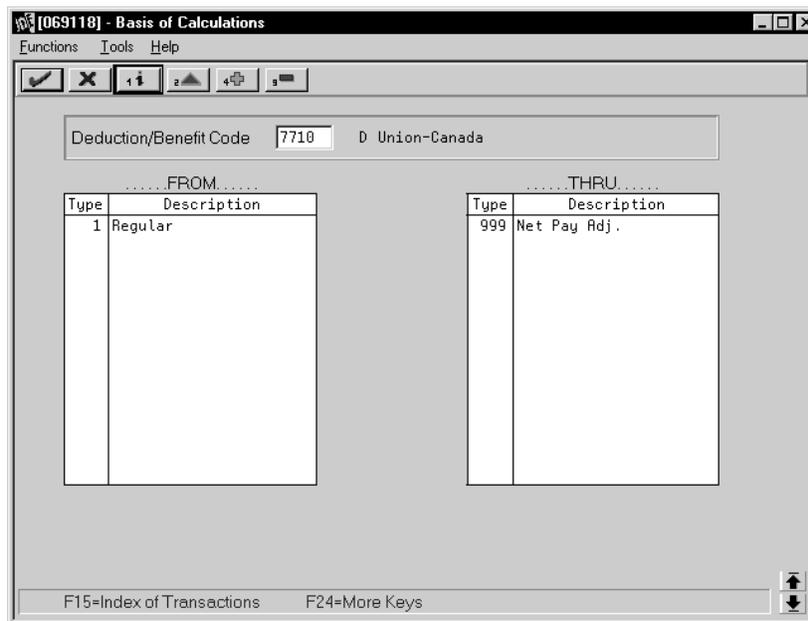
8. On Basis of Calculations, to include all pay types (1–999) for calculating the DBA, exit the Basis of Calculations form without making any entries.

9. On Basis of Calculations, to limit the PDBAs, complete the following fields with the range of pay types that you want included in the calculation and then press Enter:

   - From PDBA Type

   - Thru PDBA Type

10. On DBA Setup, locate the DBA.

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

    - Effect on Disposable Wage

    - Calculate if No Gross

    - Effect on General Ledger

    - A/P Voucher

- Pay Period to Calculate
- Calculate Once Per Period
- Arrearage Method
- When to Adjust Deductions

12. To specify that DBA information appears on the employees' paystubs, verify the following fields:

- Method of Printing
- Calculate in Pre-Payroll

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, compensation, and so forth Note: These codes may only be changed by J.D. Edwards If you enter an * in this field the system displays all four types of PDBAs.
DBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. . . . . *Form-specific information* . . . . The DBA code 9997 is reserved for Overpayment. Do not change this deduction code. 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.

Field	Explanation
Source of Calculation	A user defined code (07/DB) that defines what the deduction, benefit, or accrual (DBA) is based on. A numeric code indicates that the DBA is based on a disposable net wage calculation. When the system calculates the gross amount for a disposable net wage, it does not use the basis of calculation. The gross amount includes all earnings that have a +/+ effect on gross/net.
	For wage attachments use one one of the following codes:
	1 – 7 Garnishment Tax levy Wage assignment (child support and maintenance) R Loan Interest 0 Fees
Method of Calculation	A user defined code 07/DM that indicates which method the system uses to calculate the deduction, benefit, or accrual.
	The method values are pre-set by J.D. Edwards. If you use methods 0 – 6, 8, 9, or G, you must also enter a value in the Table Code field.
	For wage attachments use one of the following methods: C Wage assignment (child support and maintenance) G Garnishment K Loan L Tax levy A Fees % Interest

Field	Explanation
Amount or Rate 1 & 2	The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:
	1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.
	. . . . *Form-specific information* . . . .
	The first amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two Amounts (Rates) exist. The system uses Amount (Rate) 1 until the first annual limit is reached. Then the system uses Amount (Rate) 2, beginning with the next time the employee is paid and continuing until the second annual limit is reached.
	These fields work in conjunction with the annual limit fields.
Effect on Disposable Wage	This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are:
	1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7.
	2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.

Field	Explanation
Effect on GL	A code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are: N Pass dollars only to the general ledger. M Do not pass dollars or hours to the general ledger. This code allows an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger. . . . . *Form-specific information* . . . . When you enter B in the Method of Calculation field to accumulate wages, use the following values to indicate the effect on the general ledger: If your organization uses accrual basis accounting, enter N. If your organization uses cash basis accounting, enter M.
A/P Voucher(Y,N)	A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are: N No, do not generate a voucher Y Yes, generate a voucher
Pay Period to Calculate	A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are: Y Take the DBA or auto deposit during the current period. N Do not take the DBA or auto deposit during the current period. * Take the DBA or 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. blank Continue to look for a code at the lower level. The system searches for DBA or 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 or auto deposit in that period. M Use this value only in the field for a fifth period to calculate the benefit during the special, or manual, timecard post. M applies only to benefits based on gross hours or dollars. An M implies a Yes for a weekly withholding frequency. You should not use this value for any DBA with B in the Method of Calculation field.
Calc Once Per Period (Y,N)	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.

Field	Explanation
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
When to Adjust Ded	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2
Method of Prnting	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are: Pay Types/Payroll Taxes: Y Print on paystub (default) S Print separate check (one item per check) C Print separate check (C types combined) N Do not print on paystub Deduction/Benefit/Accrual Types: Y Print as total deductions (default) S Print separate check (one item per check) C Print separate check (include detail) N Do not print on paystub I Print individual transactions T Print by DBA Print Group The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.

Field	Explanation
Calc in Pre–Payroll (Y,N)	A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are: Y Yes, calculate during pre-payroll processing. N No, calculate during the journal entry step of the payroll cycle. In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation. If you want the benefit or accrual to print on the employee's paystub, use Y and complete the Method of Printing field.

What You Should Know About

Entering descriptive text for the DBA

Choose the Text function to access the DBA Text form. You can view and enter textual information pertaining to the currently displayed DBA. If ***TEXT*** appears in the upper portion of the DBA Setup form, a textual message exists for this DBA.

Determining the basis of calculation

To determine the appropriate PDBA codes to assign to the DBA that you are setting up, consider the following:

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).
- If you base a DBA on all pay types, enter code 1 in the From PDBA Type field and code 999 in the Thru PDBA Type field.
- If you base a DBA on a selected group of pay types, include only those pay types in the From PDBA Type field and the Thru PDBA Type field. For example, if you base a DBA on all pay types except 801, enter 1 in the From PDBA Type field and 800 in the Thru PDBA Type field on the first line. On the second line, enter 802 in the From PDBA Type field and 999 in the Thru PDBA Type field.

Override fields   You can override some information when you assign a DBA. The following list identifies the fields on the DBA Setup form that you can override at each level of DBA assignment:

Group:

- Table Code
- Amount or Rate 1
- Amount or Rate 2
- A/P Voucher
- Payee
- Periods to Calculate

Employee:

- Table Code
- Amount or Rate 1
- Amount or Rate 2
- A/P Voucher
- Payee
- Periods to Calculate
- Effective Dates

Time Entry:

- Amount or Rate 1
- Amount or Rate 2
- A/P Voucher
- Payee

Setting Up Typical DBAs

Many DBAs require information in addition to that included in a simple DBA setup. To become familiar with the available setup options, complete the following tasks:

❏ Set up an advance deduction

❏ Set up a tax-deferred compensation deduction

❏ Set up a DBA based on another DBA

You can set up many different types of DBAs. The tasks shown here do not encompass every possible scenario but are examples of typical DBAs that you might set up for your company.

See Also

- *Setting Up Simple DBAs (P069117)*

Setting Up an Advance Deduction
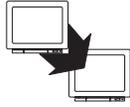
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

You set up an advance deduction so that an employee can pay back a dollar amount that was advanced by the employer against the employee's future earnings. An advance-deduction DBA allows you to set up a declining balance that remains active until the amount due equals zero.

After you set up an advance deduction, you enter it in the processing options for the Interim Paycheck Entry form.

▶ **To set up an advance deduction**

On DBA Setup

1. Complete the steps for setting up a simple DBA.

2. Choose the Additional Parameters function.

3. On DBA Additional Information, enter a Y in the following field:

   • Declining Balance

4. Enter an N in the following field:

   • Calculate for All Employees

Field	Explanation
Declining Balance (Y,N)	A code that indicates whether you want the system to use the Amount Due at the DBA, group, or employee level to determine whether to use the specified deduction in a payroll cycle.
	Clicking on the field enables the Amount Due field to continue the deduction until the amount is zero. When you chose this field, you must also enter a value in the Amount Due field, otherwise the system considers the deduction to be cleared or inactive.
	If you do not click on this field, the Amount Due will not be used with the specified deduction.
	For advance deductions, you must click this field.
	When you enter a Y in this field, you must also enter an amount due. If you do not enter an amount due, the system considers the deduction to be cleared or inactive.
	For advance deductions, this field must be set to Y (yes).
	Valid values are: Y Yes, use the Amount Due field and continue this deduction until the amount due is zero N No, do not use the Amount Due field with this deduction
	You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (on the DBA Additional Information window, accessed from the DBA Setup form) when you set up the DBA.

Field	Explanation
Calc for All Emp. (Y,N)	A code that specifies whether the DBA is required.
	For advance deductions, this field must be set to N (no).
	When you enter Y (Yes) in this field, the system automatically processes the DBA for all qualifying employees. When this field is set to Y, you reduce the information that you must maintain for DBAs that you set up for plans or employees because it is not necessary to define the DBA at any level other than the DBA setup level.
	To define qualifying employees, complete the following fields on DBA Additional Information: • Employee Pay Class – (SALY) • Tax Area - (TARA) • Home Company - (HMCO)
	A blank in any of these fields will include all employees.
	NOTE: The system also uses Tax Area (TARA) and Home Company (HMCO) as screening criteria for DBAs that are not required. If either of these two fields contain data, regardless of whether Calculate for All Employees is set to Y (yes), the system uses the tax areas and home companies to qualify employees for the DBA.

What You Should Know About

Override fields for the DBA Additional Information form	You can override the following fields on this form at the employee level: • Amount Due (balance) • Number of Periods

Setting Up a Tax-Deferred Compensation Deduction
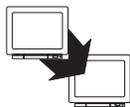
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

When you set up tax-exempt or pretax deductions other than 401(k), 403(b), 408(k), 457, 501c, Section 125, or RRSP deductions, you can enter the tax types that are exempt.

!

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group-plan and employee-level DBAs with an appropriate start date.

► **To set up a tax-deferred compensation deduction**

On DBA Setup

1. Complete the steps for setting up a simple deduction.

2. Choose the Additional Information function.

3. On DBA Additional Information, to indicate that this is a tax-deferred deduction, enter the appropriate value in the following field:

   - 401k/125/RPP/Union

4. Review the values supplied by the system for the following fields and press Enter:

   - Include in Union Plan

   - Declining Balance

   - Number of Periods

   - Calculate for All Employees

5. On DBA Setup, if limits are applicable, such as for a 401(k) or RRSP deduction, choose the Limits function.
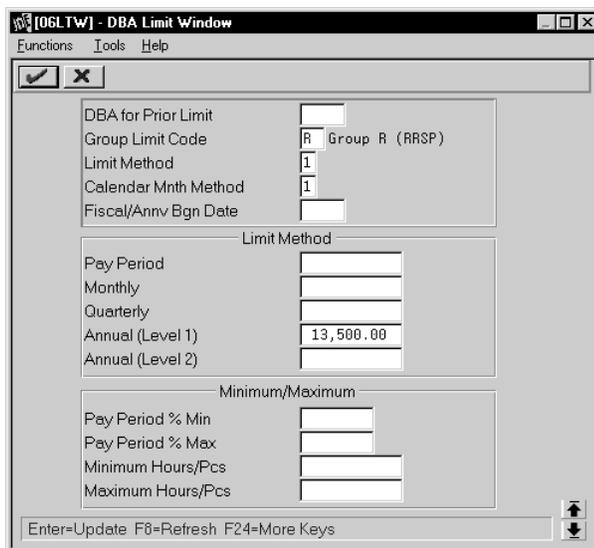
6. On DBA Limit Window, complete any of the following optional fields:

   - DBA for Prior Limit

- Group Limit Code

- Limit Method

- Calendar Month Method

- Fiscal Anniversary Beginning Date

- Pay Period Limit

- Monthly Limit

- Quarterly Limit

- Annual Limit (Level 1)

- Annual Limit (Level 2)

- Pay Period Percent - Minimum

- Pay Period Percent - Maximum

- Minimum Hours/Pieces

- Maximum Hours/Pieces

Field	Explanation
401k/125/RPP/Union	Enter one of the predetermined user defined codes to allow Vertex to use current tax laws in the various jurisdictions to determine whether the DBA is pretax in that tax area.
	Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or to have multiple deductions to accommodate pre-tax status in one state but not another.
	For Canadian users, code RPP represents Canadian Registered Pension Plans (RPP) or Registered Retirement Savings Plans (RRSP). Code UN represents Canadian union dues.
	. . . . *Form-specific information* . . . .
	For flexible spending accounts (U.S. only), this field indicates that pre-tax dollars are used.

Field	Explanation
Number of Periods (Y,N)	When you set up a DBA that is not a wage attachment deduction, use this field to indicate whether you want the system to read the Number of Periods field to determine if this DBA should be included in the payroll cycle. If you enter a Y, number of periods must be entered or the system considers the DBA to be inactive.
	When you set up a wage attachment DBA, leave this field blank. Use the Employee Wage Attachment Entry form to enter the number of periods for which the deduction should be taken.
	Valid codes are: Y Yes, read the Number of Periods field and continue this DBA only until the amount due is zero. N No, do not read the Number of Periods field for this DBA. ( ) Blank, do not read the Number of Periods field for this DBA.
	If do not click on the field. the system will not read the Number of Periods field for the DBA.
	When you set up a wage attachment DBA, leave this field blank. Use the Employee Wage Attachment Entry form to enter the number of periods for which the deduction should be taken.
DBA for Prior Limit	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of $2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.
	The DBA number of the predecessor must be lower than the successor's number.
Group Limit Code	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.

Field	Explanation
Limit Method	Indicates which history file the system uses for DBA limits. Valid values are:
	blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date.
	1 The system applies monthly, quarterly and annual limits to payroll month history. Use this method for retirement plans such as 401(k) or RRSP. The system stores fiscal and anniversary history by check date.
	2 The system applies monthly and quarterly limits to calendar month history. It applies annual limits to fiscal and anniversary history. It stores fiscal and anniversary history by pay period ending date.
	3 The system applies monthly and quarterly limits to payroll month history. It applies annual limits to fiscal and anniversary history. The system stores fiscal and anniversary history by check date.
	blank This is the default. The system applies monthly, quarterly and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date.
Calendar Mnth Method	This method determines how the system stores transition months for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are:
	blank This is the default. If timecards exist for both months, the system prorates DBAs to the pay period ending date and the last day of the previous month.
	1 The system allocates DBAs to the pay period ending date.
Fiscal/Annv Bgn Date	A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX).
	To specify a fiscal year, enter user defined code FISC. The system will use the fiscal year setup for the employee's home company.
	To specify an anniversary year, enter any of the other codes in the user defined code table. For example, if you want the rollover year to begin on the employee's date of birth, use code DOB.
	To create related DBAs, use the same date code on both the DBA for the accrual and the DBA for the available balance.

Field	Explanation
Pay Period	The maximum amount that can be withheld or accrued in a pay period for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Monthly	The maximum amount that can be withheld or accrued in a month for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Quarterly	The maximum amount that can be withheld or accrued in a quarter for a deduction or benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
Annual (Level 1)	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
	NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year:
	• If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation.
	• If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.
Annual (Level 2)	The maximum amount that can be withheld or accrued in a year for a deduction or a benefit. This amount is expressed in dollars. This amount refers to the gross pay/amount field.
	NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation and a corresponding rate, which is followed up by a new rate and a final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.
Pay Period % Min	The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Pay Period % Max	The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.

Field	Explanation
Minimum Hours/Pcs	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the method of calculation is H or I.
Maximum Hours/Pcs	The maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or pieces produced are greater than the specified maximum, the system bases the calculation on the maximum. The system uses this field only if the method of calculation is H or I.

What You Should Know About

Override fields for the DBA Limit Window form You can override the following fields on the DBA Limit Window form at the various levels of assignment:

Group:

- DBA for Prior Limit
- Group Limit Code
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit 1
- Annual Limit 2
- Pay Period Percent
- Minimum Hours
- Maximum Hours

Employee:

- DBA for Prior Limit
- Group Limit Code
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit 1
- Annual Limit 2
- Pay Period Percent

Time Entry: none

See Also

- *Setting Up Tax Status for a DBA (P069117)*

Setting Up a DBA Based on Another DBA
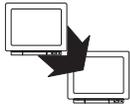
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

You set up a DBA based on another DBA to use a value that has already been calculated (from the based-on DBA) to calculate the DBA that you are setting up. For example, you can set up a 401(k) or RRSP employer-match benefit (DBA) based on a 401(k) or an RRSP deduction (DBA) that has already been set up to deduct a certain amount from an employee's pay.

If you set up a DBA based on another DBA, both DBAs must be associated, although they do not necessarily have to be assigned at the same level. For example, if you set up a 401(k)- or RRSP-plan DBA code that contains deduction percentages at the employee level, you must indicate that the DBA is associated with a union or group plan when you are entering additional information. This allows you to set up a DBA code and the assign company matching funds for the 401(k) or RRSP plan at the union or group level. When you indicate the union or group-plan association in the DBA specifications, the system recognizes that the two DBA codes are associated at the union or group level.

For DBAs that are based on other DBAs, you must assign numbers to transactions in the appropriate order. The system calculates DBAs in numeric order, from low to high. For example, if your company matching 401(k) or RRSP benefit is based on the employee deduction, the DBA code for the employee 401(k) or RRSP deduction must be the lower number of the two DBA codes so that the system calculates the employee deduction before calculating the company matching benefit.

▶ To set up a DBA based on another DBA

On DBA Setup

1. Complete the steps for setting up a simple DBA.
2. Use the Add action.
3. On Basis of Calculations, complete the following fields with the code of the DBA on which this DBA is based:
   - From DBA Type
   - Thru DBA Type

4. If the DBA that is the basis of calculation is assigned at the group level and this DBA is assigned at the employee level, choose the Additional Information function.

5. On Additional Information, enter Y in the following field:

   - Include in Union Plan

Exercises

See the exercises for this chapter.

Verifying DBA Setup
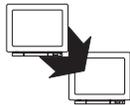
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

To verify that you have set up your DBA correctly, you can assign the DBA to an employee and process an interim payment for that employee. The interim payment detail shows the DBA amount and the basis of calculation. For example, if a deduction is a percentage of an employee's gross pay, the basis of calculation is the gross-pay amount.

▶ To verify DBA setup

On DBA Setup

1. Follow the steps for setting up a simple deduction, benefit, or accrual.

   See *Setting Up Simple DBAs (P069117)*.

2. On DBA Instructions, assign the DBA to an employee.

   See *Assigning Deductions, Benefits, and Accruals (P060181)*.

3. Enter an interim cheque for that employee and use the check detail to verify the DBA calculations.

   See *Entering Interim Cheques (P07053)*.

4. Delete the interim cheque and associated DBAs and timecards.

 Exercises

See the exercises for this chapter.

Setting Up More Complex DBAs

To set up more complex DBAs you might work with any of the following:

Calculation tables	Calculation tables provide formulas that you can use to calculate the amounts of DBAs.
Related PDBAs	Related PDBAs allow you to use a PDBA to calculate the amount of another DBA.
Rollover information	Rollover information allows you to limit the amount that carries forward to a new fiscal year for a DBA.

You can set up many different types of DBAs. The following tasks do not encompass every possible scenario but represent more complex DBAs that you might set up for your company.

To set up several different types of complex DBAs, complete any of the following tasks:

❏ Set up a vacation accrual

❏ Set up a deduction to adjust negative pay

❏ Set up a deduction for overpayment

❏ Set up a DBA to calculate if there is no gross pay

❏ Set up an accrual for accumulated wages

See Also

- *Setting Up Calculation Table Information (P069117)* for information about how to set up DBAs that require a calculation table
- *Appendix B — Complex DBA Setup*
- *Appendix C — DBA Table Methods* for a list of available table methods and the calculation processes used in calculation tables

Setting Up a Vacation Accrual
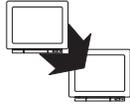
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

Many companies provide vacation time and pay based on length of service or other variables. You must use a table method to calculate this type of DBA.

You can set up vacation and sick-leave DBAs in the following two ways:

- When an employee accrues time that becomes available later, you set up two DBAs. One DBA accrues the time. The other DBA tracks the amount of time that is available to the employee.

- When an employee may take time as it is earned, you set up a single DBA to track accrued time.

Either scenario might also involve a limit on the number of accrued hours that an employee can carry forward into the following year.

Example: Vacation Accrual for Time Not Immediately Available

Your company vacation policy might state the following:

- Employees accrue vacation time at the rate of four to ten hours per month based on years of employment.

- Employees may take vacation time in the calendar year following the year in which the time was earned.

To administer this vacation policy, you would set up the following PDBAs:

- An accrual (such as 8015, Vacation) that tracks vacation time as an employee earns it. This accrued time rolls over to a second DBA that tracks the available vacation time. Accrued time is not available until it rolls over.

- An accrual (such as 8016, Vacation Available) that tracks the vacation time that is available to the employee. The accrual rollover table associated with this second DBA establishes the limit on vacation time that can roll over into the following year.

- A pay type (such as 815, Vacation Pay) that tracks the vacation time that an employee uses.

You might set up the accrual for vacation time as follows:

You might set up the accrual for available vacation as follows:

The DBA that accrues vacation time must be assigned a lower number than the DBA that accrues available vacation time.

For the DBA that accrues available vacation time, all of the Periods to Calculate fields must be set to N because this DBA does not perform calculations.

You must assign both DBAs to the employee on the Employee DBA Instructions form.

Example: Vacation Accrual for Time Immediately Available

Your company vacation policy might state that employees may use their vacation time as they earn it. To administer this vacation policy, you would set up the following:

- An accrual (such as 8011, Vacation) that tracks the vacation time that an employee earns
- A pay type (such as 811, Vacation Pay) that tracks the vacation time that an employee uses

You might set up the accrual as follows:

You must assign the DBA to the employee on the Employee DBA Instructions form.

Before You Begin

- ❏ Set up a calculation table. See *Setting Up Calculation Tables*.

- ❏ Set up the pay type for vacation pay. See *Setting Up Pay Types*.

▶ **To set up a vacation accrual**

On DBA Setup

1. Enter an A in the following field to specify that this DBA is an accrual:
   - DBA Type

2. Complete the following fields:
   - Method of Calculation
   - Table Code

3. Complete the steps for setting up a simple DBA.

4. Choose the Rollover function.
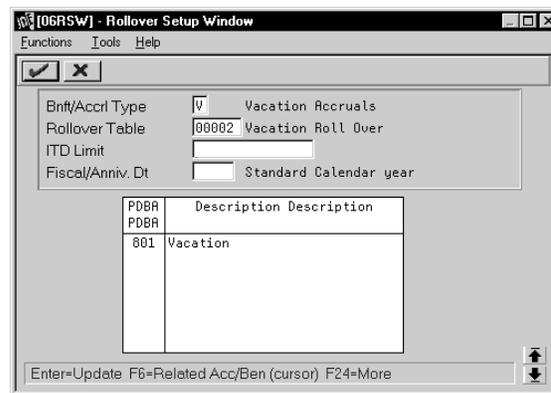
5. On Rollover Setup Window, complete the following fields:
   - Benefit/Accrual Type
   - Rollover Table
   - ITD Limit
   - Fiscal/Anniversary Date
   - PDBA Code

Field	Explanation
Table Code	The table used if the calculation requires table values.
Bnft/Accrl Type	A user defined code (07/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other. The system uses this code to print sick and vacation accrual balances on the payment stub.

Field	Explanation
Rollover Table	The identification number of the rollover table that the system uses to limit the amount rolled over for an accrual.
	For example, you can base the limit on an employee's months of service. You can set up the table so that an employee with 0 through 12 months can roll over up to 40 hours at year end and an employee with 13 through 999 months can roll over up to 80 hours.
ITD Limit	The maximum amount of dollars or hours that an accrual can have at any one time.
	For example, your company might have a vacation policy that allows an employee to rollover 40 hours each year but the accrued balance cannot exceed a total of 300 hours at any one time. The system calculates both the payroll cycle and year-end rollover up to the limit, taking into account the amounts that have been used.
	NOTE: If the system rolls over the accrual at the end of a standard year, it applies the limit against payroll month history. If it rolls the accrual over at the end of a fiscal or anniversary year, it applies the limit against fiscal and anniversary history.
Fiscal/Anniv. Dt	A user defined code (07/AF) that specifies when the rollover year begins. If blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX).
	To specify a fiscal year, enter user defined code FISC. The system will use the fiscal year setup for the employee's home company.
	To specify an anniversary year, enter any of the other codes in the user defined code table. For example, if you want the rollover year to begin on the employee's date of birth, use code DOB.
	To create related DBAs, use the same date code on both the DBA for the accrual and the DBA for the available balance.
PDBA	The number and description of the PDBA that you want the system to use to calculate the corresponding PDBA. This number is the beginning number in the range that is the basis of the calculation.
	. . . . *Form-specific information* . . . .
	For rollover setup, this is the number and description of the PDBA that the system uses to calculate a remaining balance, for example, a pay type that deducts from the current balance. The remaining balance becomes the beginning balance for the new year.

See Also

- *Setting Up a Simple DBA (P069117)*
- *Entering Rollover Information for a DBA (P069117)* for information about carrying over unused vacation time into another year

Setting Up a Deduction to Adjust Negative Pay

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

If an employee's gross pay does not cover the amounts to be deducted, the system adjusts deduction amounts to increase the net pay to zero. The system does not allow negative net pay situations. You can set up deductions to control this adjustment process. Depending on the deduction's arrearage rule, one of the following occurs:

- The system adjusts the deduction either partially or for the full amount.
- The system puts the adjusted amount in arrears and makes the adjustment the next time that the employee is paid.

The system adjusts negative pay in different ways depending on the arrearage method that you use. You can use any of the following methods:

P, blank, F	When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system does the following: • Reduces the deduction. • Does *not* hold the amounts over to collect them in a future payroll cycle. That is, the DBA is not placed in arrears. Amounts not taken are listed on the Deductions Not Taken report, which the system generates during pre-payroll processing.

Q, R, G, H   When all or some part of the deduction cannot be taken and you have set up the DBA with one of these arrearage methods, the system does the following:

- Reduces the deduction.
- Attempts to collect the amounts in a future payroll cycle. That is, the DBA is placed in arrears.

The system lists the amount not taken on the Deduction Arrearage report, which it generates during pre-payroll processing.

Example: Payroll Calculations to Adjust Negative Pay

The When to Adjust Deductions field and the Order to Adjust Deductions field allow you to determine the sequence that the system uses to deduct DBAs, as shown in the following example:

```
Gross Deductions        DBA Code
        Union           #3000
        Health          #1000
        Savings         #2000
        RRSP            #7700
        Advance         #9000
Taxes
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Negative Net Pay
```

The system adjusts DBAs in the following order if the When to Adjust Deductions field is 0 (default) and the Order to Adjust Deductions field is blank:

```
        1st –   #9000  Advance
        2nd –   #7700  RRSP
        3rd –   #3000  Union
        4th –   #2000  Savings
        5th –   #1000  Health
        Last –  Taxes
```

In this example, you want the Savings deduction and 401(k) or RRSP deduction to be adjusted (not deducted) before the Advance deduction, Union (dues) deduction, and Health deduction. Therefore, assign Savings and 401(k) or RRSP a value of 0 in the When to Adjust Deductions field. Assign Advance, Union (dues), and Health a value of 1.

The following example illustrates the sequence of adjustments that the system will use to bring the payment balance to zero:

	Gross Deductions	DBA Code	When to Adjust Deductions
	Union	#3000	1
	Health	#1000	1
	Savings	#2000	0
	RRSP	#7700	0
	Advance	#9000	1
Taxes			

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Negative Net Pay

1st	#7700 (0)	RRSP
2nd	#2000 (0)	Savings
3rd	#9000 (1)	Advance
4th	#3000 (1)	Union
5th	#1000 (1)	Health
6th	Taxes	

Company policy might be to deduct the advance from the employee's pay before taxes are deducted, because the government will make up any tax inequity with this employee at year-end, but the company may not be able to retrieve the advance amount if the company no longer employs the individual. To accomplish this, enter 2 in the When to Adjust Deductions field for the Advance deduction. The sequence of adjustments is as follows:

1st –	#7700 (0)	RRSP
2nd –	#2000 (0)	Savings
3rd –	#3000 (1)	Union
4th –	#1000 (1)	Health
5th –	Taxes	
6th –	#9000 (2)	Advance

This example illustrates how the codes in the When to Adjust Deductions field and the Order to Adjust Deductions field would work for one employee. When you set up your DBAs, you must consider how these codes could impact all employees to whom these deductions apply.

▶ **To set up a deduction to adjust negative pay**

On DBA Setup

1. Enter a D in the following field to specify that this DBA is a deduction:

    • DBA Type

2. Complete the following fields:

    • Arrearage Method

    • When to Adjust Deductions

    • Order to Adjust Deductions

3. Complete the steps for setting up a simple DBA.

Field	Explanation
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
When to Adjust Ded	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust deductions marked with 0 before payroll taxes 1 Adjust deductions marked with 0, then those marked with 1 before payroll taxes 2 Adjust payroll taxes before the deductions marked with 2

Field	Explanation
Order to Adjust Ded	If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.

What You Should Know About

Minimum net pay	The process to adjust negative pay is also used for an employee whose net pay falls below the minimum net pay. You can specify a minimum net-pay amount in the pre-payroll parameters. See *Processing Pre-Payroll.*
Journal entries for adjusted amounts and amounts placed in arrears	The system does not create journal entries for adjusted amounts and amounts placed in arrears until the deduction is actually withheld. The system posts only the actual amounts deducted as journal entries.
Numbering DBAs for prioritizing adjustments	When net pay goes below zero or the specified minimum amount, the system adjusts deductions in a high to low order, from DBA code 9999 to DBA code 1000. For example, DBA #8611 would be adjusted before DBA #5322. You can override this order by using the When to Adjust Deductions field and the Order to Adjust Deductions field. These two fields allow you to control how deductions are adjusted. You can collect deductions into three groups, so that one group is adjusted before the other two. You can also assign priority numbers within each group of deductions.
Reviewing and revising amounts placed in arrears	Amounts placed in arrears are stored in the PDBAs by Payroll Month History table. See *Revising Payroll-Month PDBA History*.

See Also

- *Reviewing the Deductions Not Taken Report (P062021)*
- *Reviewing the Deduction Arrearage Report (P062023)*

Setting Up a Deduction for Overpayment
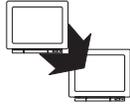
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

The system cannot write a payment for a negative amount. Therefore, when an employee's net pay drops below zero and stays below zero even after all adjustments have been made, the system creates an overpayment. The overpayment amount is the amount that is needed to bring net pay back to zero. The system treats this amount like an advance to the employee and subtracts the amount from the employee's future pay until the overpayment is repaid.

The system uses a DBA to collect the overpayment. Whenever the system creates an overpayment for an employee, it assigns the DBA to the employee's DBA instructions and displays the amount on the payroll report. J.D. Edwards ships the Payroll system with DBA 9997 as the DBA for overpayments. You can set up a different DBA number for overpayments if you want to use 9997 for other purposes.

Before You Begin

❑ Verify that DBA 9997 (or the DBA that you want to use for overpayments) is defined as the default value in #PBY in the data dictionary.

❑ Assign an account number for DBA 9997 (or the DBA that you want to use for overpayments) in the credit liabilities table in your AAIs to avoid accounting errors.

▶ **To set up a deduction for overpayment**

On DBA Setup

1. To use the DBA that J.D. Edwards provides for overpayments, enter 9997 in the following field:
   - DBA Code

2. To specify that this DBA is a deduction, enter a D in the following field:
   - DBA Type

3. Complete the following field:
   - Paystub Text

4. Complete the steps for setting up an advanced DBA.

See Also

- *Correcting Errors in Payroll-Cycle Processing (P06210)* for information about adjusting deductions for tax recalculation

Setting Up a DBA to Calculate If There is No Gross Pay
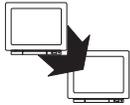
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

You can set up a DBA to calculate even if there is no gross pay. One reason to do this is to calculate a benefit while an employee is on a leave of absence.

You might also set up a deduction to calculate and place the amount in arrears to be withheld during the next payroll cycle. The deduction is included on the Deduction Arrearage report during pre-payroll processing.

▶ To set up a DBA to calculate if there is no gross pay

On DBA Setup

1. To specify that this DBA is either a deduction or a benefit, enter either a D or a B in the following field:
   - DBA Type
2. Enter a Y in the following field:
   - Calculate If No Gross
3. Enter an A in the following field:
   - Method of Calculation
4. For a deduction, enter one of the arrearage values in the following field:
   - Arrearage Method
5. Complete the steps for setting up a simple DBA.

Field	Explanation
Calculate If No Gross (Y,N)	This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are:

    Y   This deduction is calculated when there is no gross pay.

    N   This deduction is not calculated when there is no gross pay.

NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if:

- Source of Calculation = G
- Method of Calculation = A,
- Calculate if No Gross = Y

The system puts the amount in arrears, if specified, and either creates an overpayment for a deduction or calculates it if it is a benefit or accrual.

See Also

- *Setting Up a Simple DBA (P069117)*

Setting Up an Accrual for Accumulated Wages
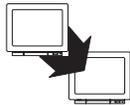
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

Some organizations have employees who work for a specific number of contract days, but who prefer to receive payment over a different length of time. For example, many school systems contract instructional staff for 10 months with the option to be paid over 12 months.

If your employees can accumulate wages, the system allows you to do any of the following:

- Pay employees over a longer time period than they actually worked

- Correctly accrue and expense the wages

- Calculate wages due when you hire or transfer an employee after a contract period has begun

- Calculate wages due when you terminate an employee who works on a contract calendar

To provide for this type of employee payment, the system accumulates the earnings. Later, the system can create the payment and the associated journal entries for the correctly accumulated earnings.

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

Example: How the System Accumulates Wages

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

Based on the contract calendar and the employee's annual salary, the system uses the following calculations:

> Contract salary / total number of days in contract = daily rate of pay (DROP)

> DROP x contract calendar days in the pay period = actual amount earned (expensed) in the pay period

> Amount earned during the contract – pay-period gross = amount accumulated

After the contract ending date, the employee will be paid the accumulated wages for an amount up to the pay-period gross until all accumulated wages have been paid out.

The following examples illustrate the accumulation of wages earned in a 10-month contract that are paid over 12 months. The employee is paid on a monthly basis. The employee earns $12,000 for the entire period of the contract.

Over the 12-month period, the employee is paid $1000 per month. If the employee were paid only during the 10-month contract period, monthly wages would be $1200. The result is a $200 per month wage accumulation, the total of which ($2000) will be paid to the employee in months 11 and 12.

To simplify the illustration, taxes are not included in the examples.

Accrual-Basis Accounting

In this example, the employee works for an organization that uses accrual-basis accounting. The wages are expensed at the time that they are earned. The system passes the amount of the DBA for accumulated wages to the general ledger as a burden expense. The offsetting credit is a liability.

The system enters the $200 liability for each monthly pay period for account 7.4206 in the Payroll Accrual Distribution History table (F0628). When the contract ends, the system continues to generate payments for the amount of accumulated wages stored in the history table for the specified number of pay periods. In this example, after 10 months, the employee has $2000 accumulated. The system divides this amount between the monthly pay periods in months 11

and 12. The employee receives a payment up to the pay-period amount for these two months.

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

This example assumes that a contract calendar begins on the first day of the first month and ends on the last day of the tenth month. Frequently, a contract calendar covers only some of the days in a month. For example, month 10 might end on the 15th. In such a situation, the employee's wages for that month would include regular pay for the days covered under the contract, and the remainder of the payment would include accumulated wages.

Cash-Basis Accounting

In this example, the employee works for an organization that uses cash-basis accounting. The wages are expensed at the time that they are paid. The system does *not* pass the amount of the DBA for accumulated wages to the general ledger.

The system enters the accumulated wages in the Payroll Accrual Distribution History table (F0628) with the associated expense account that would have been used if the accumulated wages had been passed to the general ledger. When the contract ends, the system continues the payment and expense distribution for the specified number of pay periods. In this example, after 10 months, the employee has $2000 accumulated. The system divides this amount between the monthly pay periods in months 11 and 12. The employee receives a payment up to the pay-period amount for these two months.

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

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

This example assumes that a contract calendar begins on the first day of the first month and ends on the last day of the tenth month. Frequently, a contract calendar covers only some of the days in month. For example, month 10 might end on the 15th. In such a situation, the employee's wages for that month would include regular pay for the days covered under the contract, and the remainder of the payment would include accumulated wages.

Before You Begin

❏ Set up the contract calendars. See *Setting Up Contract Calendar Information*.

❏ Attach a contract calendar to all employees who are assigned to this DBA. See *Attaching a Contract Calendar*.

❏ Verify that pay-type 996 is set up as the default pay type to accumulate wages. To use pay-type 996 for a different purpose, set up the pay type that you will use to accumulate wages. See *Setting Up Pay Types*.

❏ Verify that pay-type 996 (or the pay type that you want to use to accumulate wages) is defined as the default pay type in item #RAW in the data dictionary.

▶   **To set up an accrual for accumulated wages**

On DBA Setup

1. To specify that this DBA is an accrual, enter an A in the following field:

    - DBA Type

2. Enter a B in the following field:

    - Method of Calculation

3. If your organization uses accrual-basis accounting, enter an N in the following field:

    - Effect on G/L

4. If your organization uses cash-basis accounting, enter an M in the following field:

    - Effect on G/L

5. Enter a Y in the following field:

    - Pay Period to Calculate

6. Complete the steps for setting up a simple accrual.

7. On Basis of Calculations, enter the pay types to exclude in the following field:

    - Type

    Typically, you exclude pay-type 996 (to relieve accumulated wages) and pay-type 997 (to dock pay for excessive leave). You might also exclude your pay type for bonus pay.

What You Should Know About

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

See Also

- *Running the Final Update (P06250)*
- *Generating Timecards for Accumulated Wages (P063910)*
- *Setting Up a Simple DBA (P069117)*

Setting Up Tax Status for a DBA

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

Whenever you set up a benefit, you must identify it as one of the following:

Nontaxable cash benefit	You set up a nontaxable cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a nontaxable cash benefit is a moving allowance below the taxable minimum.
Nontaxable noncash benefit	You set up nontaxable noncash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferable to cash, such as company-paid health insurance. The employee is not taxed for this benefit.
Taxable cash benefit	You set up a taxable cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable cash benefit is a reimbursement for moving expenses.
Taxable noncash benefit	You set up a taxable noncash benefit when the employer is providing a benefit to the employee that is taxed and is not transferable to cash. The benefit is added to an employee's gross pay, yet it has no impact on the employee's net pay other than the tax withheld. An example of a taxable noncash benefit is the use of a company car.

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an ending date for the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group-plan and employee-level DBAs with an appropriate start date.

Additionally, you can identify any DBA as exempt from one or more taxes even though it might be taxable for other tax types.

▶ **To set up tax status for a DBA**

On DBA Setup

1. Complete the steps for setting up a simple DBA.

2. If you are entering a benefit, complete the following field to identify the tax status:

    • Effect on Check

3. To exempt the DBA from one or more taxes, choose the Exempt function.
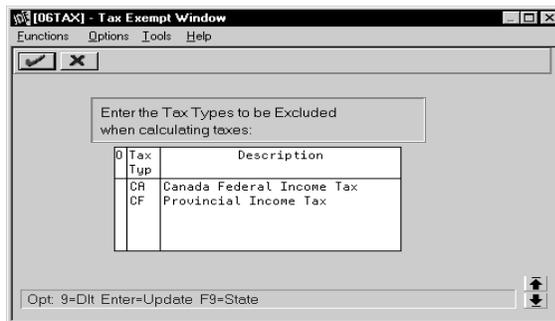
4. On Tax Exempt Window, enter one or more taxes in the following field:

    • Tax Type

Field	Explanation
Effect on Check	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are: 1 Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only). 2 Cash benefit that is taxable. The benefit will be added to both gross and net income. 3 Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.) 4 Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income.
Tax Typ	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code. If you enter an asterisk (*) in the first element of this list, no taxes are computed. . . . . *Form-specific information* . . . . For U.S. state and local tax types, you can use two methods of coding: • Single-character tax types: F (state income tax), L (county tax), M (city tax), and N (school tax) • *F, *L, *M, or *N During payroll processing, both methods of coding result in the DBA being exempt from taxes of the specified type. For example, with either F or *F, the system exempts the DBA amount from income taxation in all states. W-2 processing differs depending on the presence or absence of an asterisk. If you need to add back wages to specific states at year-end, you need to specify F in this field when setting up DBA or Pay types. For single-character state and local tax types that are to be added back during W-2 processing, specify the tax areas on the State/Local W–2 additions window.

What You Should Know About

Year-end considerations   There are important considerations for DBAs during year-end processing.

See the *Canadian Payroll Year-End Processing Guide* for the current year.

DBAs for pensioners and nonresidents

For Canadian Payroll:

For accurate year-end reporting, you should set up separate benefit DBAs for pensioners and separate benefit DBAs for nonresident workers.

Setting Up Category Codes for DBAs
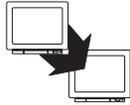
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

You set up category codes for DBAs as a way to group together DBAs for reporting purposes. You can use category codes one through ten for these purposes.

▶ **To set up category codes for DBAs**

On DBA Setup

1. Complete the applicable steps for setting up a simple DBA.

2. Choose the Category Codes Setup function.

3. On Category Code Setup, complete the following field:

- Category (Cat)

Field	Explanation
Cat	This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization.

Reviewing the Deduction, Benefit, and Accrual Report

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Codes

After you have set up all of your DBAs, you can review a detailed list of them in order by DBA code.

```
   06911D                              J.D. Edwards & Company                        Page - . . .      2
                                       Deduction/Benefit/Accrual                     Date - . . .  7/11/98
   DBA Code . 1000  Health Ins.    Employee Portion
   DBA Type . D
   DBA CALCULATION. . . . . :              DBA TIME TABLE . . . . .          PAYSTUB INFO . . :
    Source of Calculation . . G            Pay Period to Calculate . Y / Y / Y / Y / N  Paystub Text. . . Health Ins.
    Method of Calculation . . $            Calc Once Per Period. . .        Method of Prnting I
    Table Cd (Methods 1-9). .              Eff Dates - From & Thru .        DBA Print Group .
    Amount or Rate 1 & 2. . .   25.0000
    Effect on Disposable Wg . 2            ARREARAGE INFORMATION. . :
                                           ARREARAGE INFORMATION. . :       GENERAL ACCT INFO:
                                                                            GENERAL ACCT INFO:
    Calc If No Gross. . . . . Y            Arrearage Method. . . . . P       Effect on GL. . . . N
    Calc in Pre-Payroll . . . Y            When to Adjust Ded. . . . 0       A/P Voucher . . . . N
    Effect on Check . . . . .              Order To Adjust Ded . . .         Payee Address # .
   --------------------------------------------------------------------------------------------------------
   ADDITIONAL INFORMATION FOR  1000 - Health Ins.
    Flex Spend Acct Type. .                Incld in Union Plan . . N         COBRA Plan . 1
    415 Testing Code. . . .                Declining Balance . . . N         Amount Due .
    401k/125/RPP/Union. . .                Number of Periods. . .  N         # of Periods
    Investment Group. . . .                Select by Pay Class . .           Select by Home Company.
    Calc For All Emp. . . . N              Select by Tax Area. . .
   --------------------------------------------------------------------------------------------------------
   DBA LIMIT INFORMATION FOR  1000 - Health Ins.
    DBA for Prior Limit. .                 LIMITS. . . . . . . . . :
                                           LIMITS. . . . . . . . . :        MINIMUM/MAXIMUM . . . :
                                                                            MINIMUM/MAXIMUM . . . :
    Group Limit Code . . .                 Pay Period . . . . . .            Pay Period % Min .
    Limit Method . . . . .                 Monthly. . . . . . .             Pay Period % Max . . .
    Calendar Month Method.                 Quarterly. . . . . .             Minimum Hours/Pcs. . .
    Fiscal/Annv Bgn Date .                 Annual (Level 1) . . .           Maximum Hours/Pcs. . .
                                           Annual (Level 2) . . .
   --------------------------------------------------------------------------------------------------------
   TAX EXEMPT AUTHORITIES FOR  1000 - Health Ins.
    Tax Type 01. .                         Tax Type 02. .                   Tax Type 03. .
    Tax Type 04. .                         Tax Type 05. .                   Tax Type 06. .
    Tax Type 07. .                         Tax Type 08. .                   Tax Type 09. .
    Tax Type 10. .                         Tax Type 11. .                   Tax Type 12. .
    Tax Type 13. .                         Tax Type 14. .                   Tax Type 15. .
   --------------------------------------------------------------------------------------------------------
   YEAR END PARAMETERS FOR  1000 - Health Ins.
    Tax Area Deduction . .                 W-2 IRS Defined Code .           W2 Spcl Handling Descr.
   --------------------------------------------------------------------------------------------------------
   ROLLOVER SETUP FOR  1000 - Health Ins.
    Benefit/Accrual Type .                 DBA Code 1 . . . . . .           DBA Code 2 . . . . . .
    Rollover Table . . . .                 DBA Code 3 . . . . . .           DBA Code 4 . . . . . .
    Type of Rollover Year.                 DBA Code 5 . . . . . .           DBA Code 6 . . . . . .
    Max Carryover Amt. . .                 DBA Code 7 . . . . . .           DBA Code 8 . . . . . .
    Fiscal/Anniv Date. . .                 DBA Code 9 . . . . . .           DBA Code 10. . . . . .
   --------------------------------------------------------------------------------------------------------
   CATEGORY CODES FOR   1000 - Health Ins.
    Category Code 1. . . .                 Category Code 2. . . .           Category Code 3. . . .
    Category Code 4. . . .                 Category Code 5. . . .           Category Code 6. . . .
    Category Code 7. . . .                 Category Code 8. . . .           Category Code 9. . . .
    Category Code 10 . . .
   --------------------------------------------------------------------------------------------------------
   * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

See Also

- *Reviewing the Group Plans Report (P06910P)* for a sample of a group-plan DBA report

- *Reviewing the Calculation Tables Report (P069026P)*

- *Reviewing the Table Method Codes Report (P82001)*

Processing Options for Deduction, Benefit, and Accrual Report

```
Enter '1' to print General DBA Info.           _____
Enter '1' to print Additional DBA Info.        _____
Enter '1' to print DBA Limit Info.             _____
Enter '1' to print Tax Exempt Info.            _____
Enter '1' to print Year End Info.              _____
Enter '1' to print Rollover Info               _____
Enter '1' to print Category Codes Info         _____
```

Reviewing the Basis of Calculation Report
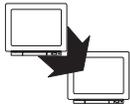
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose Basis of Calculation Report

The Basis of Calculation report prints a list of basis-of-calculation tables to review. Review this report to verify the accuracy of your entries.

```
06903P                          J.D. Edwards & Company                 Page    -      4
                                DBA Basis of Calculation               Date    -   7/07/98
    Tran T                 . . . . . . . . . Transaction Range. . . . . . . . . .
    No  Y     Description       From   Description       Thru   Description
    ---- - ------------------   ----   ------------------  ----  ------------------
    7700 D RRSP                    1 Regular                 1 Regular
    7700 D RRSP                  710 Bonus Pay             710 Bonus Pay
    7700 D RRSP                  720 Commission            720 Commission
    7701 B RRSP Co.             7700 RRSP                 7700 RRSP
    7705 B Dental/Co.              1 Regular               999 Net Pay Adj.
    7706 D Dental Fam              1 Regular               999 Net Pay Adj.
    7710 D Union-Canada            1 Regular               999 Net Pay Adj.
    7720 B H&W - Canada            1 Regular               999 Net Pay Adj.
    7725 B Life 1 x sal            1 Regular               999 Net Pay Adj.
    7730 D CSB Canada              1 Regular               999 Net Pay Adj.
    7735 B Ext Health              1 Regular               999 Net Pay Adj.
    7740 B CarAllowCAN             1 Regular               999 Net Pay Adj.
    7750 B EHT - Canada            1 Regular               999 Net Pay Adj.
    7760 B GST - Canada         7720 H&W - Canada         7720 H&W - Canada
    7760 B GST - Canada         7740 CarAllowCAN          7740 CarAllowCAN
    7770 B BC Medical              1 Regular               999 Net Pay Adj.
    7775 B QHIP                    1 Regular               999 Net Pay Adj.
    7775 B QHIP                 7720 H&W - Canada         7720 H&W - Canada
    7775 B QHIP                 7740 CarAllowCAN          7740 CarAllowCAN
    7780 B Vacation Pay            1 Regular                 1 Regular
    7785 A Salary Vac              1 Regular               999 Net Pay Adj.
    7790 A RRSP Fixed           7700 RRSP                 7700 RRSP
    7790 A RRSP Fixed           7701 RRSP Co.             7701 RRSP Co.
    7791 A RRSP Mutual          7700 RRSP                 7700 RRSP
    7791 A RRSP Mutual          7701 RRSP Co.             7701 RRSP Co.
    8001 A Vacation                1 Regular               999 Net Pay Adj.
    8004 A Sick Avail.             1 Regular               999 Net Pay Adj.
    8005 A Sick Avail.             1 Regular               999 Net Pay Adj.
    8011 A Vacation                1 Regular               999 Net Pay Adj.
    8015 A Vac Accrual             1 Regular               999 Net Pay Adj.
    8016 A Vac Avail               1 Regular               999 Net Pay Adj.
    9000 D Advance                 1 Regular              9999 *Range
    9997 D Overpayment             1 Regular               999 Net Pay Adj.
```

See Also

- *Reviewing the Group Plans Report (P06910P)* for a sample of a group-plan DBA report

- *Reviewing the Calculation Tables Report (P069026P)*

- *Reviewing the Table Method Codes Report (P82001)*

Setting Up Calculation-Table Information

You set up calculation tables to define the parameters that the system uses to calculate DBAs. After you set up your calculation tables, you can review the Calculation Tables report to verify that the information that you entered on the calculation tables is accurate. After you set up your calculation tables, you attach a table to a DBA by specifying the table code and the appropriate table method when you set up a DBA.

Setting up DBA calculation-table information includes the following tasks:

❑ Setting up calculation tables

❑ Attaching calculation tables to DBAs

❑ Reviewing the Calculation Tables report

❑ Reviewing the DBA Table Method Codes report

Setting Up Calculation Tables

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose Calculation Tables

You set up calculation tables to define the parameters for calculating DBAs that are based on variable values. You define valid ranges and amounts that are a function of certain method codes.

Calculation tables contain user defined information to more completely define the standard DBA methods of calculation. Calculation tables provide the following features:

- User defined tables
- Calculations based on values that vary from employee to employee

When you define a calculation table, you must first determine what the calculation is based on, such as any of the following factors:

- Age
- Annual salary
- Months of service
- Hours worked in a pay period

After you have defined the calculation table, you must determine the appropriate method of calculation. The calculation tables only work with certain method-of-calculation codes. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The method-of-calculation codes include the following:

- 0 – Withholding periods
- 1 – Salary range
- 2 – Date range
- 3 – Age range (calculated by date of birth)
- 4 – Hours worked
- 5 – Pieces produced
- 6 – Variable periods
- 8 – Gross-pay range
- 9 – Age (calculated as of the date that you enter in the Employee Age field on the Pay Rate Information form)

For example, to base a DBA on employee age, you can use code 3 or code 9 for the method of calculation.

Browse through the list of table methods and choose one appropriate to the method of calculation. Read the descriptions to find a method that matches how you want the system to perform the calculation.

▶ **To set up calculation tables**

On Calculation Tables

```
[069021] - Calculation Tables                                    _ □ ✕
Functions   Tools   Help

 ✔  ✕  │ 1 i │ 2 ▲ │ 4 ✛ │ 9 ▬ │

                                    Table Type      D

          Table Code     00001    Accrual-Sick
          Table Method   OH        Hours Worked/Basis=Months.

                          ─── Explanation: ───
                          Ranges are employees length of
                           service in months. The rate
                          is taken times hours worked to
                          get hours accrued. This is
                          taken times ee's rate for $$.

  . . . . Limits. . . .   Amt./Rate   Excess  S   Sec      Description
     Lower      Upper                 Rate    M  Table
       .00       12.00      .0333
     13.00       36.00      .0667
     37.00     9999.00      .0800




  F4=Detail  F6=Table Method  F19=Previous  F20=Next  F24=More Keys
```

1. Complete the following fields:
   - Table Type
   - Table Code
   - Table Method

2. To define the parameters of the calculation table, complete the following fields:
   - Lower Limit
   - Upper Limit
   - Amount or Rate

3. Complete the following optional fields:
   - Excess Rate
   - Secondary Calculation Method (SM)
   - Secondary Calculation Table

4. Repeat steps 2 and 3 as often as necessary to define all the parameters that are needed for the calculation table.

Field	Explanation
Table Type	A code that defines the purpose of the table. Valid values are: D The system uses the table to calculate DBAs. R The system uses the table to determine limits for rolling over sick and vacation accruals.
Table Code	A numeric code that identifies this table in the Table table (F069026).
Table Method	A code that specifies the method the system uses to calculate the DBA. . . . . *Form-specific information* . . . . This code indicates the type of information in the Amount field, for example, hours or dollars.
Lower	The lower or minimum amount to compare.
Upper Limits	The upper or maximum amount to compare.
Amt./Rate	The amount or rate the system uses to calculate a DBA. When you enter 1, 2, 3, 4, 5, or 6 as the method of calculation, you must enter a value in this field to use in the calculation in conjunction with the basis table. For example, if you create a calculation table for vacation rollovers and enter 80 in this field, any amount that exceeds 80 does not roll over to the following year. An employee might have 92 hours of available vacation at the end of the year, but the employee loses 12 hours of vacation and begins the new year with 80 hours of vacation.
Rate	A rate that the system applies to the amounts that exceed the table defined amount.
S M	A user defined code (07/DS) that indicates which method the system uses to calculate DBAs. . . . . *Form-specific information* . . . . The secondary method the system can use in calculating the DBA. When the system uses the secondary method, the first table serves as an eligibility table. Eligibility on the primary table is based on salary range, date range, and age range, in that order.
Sec Table	A code which specifies the method under which the DBA is to be calculated. This calculation table serves as the secondary calculation table for the system. You must enter a code in this field if you enter a code in the secondary method field.

What You Should Know About

Viewing table methods online	Choose the Table Method function on the Calculation Tables form to locate information about individual table methods.
	The table method explains which fields in the table the system uses for calculations.
Zero amounts	You do not need to include a line in the calculation table for zero amounts. For example, if vacation time is not earned in the first year of employment, you do not need to include that year on the first line of the calculation table. The first line could start with 2.00 as the lower limit.
Table-method DBAs	DBAs that are entered at the employee level override DBA amounts or rates that are defined at the group or setup level, unless the DBA that is entered at the employee level is a table-method DBA. A table-method DBA is a calculation table that has a table-method code attached to it that specifies how the system calculates the DBA. If you reference a DBA that has a table-method code attached, you cannot override that DBA amount. The system does not recognize another method to calculate a DBA when a table-method code is attached to the DBA.
Override of DBA Limit form	The information on the calculation table overrides any information entered on the DBA Limit form.

See Also

- *Appendix C − DBA Table Methods*

Attaching Calculation Tables to DBAs

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose DBA Setup

After you set up your calculation tables, attach a calculation table to the DBA by entering the table code on DBA Setup.

▶ **To attach calculation tables to DBAs**

On DBA Setup

1. Complete the following fields:
   - Method of Calculation
   - Table Code
2. Complete the remaining steps for setting up a DBA.

See Also

- *Setting Up Simple DBAs (P069117)*

What You Should Know About

Attaching calculation tables to multiple DBAs   In most cases you attach a calculation table to a single DBA. J.D. Edwards recommends that you make the table code the same as the DBA code. You can attach the same calculation table to more than one DBA.

Reviewing the Calculation Tables Report

From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose Calculation Tables

The Calculation Tables report provides a list of the calculation tables by table code. Review this report to verify that the information you entered on each calculation table is accurate.

```
069026P                                J.D. Edwards & Company                            Page –           6
                                       Calculation Tables Report                         Date –      7/17/98
Table Type . . . . D    Deduction/Benefit/Accural
Table Code . . . . 03000 Life Insurance Premium
Table Method . . . AS   Multiplier/Basis=Salary(Trunc)
Table Explanation. . . .
. . . . Limits . . . .           Excess   S  Sec                                 Limit              Over
  Lower      Upper     Amount     Rate    M  Table       Description             Annual   Amount–2   Rate
----------  ---------- ---------- -------- -  -----  -------------------------- ---------- ---------- ----------
             29.99     .0900
  30.00      34.99     .1000
  35.00      39.99     .1300
  40.00      44.99     .1700
  45.00      49.99     .2700
  50.00      54.99     .4400
  55.00      59.99     .7000
  60.00      64.99    1.0000
  65.00      69.99    1.5000
```

Reviewing the DBA Table Method Codes Report
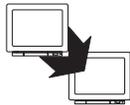
From Canadian Payroll Master (G77), enter 29

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

From Pay/Deductions/Benefits Setup (G7742), choose Table Method Explanations

The DBA Table Method Codes report is a list of each table-method code followed by the description of the table method. This menu selection uses World Writer to print the report.

```
                              DBA Table Method Codes                    Page     –       1
                                                                        Date     –   07/17/98
UM        Table                  Explanation                    D        DBA
          Name                                                  M        Methods
--  ---------------------------  ------------------------------------------------  -  -----------------------------
A% Percent of Salary             Lower/Upper range represents ANNUAL SALARY OR AGE 1 Table – Salary Range
                                 Multiply the employees ANNUAL SALARY by the amt./ 3 Table – Age (Calc. by DOB)
                                 rate in the table then multiply that result times 9 Table – Age (FAGE field)
                                 the Excess Rate in the same table.
AA Amount x Rate/Basis=Salary    Lower/Upper ranges represent ANNUAL SALARY.      1 Table – Salary Range
                                 The amount field in the table is multiplied         ** NOT FOUND **
                                 times an amount/rate retrieved from one of the      ** NOT FOUND **
                                 three D/B/a files associated with the employee
AB Multiplier/Basis=Salary       Lower/Upper ranges represent the EMPLOYEES AGE.   3 Table – Age (Calc. by DOB)
                                 Multiply the employees ANNUAL SALARY by the       9 Table – Age (FAGE field)
                                 amount/rate associated with the employee then       ** NOT FOUND **
                                 multiply that result by the amount field on
                                 the table.
AD Flat Dollar/Basis=Salary      Lower/Upper ranges represent ANNUAL SALARY.      1 Table – Salary Range
                                 The amount field on the table equals the actual     ** NOT FOUND **
                                 amount of the D/B/A/                                 ** NOT FOUND **
AH Hours Worked/Basis=Salary     LOWER/UPPER RANGES REPRESENT ANNUAL SALARY.      1 Table – Salary Range
                                 Multiply the NUMBER OF HOURS WORKED by the          ** NOT FOUND **
                                 employee by the amount/rate defined within the      ** NOT FOUND **
                                 table.
AP Percent of Gross/Basis=Salary Lower/Upper ranges represent ANNUAL SALARY.      1 Table – Salary Range
                                 Multiply the GROSS EARNINGS(current period)         ** NOT FOUND **
                                 of the employee by the amount/rate in the table.    ** NOT FOUND **
AQ Multiplier/Basis=Salary(Trun) Lower/Upper range represents ANNUAL SALARY.      1 Table – Salary Range
                                 Multiply the employees ANNUAL SALARY by the amt./   ** NOT FOUND **
                                 rate associated with the employee, round the        ** NOT FOUND **
                                 result DOWN to the next 1000 and multiply the
                                 result by the amount/rate in the table.
AR Multiplier/Basis=Salary(Rnd)  Lower/Upper range represents ANNUAL SALARY.      1 Table – Salary Range
                                 Multiply the employees ANNUAL SALARY by the amt./   ** NOT FOUND **
                                 rate associated with the employee, round the        ** NOT FOUND **
                                 result UP to the next 1000 and multiply the
                                 result by the amount/rate in the table.
AS Multiplier/Basis=Salary(Trunc) Lower/Upper range represents AGE in Years.      3 Table – Age (Calc. by DOB)
                                 Multiply the employees ANNUAL SALARY by the amt./ 9 Table – Age (FAGE field)
                                 rate associated with the employee, round the        ** NOT FOUND **
                                 result UP to the next 1000, divide by 1000 and
                                 mult. the result by the amount/rate in the table.
AT Multiplier/Basis=Salary(Rnded) Lower/Upper range represents AGE in Months.     3 Table – Age (Calc. by DOB)
```


Exercises

See the exercises for this chapter.

Setting Up Group Constants

You set up group constants to simplify the process of associating the same information with a group of employees. You might use group constants for information such as the following:

Pay-rate tables	You set up pay-rate tables to associate pay rates with a specific group of employees.
Group DBAs	You set up group DBAs to specify that collections of deductions, benefits, or accruals apply to groups of employees.
Union local and job cross-references	You set up local and job cross-references to cross-reference parent unions with local unions.
Job-classification constants	You set up job-classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit.

Setting up group constants consists of the following tasks:

❑ Setting up pay-rate tables

❑ Reviewing the Pay Rate Tables report

❑ Setting up group DBAs

❑ Reviewing the Group Plans report

❑ Setting up union local and job cross-references

❑ Reviewing the Union and Job Cross-Reference report

❑ Setting up job-classification constants

Setting Up Pay-Rate Tables

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Pay Rate Tables

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

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

Setting up pay-rate tables allows you to do the following:

- Make pay rates specific to a job, business unit, or shift
- Establish up to five different pay rates per job type and job step
- Establish workers compensation codes for each job type and job step
- Establish a flat burden factor for each job type and job step

▶   **To set up pay-rate tables**

On Pay Rate Tables

```
[069121] - Pay Rate Tables                                    _ □ ×
Functions   Options   Tools   Help
 ✔   ✘   1i   2▲   4✛   9▬

                              Wage Decision No:  [            ]

Union Code            7700      Labourer - Canada
Business Unit         [        ]
Shift Code            [ ]           No Shift
Effective Dates - From:  01/01/94    Thru:   12/31/98
Skip to Job Type      [        ]

   O   . . Job   Hourly Rate    . . . . . Overtime Rates . . . . .
       Type |Step              Regular    Double    Triple    Holiday
       5J-3              12.350
       5J-4              11.250
       5J-5              18.650
       5J-6              10.000






Opt:  9=Delete   F4=Detail   F8=Group Plan DBA Setup   F20=Next   F24=More
```

1. Complete the following fields:

    • Union Code

    • Effective Date From

    • Effective Date Thru

    • Job Type

    • Hourly Rate

2. Complete the following optional fields:

    • Wage Decision Number

    • Business Unit

    • Shift Code

    • Job Step

    • Regular Overtime Rate

    • Double Overtime Rate

    • Triple Overtime Rate

    • Holiday Overtime Rate

3. Access the detail area.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▩▒[069121] - Pay Rate Tables                              _ □ ✕        │
│ Functions  Options  Tools  Help                                        │
│ ┌──────────────────────────────────────────────────────────────────┐  │
│ │ ✔ │ ✕ │ ₁i │ ₂▲ │ ₄╬ │ ₉▬ │                                        │
│ └──────────────────────────────────────────────────────────────────┘  │
│                                    Wage Decision No: ┌─────────────┐   │
│                                                      └─────────────┘   │
│ Union Code         ┌7700────┐  Labourer - Canada                       │
│ Business Unit      ┌────────┐                                          │
│ Shift Code         ┌─┐           No Shift                              │
│ Effective Dates - From: ┌01/01/94┐  Thru: ┌12/31/98┐                   │
│ Skip to Job Type   ┌────────┐                                          │
│                                                                        │
│  0 │ . . Job . . │ Hourly Rate │  . . . . . Overtime Rates . . . .     │
│    │ Type │ Step │             │  Regular │ Double │ Triple │ Holiday  │
│    │ 5J-3        │   12.350    │                                       │
│    │ Billing :   │             │                                       │
│    │ Burden-1:   │             │                                       │
│    │ Burden-2:   │             │                                       │
│    │ Piece Rt:   │        WCMP    /    Flat Bdn  1.0000  Load Meth 0   │
│    │ 5J-4        │   11.250    │                                       │
│    │ Billing :   │             │                                       │
│    │ Burden-1:   │             │                                       │
│    │ Burden-2:   │             │                                       │
│    │ Piece Rt:   │        WCMP    /    Flat Bdn  1.0000  Load Meth 0   │
│                                                                  ▲     │
│ Opt:  9=Delete   F4=Detail   F8=Group Plan DBA Setup  F20=Next  F24=More ▼ │
└──────────────────────────────────────────────────────────────────────┘
```

4. Complete one or more of the following fields:

    • Billing Rate

    • Piecework Rate

    • Workers Compensation Insurance Code (WCMP)

    • Workers Compensation Subclass Code (not labeled)

    • Flat Burden

    • Labor Load Method Code

Field	Explanation
Union Code	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.

Field	Explanation
Hourly Rate	The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.
	In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.
	Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.
Wage Decision No:	This code is used to reference the government Wage Decision that the contract pay rates fall under.
Shift Code	A user defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.
	For payroll and time entry:
	If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.
	If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.
Billing :	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.
	Enter a rate on any of the following forms to override the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Time Entry by Shop Floor Control

Field	Explanation
Piece Rt:	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.
WCMP	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.
Flat Bdn	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Labor Load Method	A code that indicates that flat burden is to be calculated.

Labor Load Method (continued):

Valid values are:

0	The flat burden percentage will always be 1.000, Therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.
1	The flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.

You can define flat burden rules and percentages in the following places within the Payroll system:
- Business Unit
- Pay Rates table
- Employee level

What You Should Know About

Hourly rates	If you enter values in the overtime rate fields, the system does not use the pay-type multiplier from the Pay Type Setup form.
	If you enter values only in the hourly rate fields, the system uses the pay-type multiplier for the overtime rates.
Billing rates	If you enter a value for billing rates in the detail area, the system does not use the pay-type multiplier.

Reviewing the Pay Rate Tables Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Pay Rate Tables

The Pay Rate Tables report lists information for the pay-rate tables that you have defined, including rate information for all group or union codes.

```
06912P                                    J.D. Edwards & Company                       Page     -      9
                                          Print Union Rates Report                      Date     -  7/17/98
Union Code . . . . . 7700        Labourer - Canada                    Wage Decision No:
Business Unit. . . .
Shift Code . . . . .              No Shift
Effective Dates. . . 01/01/94 Thru 12/31/98
                                                                   . . . . . . . . Hourly Rates . . . . . . . . .
  Craft Step                    Craft/Step Description              Types   Reg.     A        B        C        D
 ------ ----  -----------------------------  ----------------------------- ------- -------- -------- -------- --------
5J-3          Purchasing Manager             /                     . Wages  12.350
              Labor Object .       Workers Comp .    /
              Labor Load Mth 0     Flat Burden. .   1.0000
* * * * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
5J-4          Fire Fighter                   /                     . Wages  11.250
              Labor Object .       Workers Comp .    /
              Labor Load Mth 0     Flat Burden. .   1.0000
* * * * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
5J-5          Electrician                    /                     . Wages  18.650
              Labor Object .       Workers Comp .    /
              Labor Load Mth 0     Flat Burden. .   1.0000
* * * * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
5J-6          Junior Engineer                /                     . Wages  10.000
              Labor Object .       Workers Comp .    /
              Labor Load Mth 0     Flat Burden. .   1.0000
* * * * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Data Sequence for the Pay Rate Tables Report

Do not change the data sequence for this report.
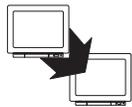
Setting Up Group DBAs

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Group Plan DBA Setup

You set up group DBAs to specify that deductions, benefits, or accruals apply to groups of employees. You identify each group plan by a user defined code. The user defined code is referred to interchangeably as the group-plan code or the union code. In addition to the group-plan code, you can further define group plans with additional qualifying criteria, such as any of the following:

- Business unit – The plan applies only for work performed in a particular business unit or job location.

- Job type – The plan applies only to employees working in a certain job type.

- Job step – The plan applies only to employees in a certain job step within a job type.

- Date range – The plan applies if the pay-period dates fall within the date range that you specify. For example, you could use this criterion to establish plans with built-in rate increases that you base on effective dates.

▶ **To set up group deductions, benefits, and accruals**

On Group Plan DBA Setup

1. Complete the following fields:

   - Group Plan

   - Effective Date of Rate From

   - Effective Date of Rate Thru

   - DBA Code

   - Generate A/P Voucher

2. Complete the following optional fields:

   - Zero Amount Override Flag (Z)

   - Amount or Rate

   - Payee

3. Access the detail area.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▓▒ [069101] - Group Plan DBA Setup                          _ □ ×     │
│ Functions  Options  Tools  Help                                        │
│ ┌──────────────────────────────────────────────────────────┐          │
│ │ ✔  ✕  ⬛ 1i │ 2▲ │ 4✛ │ 5▬ │                               │          │
│ └──────────────────────────────────────────────────────────┘          │
│    Group Plan        7700         Labourer - Canada                    │
│    Business Unit     [        ]                                        │
│    Job Type          [        ]                                        │
│    Job Step          [      ]                                          │
│    Effective Date of Rates-    From  01/01/1998    Thru  12/31/1999    │
│  ┌───────────────────────────────────────────────────────────────┐    │
│  │ O  No  T M  Description  Z    . . . Amount/Rate  G  Payee  Name│    │
│  │                                Level 1 | Level 2 V             │    │
│  │    7700 D % RRSP                                N              │    │
│  │      Limitations Pay Pd Calc 1-  2-  3-  4-  5-    Calc. Table │    │
│  │      Pay Pd Calc 1-            Monthly         Quarterly       │    │
│  │      Annual Level 1        Annual Lvl 2        Pay Period      │    │
│  │      Deduction Prior Limit-     Group Cd-    Min/Max Hrs       │    │
│  │    7701 B % RRSP Co.                            N              │    │
│  │      Limitations Pay Pd Calc 1-  2-  3-  4-  5-    Calc. Table │    │
│  │      Pay Pd Calc 1-            Monthly         Quarterly       │    │
│  │      Annual Level 1        Annual Lvl 2        Pay Period      │    │
│  │      Deduction Prior Limit-     Group Cd-    Min/Max Hrs       │    │
│  └───────────────────────────────────────────────────────────────┘    │
│                                                              ⬆         │
│ Opt: 9=Del F4=Detail F8=Pay Tables F15=Trans Index F24=More  ⬇        │
└──────────────────────────────────────────────────────────────────────┘
```

4. Complete the following fields as appropriate:

   - Business Unit

   - Job Type

   - Job Step

   - Pay Period to Calculate

   - Calculation Table

   - Pay Period Limit

   - Monthly Limit

   - Quarterly Limit

   - Annual Limit

- Pay Period Percent Limit
- Prior Limit
- Group Limit Code
- Minimum/Maximum Hours

Field	Explanation
Z	A Yes/No field indicating whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.
Prior Limit–	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of $2,000.00. After this limit is met, deduction 1500 begins calculation and withholding. The DBA number of the predecessor must be lower than the successor's number.
Group Cd–	A user defined code 07/GR that groups together DBAs that share common limitations. Use this field to group together wage assignments for the split of available wages.
Min/Max Hrs	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the method of calculation is H or I.

What You Should Know About

Administering group plans for benefits	If your company administers benefits using the J.D. Edwards Human Resources system, you can also set up benefit plans in the Human Resources system to use in combination with DBAs at the employee level.

Reviewing the Group Plans Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Plan Benefits

Review the Group Plans report to verify that the information that you entered to set up group plan DBAs is correct.

```
06910P                                    J.D. Edwards & Company                    Page    -       8
                                          Group Plan Instructions                   Date    -  7/17/98
Union . . . 7700        Labourer - Canada
Bus. Unit .
Job Type. .                                           .
Job Step. .
Effective Dates: 01/01/98 Thru 12/31/99
DBA   T                                Amount    Pay Period   Monthly    Annual LV-1  Hours    Payee                        Gr
Table T       Description              LV-1/LV-2 Amt-Hrs /%   Quarter    Annual LV-2  Min/Max  Pred      Description        Cd
----- - ------------------------------ ---------- ------------ ------------ ------------ -------- -------- ------------------- --
 7701 B RRSP Co.
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7720 B H&W - Canada
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7735 B Ext Health
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7780 B Vacation Pay
07780
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7700 D RRSP
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7706 D Dental Fam
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7710 D Union-Canada                                                                          5645 Laborer's Internatl
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Setting Up Union Local and Job Cross-References
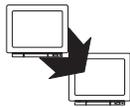
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Union/Local Job Cross-Reference

You set up union local and job cross-references to cross-reference parent unions with local unions. You use these cross-reference tables when a parent union has members working for a local union and those members must be paid the local union's pay rate and receive the corresponding benefits. By cross-referencing one union's (local or parent) job to another union, you ensure that the system uses the correct pay rates and benefits to calculate payroll.

The cross-reference tables are specific to business units and jobs and provide for the retrieval of hourly rates and group DBAs. If you define these tables, you do not have to change an employee's union information during time entry. The system substitutes the employee's union and retrieves the related local union.

You can also set up cross-references between local units of the union.

Before You Begin

❑ Define both the parent and the local union in the system.

❑ Define the pay rates and the group DBAs for the local union that has the job.

▶ **To set up union local and job cross-references**

On Union Local/Job Cross-Reference
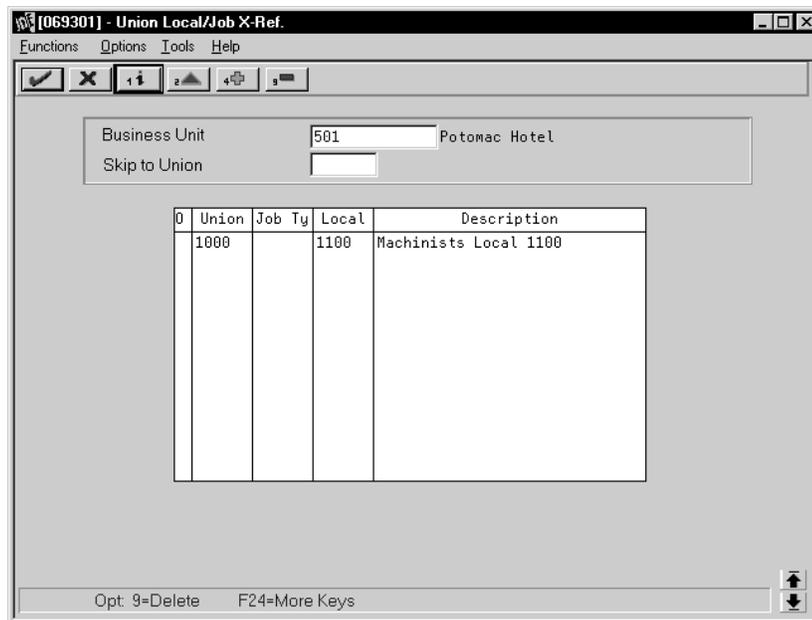
1. Complete the following fields:

    • Business Unit

    • Union Code

    • Local Union Code

2. Complete the following optional field:

    • Job Type

Reviewing the Union and Job Cross-Reference Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Union/Local Job Cross-Reference

The Union/Job Cross-Reference report lists cross-reference information for the tables that you have defined.

```
06930P                                 J.D. Edwards & Company                         Page    -      2
                                       Union/Job Cross-Reference                      Date    -  7/17/98
Business Unit
                             Job
 Union       Description     Type       Description            Local       Description
 ------ ---------------------------- ------ ---------------------------- ------ ----------------------------
 1000   Machinists                                                       1100   Machinists Local 1100
 1000   Machinists                                                       1100   Machinists Local 1100
```

Data Sequence for the Union and Job Cross-Reference Report

Do not change the data sequence for this report.

Setting Up Job-Classification Constants

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Group Constants

From Group Constants (G7745), choose Job Classification Constants

You set up job-classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit. For U.S. payroll, you can identify combinations of job types and job steps that you want to print on the Certified Payroll Register report to meet taxing authority regulations.

You can also specify alternate job types and job steps to print on the Certified Payroll Register report to meet U.S. taxing authority regulations. Alternate job-type and job-step codes replace the codes for job type and job step that exist in either the Employee Master table (F060116) or the Payroll Transaction History table (F0618).

▶ **To set up job-classification constants**

On Job Classification Constants

Complete one or more of the following fields:

- Job Type
- Job Step
- Union
- Business Unit
- Alternate Type
- Alternate Step

What You Should Know About

Fields for future use The following fields are for future use and are inactive for this release:

- Hourly Rate - Lower Amount
- Hourly Rate - Upper Amount
- Reporting Class
- Tip Class
- EEO Type

Exercises

See the exercises for this chapter.

Automatic Accounting Instructions Setup

Automatic Accounting Instructions (AAIs) assign account numbers to the journal entries created in the Payroll or Time Accounting systems. During the payroll cycle, the system creates a journal entry of every calculation for every employee. These calculations include salary and wage expenses, burden, cash disbursements, and liabilities. As an option, you can create journal entries for labour and equipment billings and accruals for payroll cycles that cross accounting periods. The AAIs control the account to which each journal entry is assigned. After the journal entries are created and assigned account numbers, the system summarizes the journal entries and passes them to the general ledger.

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

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

You can post the journal entries either automatically or manually for each payroll cycle.

When Are Journal Entries Created?

The system can create journal entries at three stages in the processing:

- During a regular payroll cycle
- While processing interim cheques during a regular payroll cycle
- During a special timecard post

The system initially creates pro forma journal entries during the journal entries step of the payroll cycle. The pro forma journal entries are created in the Payroll Journal table (F06395), and at that point they become part of the Payroll system.

During the final update, the system creates actual journal entries in the Account Ledger table (F0911). At this point, the journal entries are part of the General Accounting system.

When you generate timecard journal entries during a special timecard post, you create pro forma journal entries. The system creates the actual journal entries when you post journal entries to the general ledger.

See Also

- *Processing Pro Forma Journal Entries (P06220)*
- *Processing Journal Entries Prior to the Payroll Cycle (P062901)*

What Is the General Ledger Account Structure?

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

- Where – business unit
- What – account number

Business unit is a 12-character, alphanumeric field that is the lowest level of organizational reporting. Each business unit is assigned to a company and can be associated with 20 category codes for higher-level reporting. Examples of business units include the following:

- Department
- Branch
- Asset (revenue and maintenance expense)

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

- Object account, a 6-character, alphanumeric field that is required on all journal entries.
- Subsidiary, an 8-character, alphanumeric field that is optional on journal entries. For example, use this field to identify an employee number, equipment number, or asset number.

What Dates Are Associated with Payroll Journal Entries?

The following chart highlights the timing relationships that are important to payroll journal entries.
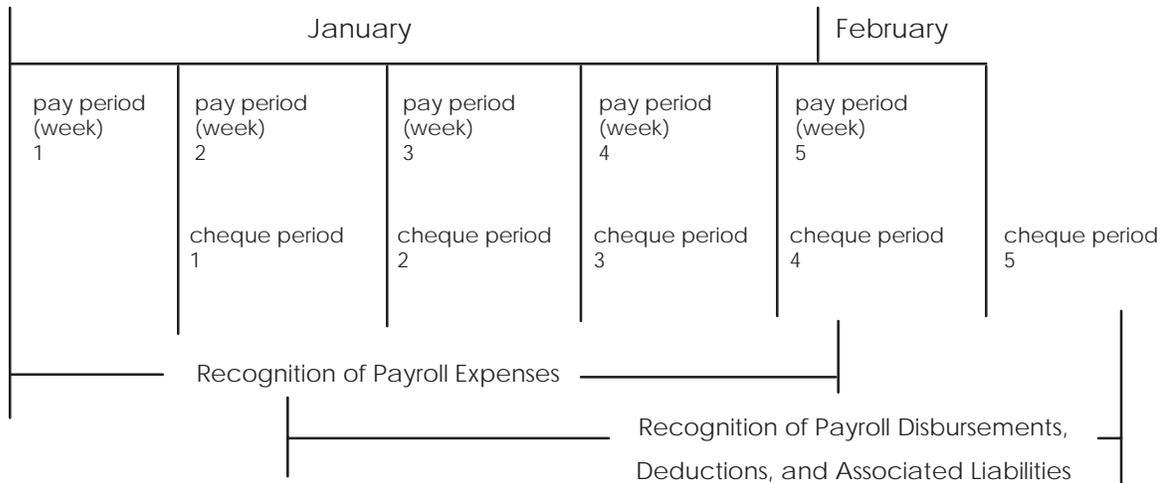
The following definitions are important in understanding payroll journal entries:

General ledger date	The date that the system uses for posting to the proper general ledger fiscal period. The table that defines date ranges for each accounting period is the Date Fiscal Patterns table (F0008) for the General Accounting system.
Pay-period ending date	The last date of the pay period, as defined on the Master Pay Cycles form.
Payment date	The payment (cheque) date of the pay period, as defined on the Master Pay Cycles form.
Work date	The actual date entered on a timecard.
Transition period	Any pay period that has working days in two accounting periods.
Accounting period ending date	The last date of the general ledger fiscal period.

Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last date of the preceding accounting period for journal entries for those timecards with work dates that fall into the preceding accounting period. The system assigns a general ledger date equal to the pay-period ending date in pre-payroll processing for journal entries for those timecards with work dates that fall in the succeeding accounting period.
Override date	When specified in the journal entries step of the payroll cycle, this date is used as the general ledger date for all payroll journal entries.

When journal entries are created during a payroll cycle, the system assigns to the journal entries a general ledger date that is associated with the payroll cycle, such as pay-period end date or payment date. You specify the general ledger date to be used for labour distribution and burden journal entries (T2, T3, T4, and T5) in the payroll journal entries step of the payroll cycle. Cash disbursement and liability journal entries (T1 and T7) use the payment date as the general ledger date.

The Pay Cycle Review program keeps track of your choice of general ledger date for labour distribution journal entries and uses that date for reference when you submit the next payroll cycle.

You can specify an override date when you submit the journal-entry creation job. The override date that you specify becomes the general ledger date for all journal entries that are created for all document types.

When you use the special timecard post to create journal entries, you specify the general ledger date to use.

Example: Payroll Journal Entry

The following example of a payroll journal entry is based on the following simple payroll conditions:

- Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
- Time Card: 01/28/98 (Pay Code 001) $1,000
- Payroll Taxes and Insurance (P.T.I.): EI (Tax Type CC & CD) $70
- Deductions: Savings Bond (Ded Code 2000) $50
- Benefits: Union 1000 (Ben Code 6000) $30
- Payment Date: 02/05/98

Date	Account	Description	DR	CR
Labour Distribution Journal Entries				
01/28/98	1.4205	Wages Payable		1000
01/28/98	25.8115	Labour Expenses	1000	
			1000	1000
Actual Burden Journal Entries				
01/28/98	25.8146	Union Fringe	30	
01/28/98	25.8135	EI Burden	70	
01/28/98	1.4333.FR	Burden Clearing – Fringe		30
01/28/98	1.4333.TX	Burden Clearing – Tax		70
			100	100
Disbursement Journal Entries				
02/05/98	1.4205	Wages Payable	1000	
02/05/98	1.1110.PAY	Cash in Bank		880
02/05/98	1.4316	Savings Bonds		50
02/05/98	1.4332	Union Fringe		30
02/05/98	1.4212.EE	EI Employee		70
02/05/98	1.4212.ER	EI Employer		70
02/05/98	1.4333.FR	Burden Clearing – Fringe	30	
02/05/98	1.4333.TX	Burden Clearing – Tax	70	
			1100	1100

Which Codes Are Used to Identify Journal Entries?

When the system creates a journal entry for the general ledger, the system codes the journal entry with a document type and a reference number. The document type is a two-character code that classifies payroll journal entries into one of seven document types:

- Type T1 – Payroll disbursement journal entries
- Type T2 – Labour distribution and flat burden journal entries
- Type T3 – Actual burden journal entries
- Type T4 – Labour billing distribution journal entries
- Type T5 – Equipment distribution journal entries
- Type T6 – Payroll accruals and deferrals
- Type T7 – Payroll voucher journal entries

The reference number, composed of the journal-entry type and the general ledger date, further identifies the source of each journal entry within a document type.

The journal-entry reference number becomes the Reference 2 value in the actual Account Ledger table (F0911).

Document-Type T1 – Payroll Disbursement Journal Entries

Document-type T1 contains all journal entries associated with the writing of payments. The journal entries include cash-in-bank; relief of accrued wages; deduction, tax, and benefit liabilities; and burden clearing entries.

The system creates only T1 journal entries during the payroll cycle.

All T1 journal entries carry the same general ledger date, that is, the payment date or the override date.

The specific journal-entry types used for these journal entries include the following:

AL	Accrued liabilities (deductions, benefits) – Credit entry
AT	Accrued liabilities (taxes) – Credit entry
AW	Accrued wages – Debit entry
CF	Burden offset (clearing) – Fringe – Debit entry
CT	Burden offset (clearing) – Taxes – Debit entry
DP	Disbursed amount (printed computer cheques) – Credit entry (in the payroll cycle)
DA	Disbursed amount (autodeposit) – Credit entry
DC	Disbursed amount (currency) – Credit entry

DM	Disbursed amount for interim manual cheques – Credit entry
DI	Disbursed amount for printed interim cheques – Credit entry
IC	Intercompany settlements

Document-Type T2 – Labour Distribution Journal Entries

The system creates journal entries for document-type T2 directly from timecards for labour expenses and associated offsets for accrued wages. You can also generate journal entries to allocate an estimated or flat burden expense.

The system creates T2 journal entries during the payroll cycle or during a special timecard post.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Pay-period ending date	The general ledger date is the pay-period ending date.
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last date of the preceding accounting period for journal entries for those timecards with work dates that fall into the preceding accounting period. The system assigns a general ledger date equal to the pay-period ending date in pre-payroll processing for journal entries for those timecards with work dates that fall in the succeeding period.
Override date	You provide an override date when you submit the journal-entry creation job. The date that you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T2s in the payroll journal-entry step of the payroll cycle. When you generate timecard journal entries during a special timecard post, enter the general ledger date in the processing options.

The specific journal-entry types used for labour distribution journal entries are the following:

AW	Accrued wages – Credit entry
FB	Flat burden expense – Debit entry
FC	Flat burden offset (clearing) – Credit entry
LD	Labour distribution straight time – Debit entry
PR	Labour distribution premium time – Debit entry
IC	Intercompany settlements

Document-Type T3 – Actual Burden Journal Entries

The system calculates company-paid payroll taxes, insurance, and benefits on an employee-by-employee basis. These expenses are collectively referred to as burden. Actual burden journal entries are created when the employee burden expenses are allocated to expense accounts based on the individual timecards entered for each employee.

The system generates journal entries for document-type T3 during either the payroll cycle or a special timecard post.

Actual burden journal entries carry the same general ledger date as the associated labour expense.

The specific journal-entry types used for actual burden journal entries are the following:

BF	Fringe burden (benefits and accruals) – Debit entry
BT	Payroll tax and insurance burden (PTI) – Debit entry
CF	Burden offset (clearing) – Fringe – Credit entry
CT	Burden offset (clearing) – Taxes – Credit entry
IC	Intercompany settlements

Document-Type T4 – Labour Billing Distribution Journal Entries

Document-type T4 journal entries are for labour billings, also known as recharge, and associated revenue offsets.

You use T4 labour billings for the following:

Billing internally	You might charge other departments for maintenance people or charge a supervisor's billing rate to a job.
Billing externally	You might generate service billing for consulting services.

The system creates labour billing distribution journal entries from the billing-rate value. To create T4s for an associated timecard, you must set the Record Type field (originally set up on the Employee Master form) on the timecard to one of the following settings:

- 2 (Payroll and recharge processing)
- 3 (Recharge processing only)

The system creates journal entries for labour billing distribution from timecards during either the payroll cycle or a special timecard post.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Pay-period ending date	The general ledger date is the pay-period ending date.
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last date of the preceding accounting period for journal entries for those timecards with work dates that fall into the preceding accounting period. The system assigns a general ledger date equal to the pay-period ending date in pre-payroll processing for journal entries for those timecards with work dates that fall in the succeeding accounting period.
Override date	You can provide an override date when you submit the journal-entry creation job. The date that you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T4s in the payroll journal-entry step of the payroll cycle. During a special timecard post, enter the general ledger date in the processing options.

The specific journal-entry types used for labour billing distribution journal entries are the following:

RD	Labour billing (recharge) distribution – Debit entry
RO	Labour billing (revenue) offset – Credit entry
IC	Intercompany settlements

Document-Type T5 – Equipment Distribution Journal Entries

Document-type T5 journal entries designate billings associated with the use of equipment and the offsets for equipment revenue.

The system creates journal entries for equipment distribution from timecards. Equipment distribution journal entries can be generated during either the payroll cycle or a special timecard post.

Four possible general ledger dates exist for journal entries created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Pay-period ending	The general ledger date is the pay-period ending date.
Cost period	You can use the cost period with the creation of payroll journal entries for a transition period. The system assigns a general ledger date equal to the last date of the preceding accounting period for journal entries for those timecards with work dates that fall into the preceding accounting period. The system assigns a general ledger date equal to the pay-period ending date in pre-payroll processing for journal entries for those timecards with work dates that fall in the succeeding accounting period.
Override date	You can provide an override date when you submit the journal-entry creation job. The date that you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T5s in the payroll journal-entry step of the payroll cycle. For a special timecard post, enter the general ledger date in the processing options.

The specific journal-entry types used for equipment distribution journal entries are the following:

ED   Equipment billing distribution – Debit entry

EO   Equipment billing (revenue) offset – Credit entry

                                     Set up the credit entry in the equipment AAIs.

Document-Type T6 – Payroll Accruals and Deferrals

The Payroll system allows you to specify an accrual factor for transition pay periods instead of using the cost-period option of creating payroll journal entries. Through the use of this feature, you can use the accrual factor to accrue a portion of payroll expenses in the previous month and defer the expense in the following month. Prior period entries are made to the last day of the prior accounting period.

The journal-entry types for T6 are the same as those for T2, T3, T4, and T5.

The system creates journal entries for document-type T6 during the payroll cycle. Enter the accrual factor (percentage) in the journal entries step of the payroll cycle.

The accrual entries have a general ledger date that is equal to the last date of the prior accounting period. The reference number is equal to the journal-entry type plus the original general ledger date.

The deferred entries have a general ledger date that is equal to the date of the original entries.

Document-Type T7 – Payroll Voucher Journal Entries

Document-type T7 journal entries designate accounts payable vouchers.

Document-type T7s are created during the payroll cycle. All T7 journal entries carry the same general ledger date, which is the payment date.

The specific journal-entry types used for payroll voucher journal entries are the following:

AL   Accrued liabilities – Credit entry

AT   Accrued taxes – Credit entry

There are no AAIs for T7s. The account numbers are assigned the same way that T1 account numbers are assigned.

Example: Journal Entry with Document and Journal-Entry Types

The following example of a payroll-cycle journal entry is based on the following simple payroll conditions:

- Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
- Timecard: 01/28/98 (Pay Code 001) $1,000
- Payroll Taxes and Insurance (P.T.I.): EI (Tax Types CC & CD) $70
- Deductions: Savings Bond (Ded Code 2000) $50
- Benefits: Union 1000 (Ben Code 6000) $30
- Payment Date: 02/05/98

Type	Journal-Entry Type	Date	Account	Description	DR	CR	Menu Sel.
Type T2 – Labour Distribution Journal Entries							
T2	AW	01/28/98	1.4205	Wages Payable		1000	7
T2	LD	01/28/98	25.8115	Labour Expenses	1000		2
					1000	1000	
Type T3 – Actual Burden Journal Entries							
T3	BF	01/28/98	25.8146	Union Fringe	30		3
T3	BT	01/28/98	25.8135	EI Burden	70		3
T3	CF	01/28/98	1.4333.FR	Burden Clearing – Fringe		30	7
T3	CT	01/28/98	1.4333.TX	Burden Clearing – Tax		70	7
					100	100	
Type T1 – Disbursement Journal Entries							
T1	AW	02/05/98	1.4205	Wages Payable	1000		7
T1	DA	02/05/98	1.1110.PAY	Cash in Bank		880	4
T1	AL	02/05/98	1.4316	Savings Bonds		50	5
T1	AL	02/05/98	1.4332	Union Fringe		30	5
T1	AT	02/05/98	1.4212.EE	EI Employee		70	5
T1	AT	02/05/98	1.4212.ER	EI Employer		70	5
T1	CF	02/05/98	1.4333.FR	Burden Clearing – Fringe	30		7
T1	CT	02/05/98	1.4333.TX	Burden Clearing – Tax	70		7
					1100	1100	

What Search Criteria Does the System Use?

Company 00000 is the default company in all of the AAI tables. Always start by setting up generic entries in Company 00000. Such entries provide a source for default accounts for all of the various types of journal entries. After you complete table entries for Company 00000, you can enter other companies. Entries for other companies should only be exceptions to the generic rules established under Company 00000.

Every AAI table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal-entry types. Rules for some journal-entry types must be set up. Other rules are optional.

Each time the system creates a journal entry, the system follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the system data, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument.

On the first search, the system uses data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then, one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal-entry type. In addition, you can have a line in an AAI table that has no search criteria other than the journal-entry type. This is the default line.

The system first searches the rules for a specific company. If the system finds no applicable rules (matches) for that company, the system continues with the rules for Company 00000.

See Also

- *Setting Up Intercompany Settlements (P069041)*

Setting Up AAIs

You set up automatic accounting instructions (AAIs) for payroll to automatically assign account numbers to the journal entries created in the Payroll system. You can establish AAIs separately for each company. Always set up generic instructions in Company 00000. The system searches for a specific company first. If it finds no instructions for the specific company, the system searches for Company 00000.

In addition to defining rules in the separate AAI tables, you can also set up rules for how the system summarizes journal entries.

You can have a line in an AAI table that has no search criteria other than the journal-entry type. This is a default line that uses the default journal-entry type.

Setting up automatic accounting instructions consists of the following tasks:

- ❏ Setting up AAIs for labour, billings, and equipment distribution

- ❏ Setting up AAIs for burden and premium labour distribution

- ❏ Setting up company burden rules

- ❏ Setting up business-unit burden rules

- ❏ Setting up AAIs for cash-in-bank account distribution

- ❏ Setting up AAIs for liabilities

- ❏ Setting up AAIs for labour billings

- ❏ Setting up AAIs for accruals and clearing

- ❏ Setting up journal summarization rules

- ❏ Reviewing the Accounting Distribution Rules report

- ❏ Reviewing the Accounting Summarization Rules report

- ❏ Entering default journal-entry types

Setting Up AAIs for Labour, Billings, and Equipment Distribution

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Debit-Direct Labour/Billings/Equipment

You set up AAIs for direct labour, billings, and equipment distribution to define accounts for transactions related to labour, labour billing (recharge), and the use of equipment. You do this by specifying search criteria for employee or timecard information and the account number information for the system to use in making the labour, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

When you set up direct labour, billings, and equipment distribution instructions, the minimum setup requirements for journal-entry types are the following:

Equipment distribution (ED)	This is necessary only if you are creating equipment transactions.
Payroll labour distribution (LD)	This is always required.
Labour billing distribution (RD)	This is necessary only if you are using billing (recharge) rates.

The system accesses this AAI table during time entry as well as during pre-payroll, when it creates timecards for autopay employees. The system uses the values from the timecard, which retrieves the values from the Employee Master table, other sources, or overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

Search Criteria for Labour Distribution

The system uses the search criteria fields to determine the account distribution for the labour, billings, and equipment entries for your payroll. The system searches these accounting instructions in the following order, depending on the business unit and associated company used by time entry:

1. On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and attempts to match it to the appropriate journal-entry type.

2. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria.

3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default Company 00000.

The following list identifies the search criteria that the system uses to match information from the timecard for a specific company:

Business Unit	Union	Job Type	Job Step	Payment Type	Journal-Entry Type
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

The following list identifies additional search criteria that the system can use to match information from the timecard for the default Company 00000:

Business Unit	Union	Job Type	Job Step	Payment Type	Journal-Entry Type
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

▶ **To set up AAIs for labour, billings, and equipment distribution**

On Debit – Direct Labour/Billings/Equipment
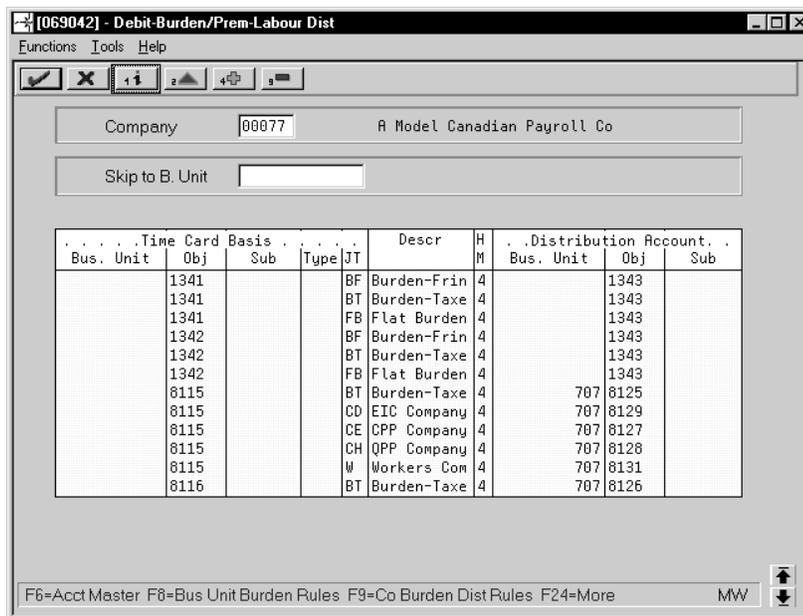
1. Complete the following fields:

    -   Company
    -   Journal Type (JT)
    -   Distribution Account Object (Obj)

2. Complete the following optional fields:

    -   Employee or Time Card Basis Business Unit
    -   Employee or Time Card Basis Union Code
    -   Employee or Time Card Basis Job Type
    -   Employee or Time Card Basis Job Step
    -   Employee or Time Card Basis Pay Type
    -   Distribution Account Business Unit
    -   Distribution Account Subsidiary

Field	Explanation
JT	This field represents the type of transaction for which an account is to be derived.
	. . . . *Form-specific information* . . . .
	For Equipment Billing:
	Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table.
	When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify in the Equipment Worked (EQPW) field on Equipment Time Entry forms in Payroll or Time Accounting.
Employee or Time Card Basis Bus. Unit	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit.
	You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.
	. . . . *Form-specific information* . . . .
	For autopay employees, the system uses the labor distribution instructions, the employee's home business unit, or the lowest level of default.

What You Should Know About

Search criteria

Information coded on the timecard establishes the search criteria. Codes in the Union, Type, and Step fields help to narrow the system's search. The system uses the following search criteria to determine which distribution account to debit:

- In the first pass, the system searches for all fields in the Time Card Basis section of the form.
- In the second pass, the system searches for business unit, plan, job type, job step, and journal-entry type.
- In each successive pass, the system uses a different combination of data fields for the search criteria.

Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override or timecard basis business unit
- Object – Table entry required
- Subsidiary – Override or timecard subsidiary

Business-unit search for Company 00000

You cannot specify a business-unit search for Company 00000 because each business unit is attached to a unique company. To search by business unit, you must attach the business unit to a company-specific table during setup.

See Also

- *Entering Default Journal-Entry Types (P069043)*

Setting Up AAIs for Burden and Premium Labour Distribution

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Debit-Burden/Premium Labour Distribution

You set up AAIs to define accounts for actual burden, flat burden, and labour distribution premium time transactions. The hierarchy method in this table helps control account derivation.

Burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include the following:

- Payroll taxes and insurance (PTI) – Company-paid taxes and insurance, such as workers compensation insurance

- Fringe benefits – Company-paid benefits, such as health insurance and company contributions to a 401(k) or RRSP plan

A company can choose to use flat burden, actual burden, or both.

Actual burden considerations

Actual burden:
- Is heavier at the beginning of the year until limits are reached. Examples are FICA, FUI, SUI, and SDI in the U.S. and EI in Canada.
- Can be turned on and off by company to complete the calculation.

Flat burden considerations

Flat burden:
- Is an estimate that is a percentage of an employee's gross wages.
- Distributes the expense at the same amount throughout the entire year.
- Can be calculated per employee, union, or business unit for each timecard during time entry.
- Is not calculated for lump sum amounts.

The following graphic illustrates how expenses are distributed throughout an entire year according to flat burden and actual burden:
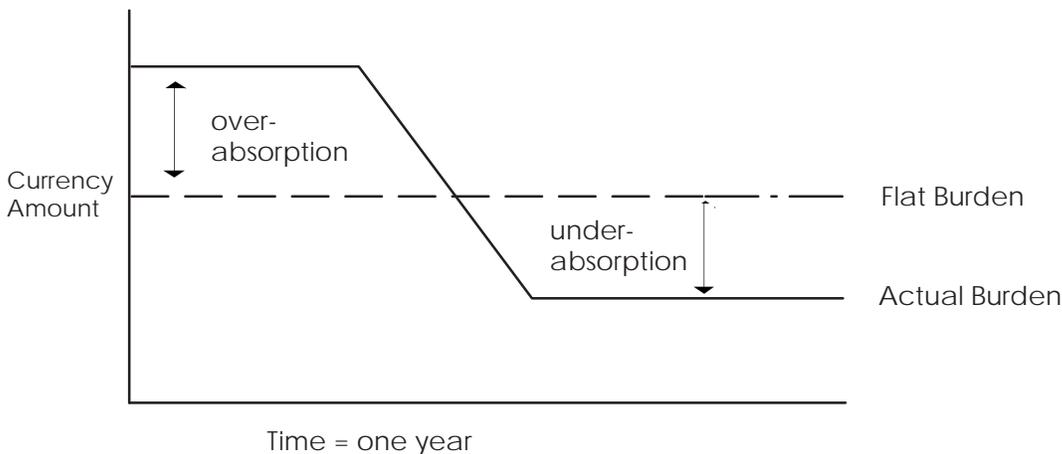
When you set up actual burden distribution debit instructions you must, at a minimum, include the following default journal-entry type codes:

BF – Burden fringe benefits for actual burden	Use this journal-entry type for the burden fringe benefits that you do not want to distribute separately. When the system does not find an entry for a specific fringe benefit, it uses the distribution account associated with journal-entry type BF.
	The DBA Type field works with the Journal Type field. You must enter a value in one of the fields, but not both, for each accounting rule.
	Use the following guidelines when setting up this journal-entry type:

- To distribute different types of fringe benefits to unique accounts, set up the DBA number in the AAI table.
- To account for a tax separately, set up the tax code as the journal-entry type in the AAI table.

BT – Burden taxes for actual burden	Use this journal-entry type for the burden taxes that you do not want to distribute separately. When the system does not find an entry for a specific tax, it uses the distribution account associated with journal-entry type BT.

When you set up flat burden distribution debit instructions you must, at a minimum, include the following journal-entry type code:

- FB – Flat burden

When you set up premium labour debit instructions you must, at a minimum, include the following journal-entry type code:

- PR – Payroll premium labour distribution

  You can have the system split the premium portion of overtime and create separate journal entries for straight time and premium time.

When you set up recharge burden debit instructions you must, at a minimum, include the following journal-entry type codes:

- RB – Recharge (labour billing) burden

Search Criteria for Burden Fringe

The following list illustrates the ways that the system can match information from a timecard for a specific company for burden fringe:

Business Unit	Object	Subsidiary	DBA Type	Journal-Entry Type
1	1340	02200	1000	
1	1340	02200		BF
1	1340		1000	
1	1340			BF
	1340		1000	
	1340			BF

The following list illustrates the ways that the system can match information from a timecard for the default company:

Business Unit	Object	Subsidiary	DBA Type	Journal-Entry Type
	1340	02200	1000	
	1340	02200		BF
	1340		1000	
	1340			BF
	00000		1000	
	00000			BF

▶ **To set up AAIs for burden and premium labour distribution**

On Debit – Burden/Premium-Labour Distribution

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[069042] - Debit-Burden/Prem-Labour Dist                          _□✕
Functions  Tools  Help

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      Company        00077      A Model Canadian Payroll Co

      Skip to B. Unit  [                ]
```

. . . . .Time Card Basis					Descr	H M	. .Distribution Account. .		
Bus. Unit	Obj	Sub	Type	JT			Bus. Unit	Obj	Sub
	1341			BF	Burden-Frin	4		1343	
	1341			BT	Burden-Taxe	4		1343	
	1341			FB	Flat Burden	4		1343	
	1342			BF	Burden-Frin	4		1343	
	1342			BT	Burden-Taxe	4		1343	
	1342			FB	Flat Burden	4		1343	
	8115			BT	Burden-Taxe	4	707	8125	
	8115			CD	UIC Company	4	707	8129	
	8115			CE	CPP Company	4	707	8127	
	8115			CH	QPP Company	4	707	8128	
	8115			W	Workers Com	4	707	8131	
	8116			BT	Burden-Taxe	4	707	8126	

```
F6=Acct Master  F8=Bus Unit Burden Rules  F9=Co Burden Dist Rules  F24=More
```

1. Complete the following fields:

   - Company

   - Hierarchy Method (HM)

   - Object (Obj)

2. To set up Company 00000, enter 00000 or a valid object in the following field:

   - Time Card Basis Object

3. To set up a specific company, enter a valid object in the following field:

   - Time Card Basis Object

4. For tax types and journal-entry types BT, FB, and PR, complete the following field:

   - Time Card Basis Journal Type

5. For DBAs, complete the following field:

   - Time Card Basis Type

6. For a specific company, complete the following optional field:

   - Time Card Basis Business Unit

7. Complete the following optional fields:

- Time Card Basis Subsidiary
- Distribution Account Business Unit
- Distribution Account Subsidiary

Field	Explanation
Hierarchy Method	This code is used in retrieving the business unit and subsidiary accounts for burden distribution. The four methods available are: 1 Business unit: Employee Home Business Unit unless a table override exists Subsidiary: No Subsidiary. Subledger/Type: No Subledger or Subledger Type. 2 Business unit: Employee Home Business Unit unless a table override exists Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: Labor Distribution Subledger and Type. 3 Business unit: Labor Business Unit unless a table override exists. Subsidiary: No Subsidiary. Subledger/Type: Labor Distribution Subledger and Type. 4 Business unit: Labor Business Unit unless a table override exists. Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: Labor Distribution Subledger and Type.

What You Should Know About

Search criteria

The system uses the following search criteria to determine which distribution account to debit:

- On the first pass the system searches for all fields in the Time Card Basis section of the form.
- On the second pass the system searches for business unit, object, subsidiary, and journal-entry type.
- On each successive pass the system uses a different combination of data fields as the search criteria.

Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override or controlled by hierarchy method
- Object – Table entry required
- Subsidiary – Override or controlled by hierarchy method
- Subledger – Controlled by hierarchy method

Accounting for mandatory benefits when no gross pay	You must set up an accounting rule to create T3 journal entries for mandatory benefits, which are any benefits that are calculated even if the employee is not paid. For Company 00000, set up the following accounting rule:

- Labour Object Account – 000000
- Hierarchy Method – 2
- Distribution Business Unit – Table entry optional
- Distribution Object – Table entry required
- Subsidiary Account – Table entry optional

See Also

- *Entering Default Journal-Entry Types (P069024)*

Setting Up Company Burden Rules

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Debit-Burden/Premium Labour Distribution

You can set up company burden rules to split the premium portion of overtime into a separate journal entry. You can choose to omit the creation of T3s.

You must set up company burden rules for a specific company. You cannot use Company 00000.

▶ To set up company burden rules

On Debit – Burden/Premium-Labour Distribution

1. Choose the Company Unit Burden Rules function.
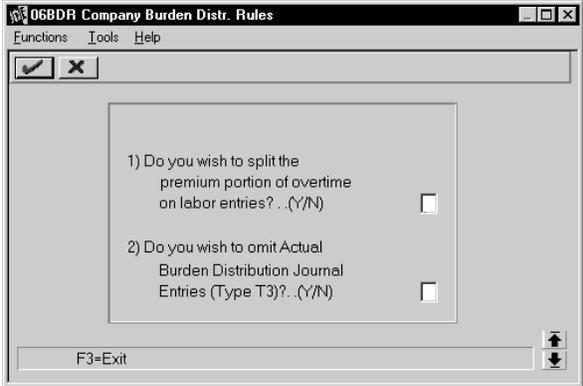
2. On Company Burden Distribution Rules, complete the following fields:

- Do you wish to split the premium portion of overtime on labor entries?

- Do you wish to omit Actual Burden Distribution Journal Entires (Type T3)?

Field	Explanation
1) Do you wish to split the premium portion of overtime on labor entries? . .(Y/N)	A code which specifies whether the premium portion of overtime earnings is to be separated from 'Regular' earnings for accounting purposes. The valid codes are: Y The premium portion of overtime earnings will be separated from regular earnings during the Journal Entry step of the Payroll Cycle. N The premium portion of overtime earnings will NOT be separated from regular earnings; Total earnings will be posted into the same account during the Journal Entry step of the Payroll Cycle.
2) Do you wish to omit Actual Burden Distribution Journal Entries (Type T3)?. .(Y/N)	A code that specifies whether the Journal Entry program is to omit creation of Burden Distr. Detail(F0624) records and Distributed Actual Burden Amounts for all companies and business units. The valid values are: Y Omit the creation of F0624 records and any corresponding Actual Burden journal entries. N Default to the Business Unit (F069056) level to determine whether any F0624 records are to be created and whether the corresponding Actual Burden journal entries are to be generated.

Setting Up Business-Unit Burden Rules

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose
Debit-Burden/Premium Labour Distribution

You can create and store actual burden detail for every timecard. Typically, you
need this information for government jobs or for auditing by an outside agency.
When you set up business-unit burden rules, you define a burden rule that
applies to a single business unit. This AAI is useful for tracking detailed cost plus
burden expenses by job and business unit.

▶   **To set up business-unit burden rules**

On Debit – Burden/Premium-Labour Distribution

1.   Choose the Business Unit Burden Rules function.

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Functions  Tools  Help
┌────┐ ┌───┐
│ ✔  │ │ X │
└────┘ └───┘

        Skip To Bus. Unit        [         1 ]

    Burdn  Bus. Unit#            Description
    Rule
    1              9  Corporate Administration
    1             50  General Accounts
    1             90  Administrative Department
    1            DEN  Denver
    1            077
    1            481  Cooler/Freezer Units - 10
    1            482  Cooler/Freezer Units - 10
    1            483  Cooler/Freezer Units - 10
    1            501  Potomac Hotel
    1            701  Corporate Administration
                                                    ⬆
    F3=Exit  F24=More Keys                           ⬇
```
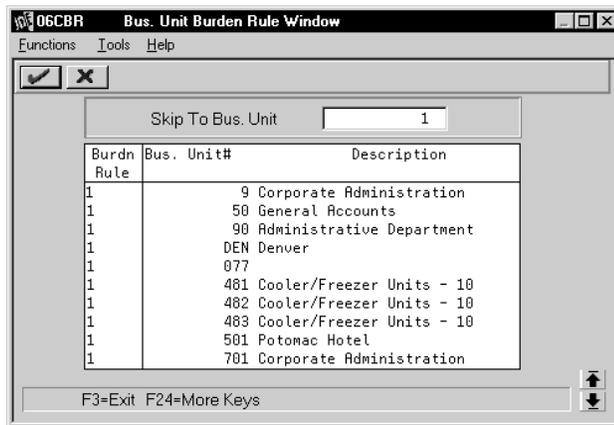
2.   On Business Unit Burden Rule Window, complete the following field:

•   Burden Rule

Field	Explanation
Burden Distribution Rule	Actual Burden expenses are initially grouped into burden clearing accounts in the T1 section of the payroll journals. The user has the option of relieving these clearing entries and distributing burden expense based on where the direct labor was charged. This distribution of burden expense is done in the T3 section of the payroll journals. The user also has the option of creating a fixed audit trail for how each component of burden was distributed per individual timecard. This detail audit trail is maintained in the F0624 file which is used by the payroll system to produce Job Billing Registers. The rule codes listed below control the process:

0	Do not create T3 Burden Expense entries for the Business Unit.
1	Create T3 Burden Expense entries but not the F0624 audit records.
2	Create T3 Burden Expense entries and associated F0624 audit records.
3	Same as 1 but reverse out the Flat Burden posted thru the special timecard post.
4	Same as 2 but reverse out the Flat Burden posted thru the special timecard post.

What You Should Know About

Business units that appear	You must set up a business unit in the payroll business-unit constants if you want the business unit to appear on the Business Unit Burden Rule Window form.
No burden rule set up	If you do not access the Business Unit Burden Rule Window form, the system creates T3s but does not write records of the T3s to the Burden Distribution table (F0624).

Setting Up AAIs for Cash-in-Bank Account Distribution

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Credit-Cash/Bank Account

You set up AAIs for cash-in-bank account distribution to define accounts for payroll disbursements. You can define different accounts for the following:

- Cash disbursements
- Computer cheques
- Automatic deposits
- Interim manual cheques
- Interim computer cheques

When you set up cash-in-bank account distribution instructions, you must, at a minimum, set up the default journal-entry type DP. You can use other journal-entry types when other types of payments are drawn on different bank accounts.

Journal-entry types	DA – Autodeposits
	DC – Currency disbursement (cash)
	DD – Interim autodeposits
	DI – Interim computer cheques
	DM – Interim manual cheques
	DP – Printed computer cheques from payroll cycle

Search Criteria for Cash-in-Bank Account Distribution

The employee's home business unit and the journal-entry type determine the account. The journal-entry type represents the type of payment.

The following list illustrates the ways that the system can match the type of payment and the home business unit for a specific company:

Business Unit	Journal-Entry Type
1	DA
1	DP
	DA
	DP

The following list illustrates the ways that the system can match the type of payment for default Company 00000:

Business Unit	Journal-Entry Type
	DA
	DP

▶ **To set up AAIs for cash-in-bank account distribution**

On Credit – Cash/Bank Account
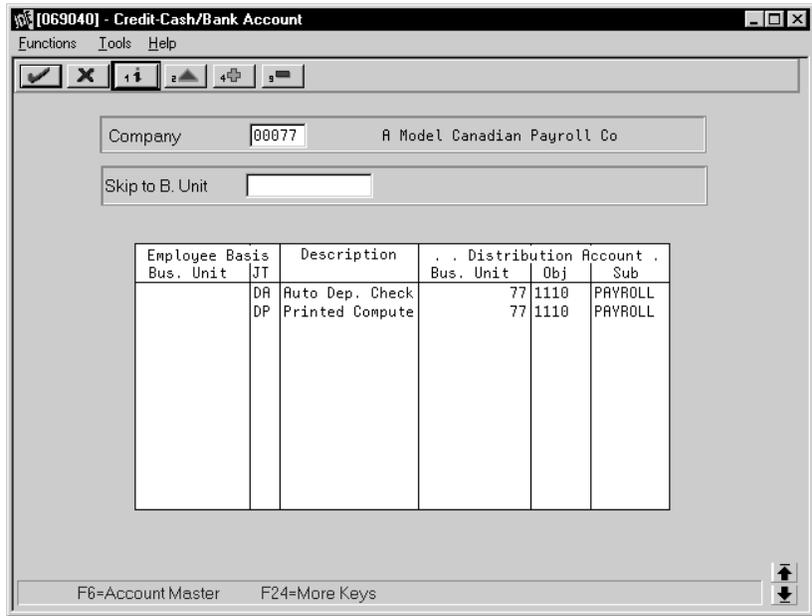
1. Complete the following fields:

   - Company
   - Employee Basis Journal Type
   - Distribution Account Object

2. Complete the following optional fields:

   - Distribution Account Business Unit
   - Distribution Account Subsidiary

What You Should Know About

Search criteria

The system searches on the following Employee Basis fields:

- Business Unit
- Journal Type

The account is determined by the employee's home business unit and the journal-entry type. The journal-entry type represents the type of payments.

Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override or employee home business unit
- Object – Table entry required
- Subsidiary – None unless a table entry exists
- Subledger – None

Incorrect account number

The system derives the account number from these rules during pre-payroll processing. If you discover that the cash account is incorrect, correct your AAIs and rerun your pre-payroll.

Interim autodeposits

If you create autodeposits for interim cheques, you must set up journal-entry type DD. The Journal Batch Proof report lists payments processed with journal-entry type DD as journal-entry type DI. These payments are also created in the Account Ledger table (F0911) under journal-entry type DI.

See Also

- *Entering Default Journal-Entry Types (P069040)*

Setting Up AAIs for Liabilities

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Credit-Liabilities

You set up AAIs for liabilities to define accounts for the payroll disbursements journal.

The minimum setup requirements for journal-entry types when you set up liabilities instructions include the following default journal-entry type codes:

AL   Accrued liabilities for deductions and benefits

AT   Accrued liabilities for payroll taxes

Search Criteria for Liabilities

The following list illustrates the search criteria for a specific company. For tax liabilities, the system matches the tax type and, optionally, the employee's home business unit. For DBA liabilities, the system matches the DBA code and, optionally, the employee's home business unit.

Business Unit	Type	Journal-Entry Type
1		H
1		AT
		H
		AT
1	5000	
1		AL
	5000	
		AL

The following list illustrates the search criteria for default Company 00000. The system matches the tax type or the DBA code, or it uses the default journal-entry type if no match is found.

Business Unit	Type	Journal-Entry Type
		H
		AT
	5000	
		AL

▶ **To set up AAIs for liabilities**

On Credit – Liabilities
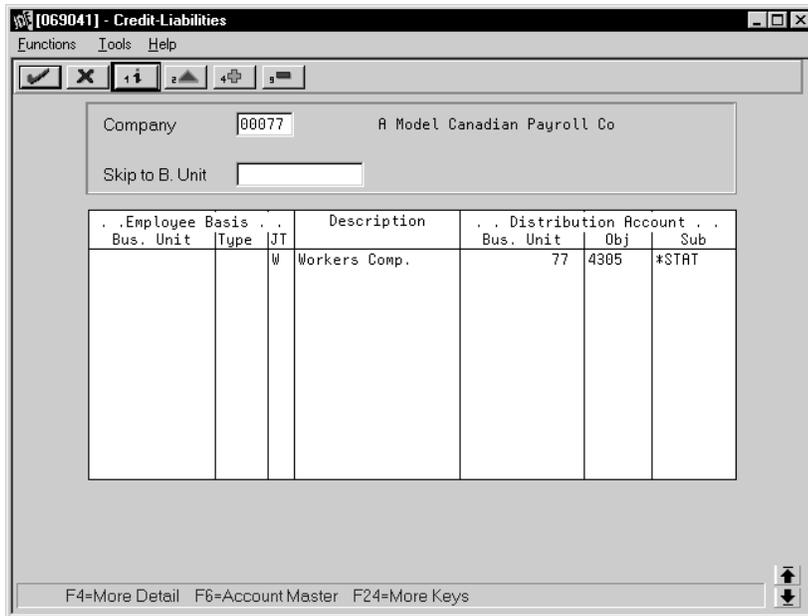
1. Complete the following fields:

   • Company

   • Distribution Account Object

2. For deductions and benefits, complete the following field:

   • Employee Basis Type

3. For taxes and for AL and AT journal-entry types, complete the following field:

   • Employee Basis Journal Type

4. Complete the following optional fields:

  - Employee Business Unit

  - Distribution Account Business Unit

  - Distribution Account Subsidiary

5. Access the detail area.

```
[069041] - Credit-Liabilities                                    _ □ X
Functions   Tools   Help

  ✔  X  1i  2▲  4✚  9▬

    Company          00077          A Model Canadian Payroll Co

    Skip to B. Unit      [            ]

    . .Employee Basis . .     Description      . . Distribution Account . .
    Bus. Unit  |Type |JT                       Bus. Unit  |  Obj  |  Sub
                    W   Workers Comp.              77     4305     *STAT
       Sub Ledger / Type           /        Desc

       Sub Ledger / Type           /        Desc

       Sub Ledger / Type           /        Desc

       Sub Ledger / Type           /        Desc

       Sub Ledger / Type           /        Desc

       Sub Ledger / Type           /        Desc

    F4=More Detail   F6=Account Master   F24=More Keys
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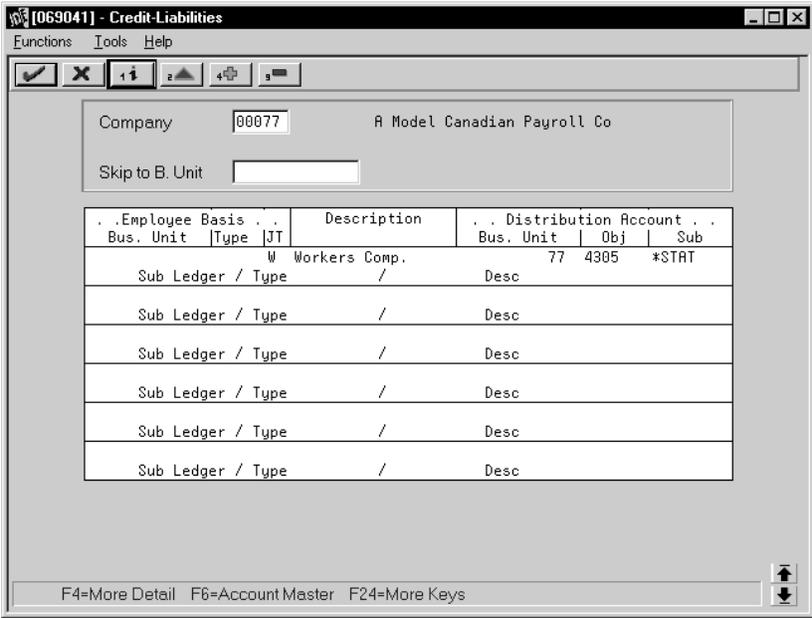
6. Complete the following optional fields:

  - Subledger

  - Subledger Type

Field	Explanation
Subledger	A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.
Subledger Type	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.

What You Should Know About

Search criteria   On the first pass, the system searches on the following fields:

- Home Business Unit
- Specific tax type
- DBA Code

Each successive pass is based on the business unit or the journal-entry type.

Distribution account fields   To designate distribution account information, you can use the following constants in the Subsidiary field if you have valid general ledger account numbers set up:

- *STAT – To move the statutory code to the Subsidiary field for a tax. Use *STAT to charge taxes to specific accounts without having to define each account in the table. For example, the system will use CA for California.
- *EMP – To move the employee number to the Subsidiary field for a DBA.
- *PAY – To move the pay or DBA code to the Subsidiary field.
- *UNION – To move the union code to the Subsidiary field for a DBA.

You can use the following constants in the Subledger field in the detail area:

- *SBLE – To move the employee number to the Subledger field.
- *SBLP – To move the DBA code to the Subledger field.

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override entry or employee home business unit
- Object – Table entry required
- Subsidiary – Override entry or one of the constants shown above
- Subledger – Table entry or one of the constants shown above

See Also

- *Entering Default Journal-Entry Types (P069041)*

Setting Up AAIs for Labour Billings

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Credit-Labour Billings

You set up AAIs for labour billings to establish accounts for labour billing offsets. These offsets are natural credit or revenue entries that offset labour billing charges or debits. Entries for labour billings are generally credit entries.

If your company does not use labour billings, you do not need to set up these instructions.

Search Criteria for Labour Billings

The following table represents the credit side only. It identifies the search criteria that the system uses to match information from the timecard for a specific company.

Home Business Unit	Job Location	Pay Type	Journal-Entry Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following table represents the search criteria that the system uses to match information from the timecard to the default Company 00000:

Home Business Unit	Job Location	Pay Type	Journal-Entry Type
	501	1	RO
	501		RO
		1	RO
			RO

▶ **To set up AAIs for labour billings**

On Credit – Labour Billings

1. Complete the following fields:

    - Company

    - Journal Type

    - Distribution Account Object

2. Complete the following optional fields:

    - Home Business Unit

    - Job Location

    - Pay Type

    - Distribution Account Business Unit

    - Distribution Account Subsidiary

Field	Explanation
Job Location	This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.

What You Should Know About

Search criteria	On the first pass, the system searches on the following fields:

- Home Business Unit
- Job Location
- Pay Type
- Journal Type

On each successive pass the system searches on a different combination of data fields.

The system can also search on the job location from the employee's timecard. This field, along with the optional Home Business Unit field, allows you to account for billing revenue.

Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override or employee home business unit
- Object – Table entry required
- Subsidiary – Table entry optional
- Subledger – None

See Also

- *Entering Default Journal-Entry Types (P069044)*

Setting Up AAIs for Accruals and Clearing

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Dr/Cr-Accruals / Clearing

You set up AAIs for accruals and clearing to establish accounts for the following:

- Accrued wages (T1, T2)

- Actual burden clearing (T1, T3)

- Flat burden clearing (T2)

- Recharge flat burden clearing

- Intercompany settlement (T1–T6)

When you set up the accrued wages account you must, at a minimum, include the following journal-entry type code:

- AW – Accrued wages for the Labour Distribution and Payroll Disbursements Journals

When you set up actual burden clearing accounts you must, at a minimum, include the following journal-entry type codes:

- CF – Burden clearing fringe for the actual burden expense and payroll disbursements journal entries

- CT – Burden clearing tax for the actual burden expense and payroll disbursements journal entries

When you set up the flat burden clearing account you must, at a minimum, include the following journal-entry type code:

- FC – Flat burden clearing for the Labour Distribution Journal

When you set up intercompany settlement accounts you must, at a minimum, include the following journal-entry type code:

- IC – Intercompany settlements for the Actual Burden Expense, Labour Distribution, and Payroll Disbursements Journals

When you set up the recharge flat burden clearing account you must, at a minimum, include the following journal-entry type code:

- RC – Recharge burden relief for the actual burden expense and payroll disbursements journal entries

Search Criteria for Accruals and Clearing

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing tax burden:

Business Unit	Type	Journal-Entry Type
1		H
		H
1		CT
		CT

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing tax burden:

Business Unit	Type	Journal-Entry Type
		H
		CT

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing fringe burden:

Business Unit	Type	Journal-Entry Type
1	1000	
	1000	
1		CF
		CF

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing fringe burden:

Business Unit	Type	Journal-Entry Type
	1000	
		CF

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	Type	Journal-Entry Type
1		AW, FC, IC, or RC
		AW, FC, IC, or RC

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	Type	Journal-Entry Type
		AW, FC, IC, or RC

▶ **To set up AAIs for accruals and clearing**

On Debit/Credit – Accruals/Clearing

```
[069041] - Dr/Cr -Accruals / Clearing                              _ □ ✕
Functions  Tools  Help

 ✔  ✕  ↑i  ₂▲  ₄✛  ₉▬

      Company        00077        A Model Canadian Payroll Co

      Skip to B. Unit  [                ]

   . .Employee Basis . .      Description    . . Distribution Account . .
     Bus. Unit  |Type |JT                    Bus. Unit  |  Obj  |  Sub
                       AW Accrued Wages            77    4205
                       CF Burden Clearing          77    4333
                       CT Burden Clearing          77    4333
                       FC Flat Brdn Clear          77    4334


     F4=More Detail   F6=Account Master   F24=More Keys
```

1. Complete the following fields:

    • Company

    • Distribution Account Object

2. Complete one of the following fields, as appropriate:

    • Employee Basis Type

    • Employee Basis Journal Type

3. Complete the following optional fields:

    • Employee Basis Business Unit

    • Distribution Account Business Unit

    • Distribution Account Subsidiary

4. Access the detail area.

```
┌────────────────────────────────────────────────────────────────────────┐
│ 🗔 [069041] - Dr/Cr -Accruals / Clearing                      _  □ ☒    │
│ Functions  Tools  Help                                                   │
│ ┌──┐┌──┐┌────┐┌────┐┌──┐┌──┐                                             │
│ │ ✔││ ✘││ 1 i││ 2 ▲││ ▣││ ▭│                                             │
│ └──┘└──┘└────┘└────┘└──┘└──┘                                             │
│                                                                          │
│     Company          00077          A Model Canadian Payroll Co          │
│                                                                          │
│     Skip to B. Unit  [          ]                                        │
│                                                                          │
│   ┌────────────────────────────────────────────────────────────────┐   │
│   │ . .Employee Basis . .   Description   . . Distribution Account . .│   │
│   │  Bus. Unit  |Type |JT                  Bus. Unit |  Obj  |  Sub  │   │
│   │                       AW Accrued Wages           77   4205       │   │
│   │     Sub Ledger / Type            /     Desc                      │   │
│   │                       CF Burden Clearing         77   4333       │   │
│   │     Sub Ledger / Type            /     Desc                      │   │
│   │                       CT Burden Clearing         77   4333       │   │
│   │     Sub Ledger / Type            /     Desc                      │   │
│   │                       FC Flat Brdn Clear         77   4334       │   │
│   │     Sub Ledger / Type            /     Desc                      │   │
│   │                                                                  │   │
│   │     Sub Ledger / Type            /     Desc                      │   │
│   │                                                                  │   │
│   │     Sub Ledger / Type            /     Desc                      │   │
│   └────────────────────────────────────────────────────────────────┘   │
│                                                                      ⬆   │
│   F4=More Detail   F6=Account Master   F24=More Keys                  ⬇   │
└────────────────────────────────────────────────────────────────────────┘
```

5. Complete the following optional fields:

    - Subledger

    - Type

    - Description

What You Should Know About

Search criteria	On the first pass the system searches on the Employee Basis fields.
	On each successive pass the system searches on a different combination of data fields.
Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override entry or employee home business unit
- Business Unit – *LABOR for FC (flat burden offset) provides the same business unit as labour, not Home Business Unit
- Object – Table entry required
- Subsidiary – Override entry or *PAY for DBAs and *CO for intercompany settlements
- Subledger – Table entry

See Also

- *Entering Default Journal-Entry Types (P069041)*

Setting Up Journal Summarization Rules

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Journal Summarization Rules

You set up journal summarization rules to establish how the system summarizes pro forma journal entries before creating actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

Defining journal summarization rules allows you to do the following:

- Summarize journal entries for specific companies and for the default Company 00000
- Create both summarized and detail journals
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit

If the system does not find summarization rules for a specific company, it uses those established for the default company (Company 00000). If the system finds no summarization rules for an account, it assumes full summarization.

Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which lengthens processing time. Therefore, J.D. Edwards recommends that you do the following:

- Set up summarization rules at the Company 00000 level when possible
- Avoid setting up summarization rules at the business-unit level
- Specify the same summarization code for each object account range when possible

Summarization Rules on the Pay Period Journal Batch Proof Report

In the report illustrated below, five employees were processed, each of them having one timecard. An LD, BF, and BT journal-entry type has been created for each employee for each type of expense. This Pay Period Journal Batch Proof report lists pro forma journal entries with no summarization for the expense account.

```
   06229                                       J.D. Edwards & Company                         Page -           2
                                          Pay Period Journal Batch Proof                      Date -      7.23.98
 Payroll ID:            692 Batch  6068215
                    Account Description      Asset      G/L Account       . . . . . . . .  Amounts . . . . . . .
 Co    FY PN DT  Refn2   Employee JBCD  JBST Explanation     Subldg-Ty-Phase    Debit           Credit        Units       LT
 ----- -- -- -- ------- -------------------- ----------- ------------------------- -------------- -------------- ------------- --
 00100 98 08 T2 Payroll Labor Distribution
                AW083198 Accrued Payroll                     100.4205                           6,614.18-                   AA
                LD083198 Regular Pay                          90.8115         2,333.33                            88.00 AA
                        7503 0A-10         Regular
                LD083198 Regular Pay                          90.8115         1,572.92                            88.00 AA
                        7505 3P-1          Regular
                LD083198 Regular Pay                          90.8115           572.00                            88.00 AA
                        7510 4A-1          Regular
                LD083198 Regular Pay                          90.8115         1,458.33                            88.00 AA
                        7504 5J-8          Regular
                LD083198 Regular Pay                          90.8115           677.60                            88.00 AA
                        7506 8M-3     2    Regular
                                                                        -------------- -------------- -------------
                                                 Document/Period Total    6,614.18      6,614.18-      440.00
 00100 98 08 T3 Actual Burden Journal Entries
                BF083198 401K Contribution                    90.8136            36.46                                     AA
                        7504 5J-8
                BF083198 Insurance-Health & Disab             90.8140            45.00                                     AA
                        7503 0A-10
                BF083198 Insurance-Health & Disab             90.8140             8.64                                     AA
                        7503 0A-10
                BF083198 Insurance-Health & Disab             90.8140            45.00                                     AA
                        7505 3P-1
                BF083198 Insurance-Health & Disab             90.8140             8.64                                     AA
                        7505 3P-1
                BF083198 Insurance-Health & Disab             90.8140            19.66                                     AA
                        7505 3P-1
                BF083198 Insurance-Health & Disab             90.8140             8.64                                     AA
                        7510 4A-1
                BF083198 Insurance-Health & Disab             90.8140            45.00                                     AA
                        7504 5J-8
                BF083198 Insurance-Health & Disab             90.8140             8.64                                     AA
                        7504 5J-8
                BT083198 FICA/Medicare                        90.8135           144.06                                     AA
                        7503 0A-10
                BT083198 FICA/Medicare                        90.8135            33.69                                     AA
                        7503 0A-10
                BT083198 FICA/Medicare                        90.8135            96.92                                     AA
                        7505 3P-1
```

The following Pay Period Journal Batch Proof report lists pro forma journal entries with full summarization for the same payroll cycle as in the preceding report. All the LD and various BF and BT journal entries are summarized into single entries.

```
   06229                                    J.D. Edwards & Company                        Page -           2
                                          Pay Period Journal Batch Proof                  Date -        7.23.98
   Payroll ID:          692 Batch  6068217
                        Account Description      Asset    G/L Account      . . . . . . . .  Amounts  . . . . . . . .
   Co   FY PN DT  Refn2  Employee JBCD  JBST Explanation      Subldg-Ty-Phase   Debit         Credit        Units          LT
   ----- -- -- --  ------- -------------------- ----------- -------------------------- -------------- -------------- ------------- --

   00100 98 08 T2 Payroll Labor Distribution
              AW083198 Accrued Payroll                   100.4205                          6,614.18-                     AA
              LD083198 Regular Pay                         90.8115          6,614.18                        440.00  AA
                                                                        -------------- -------------- -------------
                                                    Document/Period Total     6,614.18       6,614.18-        440.00

   00100 98 08 T3 Actual Burden Journal Entries
              BF083198 401K Contribution                  90.8136             36.46                              AA
              BF083198 Insurance-Health & Disab           90.8140            189.22                              AA
              BT083198 FICA/Medicare                      90.8135            503.58                              AA
              BT083198 Insurance-Workman's Comp           90.8145              2.92                              AA
              BT083198 Unemployment Taxes                 90.8170             51.76                              AA
              CF083198 Actual Burden Clearing A          100.4333                            225.68-            AA
              CT083198 Actual Burden Clearing A          100.4333                            558.26-            AA
                                                                        -------------- -------------- -------------
                                                    Document/Period Total      783.94        783.94-
                                                                        -------------- -------------- -------------
                                                    Company Total . . . .   14,796.24     14,796.24-        440.00
                                                                        -------------- -------------- -------------
                                                    Grand Total . . . . .   14,796.24     14,796.24-        440.00
```

▶ **To set up journal summarization rules**

On Journal Summarization Rules

1. Complete the following fields:

   - Company

   - Summarization Code (SC)

2. Enter the business-unit number, object account range, or both in the following fields:

   - Business Unit Number

   - Object Account Beginning Range

   - Object Account Ending Range

Field	Explanation
S C	The rules tell the system how to summarize the pro forma entries before creating the actual journal entries. The system looks for all documents that have the same value and summarizes them into one journal.

Valid codes for rules and journal entry descriptions are:

1   Full summary : The system looks for the same values for the following: business unit, object, subsidiary, subledger, subledger type, fiscal year, general accounting period number, equipment or asset number, document type and journal reference (See data dictionary item PRJE.)
First description in the journal entry – Document description
Second description in the journal entry – Blank

2   Same as Rule 1 and include pay type
First description in the journal entry – Document description
Second description in the journal entry – Pay type

3   Same as Rule 1 and include pay type, job type, and job step
First description in the journal entry – Document description
Second description in the journal entry – Pay type

4   Same as Rule 1 and include pay type, job type, job step, and employee
First description in the journal entry – Employee name
Second description in the journal entry – Pay type

5   Do not summarize
First description in the journal entry – Document description
Second description in the journal entry – Time entry comment and pay type

6   Do not summarize and include employee name
First description in the journal entry – Employee name
Second description in the journal entry – Time entry comment and pay type

What You Should Know About

Equipment transactions   You must set up the system so that the equipment transactions are not summarized. For those ranges of accounts, choose either of the following:

- No summarization
- No summarization with employee name

Reviewing the Accounting Distribution Rules Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Accounting Instructions

The Accounting Distribution Rules report provides a detailed list of the information within the Accounting Distribution Rules table. You can review the report to verify that the information that you entered on any of the AAI tables is correct.

The report prints a separate page for each journal code or set of accounting rules. For example, there is a page for all of the accounting rules for accruals print, then a page for the rules for burden expenses print, and so on.

```
06904P                              J.D. Edwards & Company                    Page    -     24
                                  Accounting Distribution Rules                Date    -  7/17/98
Journal Code . L Liabilities
. . . . . .Company. . . . . .    Search                        Tran          H
No.        Description       Bus. Unit    Description   Obj.   Sub.  Type JT  Description  M  Bus. Unit   Obj.    Sub.
-----  --------------------- -----------  -------------- ------ -------- ---- --  ------------ -  ----------- ------  --------
                                                                      CA Canada FIT Wi        77 4211
                                                                      CB CPP Employee         77 4212
                                                                      CC EI Payable          77 4214
                                                                      CD EI Payable(CO       77 4214
                                                                      CE CPP Company         77 4212
                                                                      CF Provincial Ta       77 4221
                                                                      CG QPP Employee        77 4212
                                                                      CH QPP Company         77 4212
                                                               7700    RRSP               77 4317
                                                               7701    RRSP Co.           77 4317
                                                               7705    Dental/Co.         77 4310
                                                               7706    Dental Fam         77 4310
                                                               7710    Union-Canada       77 4330    *UNION
                                                               7720    H&W - Canada       77 4332    *UNION
                                                               7725    Life 1 x sal       77 4310
                                                               7730    CSB Canada         77 4316
                                                               7735    Ext Health         77 4310
                                                               7740    CarAllowCAN        77 4322
                                                               7750    EHT - Canada       77 4315    ON
```

Reviewing the Accounting Summarization Rules Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose Summarization Rules

The Accounting Summarization Rules report provides a detailed list of the journal summarization rules that you set up. You review the report to verify that the journal summarization rules that you entered are correct.

```
06914P                              J.D. Edwards & Company              Page    -      2
                                 Accounting Summarization Rules         Date    -  7/17/98
Company No . 00000 J.D. Edwards & Company
                                    . . Object . .  S
  Bus. Unit          Description     Beg.   End.   C         Description
------------ ------------------------------ ------ ------ - ----------------------------
                                     1      1110   1  Summarize by Account
                                     1111   1111   6  No Summarization/Employee Name
                                     1112   4314   1  Summarize by Account
                                     4315   4315   6  No Summarization/Employee Name
                                     4316   8109   1  Summarize by Account
                                     8110   8118   5  No Summarization
                                     8119   8124   1  Summarize by Account
                                     8125   8140   6  No Summarization/Employee Name
                                     8141   9999   1  Summarize by Account
                                     8110   8117   1  Summarize by Account
                                     8482   8483   5  No Summarization
         5002 Automated Transit System               1  Summarize by Account
                                     1000   1110   1  Summarize by Account
                                     1111   1111   6  No Summarization/Employee Name
                                     1112   9999   1  Summarize by Account
```

Exercises

See the exercises for this chapter.

Entering Default Journal-Entry Types

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G7743), choose an option

Each AAI table can have a default line with a default journal-entry type. For example, LD is the default journal-entry type for the labour distribution table. When the timecard or employee criteria do not match any of the other lines, the system uses the default line, if one exists. You can use a default line for a specific company and for Company 00000.

The following lists the default journal-entry types for default lines:

LD, ED, RD	Use in labour, billings, and equipment distribution tables
BF and BT	Use in actual burden tables
PR	Use in premium labour tables
DP	Use in cash-in-bank account tables
AL and AT	Use in liabilities tables
RO	Use in labour billings tables
AW	Use in accrued wages in accruals and clearings tables
IC	Use in intercompany settlements in accruals and clearings tables

You can also use a default line to indicate that you are missing instructions from a table.

For example, in your chart of accounts you have a separate and unique account for each tax calculated in payroll. In your credit liabilities AAIs you assign these accounts by tax type:

C	Federal - Employment	100	4214
CF	Provincial Income Tax	77	4221

A default line with an invalid account informs you that a line is missing from your table. If you use a valid account, the system does not print a warning on the journal proof report.

► **To enter default journal-entry types**

On any accounting instructions form

```
[069041] - Credit-Liabilities                              _ □ ×
Functions  Tools  Help

✔  ✗  │ ₁i │  ₂▲  │  ₄✛  │  ₅▬

   Company        00000        JDEdwards

   Skip to B. Unit  [          ]

   . .Employee Basis . .    Description    . . Distribution Account . .
     Bus. Unit   Type  JT                    Bus. Unit    Obj      Sub
                        A  FIT Withheld           1     4211
                        AL Accrued Liab...              1111
                        AT Accrued Taxes..             1111
                        B  EIC Withheld          1     4211
                        C  FUI Paid                    4214
                        CA Canada FIT With       1     4211
                        CB CPP Employee          1     4212
                        CC EI Payable                  4214
                        CD EI Payable(CO)              4214
                        CE CPP Company           1     4212
                        CF Provincial Taxe             4221
                        CG QPP Employee          1     4212

                                                              ⬆
   F4=More Detail   F6=Account Master   F24=More Keys         ⬇
```

1. Complete the following fields for the default journal-entry type:
   - Journal Type
   - Distribution Account Object

2. Complete the following optional fields:
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

Tax Information Setup

The system needs specific information about your company and your taxing authorities to correctly process payroll information. You set up tax information to do the following:

- Define tax areas
- Define workers compensation information
- Define employment insurance rates

To set up tax information, complete the following tasks:

❏ Set up tax information

❏ Review tax setup reports

Setting Up Tax Information

Tax amounts and some federal and state insurance amounts are calculated by Vertex, a third-party software package that integrates with the J.D. Edwards Payroll system. The Payroll system passes information such as the taxing authority, taxable wages, exemptions, and supplemental wages to the Vertex software to calculate each employee's tax.

Setting up tax records consists of the following tasks:

❑ Setting up tax-area information

❑ Locating tax areas using the tax-area index

❑ Setting up tax IDs for Canadian employment insurance

❑ Setting up Canadian employment insurance rates

❑ Setting up workers compensation insurance basis tables

❑ Setting up workers compensation insurance rates

❑ Setting up tax-area and payee cross-references

In Canada, taxes are calculated only for the tax area on the employee's Employee Master record.

Before you can use the Payroll system, you must establish tax information. This includes the following information:

Tax areas	You set up tax areas in which your employees live and work for which taxes apply.
Corporate tax IDs for Canadian employment insurance (EI)	You set up corporate tax IDs for storing employee EI tax history and for reporting purposes.
EI rates	You set up EI rates to define rates for company-paid employment insurance.

Workers compensation information You set up workers compensation information to calculate and report workers compensation amounts.

Tax-area and payee cross-references You set up cross-references between tax areas and payees for all accounts payable vouchers.

Setting Up Tax-Area Information

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Tax Area Information

You set up tax areas in which your employees live and work for which taxes apply. The Vertex software performs the calculations based on the information that you set up. Vertex calculates the employee-paid amounts even if you do not set up the tax-area information.

In the Payroll system, a tax area is made up of the following two parts:

- Tax-area code - The tax-area code is an identifying number that is assigned to all taxing authorities in the United States and Canada by Vertex, Inc. The system contains all federal, provincial, and state income-tax-area codes. You only add local and any new taxes. The tax-area code, called the GeoCode, can consist of up to nine characters (XXYYYZZZZ) and is made up of three distinct parts. The first two numbers identify the state (XX), the next three numbers identify the county (YYY), and the last four numbers identify the locality (ZZZZ).

  - XX = State (country 70 for Canada)

  - YYY = County (province in Canada)

  - ZZZZ = City or locality (does not apply to Canada)

- Tax-type code - The tax-type code represents the kind of tax that you are defining. These codes are predefined by J.D. Edwards. In the U.S., examples are A for federal income and K for occupational head tax. In Canada, examples are CA for federal income and CC for employee-paid Canadian employment insurance.

Example: Tax-Area Codes

The GeoCode and the J.D. Edwards tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYYZZZZ) to structure U.S. and Canadian payroll.

The following examples illustrate the tax-area structure:

700030000	British Columbia provincial tax
700190000	Quebec provincial tax
CFEDU02	EI employer secondary rate
Federal	All federal taxes

Before You Begin

❑ Install Vertex software.

❑ Set up statutory codes in user defined code list 07/SC. See *Setting Up User Defined Codes for Payroll*.

► **To set up tax-area information**

On Tax Area Information

1. Complete the following fields:
   - Tax Area
   - Tax Type

- Description
- Company/Employee Paid
- Print on Net Pay Instruction

2. If the tax area is a province, state, county, city, or locality, complete the following field:

- Statutory Code

3. Complete the following optional fields:

- A/P Voucher
- Payee
- Occupational Tax Withholding Frequency
- Tax Arrearage Rule
- Tax Priority
- Tax Adjustment Limitation

Field	Explanation
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.

Field	Explanation
Tax Type	A user defined code (07/TT) that identifies the type of payroll tax being processed.
	Refer to the associated user defined code records for the current descriptions of these codes.
	The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings.
	. . . . *Form-specific information* . . . .
	For Canadian provincial tax types: Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.
	For U.S. state tax types: Set up tax type C, Federal Unemployment Insurance (FUI) for each state, because the FUI rate might vary from state to state. Use the 2 character statutory code for the state. You must have the tax type Z, weeks worked, whenever you have tax type H, state unemployment. Some states require weeks worked to be reported with state unemployment.
	For U.S. local tax areas: Local tax areas use all 9 digits of the GeoCode tax area. You should define a 3 character statutory code.
	For U.S. Earned Income Credit (EIC) For Tax Type B, the EIC prints on the check, advice, or payslip. The system subtracts this tax amount from the total deductions at the bottom of the paystub.

Field	Explanation
Description–Alpha Target	Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions: Dates – Begin all Date fields with Date Amounts – Begin all Amount fields with Amount Units – Begin all Unit, Quantity, and Volume fields with Units Name – Begin all 30-byte description fields with Name Prompt – Begin any Y/N prompting field with Prompt Address Number – Begin all address numbers (employee, customer, owner) with Address Number . . . . *Form-specific information* . . . . For Tax Area Information: The first 12 characters of the description print on the paystub. Because the tax area index sorts on this description: • Begin each state tax with the statutory code or state abbreviation so similar state taxes display together on the index. • Begin federal tax descriptions with the same letters, for example FED.
Co/ Emp	A code that specifies whether the payroll tax associated with the tax authority is paid by the company (expense) or a employee deduction (withholding). Codes are: C Company Paid E Employee withheld If a code of E is used for employee withheld, then an associated DBA must be set up in order for this table to calculate correctly. DBA No. 9050 can be used as an example when setting up employee paid workers compensation.

Field	Explanation
Print On N.P. Instrctn	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:
	Pay Types/Payroll Taxes:
	Y Print on paystub (default)
	S Print separate check (one item per check)
	C Print separate check (C types combined)
	N Do not print on paystub
	Deduction/Benefit/Accrual Types:
	Y Print as total deductions (default)
	S Print separate check (one item per check)
	C Print separate check (include detail)
	N Do not print on paystub
	I Print individual transactions
	T Print by DBA Print Group
	The separate check feature is not available for any payroll taxes being withheld from the employee's paycheck.
	. . . . *Form-specific information* . . . .
	Enter a Y for taxes paid by the employee.
Statutory Code	This code specifies the two-character or three-character state or locality code that prints on statutory reports such as W-2 and 941.
	For example, on W-2s and 941s, instead of printing 06 which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.
	Enter in an alpha code from UDC table 07/SC.
	. . . . *Form-specific information* . . . .
	If you leave this field blank, the system uses the default value Federal.
	The statutory code field is left blank for all federal taxes. The second description is not a GeoCode. J.D. Edwards recommends not changing this description because it is used for W2 and T4 reporting.
A/P Voucher (Y/N)	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt forms.
	. . . . *Form-specific information* . . . .
	Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.

Field	Explanation
A/P Voucher / Payee	The address book number for the supplier who receives the final payment.
	In benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.
	For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.
Occ Tax W/H Frequency	This code is used to designate if the occupational head tax is to be withheld monthly (M), quarterly (Q), or annually (A).
Tax Arrearage Rule	A code indicating the method the system uses to back off payroll taxes when the employee is in a negative pay situation. Valid codes are: P The tax can be reduced as much as needed, either partially (to the stated limit) or in full. N The tax can not be reduced. Q The tax can be reduced as much as needed, and the amount is placed in arrears. When left blank the system enters the default value N.
Tax Priority	If an employee's gross pay does not cover payroll taxes, a code in this field tells the system in what order it should back out (reverse) the deduction of the payroll taxes. Valid codes are 0001 through 9999. The system starts with the highest code. For example, the system backs out 9999 before 0001.
Tax Adjust. Limitation	The maximum amount of payroll tax backed off net pay in order to meet the 'Minimum Check' requirements.

See Also

- *Setting Up Voucher Information for Tax Transactions (P069261 or P069102)* for information about activating vouchering for tax types

- *Reviewing the Tax Areas Report (P069016)*

Locating Tax Areas Using the Tax-Area Index

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Index of Tax Areas

Locating tax areas using the tax-area index allows you to rapidly search for a specific taxing authority by the tax-area description.

The system sorts the tax areas alphabetically by description. To make searching for tax areas easier, J.D. Edwards recommends that you enter a description beginning with the state name or postal code.

▶ **To locate tax areas using the tax-area index**

On Index of Tax Areas

Complete the following field:

- Description

Setting Up Tax IDs for Canadian Employment Insurance

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Corporate Tax IDs

You set up tax IDs for employment insurance (EI) to store employee EI tax history and for reporting purposes.

You must set up tax area CFEDU01 for the employer-paid portion of EI. If your company is eligible for any reduced rates for EI, you can set up additional tax areas in the form of CFEDUxx.

Before You Begin

❑ Set up a statutory code (U01, U02, and so forth) in user defined code list 07/SC for each tax area that you enter.

▶ **To set up tax IDs for Canadian employment insurance**

On Corporate Tax IDs

Complete the following fields:

- Company

- Tax Area
- Tax Type
- Tax Identification Number

Field	Explanation
Tax Area	A code that identifies a geographical location and the tax authorities for the employee's worksite. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations. . . . . *Form-specific information* . . . . For Canadian Payroll Tax Area CFEDU01 for tax type CD is required. You can enter up to ten different tax rates for EI. Tax Area 700190000 for tax type CF is required for Quebec taxes.
Tx Tp	A user defined code (07/TT) that identifies the type of payroll tax being processed. Refer to the associated user defined code records for the current descriptions of these codes. The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings. . . . . *Form-specific information* . . . . For Canadian payroll: Do not enter a line for federal tax type CA. Tax type CD is required. You can enter up to ten different rates for EI.

Field	Explanation
Tax Id	A number that identifies your company to the tax authority. Such numbers include social security number, federal or state corporate tax IDs, sales tax number, etc.
	This number has specifically been established for the Payroll system to handle the current requirement of states such as Idaho and Louisiana which use more than 9 positions.
	Do not enter hyphens (dashes), slashes, spaces, or other punctuation in the tax identification number.
	. . . . *Form-specific information* . . . .
	You must make an entry in this field. If you do not currently have the number, type applied for followed by the tax area and tax type. When you receive the number, replace this temporary entry.
	For Canadian employment insurance: Enter the Revenue Canada business identification number (BIN) as the corporate tax ID.

See Also

- *Reviewing the Corporate Tax IDs Report (P06908P)*

Setting Up Canadian Employment Insurance Rates
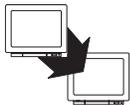
From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Employment Insurance Rates

Setting up employment insurance rates allows you to define company-paid federal employment insurance.

You must set up these rates and the annual limit for each company. When you set up and use the rates for tax type CD, they override the employer-paid tax rates provided by Vertex. The Payroll system uses these insurance rates for reporting on records of employment (ROEs).

Before You Begin

- ❑ Define a valid tax-type code for each tax authority number (tax area) that you use. See *Setting Up Tax-Area Information*.

▶ **To set up Canadian employment insurance rates**

On Employment Insurance Rates

```
[069221] - Employment Insurance Rates                              _ □ ×
Functions  Options  Tools  Help

  ✔   ✗   ↑i    2▲    4✚   9▬

                                         Tax Type      CD
                                         Canada Unemploy In

    Company        00077       A Model Canadian Payroll Co
    Effective Dates of Rates -      From: 01/01/99    Thru: 12/31/99
    Skip to Tax Area

  O    Tax      Rate   Annual    . . Minimum .  Exc     Description
  P  Authority        Earn Limit Hrs.  Amount   Prm
     CFEDU01  1.2440  39000.00                   Y   EI Reduced Co Rate
     CFEDU02  1.4000  39000.00                   Y   EI Employer secondary rat




                                                                    ⬆
                                                                    ⬇
Opt: 9=Delete  F15=Tax Area Index  F19=Previous  F20=Next  F24=More
```

Complete the following fields:

- Tax Type
- Company
- Effective Date of Rate From
- Effective Date of Rate Thru
- Tax Authority
- Rate
- Annual Earnings Limit
- Exclude Premium Pay
- Annual Earnings Limit

Field	Explanation
Tax Type	A user defined code (07/TT) that identifies the type of payroll tax being processed.
	Refer to the associated user defined code records for the current descriptions of these codes.
	The values and meanings associated with this user defined code are pre-set by J.D. Edwards. You should not alter the values and meanings.
	. . . . *Form-specific information* . . . .

	For U.S. unemployment insurance rates and Canadian employment insurance (EI) rates, these are the Tax Types:
	       C – FUI
	       G – Employee paid SUI
	       H – Employer paid SUI
	       I – Employee paid SDI
	       J – Employer paid SDI
	       CC – Canadian EI – Employee paid
	       CD – Canadian EI – Company paid
	       CI – Only the hours are exempt from EI

	For U.S. state tax types:
	       Set up tax type C, Federal Unemployment Insurance (FUI) for each state, because the FUI rate varies from state to state. Use the 2 character statutory code for the state.
	       You must have the tax type Z (weeks worked), whenever you have tax type H (state unemployment). Some states require weeks worked to be reported with state unemployment.

Rate	The rate used to compute U.S. unemployment and Canadian employment insurance premiums. This is represented as a decimal fraction.
Annual Earn Limit	The annual limit for the unemployment insurance premium.
	. . . . *Form-specific information* . . . .
	When you enter an amount in this field, you override the amount defined by Vertex. For U.S. payroll J.D. Edwards recommends that you use the Vertex default values.
	For Canadian payroll, you should enter the annual limit. The system uses this entry for ROE processing.

Field	Explanation
Exc Prm	A code that indicates whether premium pay should be excluded from the calculation.
	When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the insurance basis tables.
	When dealing with U.S. unemployment or Canadian employment insurance rates, this field relates to all pay types that are defined as Taxable.

What You Should Know About

Overriding Vertex tables for Canadian payroll To establish your company rates, set up tables for tax type CD. The rates on the tax type CD table override the Vertex tables for employee taxes. You must enter the tax authority and rate. Enter tax areas CFEDUxx. If you do not enter a rate, Vertex uses the default rate.

See Also

- *Reviewing the Employment Insurance Rates Report (P06922P)*

Exercises

See the exercises for this chapter.

Setting Up Workers Compensation Insurance Basis Tables

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Workers Comp Insurance Basis Tables

You set up workers compensation insurance basis tables to maintain groups of pay types or benefits for which insurance premiums for workers compensation and general liability insurance are calculated. Typically, each workers compensation insurance basis table represents a state or province and includes the types of earnings that are insurable in that state or province for workers compensation. The state or province usually supplies the information that you need to set up the tables.

Before You Begin

❑ Define the names of the workers compensation insurance basis tables in user defined code list 07/IP.

❑ Define the valid values for workers compensation codes in user defined code list 00/W. See *Setting Up User Defined Codes for Payroll*.

▶ **To set up workers compensation insurance basis tables**

On Workers Compensation Insurance Basis Tables
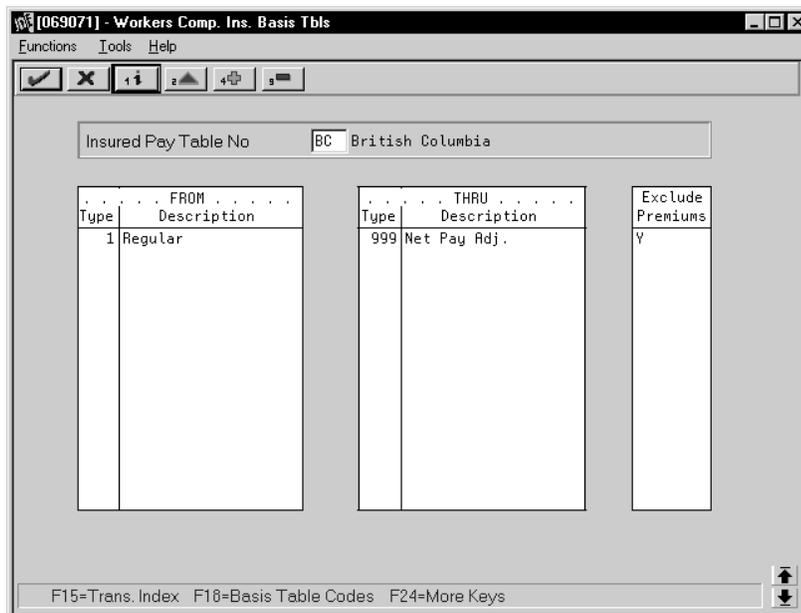
Complete the following fields:

- Insured Pay Table Number
- From PDBA Code
- Thru PDBA Code
- Exclude Premiums

24–18

Field	Explanation
Insured Pay Table No	A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.
	Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.
Exclude Premiums (Y/N)	A code that indicates whether premium pay should be excluded from the calculation.
	When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the insurance basis tables.
	When dealing with U.S. unemployment or Canadian employment insurance rates, this field relates to all pay types that are defined as Taxable.

What You Should Know About

Workers compensation as an exempt deduction	To set up workers compensation as an exempt deduction, do the following:

- Enter W on the Tax Exempt Window form when you set up the DBA. See *Setting Up Simple DBA*s.
- Enter the DBA code on the Workers Compensation Insurance Basis Tables form.

See Also

- *Reviewing the Insured Basis Tables Report (P06907P)*

Setting Up Workers Compensation Insurance Rates

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Workers Comp Insurance Rates

Set up workers compensation insurance rates to calculate workers compensation insurance premiums. You define these rates by the province, the company number, and a range of dates.

Typically, the state, province, or insurance carrier supplies you with the information that you need to set up the insurance rates.

The system calculates workers compensation in the payroll journal entries step of the payroll cycle. It calculates workers compensation for each timecard and updates each timecard with the workers compensation amount in the Time Entry table (F06116). This calculation is performed by J.D. Edwards software. All other tax calculations are performed by Vertex.

Before You Begin

❑ Define a tax-authority code (tax-area code) for each applicable state or province that has the tax-type code W specified on the Tax Area Information form. See *Setting Up Tax-Area Information*.

▶ **To set up workers compensation insurance rates**

On Workers Compensation Insurance Rates

1. Complete the following fields:

    - Company/Employee Paid

    - Tax Authority

    - Company

    - Effective Dates – Starting

    - Effective Dates – Ending

    - Workers Compensation Insurance Code

    - Percentage/Hourly (%/H)

    - Experience Rating

    - Workers Compensation Insurance Rate

    - Workers Compensation Insurance Limit

    - Insured Pay Table Number

2. Complete the following optional field:

    - Subclass (SC)

Field	Explanation
WCI Code	A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports.

Deduction/Benefit Method(%/H)	A user defined code 07/BM that indicates what method the system uses to calculate Workers Compensation, for example, rate times percent or rate times hours. The default is %.
	
	. . . . *Form-specific information* . . . .
	
	The following list outlines the limits for each method:
	
	% (percent of gross)
	       Pay period limit
	       Enter an annual limit that the system divides by the pay frequency during the payroll cycle. The system compares the result to the employee's pay period earnings.
	
	H (rate times hours)
	       No limit
	
	1 (percent of gross)
	       Monthly limit
	       Enter a monthly limit. The system compares this amount to the employee's monthly earnings which are based on the check month.
	
	6 (percent of gross)
	       Annual limit
	       This includes all workers compensation codes for an employee.

Expr Rt	The multiplier assigned by the insurance carrier which is used to modify the standard premium rate for workers compensation insurance from the table. This rate is based upon the insurance company's experience with the particular job type and the hazards associated with it. For example, if the insurance company trends indicate that construction workers in New Jersey have more work-related accidents than workers in New York, the company will rate the work done in New Jersey more hazardous.
Rate	This rate is used to calculate the insurance premiums for General Liability. The Rate is represented as a decimal fraction.
Earn Limit	This is the limit for General Liability. Depending on the benefit method chosen, this limit could be annual or monthly. General Liability is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.

Field	Explanation
Pay Tbl	A code that identifies a table of pay, deduction, and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.
	Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code list (07/IP), then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the range of defined pay types to determine when an employee has met the step progression requirements and automatically moves to the next step.
S C	The subclass code defines any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The subclass should remain blank if multiple rates do not exist. Default codes are: Blank There are no special circumstances associated with this code. F There are special circumstances associated with this code.

See Also

- *Reviewing the Workers Compensation and General Liability Insurance Rates Report (P06921P)*

Setting Up Tax-Area and Payee Cross-References

You set up cross-references between tax areas and payees for all accounts payable vouchers. You use this when the Payroll system is integrated with the Accounts Payable system and the payee that is specified for the tax type in the Tax Area Information program is not applicable for all of your companies.

▶   **To set up tax-area and payee cross-references**

On Tax Area/Payee Cross-Reference

Complete the following fields:

- Tax Area
- Tax Type
- Company Number
- Payee Number

Reviewing Tax Setup Reports

Reviewing tax setup reports allows you to verify that the setup information that you have entered is correct.

Reviewing the tax setup reports includes the following tasks:

- ❑ Reviewing the Tax Areas report

- ❑ Reviewing the Corporate Tax IDs report

- ❑ Reviewing the Insured Basis Tables report

- ❑ Reviewing the Workers Compensation and Liability Rates report

- ❑ Reviewing the Canadian Employment Insurance Rates report

Reviewing the Tax Areas Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Tax Areas

The Payroll Tax Areas report lists detailed tax-area information that you entered on the Tax Area Information form. Use this report to verify the accuracy of your information and for reference.

```
069016P                                  J.D. Edwards & Company                        Page    -        7
                                          Payroll Tax Areas                             Date    -  7/17/98
                               Sta C P W R  . . . . . . . . . Payee . . . . . . . .  A  Tx
 Tax Area      Description     TT Cd. E P F L   Number        Names/Address         R  Pt  Limit
 ----------  ------------------------------  --  ---  - - - -  --------  ------------------------------  -  --  ------
 700010000   AB                             CF  AB   E N                                              N        .00
 700010000   AB Workers Comp               W   AB   C N                                              N        .00
 700010000   AB - For JE use only          CA  AB   E N                                              N        .00
 700030000   BC                            CF  BC   E N                                              N        .00
 700030000   BC Workers Comp               W   BC   C N                                              N        .00
 700030000   BC - For JE use only          CA  BC   E N                                              N        .00
 700050000   MB                            CF  MB   E N                                              N        .00
 700050000   MB Workmens Comp              W   MB   C N                                              N        .00
 700050000   MB - For JE use only          CA  MB   E N                                              N        .00
 700070000   NB                            CF  NB   E N                                              N        .00
 700070000   NB Workers Comp               W   NB   C N                                              N        .00
 700070000   NB - For JE use only          CA  NB   E N                                              N        .00
 700090000   NF                            CF  NF   E N                                              N        .00
 700090000   NF Workers Comp               W   NF   C N                                              N        .00
 700090000   NF - For JE use only          CA  NF   E N                                              N        .00
 700110000   NT                            CF  NT   E N                                              N        .00
 700110000   NT Workers Comp               W   NT   C N                                              N        .00
 700110000   NT - For JE use only          CA  NT   E N                                              N        .00
 700130000   NS                            CF  NS   E N                                              N        .00
 700130000   NS Workers Comp               W   NS   C N                                              N        .00
 700130000   NS - For JE use only          CA  NS   E N                                              N        .00
 700150000   ON                            CF  ON   E N                                              N        .00
 700150000   ON Workers Comp               W   ON   C N                                              N        .00
 700150000   ON - For JE use only          CA  ON   E N                                              N        .00
 700170000   PE                            CF  PE   E N                                              N        .00
 700170000   PE Workers Comp               W   PE   C N                                              N        .00
 700170000   PE - For JE use only          CA  PE   E N                                              N        .00
 700190000   Quebec Provincial             CF  PQ   E Y                                              N        .00
 700190000   QPP     - Employee            CG  PQ   E Y                                              N        .00
 700190000   QPP    Company                CH  PQ   C N                                              N        .00
 700190000   Quebec Workers Comp           W   PQ   C N                                              N        .00
 700210000   SK                            CF  SK   C N                                              N        .00
 700210000   SK Workers Comp               W   SK   C N                                              N        .00
 700210000   SK - For JE use only          CA  SK   C N                                              N        .00
 700230000   YT                            CF  YT   C N                                              N        .00
 700230000   YT Workers Comp               W   YT   C N                                              N        .00
 700230000   YT - For JE use only          CA  YT   C N                                              N        .00
 700250000   ZZ Other Areas                CF  ZZ   C N                                              N        .00
 700250000   ZZ Other Areas Workers Comp.  W   ZZ   C N                                              N        .00
 700250000   ZZ - For JE use only          CA  ZZ   C N                                              N        .00
```

Processing Options for Payroll Tax Areas Report

```
1. Enter a 'Y' to print the Payee          _____
   full mailing address.
```

Data Selection for the Payroll Tax Areas Report

You can specify a code or range of codes for work tax areas to limit the length of the report.

Reviewing the Corporate Tax IDs Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Corporate Tax IDs Report

The Corporate Tax IDs report lists corporate tax IDs by company. Review the report to verify that the information that you entered when you set up your corporate tax IDs is correct.

```
06908P                                    J.D. Edwards & Company                          Page    -      5
                                            Corporate Tax ID's                            Date    -  7/17/98
Company. .   00077 A Model Canadian Payroll Co
                                                              C       Group Code    Parent
 Tax Area  TT Sc.Cd        Description        Tax Id. No.   P GR      Description   Address    Description
---------- -- -----  -------------------- ---------------  - -- -------------------- -------- ------------------------
CFEDU01    CD U01   EI Reduced Co Rate      WCX162734        N    Default Code
CFEDU02    CD U02    EI Employer secondary rate   WCX746566   N    Default Code
700190000  CF PQ   Quebec Provincial       97789977880      N    Default Code
```

Data Selection for the Corporate Tax IDs Report

Specify one company or a range of companies to limit the report.

Data Sequence for the Corporate Tax IDs Report

Do not change the data sequence for this report.

Reviewing the Insured Basis Tables Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Insured Basis Tables

The Insured Basis Tables report lists pay types for each workers compensation insurance basis table. Review the report to verify the information that you entered when you set up workers compensation insurance basis tables.

```
06907P                                    J.D. Edwards & Company                        Page    -       2
                                         Print Insured Basis Tables                     Date    -  7/17/98
         Ins              . . . . . . . . Transaction Range . . . . . . . . .  E
         Pay     Description          From    Description      Thru    Description     P
         ---  ------------------------ ----  -------------------- ---- -------------------- -
         BC   British Columbia           1 Regular            999 Net Pay Adj.         Y
         CA   California                 1 Regular            299 *Range               Y
         CA   California               301 STD Pay            999 Net Pay Adj.         Y
         CO   Colorado                   1 Regular            999 Net Pay Adj.         Y
         MIN  Tipped Employee Minimum W   1 Regular             99 *Range               N
         MIN  Tipped Employee Minimum W 300 Sick Pay           999 Net Pay Adj.         N
         NM   Next Method for Progressi   1 Regular            999 Net Pay Adj.         Y
         ON   Ontario                    1 Regular            999 Net Pay Adj.         Y
         PQ                              1 Regular            999 Net Pay Adj.         Y
         STP  Step Progression Pay Type   1 Regular              5 Regular, -SDI        Y
         STP  Step Progression Pay Type 100 Overtime 1.5       115 Second Shift         N
         VA   Virginia                   1 Regular            999 Net Pay Adj.         Y
         WA   Washington State           1 Regular            999 Net Pay Adj.         Y
         13B  Amounts reported in Box 1 2021 MvgReimb-ntx      2021 MvgReimb-ntx
         13B  Amounts reported in Box 1 3001 Life Ins(XS)      3001 Life Ins(XS)
         13B  Amounts reported in Box 1 7000 401(k)            7000 401(k)
```

Data Selection for the Insured Basis Tables Report

Specify a code or a range of codes to limit the report.

Data Sequence for the Insured Basis Tables Report

Do not change the data sequence for this report.

Reviewing the Workers Compensation and Liability Rates Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Workers Comp Rates Tables

The Workers Compensation/General Liability Insurance Rates report lists the workers compensation and general liability insurance rate information that you entered. (General liability applies only in the U. S.) Review the report to verify that the information is correct.

```
06921P                                    J.D. Edwards & Company                        Page    -      10
                                        Workers Comp/Gen. Liab. Ins. Rates             Date    -  7/17/98
         Co/Empl. Paid. . C        Company Paid
         Tax Area . . . . 700030000   BC Workers Comp
         Company No . . . 00077       A Model Canadian Payroll Co
         Business Unit. .
         Policy No. . . .
         Effective Dates. 01/01/98 Thru 12/31/99
         WCI                       S M  Expr  . Workers Compensation.  . .General Liability. .  Ins
         Code     Description      C T  Rate    Rate    Annual Limit    Rate    Annual Limit   Pay      Description
         ---- ------------------- - - -------- -------- -------------- -------- -------------- --- ------------------------
         BC   British Columbia      1 1.0000    .00895      54200.00    .00000     9999999.00  BC  British Columbia
```

Data Selection for the Workers Compensation and Liability Rates Report

Specify an individual company or a range of companies to limit the report.

Data Sequence for the Workers Compensation and Liability Rates Report

Do not change the data sequence for this report.

Reviewing the Canadian Employment Insurance Rates Report

From Canadian Payroll Master (G77), enter 29

From Payroll Setup (G774), choose Taxes and Insurance

From Taxes & Insurance (G7744), choose Employment Insurance Rates

The Employment Insurance Rates report lists the employment insurance (EI) rate information that you entered when you set up EI rates. The report lists information for companies within the tax areas.

```
06922P                                    J.D. Edwards & Company                          Page   -        2
                                          Print Employment Ins. Rates                     Date   -  8/06/98
                                                                                          From      01/01/92
                                                                                          Thru      12/31/99
Company -   00077  A Model Canadian Payroll Co
                                         Sta  . . Effective . .    Ins.      Annual     . . . .Minimum. . . .  Exc
  Tax Area  TT        Description        Cd.   From     Thru       Rate      Limit       Hours      Amount     Prm
----------  --  ----------------------   ---  -------- --------  -------  --------------  ---------- ---------- ---
CFEDU01     CD   EI Reduced Co Rate      U01  01/01/97 12/31/99   1.2440                                        Y
CFEDU02     CD   EI Employer secondary rate U02 01/01/97 12/31/99 1.4000                                        Y
```

Processing Options for Canadian Employment Insurance Rates Report

```
Enter the Date range for this report:
          From Date:
          Thru Date:                                        _____
```

Data Selection for the Canadian Employment Insurance Rates Report

Specify a code or a range of codes to limit the report.

Exercises

See the exercises for this chapter.

Appendices

Appendix A — Test Yourself Answers

Timing Rollovers

Payroll number 9.

Appendix B — Complex DBA Setup

The following examples show how to set up specific types of DBAs. These DBAs do not exist in the DEMO data.

Example 1: Deduction Using Minimum Hours and Monthly Limits

This deduction is for a flat dollar amount, $41.72, with A in the Method of Calculation field on the DBA Setup form. The deduction is based on a minimum of 40 hours worked per month using the Minimum Hours field on the DBA Limit Window form. You will calculate deductions once a month, so set a monthly limit using a month-to-date source of calculation.

If an employee did not work the required 40 hours in a pay period, no deduction exists. If the deduction was withheld for the first pay period of the month, the system would not calculate the deduction in subsequent pay periods because of the monthly limit.

```
[06LTW] - DBA Limit Window
Functions   Tools   Help

   DBA for Prior Limit
   Group Limit Code
   Limit Method
   Calendar Mnth Method
   Fiscal/Annv Bgn Date
   ─────────────── Limit Method ───────────────
   Pay Period
   Monthly                               41.72
   Quarterly
   Annual (Level 1)
   Annual (Level 2)
   ───────────── Minimum/Maximum ─────────────
   Pay Period % Min
   Pay Period % Max
   Minimum Hours/Pcs                     40.00
   Maximum Hours/Pcs

 Enter=Update  F8=Refresh  F24=More Keys
```

```
[06ADW] - DBA Additional Information
Functions   Tools   Help

   Flex Spend Acct Type
   415 Testing Code
   401k/125/RPP/Union

   Investment Group
   Incld in Union Pln(Y,N)    Y     COBRA Plan        0
   Declining Balance (Y,N)    N     Amount Due
   Number of Periods (Y,N)    N     No. Periods

   Calc for All Emp. (Y,N)    N
   Select by Pay Class
   Select by Tax Area
   Select by Home Company

   Enter=Update    F8=Refresh   F24=More Keys
```

The DBA is flagged as included in a union plan for reporting purposes.

Example 2: Two Limits for 401(k) Deduction

This 401(k) deduction uses two annual limits, and therefore requires two DBAs. The deduction stops calculating when the year-to-date gross pay reaches $150,000 or the year-to-date contribution reaches $9,240.

```
[069117] - DBA Setup                                               _ □ ×
Functions   Tools   Help

  ✔   X   ₁i   ₂▲   ₄✛   ₅▬

  DBA Code                        6000  401 (k)        DBA Type          B
  ──────────── DBA Calculation ────────────        ──────── Paystub Info ────────
  Source of Calculation       G  Current Period    Paystub Text       401 (k)
  Method of Calculation       %  Percent Based o    Method of Prnting  I
  Table Cd (Methods 1-9)                            DBA Print Group
  Amount or Rate 1 &              100.0000
     "            2                               ──────── General Acct Info ────────
  Effect on Disposable Wage   1                    Effect on GL        N
  Calc if No Gross (Y,N)      N                    A/P Voucher(Y,N)    N
  Calc in Pre-Payroll (Y,N)   Y                    Payee Address No
  Effect on Check             4

  ──────────── DBA Time Table ────────────        ──── Arrearage Information ────
  Pay Period to Calculate     Y / Y / Y / Y / Y   Arrearage Method    N
  Calc Once Per Period (Y,N)  N                    When to Adjust Ded  0
  Eff Dates - From & Thru                          Order to Adjust Ded
                                                                          ⬆
  F5=Addl  F6=Limits  F8=Exmpt  F16=Text  F19=Rollover  F20=YearEnd  F24=More  ⬇
```

The first DBA, 6000, tracks the year-to-date gross pay. This DBA will stop calculating when the $150,000 limit is reached.

```
[06LTW] - DBA Limit Window                                _ □ ×
Functions   Tools   Help

  ✔   X

   DBA for Prior Limit
   Group Limit Code
   Limit Method
   Calendar Mnth Method
   Fiscal/Annv Bgn Date
   ──────────── Limit Method ────────────
   Pay Period
   Monthly
   Quarterly
   Annual (Level 1)            150,000.00
   Annual (Level 2)
   ──────────── Minimum/Maximum ────────────
   Pay Period % Min
   Pay Period % Max
   Minimum Hours/Pcs
   Maximum Hours/Pcs                              ⬆
  Enter=Update  F8=Refresh  F24=More Keys         ⬇
```

The second DBA, 6001, calculates the 15% deduction, which is the year-to-date contribution. The second DBA will stop calculating when the $9,240 contribution limit is reached.

DBA 6001 is based on DBA 6000. When DBA 6000 stops calculating, DBA 6001 will be based on a zero amount and will calculate zero for the deduction.
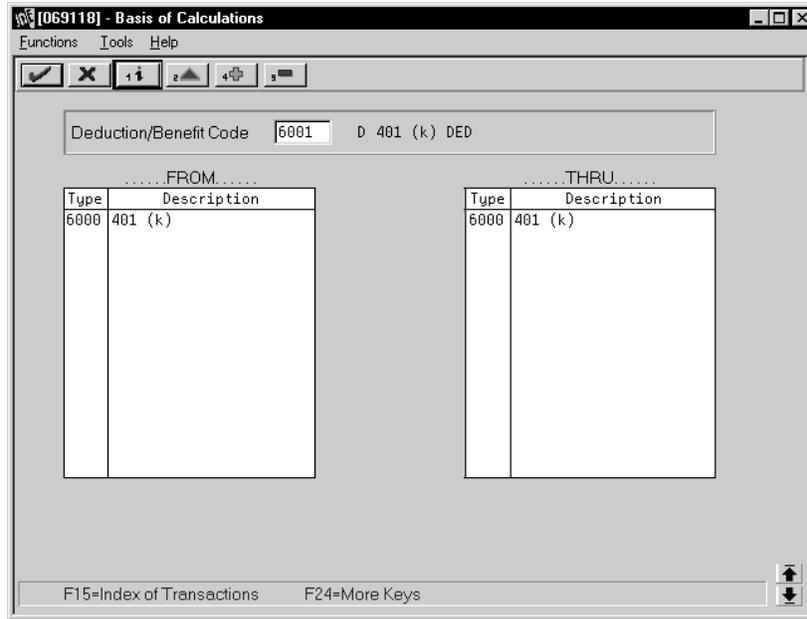
The tax-exempt status is not illustrated in this example.

Example 3: Tax-Exempt Deductions Section 125 and 401(k)

You need the following DBAs:

- A tax-exempt deduction to reduce taxable gross for Section 125. See example DBA 4227.

- A tax-exempt deduction for 401(k) to calculate on the reduced taxable gross amount. See example DBA 7007.

- An intermediate benefit to hold the amount of the Section 125 deduction (DBA 4227) as a negative amount so that the system includes that amount in the basis for the 401(k) deduction (DBA 7007). See example DBA 4228.

The intermediate benefit holds the amount ($100) as a negative amount to reduce taxable gross for the next pretax deduction. This amount will not print on the cheque, nor will it create a journal entry. Its basis of calculation is the Section 125 deduction only.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓▓[069117] - DBA Setup                                        _ □ X       │
│ Functions  Tools  Help                                                    │
│ ┌────┬────┬────┬────┬────┬────┐                                           │
│ │ ✔  │ X  │ 1i │ 2▲ │ 4✛ │ 5▬ │                                           │
│ └────┴────┴────┴────┴────┴────┘                                           │
│                                                                           │
│  DBA Code                    4228  Sect 125 (-)    DBA Type      B         │
│  ┌─── DBA Calculation ──────────────────┐  ┌─── Paystub Info ──────────┐   │
│  Source of Calculation    G  Current Period   Paystub Text    Sect 125 (-)│
│  Method of Calculation    %  Percent Based o   Method of Prnting   N      │
│  Table Cd (Methods 1-9)                        DBA Print Group            │
│  Amount or Rate 1 &            100.0000-                                  │
│       "        2                              ┌─── General Acct Info ────┐│
│  Effect on Disposable Wage   1                 Effect on GL        M      ││
│  Calc if No Gross (Y,N)      N                 A/P Voucher(Y,N)    N      ││
│  Calc in Pre-Payroll (Y,N)   Y                 Payee Address No          ││
│  Effect on Check             1                                            │
│                                                                           │
│  ┌─── DBA Time Table ──────────────────┐  ┌── Arrearage Information ───┐   │
│  Pay Period to Calculate   Y / Y / Y / Y / Y  Arrearage Method      N    │
│  Calc Once Per Period (Y,N)  N                When to Adjust Ded      0   │
│  Eff Dates - From & Thru                      Order to Adjust Ded         │
│                                                                        ▲  │
│  F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More  ▼  │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓▓[069118] - Basis of Calculations                           _ □ X       │
│ Functions  Tools  Help                                                    │
│ ┌────┬────┬────┬────┬────┬────┐                                           │
│ │ ✔  │ X  │ 1i │ 2▲ │ 4✛ │ 5▬ │                                           │
│ └────┴────┴────┴────┴────┴────┘                                           │
│                                                                           │
│     Deduction/Benefit Code   4228    B  Sect 125 (-)                      │
│                                                                           │
│         ......FROM......                   ......THRU......                │
│     ┌─────┬────────────────┐          ┌─────┬────────────────┐            │
│     │Type │  Description   │          │Type │  Description   │            │
│     │4227 │ Sect 125       │          │4227 │ Sect 125       │            │
│     │     │                │          │     │                │            │
│     │     │                │          │     │                │            │
│     │     │                │          │     │                │            │
│     │     │                │          │     │                │            │
│     │     │                │          │     │                │            │
│     │     │                │          │     │                │            │
│     └─────┴────────────────┘          └─────┴────────────────┘            │
│                                                                        ▲  │
│     F15=Index of Transactions      F24=More Keys                        ▼  │
└─────────────────────────────────────────────────────────────────────────┘
```

The 401(k) deduction (DBA 7007) is set up as usual, with the basis of calculation including the negative amount of the Section 125 deduction (DBA 4227). The 401(k) deduction is then based on the gross less the Section 125 deduction.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ [069117] - DBA Setup                                              _ □ ✕    │
│ Functions   Tools   Help                                                   │
│ ┌──┬──┬──┬──┬──┬──┐                                                        │
│ │ ✓│ ✕│ 1i│ 2▲│ 4⊕│ 9▬│                                                   │
│ └──┴──┴──┴──┴──┴──┘                                                        │
│                                                                            │
│ DBA Code                  │7007│ 401 (k)     DBA Type          │D│         │
│                                                                            │
│ ┌─── DBA Calculation ──────────────┐  ┌──── Paystub Info ──────────────┐   │
│ │ Source of Calculation   │G│ Current Period  Paystub Text  │401 (k)│   │   │
│ │ Method of Calculation   │%│ Percent Based o Method of Prnting │I│    │   │
│ │ Table Cd (Methods 1-9)  │ │          DBA Print Group        │ │     │   │
│ │ Amount or Rate 1 &      │        │                                    │   │
│ │        "       2        │        │  ┌──── General Acct Info ──────┐   │   │
│ │ Effect on Disposable Wage │1│      Effect on GL            │N│      │   │
│ │ Calc if No Gross (Y,N)  │N│        A/P Voucher(Y,N)        │N│      │   │
│ │ Calc in Pre-Payroll (Y,N) │Y│      Payee Address No  │         │    │   │
│ │ Effect on Check         │ │                                         │   │
│ └──────────────────────────────────┘  └────────────────────────────────┘   │
│                                                                            │
│ ┌─── DBA Time Table ───────────────┐  ┌─── Arrearage Information ──────┐   │
│ │ Pay Period to Calculate │Y│/│Y│/│Y│/│Y│/│Y│  Arrearage Method │P│   │   │
│ │ Calc Once Per Period (Y,N) │N│      When to Adjust Ded       │0│     │   │
│ │ Eff Dates - From & Thru │     │     │  Order to Adjust Ded  │     │  │   │
│ └──────────────────────────────────┘  └────────────────────────────────┘   │
│                                                                       ⬆    │
│ F5=Addl F6=Limits F8=Exmpt F16=Text F19=Rollover F20=YearEnd F24=More  ⬇   │
└──────────────────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│ [069118] - Basis of Calculations                                 _ □ ✕    │
│ Functions   Tools   Help                                                   │
│ ┌──┬──┬──┬──┬──┬──┐                                                        │
│ │ ✓│ ✕│ 1i│ 2▲│ 4⊕│ 9▬│                                                   │
│ └──┴──┴──┴──┴──┴──┘                                                        │
│                                                                            │
│   Deduction/Benefit Code  │7007│   D 401 (k)                               │
│                                                                            │
│       ......FROM......                    ......THRU......                  │
│   ┌─────┬────────────────┐           ┌─────┬────────────────┐             │
│   │Type │  Description   │           │Type │  Description   │             │
│   │   1 │Regular         │           │ 999 │Net Pay Adj.    │             │
│   │4228 │Sect 125 (-)    │           │4228 │Sect 125 (-)    │             │
│   │     │                │           │     │                │             │
│   │     │                │           │     │                │             │
│   │     │                │           │     │                │             │
│   └─────┴────────────────┘           └─────┴────────────────┘             │
│                                                                       ⬆    │
│    F15=Index of Transactions       F24=More Keys                       ⬇   │
└──────────────────────────────────────────────────────────────────────────┘
```

The tax-exempt status is not illustrated in this example.

Example 4: DBAs with Prior Limits

When you use the DBA for Prior Limit form, the system calculates the DBA with the higher number in the pay period after the first DBA reaches its limit.

The following sample shows a DBA with a higher number that is calculated in the same pay period in which the first DBA reaches its limit. This situation requires setting up an intermediate DBA.

1. DBA 6670 calculates 3% of the gross salary up to an annual limit of 840.

2. DBA 6671 also calculates 3% of the gross salary and stores the result as a negative amount.

```
[069117] - DBA Setup                                          _ □ ×
Functions   Tools   Help

 ✓  ✗  ┃ ᵢⁱ ┃ ₂▲ ┃ ₄✚ ┃ ₉━

DBA Code                    6671  Pension Bene    DBA Type          B

┌──────── DBA Calculation ────────┐     ┌──────── Paystub Info ────────┐
Source of Calculation       G  Current Period     Paystub Text      Pension Bene
Method of Calculation       %  Percent Based o    Method of Prnting  N
Table Cd (Methods 1-9)                            DBA Print Group
Amount or Rate 1 &                 3.0000-
      "         2                                 ┌──────── General Acct Info ────────┐
Effect on Disposable Wage   1                      Effect on GL       N
Calc if No Gross (Y,N)      N                      A/P Voucher(Y,N)   N
Calc in Pre-Payroll (Y,N)   Y                      Payee Address No
Effect on Check             1

┌──────── DBA Time Table ────────┐     ┌──────── Arrearage Information ────────┐
Pay Period to Calculate     Y / Y / Y / Y / Y      Arrearage Method   N
Calc Once Per Period (Y,N)  N                      When to Adjust Ded  0
Eff Dates - From & Thru                            Order to Adjust Ded

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

There is no annual limit. When the system stops calculating DBA 6670,
calculations continue for DBA 6671.

3. DBAs 6670 and 6671 combine to calculate DBA 6672.

```
[069117] - DBA Setup                                          _ □ ×
Functions   Tools   Help

 ✓  ✗  ┃ ᵢⁱ ┃ ₂▲ ┃ ₄✚ ┃ ₉━

DBA Code                    6672  Pension         DBA Type          B

┌──────── DBA Calculation ────────┐     ┌──────── Paystub Info ────────┐
Source of Calculation       G  Current Period     Paystub Text      Pension
Method of Calculation       %  Percent Based o    Method of Prnting  I
Table Cd (Methods 1-9)                            DBA Print Group
Amount or Rate 1 &                100.0000-
      "         2                                 ┌──────── General Acct Info ────────┐
Effect on Disposable Wage   1                      Effect on GL       N
Calc if No Gross (Y,N)      N                      A/P Voucher(Y,N)   N
Calc in Pre-Payroll (Y,N)   Y                      Payee Address No
Effect on Check             1

┌──────── DBA Time Table ────────┐     ┌──────── Arrearage Information ────────┐
Pay Period to Calculate     Y / Y / Y / Y / Y      Arrearage Method   N
Calc Once Per Period (Y,N)  N                      When to Adjust Ded  0
Eff Dates - From & Thru                            Order to Adjust Ded

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

```
[069118] - Basis of Calculations                                    _ □ ×
Functions  Tools  Help
 ✔  ✗  ⅰ  ₂▲  ₄✛  ₅▬

    Deduction/Benefit Code   6672     B Pension

         ......FROM......                          ......THRU......
    Type |   Description           Type |   Description
    6670 | Pension Bene            6671 | Pension Bene






    F15=Index of Transactions      F24=More Keys
```

While DBA 6670 continues to calculate, DBA 6670 + DBA 6671 = 0. When DBA 6670 reaches its annual limit and the system stops calculating it, DBA 6670 + DBA 6671 = positive 3% of the gross salary.

You can change the DBA type, tax-exempt status, method of calculation, and other values.

Appendix C — DBA Table Methods

There are five general, arbitrary categories of DBA table methods. The methods are distinguishable by what the DBA method is based on.

Category	Available Calculations

Salary Amounts:
 	
Pay Period
Monthly
Annual
Life Insurance
2nd Life Insurance
	For the salary figure, you can perform one of the following calculations:
	
	• Table amount x Employee rate
	• Salary x Employee rate x Table amount
	• Use the table amount as the actual DBA amount
	• Hours worked x Table amount
	• Gross earnings x Table amount
	• Salary x Employee rate
	  Result rounded down x Table amount
	• Salary x Employee rate
	  Result rounded up x Table amount
	• Salary x Table amount x Excess rate

Employee's Age:	Based on the employee's age, you can perform one of the following calculations:
	
	• Salary x Employee rate x Table amount
	• Salary x Employee rate
	  Result rounded down x Table amount
	• Salary x Employee rate
	  Result rounded up x Table amount
	• Salary x Employee rate
	  Result rounded down / 1000
	• Salary x Employee rate
	  Result rounded up / 1000
	• Salary x Table amount x Excess rate

Category	Available Calculations
Dates: **Leave of Absence** **Original Hire** **Participation** **Start**	For each date, you can perform one of the following calculations: • Table amount x Employee rate • Table amount x Employee rate (calculates hours only) • Table amount x Hours worked (can optionally calculate Rate x Hours) • Table amount x Hours worked (calculates hours only) • Table amount x Hours worked • Use the table amount as the actual DBA amount • Table amount x Gross earnings • Annual salary x Table amount x Excess rate • Pay-period salary x Table amount x Excess rate • Monthly salary x Table amount x Excess rate • Life insurance salary x Table amount x Excess rate • 2nd life insurance salary x Table amount x Excess rate
Amounts: **Hours** **Gross Amounts** **Flat Dollar**	You can perform various calculations against an employee's pay rate, hours, and gross wages. These calculations include the following: • Average hourly rate • Range from the detail area of the table
Miscellaneous: **Pay-Period Number** **Variable Months** **Excess Life Insurance**	You can use various tables, depending on the following: • Pay-period number for the month • Number of months of history to use as a basis • Group term life insurance premiums

Based on Pay-Period Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
EA	Pay-Period Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
EB	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee x Table amount.	3
ED	Pay-Period Salary	Table amount equals the actual amount of the DBA.	1
EH	Pay-Period Salary	The number of hours worked by the employee x Table amount or rate.	1
EP	Pay-Period Salary	Employee's gross earnings for the current period x Table amount or rate.	1
EQ	Pay-Period Salary	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
ER	Pay-Period Salary	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
ES	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
ET	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
EY	Employee's Age in Years	Employee's pay-period salary x the amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate. The system does not calculate a DBA amount.	3 or 9
EZ	Employee's Age in Years	Employee's pay-period salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
E%	Employee's Age or Pay-Period Salary	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Monthly Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
NA	Monthly Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
NB	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee x Table amount.	3
ND	Monthly Salary	Table amount equals the actual amount of the DBA.	1
NH	Monthly Salary	Number of hours worked by the employee x Table amount or rate.	1
NP	Monthly Salary	Employee's gross earnings for the current period x Table amount or rate.	1
NQ	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
NR	Monthly Salary	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
NS	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
NT	Employee's Age in Years	Employee's monthly salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
NY	Employee's Age in Years	Employee's monthly salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
NZ	Employee's Age in Years	Employee's monthly salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
N%	Employee's Age or Monthly Salary	Employee's monthly salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Annual Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
AA	Annual Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
AB	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee x Table amount.	3
AD	Annual Salary	Table amount equals the actual amount of the DBA.	1
AH	Annual Salary	Number of hours worked by the employee x Table amount or rate.	1
AP	Annual Salary	Employee's gross earnings for the current period x Table amount or rate.	1
AQ	Annual Salary	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
AR	Annual Salary	Employee's annual salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
AS	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
AT	Employee's Age in Years	Employee's annual salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
AY	Employee's Age in Years	Employee's annual salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
AZ	Employee's Age in Years	Employee's annual salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
A%	Employee's Age or Annual Salary	Employee's annual salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
IA	Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
IB	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee x Table amount.	3
ID	Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
IH	Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
IP	Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1
IQ	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
IR	Life Insurance Salary	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
IS	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
IT	Employee's Age in Years	Employee's life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
IY	Employee's Age in Years	Employee's life insurance salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
IZ	Employee's Age in Years	Employee's life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
I%	Employee's Age or Life Insurance Salary	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Second Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
FA	2nd Life Insurance Salary	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
FB	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee x Table amount.	3
FD	2nd Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
FH	2nd Life Insurance Salary	Number of hours worked by the employee x Table amount or rate.	1
FP	2nd Life Insurance Salary	Employee's gross earnings for the current period x Table amount or rate.	1
FQ	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	1
FR	2nd Life Insurance Salary	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	1
FS	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded up to the next 1000 x Table amount or rate.	3 or 9
FT	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 x Table amount or rate.	3 or 9
FY	Employee's Age in Years	Employee's 2nd life insurance salary x amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
FZ	Employee's Age in Years	Employee's 2nd life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
F%	Employee's Age or 2nd Life Insurance Salary	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	3, 9, or 1

Based on Leave-of-Absence Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
LA	Months of Service from Leave of Absence	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
LB	Months of Service from Leave of Absence	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
LH	Months of Service from Leave of Absence	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
LI	Months of Service from Leave of Absence	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
LR	Months of Service from Leave of Absence	Table amount x Number of hours worked equalling the DBA amount.	2
L$	Months of Service from Leave of Absence	Table amount equals the actual amount of the DBA.	2
L%	Months of Service from Leave of Absence	Employee's gross earnings x Table rate percentage.	2
L1	Months of Service from Leave of Absence	Employee's annual salary x Table amount or rate x Excess rate.	2
L2	Months of Service from Leave of Absence	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
L3	Months of Service from Leave of Absence	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
L4	Months of Service from Leave of Absence	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
L5	Months of Service from Leave of Absence	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

C–9

Based on Original Hire Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
OA	Months of Service from Original Hire Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
OB	Months of Service from Original Hire Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
OH	Months of Service from Original Hire Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
OI	Months of Service from Original Hire Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
OR	Months of Service from Original Hire Date	Table amount x Number of hours worked equalling the DBA amount.	2
O$	Months of Service from Original Hire Date	Table amount equals the actual amount of the DBA.	2
O%	Months of Service from Original Hire Date	Employee's gross earnings x Table rate percentage.	2
O1	Months of Service from Original Hire Date	Employee's annual salary x Table amount or rate x Excess rate.	2
O2	Months of Service from Original Hire Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
O3	Months of Service from Original Hire Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
O4	Months of Service from Original Hire Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
O5	Months of Service from Original Hire Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Participation Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
PA	Months of Service from Participation Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
PB	Months of Service from Participation Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
PH	Months of Service from Participation Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
PI	Months of Service from Participation Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
PR	Months of Service from Participation Date	Table amount x Number of hours worked equalling the DBA amount.	2
P$	Months of Service from Participation Date	Table amount equals the actual amount of the DBA.	2
P%	Months of Service from Participation Date	Employee's gross earnings x Table rate percentage.	2
P1	Months of Service from Participation Date	Employee's annual salary x Table amount or rate x Excess rate.	2
P2	Months of Service from Participation Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
P3	Months of Service from Participation Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
P4	Months of Service from Participation Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
P5	Months of Service from Participation Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Start Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
SA	Months of Service from Start Date	Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
SB	Months of Service from Start Date	Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.	2
SH	Months of Service from Start Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
SI	Months of Service from Start Date	Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.	2
SR	Months of Service from Start Date	Table amount x Number of hours worked equalling the DBA amount.	2
S$	Months of Service from Start Date	Table amount equals the actual amount of the DBA.	2
S%	Months of Service from Start Date	Employee's gross earnings x Table rate percentage.	2
S1	Months of Service from Start Date	Employee's annual salary x Table amount or rate x Excess rate.	2
S2	Months of Service from Start Date	Employee's pay-period salary x Table amount or rate x Excess rate in the table.	2
S3	Months of Service from Start Date	Employee's monthly salary x Table amount or rate x Excess rate in the table.	2
S4	Months of Service from Start Date	Employee's life insurance salary x Table amount or rate x Excess rate in the table.	2
S5	Months of Service from Start Date	Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.	2

Based on Hours Worked

Table Method	Lower/Upper Ranges Represent	Calculation	Method
HA	Hours Worked	Employee's total wages / Employee's total hours x Table amount or rate.	4
HD	Inception to Date Hours Worked	Table amount equals the actual amount of the DBA.	4
HP	Inception to Date Hours Worked	Employee's hours worked during the current period x Table rate.	4
H1	Hours Worked	Table amount equals the number of hours that the DBA is based on.	4

Based on Gross Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
GA	Gross Amount	Amount or rate associated with the employee x Table amount.	8
GD	Gross Amount	Table amount equals the actual amount of the DBA.	8
GH	Gross Amount	Hours worked x Table amount.	8
GP	Gross Amount	Amount of employee's gross earnings x Table rate.	8
G%	Gross Amount	Amount of employee's gross earnings x Table rate.	3
G@	Gross Amount	Amount of employee's gross earnings x Table rate.	8

Based on Flat Dollar Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
DD	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, do one of the following: • Calculate days worked • Days worked x Rate in the detail area	4
DH	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, use Actual hours worked x Rate in the detail area.	4
DL	Employee's Age in Years	Table amount equals the actual amount of the DBA.	3 or 9
DP	Pieces Produced	If possible, use amount in table. If employee produced fewer pieces, use Actual pieces produced x Rate in the detail area.	5

Based on Pay-Period Number

Table Method	Lower/Upper Ranges Represent	Calculation	Method
WD	Pay-Period Number (1–5)	Days worked (based on number of timecard records) x Table amount or rate.	0
WH	Pay-Period Number (1–5)	Hours worked x Table amount or rate.	0
WP	Pay-Period Number (1–5)	Pieces produced x Table amount or rate.	0
W$	Pay-Period Number (1–5)	Table amount equals the actual amount of the DBA.	0
W%	Pay-Period Number (1–5)	Gross earnings x Table amount or rate.	0

Based on Variable Months

Table Method	Lower/Upper Ranges Represent	Calculation	Method
MH	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table x Table rate.	6
MI	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded up to the next whole hour x Table rate.	6
MJ	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded down to the next whole hour x Table rate.	6
MP	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated gross earnings for the number of months specified x Table rate.	6
MR	Variable Months	The table is a one-line entry indicating how many months back to look at history. Accumulated pieces produced for the number of months specified x Table rate.	6

Based on Excess Life Insurance

Table Method	Lower/Upper Ranges Represent	Calculation	Method
XL	Employee's Age in Years	The "maximum amount" for data dictionary item #XL1–Hours basis. Remainder x Table amount.	3 or 9
XC	Employee's Age in Years	The "maximum amount" for data dictionary item #XLC–Hours basis. Remainder x Table amount.	3 or 9

Example: Calculation Table Based on Months of Service

When you set up a calculation table based on months of service, the system uses only whole numbers for the lower and upper limits.

```
[069021] - Calculation Tables                                      _ □ ×
Functions   Tools   Help

                                            Table Type      D

        Table Code      00002      Vacation
        Table Method    OA         Amount x Rate/Basis=Months.

                              ── Explanation: ──
                    Based on length of service:
                    0-6mo = 0 Vac Hours
                    6m-1yr = 1 week (40 hrs)
                    1-7 = 2w (80); 7-15 = 3w (120)
                    15+ yrs = 4w (160)

    . . . . Limits. . . .  │ Amt./Rate │ Excess │S│  Sec  │    Description
      Lower        Upper   │           │  Rate  │M│ Table │
         .00        5.99   │    .0000  │        │ │       │
        6.00       11.99   │   3.3333  │        │ │       │
       12.00       83.99   │   6.6666  │        │ │       │
       84.00      179.99   │  10.0000  │        │ │       │
      180.00  9999999.99   │  13.3333  │        │ │       │

    ✔    ✗                                  i ▲ ➕ ➖  ⬆
    F4=Detail  F6=Table Method  F19=Previous  F20=Next  F24=More Keys   MW  ⬇
```

For example, the system reads the above limits as the following:

- 0 to 5

- 6 to 11

- 12 to 83

- 84 to 179

- 180 to 9,999,999

The system considers the months between the specified date and the payroll date, not the number of days. The system does not convert number of days to months. For example, the system would calculate months of service as follows:

- Start Date = 1/15 and Pay Date = 1/31

  The system calculates one month of service. The employee started in January and was paid in January.

- Start Date = 1/15 and Pay Date = 2/15

  The system calculates two months of service. The employee started in January and was paid in February.

Example: Calculation Table Based on Periods Worked

You might want to set up a calculation table based on different amounts based on pay periods worked. For example, you might want to split a 75.00 per month health insurance premium between two pay periods.

The following list shows the information to enter on each line of the calculation table:

Line one for the first pay period Lower Limit = 1

Upper Limit = 1

Amount/Rate = 40

Line two for the second pay period Lower Limit = 2

Upper Limit = 2

Amount/Rate = 35

Based on this calculation, the system deducts 40.00 in the first pay period and 35.00 in the second pay period.

Appendix D — DBA Table Methods Quick Reference

Salary

Code	Upper and Lower Range is:
E	Pay-Period Salary
N	Monthly Salary
A	Annual Salary
I	Life Insurance Salary
F	2nd Life Insurance Salary

Code	Calculated Basis	Amount = Basis multiplied by:	Method
A	Employee Rate on DBA	Table Amount	1
D	Blank	Table Amount is the DBA amount	1
H	Hours Worked	Table Amount	1
P	Current Period Gross	Table Amount	1
Q	Salary x Rate on DBA, rounded down, /1000	Table Amount	1
R	Salary x Rate on DBA, rounded up, /1000	Table Amount	1
%	Salary x Table Amount	Excess Rate	1

Employee's Age

Code	Upper and Lower Range is Employee's Age in Years
E	Pay-Period Salary
N	Monthly Salary
A	Annual Salary
I	Life Insurance Salary
F	2nd Life Insurance Salary

Code	Calculated Basis	Amount = Basis multiplied by:	Method
B	Salary x Rate on DBA	Table Amount	3/9
S	Salary x Rate on DBA, rounded up, /1000	Table Amount	3/9
T	Salary x Rate on DBA, rounded down, /1000	Table Amount	3/9
Y	Salary x Rate on DBA, rounded down, /1000 (no DBA amount)	Table Amount	3/9
Z	Salary x Rate on DBA, rounded up, /1000 (no DBA amount)	Table Amount	3/9
%	Salary x Table Amount	Excess Rate	3/9

Dates

Code	Upper and Lower Range is Months of Service from:
L	Leave-of-Absence Date
O	Original Hire Date
P	Participation Date
S	Start Date

Code	Calculated Basis	Amount = Basis multiplied by:	Method
A	Table Amount	Employee Rate on DBA (employee's hourly rate if blank)	2
B	Table Amount	Amount is always zero (accrual only)	2
H	Table Amount x Hours Worked	Employee Rate on DBA (employee's hourly rate if blank)	2
I	Table Amount x Hours Worked	Amount is always zero (accrual only)	2
R	Hours Worked	Table Amount	2
$	Blank	Table Amount is the DBA amount	2
%	Table Amount (no basis on calculated DBA)	Gross Earnings (rate on table is a percentage)	2
1	Table Amount x Annual Salary	Excess Rate	2
2	Table Amount x Pay-Period Salary	Excess Rate	2
3	Table Amount x Monthly Salary	Excess Rate	2
4	Table Amount x Life Insurance Salary	Excess Rate	2
5	Table Amount x 2nd Life Insurance Salary	Excess Rate	2

Gross Amount

Code	Upper and Lower Range is:
G	Gross Amount

Code	Calculated Basis	Amount = Basis multiplied by:	Method
A	Employee Rate on DBA	Table Amount	8
D	Blank	Table Amount is the DBA Amount	8
H	Hours Worked	Table Amount	8
P	Current Period Gross	Table Amount (rate on table is a percentage)	8
@	Current Period Gross (uses YTD Gross)	Table Amount (rate on table is a percentage)	8

Hours Worked

Code	Upper and Lower Range is:
H	Hours Worked

Code	Calculated Basis	Amount = Basis multiplied by:	Method
A	Average Hourly Rate (basis on DBA is Hours Worked)	Table Amount	4
D	Table Amount	Table Amount is the DBA Amount	4
P	Current Period Hours x Table Amount (uses ITD Hours)	Employee's Hourly Rate	4
1	Table Amount	Employee Rate on DBA	4

Pay-Period Number

Code	Upper and Lower Range is:
W	Pay-Period Number (1 – 5)

Code	Calculated Basis	Amount = Basis multiplied by:	Method
D	Number of timecard records with different dates	Table Amount	0
H	Hours Worked	Table Amount	0
P	Pieces Produced	Table Amount	0
$	Blank	Table Amount is the DBA Amount	0
%	Current Period Gross	Table Amount (rate on table is a percentage)	0

Miscellaneous

Code	Upper and Lower Range is:
DD	Hours Worked
DH	Hours Worked
DP	Pieces Produced
DL	Employee's Age in Years
XL	Employee's Age in Years
XC	Employee's Age in Years
G%	Employee's Age in Years
M?	Variable Months

Code	Calculated Basis	Calculated Amount	Method
DD	Hours Worked or Number of Days Worked	Table Amount is the DBA Amount	4
DH	Hours Worked	Table Amount is the DBA Amount	4
DP	Pieces Produced	Table Amount is the DBA Amount	5
DL	Blank	Table Amount is the DBA Amount	3/9
XL	Basis less maximum amount in item #XLI	Calculated Basis x Table Amount	3/9
XC	Basis less maximum amount in item #XLC	Calculated Basis x Table Amount	3/9
G%	Current Period Gross (Amount)	Calculated Basis x Table Amount	3/9
M?	Rarely used. (Refer to other sources for specifics.)		6

Appendix E — DBA Troubleshooting

You should research the following questions when the system does not calculate a DBA as you expect:

1. For whom is the DBA not calculating? One employee? A group of employees? Everyone?

2. At what level is the DBA assigned? Employee? Union? Required? One-Time Override?

3. Does the DBA have start or stop dates?

```
[060181] - Employee DBA Instructions                              _ □ ×
Functions  Options  Tools  Help
 ✓  ✗  ₁i  ₂▲  ₄✛  ₃▬

                                            Year              98
                                            Cleared Items(Y/N)  ☐

     Employee No        7500     McDougle, Cathy
     Benefit Group:  EXEC      Job Type:  2H-1      Step :
     Skip To Code

 O Code T C Description  Z . . . Amount/Rate . . .    . . Dates . . G Payee No
                                Level 1   Level 2   Start    Stop  V
   1018 D A FLTDCoverag                              01/01/98       N
   1102 D C Child Suppr       250.0000              07/01/98       Y    5557
   1104 D G Garnishment                                            N
   1108 D K Loan              80.0000              03/01/98       N
   1122 D % Interest          10.0000                              N
   1511 D A FMed100-EE+                             01/01/98       N
   1541 D A FDENT1-EE+1                             01/01/98       N
   4598 D A FSA-DEP/Ded      100.0000              01/01/98       N
   4599 D A FSA-MED/Ded      100.0000              01/01/98       N
   4601 A A FSA-DEP 125       25.0000              01/01/98       N
   5062 B A FMedical/De                             01/01/98       N
   5502 D A FVision EE+                             01/01/98       N

 Opt: 9=Dlt F4=Detail F5=Acct Master F10=DBA Review F20=Next F24=More   MW
```

4. What is the value of the Calculate if No Gross field?

```
[069117] - DBA Setup                                             _ □ ×
Functions  Tools  Help
 ✓  ✗  ₁i  ₂▲  ₄✛  ₃▬

 DBA Code            1000 Health Ins.    DBA Type      D

 ┌──── DBA Calculation ────            ┌──── Paystub Info ────
 Source of Calculation   G Current Period   Paystub Text    Health Ins.
 Method of Calculation   A Flat Amount       Method of Prnting  I
 Table Cd (Methods 1-9)                      DBA Print Group
 Amount or Rate 1 &         25.0000
      "          2                        ┌──── General Acct Info ────
 Effect on Disposable Wage  1              Effect on GL      N
 Calc if No Gross (Y,N)     N              A/P Voucher(Y,N)  N
 Calc in Pre-Payroll (Y,N)  Y              Payee Address No      5178
 Effect on Check                           Blue Cross Blue Shield

 ┌──── DBA Time Table ────              ┌──── Arrearage Information ────
 Pay Period to Calculate  Y / Y / Y / Y / M  Arrearage Method      P
 Calc Once Per Period (Y,N)  N              When to Adjust Ded    0
 Eff Dates - From & Thru                    Order to Adjust Ded

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

5. Does the employee have gross wages?

6. What is the DBA method? Flat dollar amount? Percentage? Wage attachment?

7. Does the DBA use a calculation-table code for its calculation?

```
[069117] - DBA Setup
Functions  Tools  Help

DBA Code                    3002  Life Ins      DBA Type           D

            DBA Calculation                          Paystub Info
Source of Calculation        G  Current Period    Paystub Text       Life Ins
Method of Calculation        3  Table - Age (Ca   Method of Prnting   Y
Table Cd (Methods 1-9)       03000  Life Insuranc DBA Print Group    L  life
Amount or Rate 1 &               1.0000
      "         2                                   General Acct Info
Effect on Disposable Wage    Y                    Effect on GL       N
Calc if No Gross (Y,N)                            A/P Voucher(Y,N)
Calc in Pre-Payroll (Y,N)                         Payee Address No
Effect on Check

            DBA Time Table                          Arrearage Information
Pay Period to Calculate      Y / Y / Y / Y / N    Arrearage Method    P
Calc Once Per Period (Y,N)                        When to Adjust Ded  0
Eff Dates - From & Thru                           Order to Adjust Ded

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

```
[069021] - Calculation Tables
Functions  Tools  Help

                                              Table Type      D
            Table Code        03000   Life Insurance Premium
            Table Method      AS      Multiplier/Basis=Salary(Trunc)
                                Explanation:




     . . . . Limits . . . .   Amt./Rate  Excess  S  Sec     Description
      Lower       Upper                    Rate   M  Table
         .00       29.99        .0900
       30.00       34.99        .1000
       35.00       39.99        .1300
       40.00       44.99        .1700
       45.00       49.99        .2700
       50.00       54.99        .4400
       55.00       59.99        .7000
       60.00       64.99       1.0000

F4=Detail  F6=Table Method  F19=Previous  F20=Next  F24=More Keys            MW
```

8. Does the DBA have limits? If it has a limit, has the limit been met?

```
[06LTW] - DBA Limit Window                              _ □ ×
Functions  Tools  Help
✔  ✕

     DBA for Prior Limit          [    ]
     Group Limit Code             [ ]
     Limit Method                 [ ]
     Calendar Mnth Method         [ ]
     Fiscal/Annv Bgn Date         [    ]

     ┌─────────── Limit Method ───────────┐
     │ Pay Period            [         ]  │
     │ Monthly               [         ]  │
     │ Quarterly             [         ]  │
     │ Annual (Level 1)      [   950.00]  │
     │ Annual (Level 2)      [         ]  │
     └────────────────────────────────────┘

     ┌───────── Minimum/Maximum ──────────┐
     │ Pay Period % Min      [       ]    │
     │ Pay Period % Max      [       ]    │
     │ Minimum Hours/Pcs     [         ]  │
     │ Maximum Hours/Pcs     [         ]  │
     └────────────────────────────────────┘

Enter=Update  F6=Refresh  F24=More Keys
```
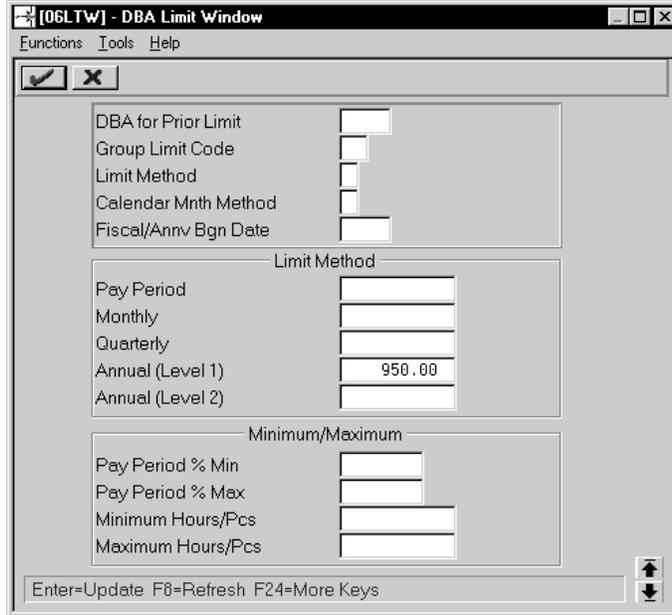
9. Are the PDBAs in the Basis of Calculations table correct?

```
[069118] - Basis of Calculations                              _ □ ×
Functions  Tools  Help
✔  ✕  1↑  2▲  4✛  9▬

     Deduction/Benefit Code    [1000]    D Health Ins.

          .....FROM......                      ......THRU......
     ┌────┬──────────────────┐        ┌────┬──────────────────┐
     │Type│   Description    │        │Type│   Description    │
     │  1 │Regular           │        │999 │Net Pay Adj.      │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     │    │                  │        │    │                  │
     └────┴──────────────────┘        └────┴──────────────────┘

 F15=Index of Transactions     F24=More Keys              MW
```
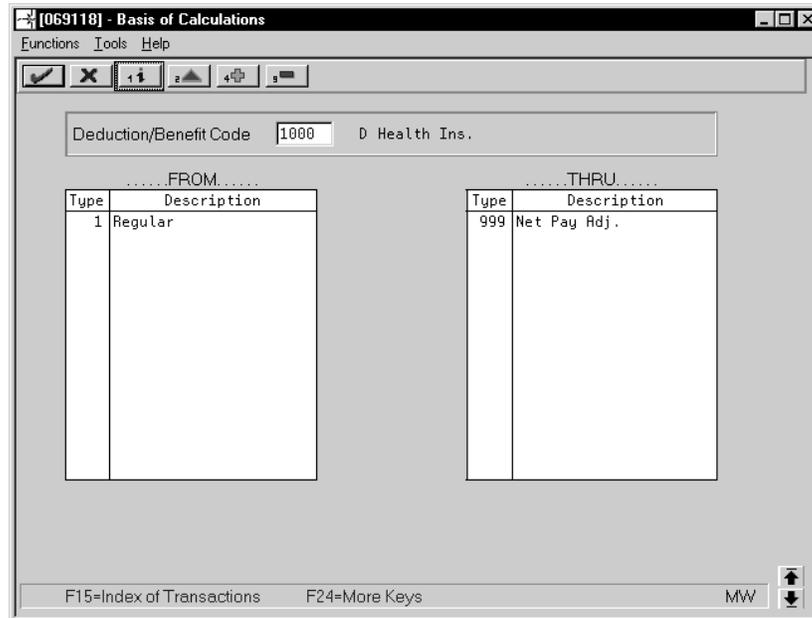
10. Is the DBA based on another DBA? If so, does the based-on DBA calculate first?

11. Does the DBA have a declining balance? If so, is there an amount due?

```
[06ADW] - DBA Additional Information
Functions  Tools  Help

Flex Spend Acct Type        [    ]
415 Testing Code            [    ]
401k/125/RPP/Union          [125] 125 Plan Deduction

Investment Group            [  ]
Incld in Union Pln(Y,N)     [N]   COBRA Plan      [1]
Declining Balance (Y,N)     [N]   Amount Due      [          ]
Number of Periods (Y,N)     [N]   No. Periods     [          ]

Calc for All Emp. (Y,N)     [N]
Select by Pay Class         [  ]
Select by Tax Area          [          ]
Select by Home Company      [          ]

   Enter=Update   F8=Refresh   F24=More Keys
```

12. What is the value of the Calculate in Pre-Payroll field?

```
[069117] - DBA Setup
Functions  Tools  Help

DBA Code              [1000] Health Ins.    DBA Type           [D]

       DBA Calculation                            Paystub Info
Source of Calculation   [G] Current Period   Paystub Text      [Health Ins.]
Method of Calculation   [A] Flat Amount      Method of Prnting [I]
Table Cd (Methods 1-9)  [   ]                DBA Print Group   [ ]
Amount or Rate 1 &      [    25.0000]
     "        2         [          ]              General Acct Info
Effect on Disposable Wage [1]              Effect on GL        [N]
Calc if No Gross (Y,N)    [N]              A/P Voucher(Y,N)    [N]
Calc in Pre-Payroll (Y,N) [Y]             Payee Address No    [    5178]
Effect on Check          [ ]              Blue Cross Blue Shield

       DBA Time Table                           Arrearage Information
Pay Period to Calculate  [Y]/[Y]/[Y]/[Y]/[M]  Arrearage Method   [P]
Calc Once Per Period (Y,N) [N]              When to Adjust Ded  [0]
Eff Dates - From & Thru  [     ][     ]     Order to Adjust Ded [     ]

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

13. Has the DBA already been calculated for this period?

14. What is the employee's pay frequency? Biweekly? Semimonthly? Monthly? Weekly?

15. Which period of the month are you processing?

16. What is the value of the DBA Specification Withholding field?

17. What payroll processes are you using? Pre-payroll? Interims?

18. Does the value in the Period Number field in the pre-payroll parameters correspond to the value in the DBA Specifications Withholding field?

19. Does the DBA calculate in a test interim?

20. What is the value of the Z column on the employee's DBA Instructions form?

```
[060181] - DBA Instructions                                    _ □ X
Functions  Options  Tools  Help

 [✓] [X] [ ↑î ] [ ₂▲ ] [ ₄⊕ ] [ ₅▬ ]

                                              Year                [98]
                                              Cleared Items(Y/N)  [ ]

        Employee No        7500      McDougle, Cathy
        Benefit Group:  EXEC      Job Type:  2H-1      Step:
        Skip To Code      [        ]

 O Code T C Description   Z . . . Amount/Rate . . .   . . Dates . .  G Payee No
                            Level 1      Level 2     Start    Stop   V
   1018 D A FLTDCoverag                              01/01/98        N
   1102 D C Child Suppr       250.0000               07/01/98        Y    5557
   1104 D G Garnishment                                              N
   1108 D K Loan              80.0000               03/01/98        N
   1122 D % Interest          10.0000                               N
   1511 D A FMed100-EE+                              01/01/98        N
   1541 D A FDENT1-EE+1                              01/01/98        N
   4598 D A FSA-DEP/Ded      100.0000               01/01/98        N
   4599 D A FSA-MED/Ded      100.0000               01/01/98        N
   4601 A A FSA-DEP 125       25.0000               01/01/98        N
   5062 B A FMedical/De                              01/01/98        N
   5502 D A FVision EE+                              01/01/98        N
                                                                      [↑]
 Opt: 9=Dlt F4=Detail F5=Acct Master F10=DBA Review F20=Next F24=More   MW [↓]
```

Appendix F — Intercompany Settlement Examples

The following examples show how setting up intercompany settlements in payroll affects document and company totals.

See Also

- *Setting Up Intercompany Settlements in Payroll (P069041)*

Example 1: No Intercompany Settlements

In this example, labour is distributed to two companies. The system does not generate intercompany settlements. All liabilities are posted to the home company.

The employee's home company is 100. The employee worked in the following two companies:

- Business unit 90, company 100
- Business unit 501, company 50

Review the Pay Period Journal Batch Proof report, and notice that the document and company totals are out of balance. The grand totals are in balance.

```
 06229                            J.D. Edwards & Company                    Page -        2
                               Pay Period Journal Batch Proof              Date -     7/23/98
 Payroll ID:        693 Batch  6068229
                   Account Description    Asset      G/L Account         . . . . . . .  Amounts . . . . . . .
 Co   FY PN DT Refn2  Employee JBCD JBST  Explanation   Subldg-Ty-Phase   Debit         Credit        Units        LT
 ----- -- -- -- ------- -------------------- ----------- ------------------------- -------------- -------------- ------------- --
 00050 98 08 T2 Payroll Labor Distribution
              FB083198 Burden                      501.1343.02200        98.56                                    AA
              LD083198 Regular Time                501.1341.02200       308.00                        40.00 AA
                                                                    -------------- -------------- -------------
                                             Document/Period Total     406.56                        40.00

 00050 98 08 T3 Actual Burden Journal Entries
              BT083198 Burden                      501.1343.02200       421.68                                    AA
                                                                    -------------- -------------- -------------
                                             Document/Period Total     421.68
                                                                    -------------- -------------- -------------
                                             Company Total . . . .     828.24                        40.00


 00100 98 08 T1 Payroll Disbursement Entries
              AL083198 Health Insurance            100.4315                           39.60-                      AA
              AL083198 Savings Bond                100.4316                           33.88-                      AA
                                                       00007506 A
              AL083198 Garnishee Wages             100.4325                          204.10-                      AA
              AT083198 Federal Payroll Tax W/H     100.4211                           69.30-                      AA
              AT083198 FICA Payroll Tax Payable    100.4212                           84.02-                      AA
              AT083198 Medicare Tax Pay            100.4213                           19.64-                      AA
              AT083198 Federal Unemp Tax Payabl    100.4214                          378.00-                      AA
              AT083198 SIT-Colorado                100.4221.CO                        13.60-                      AA
              AT083198 SIT-Virginia                100.4221.VA                         4.87-                      AA
              AT083198 SUI-Colorado                100.4222.CO                         2.96-                      AA
              AT083198 SUI-Virginia                100.4222.VA                        19.19-                      AA
              AT083198 Workers Comp.-Colorado      100.4305.CO                         0.41-                      AA
              AT083198 Workers Comp.-Virginia      100.4305.VA                         0.34-                      AA
              AT083198 General Liab.-Colorado      100.4306.CO                         0.70-                      AA
              AT083198 General Liab.-Virginia      100.4306.VA                         0.59-                      AA
              AW083198 Accrued Payroll             100.4205             677.60                                    AA
              CT083198 Actual Burden Clearing A    100.4333             454.02                                    AA
              DP083198 First Interstate - Payro    100.1110.PAYROLL                  260.42-                      AA
                                                                    -------------- -------------- -------------
                                             Document/Period Total   1,131.62       1,131.62-

 00100 98 08 T2 Payroll Labor Distribution
              AW083198 Accrued Payroll             100.4205                          677.60-                      AA
              FC083198 Flat Burden Clearing Acc    100.4334                           98.56-                      AA
              LD083198 Regular Pay                 90.8115             369.60                          48.00 AA
                                                                    -------------- -------------- -------------
                                             Document/Period Total     369.60         776.16-         48.00


 00100 98 08 T3 Actual Burden Journal Entries
              BT083198 Insurance-Workman's Comp    90.8145               1.11                                     AA
              BT083198 Unemployment Taxes          90.8170               2.96                                     AA
              CT083198 Actual Burden Clearing A    100.4333                          454.02-                      AA
                                                                    -------------- -------------- -------------
                                             Document/Period Total      32.34         454.02-
                                                                    -------------- -------------- -------------
                                             Company Total . . . .   1,533.56       2,361.80-         48.00
                                                                    -------------- -------------- -------------
                                             Grand Total . . . . .   2,361.80       2,361.80-         88.00
```

Example 2: Intercompany Settlements between Two Companies

In this example, labour is distributed to two companies. The system generates intercompany settlements.

The employee's home company is 100. The employee worked in the following two companies:

- Business unit 90, company 100
- Business unit 501, company 50

Review the Pay Period Journal Batch Proof report, and notice the intercompany transactions with journal-entry type IC. The document and company totals are in balance.

```
  06229                                    J.D. Edwards & Company                          Page -        2
                                         Pay Period Journal Batch Proof                    Date -      7/23/98
  Payroll ID:          693 Batch  6068231
                     Account Description       Asset      G/L Account       . . . . . . .  Amounts . . . . . . .
  Co   FY PN DT  Refn2   Employee JBCD  JBST Explanation      Subldg-Ty-Phase     Debit          Credit         Units        LT
  ----- -- -- -- ------- ---------------------- ----------- ------------------------- -------------- -------------- ------------- --
  00050 98 08 T2 Payroll Labor Distribution
              FB083198 Burden                              501.1343.02200            98.56                                      AA
              IC083198 Interco Accts-Co 00100              50.1291.00100                           406.56-                      AA
              LD083198 Regular Time                        501.1341.02200           308.00                           40.00  AA
                                                                              -------------- -------------- --------------
                                               Document/Period Total           406.56         406.56-         40.00

  00050 98 08 T3 Actual Burden Journal Entries
              BT083198 Burden                              501.1343.02200           421.68                                      AA
              IC083198 Interco Accts-Co 00100              50.1291.00100                           421.68-                      AA
                                                                              -------------- -------------- --------------
                                               Document/Period Total           421.68         421.68-
                                                                              -------------- -------------- --------------
                                               Company Total . . . .          828.24         828.24-         40.00


  00100 98 08 T1 Payroll Disbursement Entries
              AL083198 Health Insurance                    100.4315                                 39.60-                      AA
              AL083198 Savings Bond                         100.4316                                 33.88-                      AA
                                                              00007506 A
              AL083198 Garnishee Wages                      100.4325                                204.10-                      AA
              AT083198 Federal Payroll Tax W/H              100.4211                                 69.30-                      AA
              AT083198 FICA Payroll Tax Payable             100.4212                                 84.02-                      AA
              AT083198 Medicare Tax Pay                     100.4213                                 19.64-                      AA
              AT083198 Federal Unemp Tax Payabl             100.4214                                378.00-                      AA
              AT083198 SIT-Colorado                         100.4221.CO                              13.60-                      AA
              AT083198 SIT-Virginia                         100.4221.VA                               4.87-                      AA
              AT083198 SUI-Colorado                         100.4222.CO                               2.96-                      AA
              AT083198 SUI-Virginia                         100.4222.VA                              19.19-                      AA
              AT083198 Workers Comp.-Colorado               100.4305.CO                               0.41-                      AA
              AT083198 Workers Comp.-Virginia               100.4305.VA                               0.34-                      AA
              AT083198 General Liab.-Colorado               100.4306.CO                               0.70-                      AA
              AT083198 General Liab.-Virginia               100.4306.VA                               0.59-                      AA
              AW083198 Accrued Payroll                      100.4205                   677.60                                   AA
              CT083198 Actual Burden Clearing A             100.4333                   454.02                                   AA
              DP083198 First Interstate - Payro             100.1110.PAYROLL                        260.42-                      AA
                                                                              -------------- -------------- --------------
                                               Document/Period Total         1,131.62       1,131.62-

  00100 98 08 T2 Payroll Labor Distribution
              AW083198 Accrued Payroll                      100.4205                                677.60-                      AA
              FC083198 Flat Burden Clearing Acc             100.4334                                 98.56-                      AA
              IC083198 Interco Accts-Co 00050               100.1291.00050            406.56                                   AA
              LD083198 Regular Pay                          90.8115                    369.60                           48.00  AA
                                                                              -------------- -------------- --------------
                                               Document/Period Total          776.16         776.16-         48.00


  00100 98 08 T3 Actual Burden Journal Entries
              BT083198 FICA/Medicare                        90.8135                     28.27                                   AA
              BT083198 Insurance-Workman's Comp             90.8145                      1.11                                   AA
              BT083198 Unemployment Taxes                   90.8170                      2.96                                   AA
              CT083198 Actual Burden Clearing A             100.4333                                454.02-                      AA
              IC083198 Interco Accts-Co 00050               100.1291.00050            421.68                                   AA
                                                                              -------------- -------------- --------------
                                               Document/Period Total          454.02         454.02-
                                                                              -------------- -------------- --------------
                                               Company Total . . . .        2,361.80       2,361.80-         48.00
                                                                              -------------- -------------- --------------
                                               Grand Total . . . . .        3,190.04       3,190.04-         88.00
```

Example 3: Intercompany Settlements among Three Companies

In this example, labour is distributed to three companies. The system generates intercompany settlements.

The employee's home company is 100. The employee worked in the following three companies:

- Business unit 90, company 100

- Business unit 501, company 50

- Business unit 701, company 7

All liabilities are posted to the home company, company 100.

Review the Pay Period Journal Batch Proof report, and notice the intercompany transactions with journal-entry type IC. The document and company totals are in balance.

Canadian Payroll

```
  06229                                   J.D. Edwards & Company                      Page -        2
                                       Pay Period Journal Batch Proof                 Date -      7/23/98
  Payroll ID:        693 Batch  6068237
                    Account Description    Asset     G/L Account       . . . . . . .  Amounts  . . . . . . .
  Co    FY PN DT Refn2  Employee JBCD  JBST Explanation    Subldg-Ty-Phase   Debit        Credit        Units         LT
  ----- -- -- -- ------ -------------------- ---------- -------------------------- -------------- -------------- -------------- --
  00007 98 08 T2 Payroll Labor Distribution
                    IC083198 Interco Accts-Co 00100            7.1291.00100                       154.00-                      AA
                    LD083198 Regular Pay                       701.8115          154.00                          20.00 AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total             154.00         154.00-          20.00

  00007 98 08 T3 Actual Burden Journal Entries
                    BT083198 FICA/Medicare                     701.8135           11.78                               AA
                    BT083198 Insurance-Workman's Comp          701.8145            0.46                               AA
                    BT083198 Unemployment Taxes                701.8170            1.23                               AA
                    IC083198 Interco Accts-Co 00100            7.1291.00100                        13.47-             AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total              13.47          13.47-
                                                                              -------------- -------------- --------------
                                            Company Total . . . .            167.47         167.47-          20.00

  00050 98 08 T2 Payroll Labor Distribution
                    FB083198 Burden                            501.1343.02200       49.28                             AA
                    IC083198 Interco Accts-Co 00100            50.1291.00100                      203.28-             AA
                    LD083198 Regular Time                      501.1341.02200     154.00                  20.00 AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total             203.28         203.28-          20.00

  00050 98 08 T3 Actual Burden Journal Entries
                    BT083198 Burden                            501.1343.02200     399.83                              AA
                    IC083198 Interco Accts-Co 00100            50.1291.00100                      399.83-             AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total             399.83         399.83-
                                                                              -------------- -------------- --------------
                                            Company Total . . . .            603.11         603.11-          20.00

  00100 98 08 T1 Payroll Disbursement Entries
                    AL083198 Health Insurance                  100.4315                            39.60-             AA
                    AL083198 Savings Bond                      100.4316                            33.88-             AA
                                                                  00007506 A
                    AL083198 Garnishee Wages                   100.4325                           204.10-             AA
                    AT083198 Federal Payroll Tax W/H           100.4211                            69.30-             AA
                    AT083198 FICA Payroll Tax Payable          100.4212                            84.02-             AA
                    AT083198 Medicare Tax Pay                  100.4213                            19.64-             AA
                    AT083198 Federal Unemp Tax Payabl          100.4214                           378.00-             AA
                    AT083198 SIT-Colorado                      100.4221.CO                         17.47-             AA
                    AT083198 SIT-Virginia                      100.4221.VA                          1.00-             AA
                    AT083198 SUI-Colorado                      100.4222.CO                          4.19-             AA
                    AT083198 SUI-Virginia                      100.4222.VA                          9.59-             AA
                    AT083198 Workers Comp.-Colorado            100.4305.CO                          0.58-             AA
                    AT083198 Workers Comp.-Virginia            100.4305.VA                          0.17-             AA
                    AT083198 General Liab.-Colorado            100.4306.CO                          0.99-             AA
                    AT083198 General Liab.-Virginia            100.4306.VA                          0.29-             AA
                    AW083198 Accrued Payroll                   100.4205          677.60                               AA
                    CT083198 Actual Burden Clearing A          100.4333          445.64                               AA
                    DP083198 First Interstate - Payro          100.1110.PAYROLL                   260.42-             AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total           1,123.24       1,123.24-

  00100 98 08 T2 Payroll Labor Distribution
                    AW083198 Accrued Payroll                   100.4205                           677.60-             AA
                    FC083198 Flat Burden Clearing Acc          100.4334                            49.28-             AA
                    IC083198 Interco Accts-Co 00007            100.1291.00007     154.00                              AA
                    IC083198 Interco Accts-Co 00050            100.1291.00050     203.28                              AA
                    LD083198 Regular Pay                       90.8115           369.60                  48.00 AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total             726.88         726.88-          48.00

  00100 98 08 T3 Actual Burden Journal Entries
                    BT083198 FICA/Medicare                     90.8135            28.27                               AA
                    BT083198 Insurance-Workman's Comp          90.8145             1.11                               AA
                    BT083198 Unemployment Taxes                90.8170             2.96                               AA
                    CT083198 Actual Burden Clearing A          100.4333                           445.64-             AA
                    IC083198 Interco Accts-Co 00007            100.1291.00007      13.47                               AA
                    IC083198 Interco Accts-Co 00050            100.1291.00050     399.83                               AA
                                                                              -------------- -------------- --------------
                                            Document/Period Total             445.64         445.64-
                                                                              -------------- -------------- --------------
                                            Company Total . . . .          2,295.76       2,295.76-          48.00
                                                                              -------------- -------------- --------------
                                            Grand Total . . . . .          3,066.34       3,066.34-          88.00
```

F-7

Example 4: Cash Distributed to Non-Home Company

In this example, labour is distributed among three companies. The system generates intercompany settlements. All liabilities, except cash, are posted to the home company. The credit to cash is posted to company 7.

The employee's home company is 100. The employee worked in the following three companies:

- Business unit 90, company 100
- Business unit 501, company 50
- Business unit 701, company 7

Review the Pay Period Journal Batch Proof report, and notice the intercompany transactions with journal-entry type IC. The document and company totals are in balance.

Canadian Payroll

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                                   J.D. Edwards & Company                   Page -        2
                                   Pay Period Journal Batch Proof           Date -     7/23/98
Payroll ID:          693 Batch  6068243
               Account Description     Asset      G/L Account     . . . . . . . Amounts . . . . . . .
Co  FY PN DT Refn2 Employee JBCD  JBST Explanation      Subldg-Ty-Phase   Debit          Credit          Units       LT
----- -- -- -- ------ -------------- ----------- --------------------------- -------------- -------------- -------------- --
00007 98 08 T1 Payroll Disbursement Entries
          DP083198 Payroll Bank Account              7.1110.PAYROLL                          260.42-                    AA
          IC083198 Interco Accts-Co 00100            7.1291.00100        260.42                                         AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total           260.42          260.42-

00007 98 08 T2 Payroll Labor Distribution
          IC083198 Interco Accts-Co 00100            7.1291.00100                            154.00-                    AA
          LD083198 Regular Pay                       701.8115            154.00                              20.00  AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total           154.00          154.00-          20.00

00007 98 08 T3 Actual Burden Journal Entries
          BT083198 FICA/Medicare                     701.8135             11.78                                         AA
          BT083198 Insurance-Workman's Comp          701.8145              0.46                                         AA
          BT083198 Unemployment Taxes                701.8170              1.23                                         AA
          IC083198 Interco Accts-Co 00100            7.1291.00100                             13.47-                    AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total            13.47           13.47-

00050 98 08 T2 Payroll Labor Distribution
          FB083198 Burden                            501.1343.02200        49.28                                        AA
          IC083198 Interco Accts-Co 00100            50.1291.00100                           203.28-                    AA
          LD083198 Regular Time                      501.1341.02200       154.00                             20.00  AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total           203.28          203.28-          20.00

00050 98 08 T3 Actual Burden Journal Entries
          BT083198 Burden                            501.1343.02200       399.83                                        AA
          IC083198 Interco Accts-Co 00100            50.1291.00100                           399.83-                    AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total           399.83          399.83-

00100 98 08 T1 Payroll Disbursement Entries
          AL083198 Health Insurance                  100.4315                                 39.60-                    AA
          AL083198 Savings Bond                      100.4316                                 33.88-                    AA
                                                          00007506 A
          AL083198 Garnishee Wages                   100.4325                                204.10-                    AA
          AT083198 Federal Payroll Tax W/H           100.4211                                 69.30-                    AA
          AT083198 FICA Payroll Tax Payable          100.4212                                 84.02-                    AA
          AT083198 Medicare Tax Pay                  100.4213                                 19.64-                    AA
          AT083198 Federal Unemp Tax Payabl          100.4214                                378.00-                    AA
          AT083198 SIT-Colorado                      100.4221.CO                              17.47-                    AA
          AT083198 SIT-Virginia                      100.4221.VA                               1.00-                    AA
          AT083198 SUI-Colorado                      100.4222.CO                               4.19-                    AA
          AT083198 SUI-Virginia                      100.4222.VA                               9.59-                    AA
          AT083198 Workers Comp.-Colorado            100.4305.CO                               0.58-                    AA
          AT083198 Workers Comp.-Virginia            100.4305.VA                               0.17-                    AA
          AT083198 General Liab.-Colorado            100.4306.CO                               0.99-                    AA
          AT083198 General Liab.-Virginia            100.4306.VA                               0.29-                    AA
          AW083198 Accrued Payroll                   100.4205            677.60                                         AA
          CT083198 Actual Burden Clearing A          100.4333            445.64                                         AA
          IC083198 Interco Accts-Co 00007            100.1291.00007                          260.42-                    AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total          1,123.24        1,123.24-

00100 98 08 T2 Payroll Labor Distribution
          AW083198 Accrued Payroll                   100.4205                                677.60-                    AA
          FC083198 Flat Burden Clearing Acc          100.4334                                 49.28-                    AA
          IC083198 Interco Accts-Co 00007            100.1291.00007       154.00                                        AA
          IC083198 Interco Accts-Co 00050            100.1291.00050       203.28                                        AA
          LD083198 Regular Pay                       90.8115             369.60                              48.00  AA

00100 98 08 T3 Actual Burden Journal Entries
          BT083198 FICA/Medicare                     90.8135              28.27                                         AA
          BT083198 Insurance-Workman's Comp          90.8145               1.11                                         AA
          BT083198 Unemployment Taxes                90.8170               2.96                                         AA
          CT083198 Actual Burden Clearing A          100.4333                                445.64-                    AA
          IC083198 Interco Accts-Co 00007            100.1291.00007        13.47                                        AA
          IC083198 Interco Accts-Co 00050            100.1291.00050       399.83                                        AA
                                                                   -------------- -------------- --------------
                                   Document/Period Total           445.64          445.64-
                                                                   -------------- -------------- --------------
                                   Company Total . . . .          2,295.76        2,295.76-          48.00
                                                                   -------------- -------------- --------------
                                   Grand Total . . . . .          3,326.76        3,326.76-          88.00
```

Appendix G — Timecard Derivation Sequence

This appendix lists the sequence that the system uses to derive values for fields on the timecard entry forms.

Item	1	2	3	4	5
Time card Record Type 1. Payroll 2. Combined 3. Billing	Keyed on Timecard Entry	Employee Master (F060116)	Default – 1		
Pay Type	Keyed on Timecard Entry	Option – U Union Rate table (F069126)	Option – E Occupational Rate table for Regular Pay Only (F060146)	Labor Distribution table	
Date Worked	Keyed on Timecard Entry	Defaults to Pay Period Ending for autopay			
Home Company	Keyed on Timecard Entry	Employee Master (F060116)			
Home Business Unit	Local Union Override (F0693006)	Keyed on Timecard Entry	Employee Master (F060116)		
Union Code for Wages and Reporting	Keyed on Timecard Entry	Local Union Override (F0693006)	Employee Master (F060116)		
Job Type	Keyed on Timecard Entry	Employee Master (F060116)			
Job Step	Keyed on Timecard Entry	Employee Master (F060116)			

Item	1	2	3	4	5
Labor Distribution Account	Keyed on Timecard Entry	Employee Labor Distribution Instructions (for autopay employees)	Position Account Instructions (F081012)	AAIs (F06904)	
Billing Distribution (Recharges)	Keyed on Timecard Entry	AAIs for any Missing Element RD (F06904)			
Equipment Distribution	Keyed on Timecard Entry	AAIs for Object Account ED (F06904)			
Job Location	Keyed on Timecard Entry	Business Unit associated with Primary Distribution			
Shift Code	Keyed on Timecard Entry	Employee Master (F060116)			
Shift Differential and Method	Keyed on Timecard Entry	Shift Differential table $/HR or % (F069246)	If Shift Code is blank, retrieve from Pay Type table $/HR (F0690116)		
Hours Worked	Keyed on Timecard Entry	Autopay Instructions	Labor Distribution table		
Rate	Keyed on Timecard Entry	Option – U Union Rate table (F0609126)	Option – U Occupational Rate table (F060146)	Option – E Occupational Rate table (F060146)	Employee Master (F060116 or F060118)
Base Rate	The derivation of the base rate depends on the derivation of the hourly rate as follows: • If the Union Rates table is used, then the base rate is found by dividing the rate derived from the Union Rates table by the pay-type multiplier. • If the Occupation Rates table is used, then the rate from the Occupation Rates table is assumed to be the base rate. • If the hourly rate is manually entered, then the base rate is found by dividing the entered hourly rate by the pay-type multiplier. • If the employee master rate is used, the base rate is the rate from the Employee Master table.				

Item	1	2	3	4	5
Gross Pay	Entered Lump Sum Amount	Calculated			
Flat Burden %	Employee Master (F060116)	Option – U Use Union Rate table (F069126)	Labor Distribution Business Unit (F0006)		
W/C Insurance	Keyed on Timecard Entry	Labor Distribution Account, update in Cost Code Master (F0901)	Employee Labor Distribution Instructions (F06106)	Option – U Union Rate table (F069126)	Employee Master (F060116)
Work Tax Area	Keyed on Timecard Entry	Labor Distribution Payroll Business Unit (F0006)	Employee Master (F060116)		
Check Route Code	Keyed on Timecard Entry	Employee Master (F060116)			
Equipment Rate Code	Keyed on Timecard Entry (F1301)	Distribution Account, update in Cost Code Master (F0901)	Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)	Rental Rules table (F1302)	
Equipment Rate	Keyed on Timecard Entry	Equipment Rate table			
Bank Account	Defined in Pre-Payroll processing option	Interim check entry	AAIs		

Appendix H — Time Entry Upload

The guidelines in this appendix apply to formatting tables to upload information to the Employee Transactions Batch table (F06116Z1).

The following guidelines apply to all fields:

- Zero-fill any numeric and packed fields that you want the system to fill with the default.
- Blank-fill any alphanumeric fields that you want the system to fill with the default.
- Use the Julian format for all dates.

Required Fields

VLEDUS	User Number.
	This field is not edited by PC Batch Server. However, it is required by Batch File Revisions to inquire on uploaded timecards.
VLEDBT	User Batch Number.
	This field is not edited by PC Batch Server. However, it is required by Batch File Revisions to inquire on uploaded timecards.
VLAN8 or VLPANP	Address Book Number or Employee Number.
	This can be the third number preceded with a slash or it can be the employee's Social Security Number.
VLPDBA	Pay Type.
VLDWK	Work Date.
	This field uses a Julian date format.
VLICU	Batch Number.

VLPHRW or VLEPA	Hours Worked or Entered Gross or Lump Sum.
VLEDTN	Transaction Number.

Other Considerations

VLEDSP	Processed.

Valid values are:

- 0 or blank   unprocessed record
- 1   processed record

Processed records are records in the Employee Transactions Batch table that have passed a series of tests and have been written to the Employee Transactions Detail table (F06116).

VLEDTR	Transaction Type.

Valid values are:

- 1 or blank   Time Entry by Employee
- 2   Time Entry by Job

When you use a transaction type of 2 you must also provide a business unit (VLMCU). If you do not provide a business unit the system derives the wrong labour distribution account number from the AAI tables.

If the business unit is the employee's home business unit, provide a value for VLMCU only. If the business unit is not the employee's home business unit, provide values for both VLMCU and VLANI.

VLPRTR	Transaction Number.

To allow the system to assign a unique number, leave this field blank. Alternatively, you may provide a unique number for each record.

VLRCCD	Record Type.

Valid values are:

- 1   Hourly timecard
- 2   Hourly and recharge timecard
- 3   Recharge timecard
- blank   Default from the Employee Master table

VLMCU   Business Unit.

When this field contains a value, it must be right justified with leading blanks.

If the business unit is the employee's home business unit, provide a value for VLMCU only. If the business unit is not the employee's home business unit, provide values for both VLMCU and VLANI. The system will not override the business unit if you provide an override value in VLMCU but leave VLANI blank.

VLEDTC   Transaction Action.

The only valid value is A or blank.

VLANI   Account Number.

VLANI is a free-format account number.

You can use this field to override the business unit. To override the business unit, specify the business unit followed by a period.

If you do not provide a value for VLANI the system uses the employee's home business unit.

Appendix I — Technical Overview of the Payroll Cycle

Technical Overview of Pre-Payroll Processing

The following table presents a technical overview of the pre-payroll processing step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Payroll Processing Control (P062001)	Selects timecards based on payroll cycle, group, and home company. Assigns lockout code. Creates autopay transactions.	F060116 F06210 F06106 F06116	F060116 F06116 F06210xxx F0609
DBA Calculation (P072011)	Calculates all user defined deductions and all benefits/accruals requested (based on gross pay).* (See * on the following page.)	F0609 F06116 F06210 F06146 F06145 F069116	F0609 F0605
Vertex Workfile Build (P072031)	Calculates current and YTD wages for all tax authorities.	F060116 F06116 F0609 F0713 F06017	F0712 F07126
Payroll Tax Calculation (VCP021A)	Vertex program calculates all applicable payroll taxes.	F0712 F07126	F0712 F07126
Net Deduction Calculation (P07202)	Calculates all user defined deductions that are based on net pay to compile the following reports: • Deductions Not Taken - R062021 • Deductions Arrearage - R062023	F069116 F0712 F07126 F06116 F0609 F06107	F0609 F0712 F07126
Merge Interim Checks (P07204)	Merges qualifying employee interim checks into payroll-cycle workfiles to compile the following reports: • Unprocessed Interims - R062042 • Terminated Employees - R062041	F06350I F0712I F07126I	F0712I F07126I F06350I F0609 F06116

Step	Explanation	Tables Read	Tables Updated
Paycheck Workfile Build (P07350)	Calculates detailed transactions used to generate various reports and tables, including: • Net Pay Instruction Register • Paychecks in the print paychecks step • Payroll registers	F065016 F06116 F0609 F06146 F0712 F07126 F0713	F063501
Time and Pay Register (P063001)	Reports on time entered and included in the payroll cycle.	F06116 F060116	
Payroll Register (P063012 and P063013)	Reports that detail employee gross-to-net, available in detail or summary format.	F060116 F063501 F06146 F065106 F0712 F07126 F0713	
Federal Tax Distribution Summary (P073170)	Optional report of current, MTD, QTD, and YTD taxes.	F063501 F0713	
Update Status Flag (P062101)	Moves 1 to data field PPST on Pay Cycle Review/Reset.	F06210 F060116	F06210 F060116

* Pre-payroll processing calculates benefits defined with a Y (Yes) in the Calculate in Pre-Payroll field on the DBA Setup form. The system calculates benefits with an N (No) in the Calculate in Pre-Payroll field during the journal entries step of the payroll cycle.

Technical Overview of Print Payments

The following table presents a technical overview of the print payments step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Auto Deposit Selection (P072301)	If autodeposits are included in the version, the Auto Deposit Selection form appears.	Data area: Net pay instructions in version library	
Auto Deposit DREAM Writer Version Processing (P98300)	If autodeposits are included, the DREAM Writer versions available for the Auto Deposit External File Build job display.		
Auto Deposit Batch Job (J075501)	If autodeposits are included, this job is submitted. 1. Create Bank Deposit Tape Workfile (P065501) 2. Print Auto Deposit Register (P065051)	F063501 F065506	F075506 F065516
Print Net Pay Instructions (P07230)	Controls the printing of net pay instructions as necessary.	F063501	F063501

Technical Overview of Payroll Journal Entries

The following table presents a technical overview of the payroll journal entries step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Benefit/Accrual Calculation (P062012)	Calculates remaining benefits and accruals associated with the employee.	F060116 F0609 F06146 F06145	F0609
Paycheck Workfile Supplemental (P063503)	Calculates remaining detailed transactions to be used to generate various reports and tables.	F0609	F063501
Establish Batch for Payroll Journals (P062902)	Creates a batch of payroll journal entries.	F06210	F06210 F0011
Workers Compensation Journal Entries (P07290)	Calculates workers compensation premiums and generates all payroll journal entries for those employees being processed. Creates a member equal to the batch number within your production physical table.	F06116 F0609 F063501 F0712	F06290 F0624 (Optional)
Summarize Detail Journal Entries (P06228)	Summarizes all detailed journal-entry transactions to the level requested. Creates a member equal to the batch number within the production physical table.	F06290 F06901	F06395
Journal Batch Proof/Edit (P06229)	Creates the Journal Batch Proof report and edits for error conditions.	F06395 F0901	F0011
A/P Integration (J06498JQ)	Determines whether accounts payable integration is in effect, based on the A/P flag in company constants.		

Step	Explanation	Tables Read	Tables Updated
A/P Batch Setup (P064901)	Creates a batch header for the current payroll cycle, deletes the previous batch header, and clears the workfiles if you reran an existing payroll ID.	F06210 F06491 F06492 F06490	F06210 F06491 F06492 F06490
A/P Detail Workfile Build (P06490)	Builds the A/P Voucher Detail Workfile table.	F069096 F06210 F06926 F06927 F069086 F069016 F06904 F063501 F0609 F060116	F06490
A/P Summary Workfile Build (P064902)	Builds the A/P Voucher Summary table.	F06927 F069086 F0626 F06490	F06492 F06491
A/P Journal Voucher Creation (P064904)	Creates the batch proof journal entries for accounts payable vouchers.	F06490	F06290
A/P Journal Compression (P064228)	Summarizes journal entries and prints the Journal Batch Proof report (P06229). Updates the A/P status flag (P062101).	F06914 F069116 F06290 F06395	F06395 F06210
Update Status Flag (P062101)	Moves 1 to the Status Code field for Journal Entries on the Pay Cycle Review/Reset form.	F06210	F06210

Technical Overview of the Final Update

The following table presents a technical overview of the final update step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Update Employee History tables (P073901)	Updates the various history tables.	F060116 F0609 F063501 F06116 F0712 F07126	F06145 F06146 F06156 F06176 F0618 F0619 F06216 F06226 F0713 F0716
Update General Ledger (P06395)	Generates general ledger transactions.	F06395	F0911
Post General Ledger batch (P09800)	Updates balance records in the general ledger.	F0911	F0902
Update Integrity table (P063911)	Updates the Payroll Integrity table.	F063501	F0620 F06502
Update Employee Master (P06394)	Updates future changes to employee master data.	F06042	F060116

Appendix J — Tables Used by Payroll

The Payroll system contains the following types of tables:

❏ Master

❏ Constants

❏ Parameter

❏ History

❏ Transaction detail and ledger

❏ Temporary workfiles

❏ Workfiles

The following lists shows the table numbers, names, and prefixes of all tables used by the Payroll system. (A table's prefix is the first two characters of all of the data names in that table.) An asterisk (*) identifies a table that includes data when J.D. Edwards ships the software to the customer.

Master Tables

Number	Name	Prefix
F060116	Employee Master	YA
F060117	Employee International Data	YA
F060118	Employee Multiple Job	
F060146	Occupational Pay Rates	JI
F06017	Employee Tax Exemptions/Overrides	YA
F06018	Data Parameter Extension	YF
F06022	Employee Piecerate	JA
F06042	Employee Future Data Changes	JO
F06106	Employee DBA Instructions and Labor Distribution Instructions	YM
F06107	Employee Wage Attachment Rules	J$
F061071	Employee Wage Attachment Fees	J$
F065016	Auto Deposit Instructions	YG

F068606	COBRA Policy	JP
F068616	COBRA Participants	JQ

Constants Tables

Number	Name	Prefix
F06022	Employee Piece Rate	JA
F06024	Beneficiary/Co-owner	YJ
F06041	Employee Master Future Data Select	JK
F0605	DBA Period Control	J@
F0626	Wage Attachment Control	JG
F06270	Retro Pay Parameter	JP
F06271	Retro Pay Selection Parameters	JQ
F06209	Execution Control Parameters	Y@
F06900	Non-U.S. Fiscal Date Patterns	Y$
F069016*	Tax Area Information	YP
F069026	DBA Calculation Tables	Y2
F069027*	Calculation Table Methods	Y2
F069036	DBA Basis of Calculation	Y@
F06904	Automatic Accounting Instructions	Y#
F069056	Cost Center Constants	YO
F069066	Master Pay Cycles	JD
F069076	Workers Compensation Insured Pay Types	YF
F069086	Corporate Tax IDs	YI
F069096	Payroll Company Constants	YK
F069106	Union Benefit Plan Master	Y1
F069116	PDBA Transaction Constants	YC
F069117	DBA State/Local Tax Exemptions	YB
F069126	Union Pay Rates	YL
F06914	Journal Entry Summarization Rules	JG
F06915	Holiday Tables	JH
F069151	Holiday Table Codes	JG
F06916	Piecework Item Master	JJ
F069161	Piecework Item Cross Reference	JE
F069162	Piecework Item/Job Type Cross Reference	JH
F06917	Tax Payment Schedule	YK
F069171	Payment/Reporting Terms	YK

F06918	Piecerate Constants	JN
F06919	Denomination Table	YB
F069216	Workers Compensation Rates Tables	YB
F069226	Unemployment Insurance Rates	YH
F06923	Job Classification Constants	YH
F069246	Shift Differential Tables	Y3
F06925	Employee/Payee Cross Reference	YG
F06926	Tax Area/Payee Cross Reference	Y#
F06927	Payee Voucher Rules	J5
F069306	Union/Job Type Cross Reference	Y@
F06931	Wage Attachments	J3
F069311	Wage Attachments - Additional Exemptions	J3
F069312	Wage Attachments - Annual Exemptions	J3
F06932	Job Type/Pay Type Cross Reference	J4
F06933	Step Progression Parameters	J@
F06936	Retro Pay Types Rate	JA
F06972	Retro Pay Type Table	YR

Parameter Tables

Number	Name	Prefix
F06005	Payroll Reporting Parameters	JE
F06053	Interim Check Parameters	YW
F060531	Interim Check Tax Overrides	YW
F06210	Pre-Payroll Processing Parameters	YD
F06211*	Reports Only – DREAM Writer IDs	YD
F062101	Pre-Payroll Country Parameters	YD
F062102	Pre-Payroll Additional Parameters	YE
F063920*	Archive Versions	Y1
F063921*	Archive Members	Y2

History Tables

Number	Name	Prefix
F0607	Wage Attachment Ledger	JI
F06145	Calendar Month DBA Summary History	YH
F06146	Payroll Month DBA Summary History	YN

F06147	Fiscal/Anniversary Year History	YD
F06148	Tax Area/Transaction Repost Summary	Y@
F06156	Paycheck Summary	YU
F06176	EI History	YS
F0618	Payroll Transaction History	YT
F0619	DBA Detail History	Y$
F0620	Pay Period Integrity	YJ
F06216	Employee Tip History	JA
F06226	Business Unit Tip History	JB
F0623	Piecework History	JL
F0624	Burden Distribution Detail	J#
F0625	Step Progression History	JB
F06251	Step Progression Pay Rate History	JB
F0627	Workers Compensation Summary History	JH
F0628	Accumulated Wages Distribution History	J8
F06502	Auto Deposit History	YE
F068500	Tax Reporting History	YZ
F0713	Taxation Summary by Province	YZ
F0716	Tax Ledger Detail	YV

Transaction Detail and Ledger Tables

Number	Name	Prefix
F0609	DBA Transaction Detail (current)	Y$
F06116	Timecard Detail (current)	YT
F06116Z1	Employee Transactions – Batch	VL
F0611Z2	Employee Transactions – Multi-Member PC Support Batch	VR

Temporary Workfiles (T-Tables)

Number	Name	Prefix
T06176	Unemployment Insurance History	YS
T06216	Employee Tip Allocation	
T062161	Employee Tip Allocation	JA
T06226	Cost Center Tip Allocation	JB
T06226A	Federal Tip Reporting Form 8027 JB	JB

T062261	Cost Center Tip Allocation Summary	JB
T063100	Health and Welfare Reports	Y$
T063106	DBA Workfile	Y7
T063170	Tax Distribution Summary	Y4
T063200	Job Billing Reports	YT
T067011	Tax Integrity Report Errors	Y$
T067021	Transaction Integrity Report Errors	Y$
T06703	Payroll History Audit Report Errors	
T068900	EEO Utilization	YT
T068901	EEO Utilization	YT
T068902	EEO Utilization	YT
T077330	T4 Processing	T4 Processing
T077331	Rélevé Processing	Rélevé Processing
T077340	T4 Processing	T4 Processing
T077341	Rélevé Processing	Rélevé Processing

Workfiles

Number	Name	Prefix
F06290	Detail Journal Entry	YR
F06149	Fiscal/Anniversary Year to Date Rollover	Y7
F06278	Retro Timecard	YT
F063106	Deduction/Benefit	Y7
F06345	Historical Payroll Register	JL
F063451	Historical Payroll Register	JK
F063501	Paycheck Workfile	Y4
F06350I	Interim Paycheck	Y4
F063505	Piecework Paycheck	Y6
F06395	Summarized Journal Entry	YR
F063922	Archive Members, Workfile for Count	Y3
F06490	A/P Detail	JR
F06491	A/P Summary	J6
F06492	A/P Control	JC
F065516	Auto Deposit	Y6

F06560	Bank Reconciliation – Issue	Y8
F06561	Bank Reconciliation – Paid	Y9
F06603	Sales Allocation/Entry	JU
F066031	Sales Allocation Amount	JT
F069136	Tip Disbursement	JE
F0712	Payroll Tax	J$
F0712I	Interim Check Tax	J$
F07126	Payroll Tax for UI Top-Up	J$
F07126I	Interim Check Tax for UI Top-Up	J$

Appendix K — Data Models

The flowcharts on the following pages illustrate the relationships between the principal physical tables for the following aspects of the Payroll system:

- Payroll-cycle processing
- Payroll journal entries
- Payroll history

Payroll-Cycle Processing

Address Book
F0101

Address Number
Name
Phone Number
Address

Employee Master
F060116

Employee Number
Social Insurance No.
Home Company
Home Business Unit
Marital Status
Tax Area
Job Type
Union
Salary

Time Cards
F06116

Employee No.
Pay Type
Hours
Rate
Gross Pay
Work Date
G/L Account
Union

Pay/Ded/Ben Instructions
F069116

Pay/Deduction/
 Benefit No.
Amount/Rate
Calculation
 Parameters

Pay/Ded/Ben Instructions
F06106

Employee No.
Pay/Deduction
 Benefit Number
Beg. and Ending
 Effective Date
Rate/Amount
Override Code

Payroll Cheque Workfile
F063501

Cheque Control No.
Employee No.
Current Gross
YTD Gross
Hours
Rate
Tax Area

Union Instructions
F069106

Union
Job Type
Job Step
Business Unit
Deduction/Benefit
 Account No.
Beg. and Ending
 Effective Date
Amount/Rate

DBA Detail Transaction
F0609

Employee No.
Deduction/Benefit
 Number
Work Date
Amount

Vertex Tax Workfile
F0712

Employee No.
Cheque Control No.
Cheque Date
Gross Amount
Net Amount
Tax Amounts
Tax Codes

Table Relationships
1 = 1 record
M = many records

Payroll Journal Entries

M — **DBA Detail Transaction F0609**

Employee Number
DBA Number
Work Date
Amount

Table Relationships
1 = 1 record
M = many records

1 — **Burden Distribution F0624** — M

Burden Type
Tax Type
Fringe Type
Burden Rate
Burden Amount
Account
Hours

Employee Master F060116

Employee Number
Social Security No.
Home Company
Home Business Unit
Marital Status
Tax Area
Job Type
Union
Salary

Raw (Detail) Journal Entries F06290

Employee Number
Pay/Deduction/
  Benefit Code
Deduction Type
  Account
Gross Amount
Hours
G/L Period
G/L Date

Payroll Journal Entries F06395

Document Number
Explanation
G/L Date
G/L Period
Amount
Employee Number
Account Number

Journal Entries F0911

Document Type
Document Number
G/L Date
Entry Line Number
Posted Code
Account Number
Amount
Units

Time Cards F06116

Employee Number
Pay Type
Hours
Rate
Gross Pay
Work Date
G/L Account
Union

Vertex Tax Work File F06126

Employee Number
Check Control No.
Check Date
Gross Amount
Net Amount
Tax Amounts
Tax Codes

G/L Account Balances F0902

Account Number
Fiscal Year
Ledger Type
Period Balances
Budget Amounts
  By Period

Payroll History

DBA Detail Transaction F0609
- Employee No.
- Deduction/ Benefit No.
- Work Date
- Amount

DBA Detail History F0619
- Employee No.
- Ded/Ben No.
- Cheque Date
- Pay Period End Date
- Gross Amount
- Hours
- Rate/Amount

Time Cards F06116
- Employee No.
- Pay Type
- Hours
- Rate
- Gross Pay
- Work Date
- G/L Amount
- Union

Time Card History F0618
- Employee No.
- Pay Type
- Hours
- Rate
- Gross Pay
- Work Date
- G/L Amount
- Union

Transaction Summary F06146
- Employee No.
- Transaction Type
- Fiscal Year
- Home Company
- Amount By Month
- Hour By Month
- Tax History Type

Vertex Tax Workfile F0712
- Cheque Control Number
- Employee No.
- Cheque Date
- Gross Amount
- Net Amount
- Tax Amounts
- Tax Codes

Payroll Cheque Workfile F063501
- Employee No.
- Cheque Control Number
- Current Gross
- YTD Gross
- Hours
- Rate
- Tax Area

Paychecque History F06156
- Cheque Control Number
- Cheque Number
- Cheque Date
- Period Ending Date
- Totals

Tax Ledger Detail F0716
- Cheque Control Number
- Tax Type
- Tax Amount
- Company or Employee Paid

Tax Summary F0713
- Employee No.
- Year
- Tax Area
- Tax Type
- Home Company
- Corporate Tax ID
- Gross Amount
- Excess Gross
- Excludable Gross
- Tax Amount

Table Relationships
1 = 1 record
M = many records

Appendix L — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data-dictionary default values

- Field edits and valid values

- Error processing

- Relationships between fields or applications

The advantages of a functional server are the following:

- It reduces maintenance of entry programs because edit rules reside in one central location.

- You can standardize documents across all applications because you create them using the same business rules.

- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are the following:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).

2. Set the processing options within the version according to your company requirements.

3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all of your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Only the person responsible for systemwide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

Speed voucher entry P041015	Standard voucher entry P04105	Void payment entry P04103	Credit tied to debit B.U. P041016	Multi– voucher P041017	Calculate with– holding P04580

**XT0411Z1
Versions List**

**ZJDE0001
ZJDE0002**
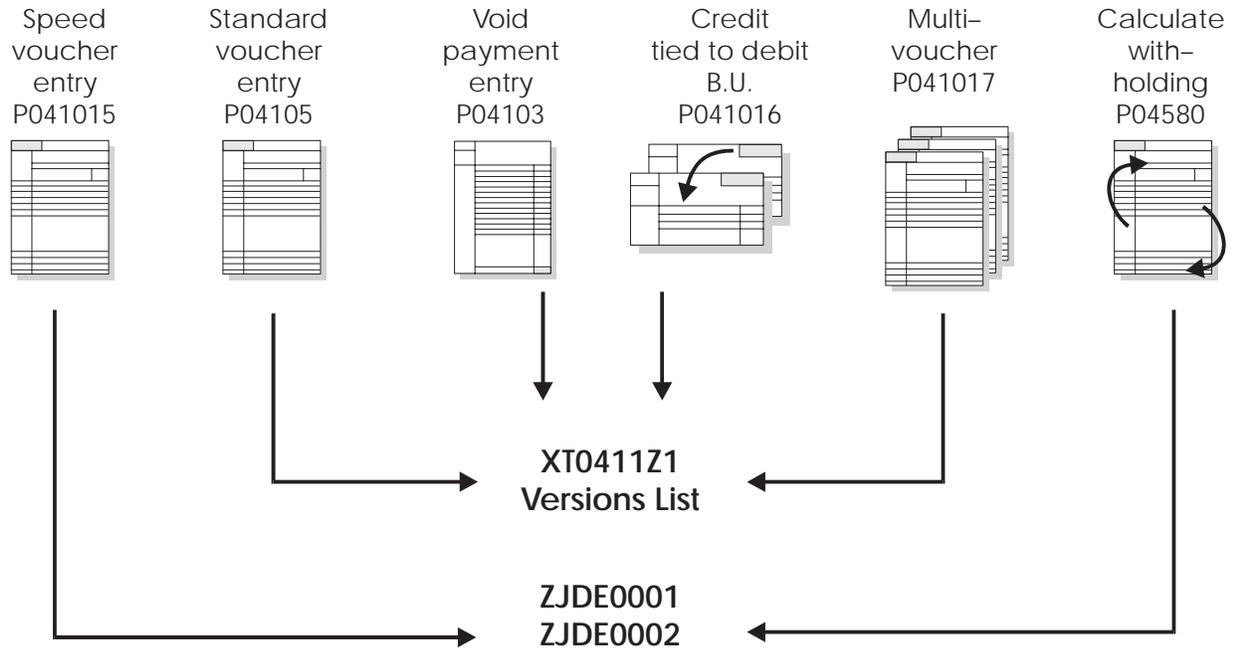
Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards' systems and the accompanying user guide.

access. To get to the information or functions provided by the system through menus, screens, and reports.

alphabetic character. Represents data by using letters and other symbols from the keyboard (such as *&#). Contrast with numeric character.

alphanumeric character. Represents data in a combination of letters, numbers, and other symbols (such as *&#).

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

automatic accounting instruction (AAI). A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch header. Information the computer uses as identification and control for a group of transactions or records in a batch.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging files. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the outqueue. Contrast with interactive processing.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards's DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ = Equal To
LT = Less Than
LE = Less Than or Equal To
GT = Greater Than
GE = Greater Than or Equal To
NE = Not Equal To
NL = Not Less Than
NG = Not Greater Than

CAD/CAP. Computer Assisted Design/ Computer Assisted Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source code and documentation, enforce design standards, and help to ensure consistency throughout all J.D. Edwards systems.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as reporting codes.

character. Any letter, number, or other symbol that a computer can read, write, and store.

command. A character, word, phrase, or combi- nation of keys you use to tell the computer to perform a defined activity.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. Once you set constants such as these, the system follows these rules until you change the constants.

Core. The central and foundational systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office.

cursor. The blinking underscore or rectangle on your screen that indicates where the next keystroke will appear.

cursor sensitive help. J.D. Edwards's online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

data. Numbers, letters, or symbols that represent facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database file consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary file does not contain the actual data itself.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and the you do not enter something in that field, the system supplies an N.

descriptive title. See user defined code.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with summary.

detail area. An area of a screen, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the screen.

display. (1) To cause the computer to show information on a terminal's screen. (2) A specific set of fields and information that a J.D. Edwards system might show on a screen. Some screens can show more than one display when you press a specified function key.

display field. A field of information on a screen that contains a system-provided code or parameter that you cannot change. Contrast with input field.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

edit. (1) To make changes to a file by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

execute. See run.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a screen that allows you to access another screen.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Some examples DREAM Writer and FASTR.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a screen that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See input field and display field. (2) A defined area within a record that contains a specific piece of information. For example, a vendor record consists of the fields Vendor Name, Address, and Telephone Number. The Vendor Name field contains just the name of the vendor.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a screen.

hard copy. A presentation of computer information printed on paper. Synonymous with printout.

header. Information at the beginning of a file. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See help instructions.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

input. Information you enter in the input fields on a screen or that the computer enters from other programs, then edits and stores in files.

input field. An area on a screen, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information such as name, document type, or amount. Contrast with display field.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer,

and it might prompt you for additional information during the processing of your request. See online. Contrast with batch processing.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

jargon. A J.D. Edwards term for system specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is check printing in the Accounts Payable system.

job queue. A screen that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a file. The system uses the key field designated by the program to organize and retrieve information from the file.

Key General Ledger Account (Key G/L). See automatic accounting instructions.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the

facility places four zeros in front of the four numbers you enter. The result would look like this: 00004567.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

    A = Major Product Directories
    B = Product Groups
    1 = Basic Operations
    2 = Intermediate Operations
    3 = Advanced Operations
    4 = Computer Operations
    5 = Programmers
    6 = Advanced Programmers

Also known as menu levels. (2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

master table. A computer file that a system uses to store data and information which is permanent and necessary to the system's operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

menu. A screen that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See level of detail.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a screen after you make a menu selection. It displays a warning, caution, or information about the requested selection.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new

G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

numeric character. Represents data using the numbers 0 through 9. Contrast with alphabetic character and alphanumeric character.

offline. Computer functions that are not under the continuous control of the system. For example, if you were to run a certain job on a personal computer and then transfer the results to a host computer, that job would be considered an offline function. Contrast with online.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided screen, you are online with the system. Contrast with offline. See interactive processing.

online information. Information the system retrieves, usually at your request, and immediately displays on the screen. This information includes items such as database information, documentation, and messages.

operand. See Boolean logic operand.

option. A numbered selection from a J.D. Edwards screen that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior screen with a value from the current screen.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer screen.

output queue. A screen that lists the spooled files (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer screens that provide default field values when they appear. By typing a new value over the default code, you can override the default. See default.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

printout. A presentation of computer information printed on paper. Synonymous with hard copy.

print queue. An online list (screen) of written files that you have told the computer to print. Once the computer prints the file, the system removes the file's identifier from the online list. See output queue.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain screen displays, control the format in which information gets printed on reports, change the way a screen displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in **order to proceed.** (2) A list of codes or parameters or a request for information

provided by the system as a reminder of the type of information you should enter or action you should take.

PTF. Program Temporary Fix. A representation of changes to J.D. Edwards software, which your organization receives on magnetic tapes or diskettes.

purge. The process of removing records or data from a system file.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor's name, address, and telephone number.

reporting code. See category code.

reverse image. Screen text that displays in the opposite color combination of characters and background from what the screen typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move screen information up or down a screen at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next screen of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

softcoding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled file. A holding file for output data waiting to be printed or input data waiting to be processed.

subfile. An area on the screen where the system displays detailed information related to the header information at the top of the screen. Subfiles might contain more information than the screen can display in the subfile area. If so, use the roll keys to display the next screen of information. See scroll.

submit. See run.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer screens and reports that are summaries of the information stored in certain files.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with application.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also called a *file*.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type table ST (Search Type), a few codes are C for Customers, E for Employees, and V for Vendors.

user defined code (type). The identifier for a table of codes with a meaning you define for the system (for example, ST for the Search Type codes table in Address Book). J.D. Edwards systems provide a number of these tables and allow you to create and define tables of your own. User defined codes were formerly known as descriptive titles.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to ten characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

video. The display of information on your monitor screen. Normally referred to as the screen.

vocabulary overrides. A J.D. Edwards facility that allows you to override field, row, or column title text on a screen-by-screen or report-by-report basis.

window. A software feature that allows a part of your screen to function as if it were a screen in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

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